

**INTERNAL REGULATION**  
**OF THE UNDERGRADUATE STUDIES PROGRAMME**  
**“PHILOLOGY, HISTORY AND ANTHROPOLOGY”**  
**OF THE DEPARTMENT OF HUMANITIES,**  
**DEMOCRITUS UNIVERSITY OF THRACE**



**ΔΗΜΟΚΡΙΤΕΙΟ** | **DEMOCRITUS**  
**ΠΑΝΕΠΙΣΤΗΜΙΟ** | **UNIVERSITY**  
**ΘΡΑΚΗΣ** | **OF THRACE**

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## **Article 1**

### **General Principles**

This Regulation defines the procedures and basic rules concerning the operation of the Undergraduate Studies Programme (USP) "Philology, History and Anthropology" (PHA) of the Department of Humanities (DH) at Democritus University of Thrace (DUTH). The Regulation becomes effective upon its approval by the DUTH Senate and is posted on the Department's website to inform students and faculty.

## **Article 2**

### **Objectives of the USP**

The objective of the USP is to provide students with a comprehensive and holistic education in Humanities through a multidimensional critical study and analysis of human factors and their artefacts: literature from classical antiquity to the present, language as a system, as a social practice and as a necessary condition for knowledge, learning, and communication; local, national, and global historical events, documents, and achievements with their social, demographic, cultural, political, and economic interpretations; human experience as reflected in biological evolution, in the physical remnants of the human past, in human behaviour and psychology, in societies and cultures. The USP promotes the ideals and values of humanistic education by offering knowledge, skills, and competencies necessary for students to pursue careers in various settings, such as public and private education, and in a variety of other fields and institutions: media, libraries and archives, cultural centres, publishing houses, public administration and local government, advertising companies, tourism businesses, theatrical organizations, research centres, companies and language processing and AI centres, institutions teaching Greek as a second or foreign language, specialized historical research centres (archives, research centres, libraries, museums, etc.), the Archaeological Service of the Ministry of Culture, international organizations and NGOs, health and social insurance, digital culture, positions in companies related to culture, the arts, and their digital applications, tourism, advertising, communication (as copywriters/editors, digital creators, members of creative teams), roles in state structures dealing with intercultural mediation, tour guides, museum staff, and cultural advisors.

## **Article 3**

### **Learning Outcomes - Graduate Qualifications**

Graduates of the USP will be prepared to pursue careers in the aforementioned fields, and in particular, they will be able to:

1. Critically discuss the theoretical and applied principles that govern a wide range of fields within Philology, History and Anthropology.
2. Critically apply acquired theoretical knowledge in practice and research.
3. Design and implement scientifically based programmes or interventions aimed at describing, analyzing, and interpreting human nature and socio-cultural phenomena and/or teaching, considering the specific characteristics and needs of individuals or groups.
4. Monitor and evaluate the outcomes of programmes/interventions, modify and redefine their strategies, and redesign their programmes based on the results.
5. Critically reflect on their own role and contribution to the outcomes.
6. Demonstrate professional responsibility and consistency, ethical behaviour, and respect for the specific characteristics, abilities, and needs of individuals or groups.
7. Search for, evaluate, and critically use new scientific data and information from different sources to support and justify their choices and decisions.

8. Systematically follow scientific developments and critically incorporate new practices and methods into their work.
9. Communicate scientific information, well-founded advice, and professional opinions effectively, either orally, in writing, or through other means, to individuals, groups, colleagues, and the wider community.
10. Demonstrate interpersonal and collaborative skills, develop successful professional relationships, and establish effective partnerships with colleagues and professionals from other fields within interdisciplinary teams.
11. Formulate and support research questions, test hypotheses, and conduct small-scale research using qualitative and quantitative methodological approaches, both in academic and professional contexts.

Specifically, the USP will provide students with opportunities to develop and acquire:

**a) Knowledge and Understanding**

Students will be able to demonstrate knowledge and understanding of:

A1- Basic elements in the fields of Philology, History and Anthropology.

A2- Research methods in these scientific fields.

A3- The application of core fields in various contexts.

A4- Selected specialized fields at an advanced level.

**Teaching and Learning Methods for Knowledge and Understanding**

Knowledge and understanding are acquired through a combination of lectures (A1-A4), small laboratory groups and seminars (A1-A4), course assignments (A1-A4), and laboratory work (A1-A3). Throughout their studies, students are encouraged to study independently, both to supplement and consolidate newly acquired knowledge and to expand their personal understanding of the subject.

**Assessment of Knowledge and Understanding**

Knowledge and understanding are assessed through a combination of written exams and alternative assessments (e.g., peer assessment) during courses (A1-A4), laboratory assignments (A2), written assignments and flipped classroom tasks (A1, A3, A4), portfolios (A3), projects (A2, A4), oral presentations (A1-A3), and participation in research (A2).

**b) Skills**

Students will be able to:

B1- Formulate and test scientific hypotheses.

B2- Design, implement and communicate research work.

B3- Identify and select appropriate information sources.

B4- Compare, combine and critically evaluate information and data from various sources to formulate convincing arguments.

B5- Focus on distinguishing between primary and secondary sources of information.

B6- Evaluate the relevance of theoretical knowledge in various application contexts.

**Teaching and Learning Methods for Skills**

Skills are developed through the methods and strategies mentioned above in Section A. B1 and B2 are also developed through laboratory work (both group and individual) and through guided, autonomous research. B3, B4, B5, and B6 are developed through seminars and feedback on formative and summative assignments in the context of the courses. Throughout their studies, students are encouraged to further develop their intellectual skills through independent study.

**Assessment of Skills**

Skills are assessed through written exams (B1-B6), laboratory reports (B1-B5), written assignments (B3-B6), portfolios (B6), projects (A2, A4), and oral presentations (B3, B4, B6).

**c) (Practical) Skills**

Students will be able to develop skills in:

- C1- Research design and implementation.
- C2- Design, implementation and evaluation of teaching interventions.
- C3- Professional interactions with research participants in an ethically responsible manner.
- C4- Analysis and interpretation of quantitative and qualitative data.
- C5- Writing research reports.
- C6- Effective use of digital technologies.
- C7- Investigating specialized databases.
- C8- Writing literature reviews.

#### **Article 4**

##### **Admission to the USP**

1. Admission to the Department's USP PHA is conducted through:

- a) The current system of national entrance exams organized by the appropriate Ministry (for high school graduates or those in special categories).
- b) Transfer exams (for graduates of other Departments or Schools). All procedures related to transfer exams are detailed in the Internal Regulation of DUTH in Appendix 4.

The semester of admission for graduates into the USP PHA is determined by the Department Assembly and cannot exceed the 5<sup>th</sup> semester. By decision of the Department Assembly, transfer students are exempt from exams for the three (3) courses they were examined on for admission, provided that these courses correspond to courses in the USP PHA. The internal regulation of the USP determines the criteria and process for the distribution of transfer students between the PHA program and the USP "Digital Applications in Arts and Culture" (DAAC) of the Department.

- c) An additional 5% of admissions, without exams, for students suffering from serious illnesses, according to current legislation.
- d) By decision of the Administrative Council, following a recommendation from the Rector and with the opinion of the Dean of the School, foreign non-native students from third countries may be admitted to the Department. The same decision determines the number of foreign students admitted, the admission criteria, the tuition fees corresponding to the total cost of studies in the Department, the criteria for potential scholarships or tuition waivers, the required documentation, the structure, composition, and rules of the selection committees, the deadlines for submission of applications, the rules for continuing studies, the rules for dismissal, and all other necessary details for the application of this regulation. The opinion of the Dean in the above clause is formulated after consultation with the Department Assembly. Decisions are communicated to the Minister of Education, Religion and Sports and the Hellenic Authority for Higher Education.

2. By decision of the Minister of Education, Religion and Sports, issued no later than May 15 each year, following the recommendation of the Senate based on a proposal from the Department Assembly, the number of students admitted to the Department for the next academic year is determined. The allocation of admitted students across the Department's study programmes is based on their field of admission as follows:

- a) The USP "Philology, History and Anthropology" admits students from the 1<sup>st</sup> Scientific Field (Humanities, Law and Social Sciences).
- b) The USP "Digital Applications in Arts and Culture" admits students from the 4<sup>th</sup> Scientific Field (Economics and Informatics).

In cases where students are admitted from a single Scientific Field, their distribution across the Department's study programmes is as follows:

- a) 60% of the admitted students to the USP "Philology, History and Anthropology".

b) 40% of the admitted students to the USP "Digital Applications in Arts and Culture".

## **Article 5**

### **Enrolment in the USP**

1. Enrolment in the USP begins with the student's initial registration. The registration of admitted students takes place at the start of the winter semester through the Ministry of Education, Religion and Sports' electronic application (<https://eregister.it.minedu.gov.gr/>) on dates announced for all higher education institutions (HEIs).
2. The registration of students in special categories (transfers, etc.) is carried out under special conditions, with the submission of documents required by the relevant provisions and within the announced deadlines.
3. Student status is obtained upon registration at the University, in accordance with the applicable provisions.
4. To receive an academic student ID, students must submit their application electronically through the website <https://academicid.minedu.gov.gr>. Once the application is approved by the Secretariat, students can collect their academic student ID from a specific delivery point selected during the application process.
5. By enrolling in the USP, the student accepts the Internal Regulation of the USP and the Internal Regulation of DUTH, along with all related provisions.

## **Article 6**

### **Enrolment in Semesters – Course Registration**

1. Students are required to register and declare the courses they will attend and be examined in at the beginning of each semester. Specifically, course registrations take place between September 15 and September 30 for the winter semester, and between February 1 and February 15 for the spring semester. For first-year students, course registration starts the day after the completion of their enrolment, with a deadline of 15 days.
2. The structure of first-cycle study programmes is designed to include educational activities corresponding to sixty (60) credits (European Credit Transfer and Accumulation System - ECTS) per academic year, 30 credits per semester.
3. The maximum number of ECTS credits corresponding to semester courses that each student can declare does not exceed thirty (30) ECTS. In addition to the semester courses, the student can also declare courses (mandatory or elective) from previous semesters that they have not successfully completed and wish to be examined in.
4. Course registrations for newly admitted students are submitted after their enrolment in the Department, and in any case, within the respective deadlines, as applicable. Students cannot take exams for a course for which they have not submitted a course registration during the respective course registration periods.
5. The processes of semester registration and course declaration are carried out electronically by students through the information system of DUTH (<https://unistudent.duth.gr>). Both registration and course declaration are essential actions to activate the student status and allow students to continue their studies at the institution.
6. Late submission of course declarations is not accepted. Students who have not submitted a course declaration are not permitted to take the semester exams for those courses, and if they participate in the exams despite this, any passing grades will not be considered or recorded in any exam period. In exceptional cases (e.g., prolonged illness), the Department Assembly may make decisions regarding these matters at its discretion.
7. Course registration grants students the right to:
  - Attend courses of the semester.

- Receive course notes and textbooks for the semester (up to the limit set by the USP).
- Participate in exams: a) for the courses of the semester (spring or winter), b) for courses from previous semesters that the student has declared and wishes to retake, if they have not been successfully completed (spring or winter), and c) the September repeat exam period.

## **Article 7**

### **Organization of the USP**

1. The first cycle of studies consists of attending the USP, of which each academic year includes educational activities corresponding to sixty (60) ECTS credits, and it is completed with the awarding of the degree.
2. The Department of Humanities organizes two first-cycle USPs, which are part of the Department's developmental plan and the strategic plan of Democritus University of Thrace (DUTH). These USPs aim at advancing knowledge, are characterized by scientific cohesion, and meet conditions that guarantee a high level of education. The USPs are accredited by the Hellenic Authority for Higher Education (HAHE) every five (5) years as part of the Department's evaluation. Modifications to the USP are made in accordance with the DUTH Quality Assurance System (QAS).
3. The minimum number of semesters required to obtain a degree is eight (8) semesters.
4. Successful completion of the USP PHA leads to the award of a "Philology, History and Anthropology" degree.
5. By decision of the Senate, following a proposal from the Department Assembly, a programme committee is established with responsibilities defined by the Institution's Internal Regulation.
6. The maximum duration of studies in the USP for the award of the degree is eight (8) academic semesters, extended by four (4) additional academic semesters. The Internal Regulation of DUTH outlines the procedural details and documentation required for exceeding the maximum duration of studies due to serious health reasons concerning the student or a first-degree relative by blood or spouse, or a person with whom the student has a civil partnership. It also specifies the procedure and conditions for part-time study or suspension of studies.
7. The USP PHA includes fifty-two (52) courses. Of these, twenty-four (24), accounting for 120 ECTS credits, are mandatory for all students of the Department and are taught in the first four semesters, forming the First Cycle. In the Second Cycle, students take courses from their chosen Specialization (Philology, History or Anthropology) worth 120 ECTS credits, of which 80 are for mandatory courses and 40 for elective courses. Electives can be chosen either from the student's Specialization, from the other two Specializations of the USP PHA, or from the USP "Digital Applications in Arts and Culture" (DAAC). Appendix 1 of this Regulation contains a summary of the USP PHA curriculum, including the course titles and descriptions of other educational activities, the total teaching hours per educational activity, the sequence and interdependence of courses or other activities, the conduct of laboratory courses, clinical exercises, or internships, the language of instruction for each activity (which may differ from Greek), and the distribution of ECTS credits per activity.
8. The USP PHA includes the following categories of courses:
  - Foundation Courses: Courses that, although not directly related to the discipline covered by the USP, provide essential foundational scientific knowledge needed to understand more specialized topics.
  - Scientific Area Courses: Courses that pertain to fields directly related to the academic subject of the USP.
  - General Knowledge Courses: Courses not directly related to the subject of the USP, aimed at broadening the education of the student as a scholar and citizen.

- Skills Development Courses: Courses that focus not on providing scientific knowledge in the USP's subject but on cultivating and developing other skills in students.

9. In both Cycles, optional tutorials may be offered for specific courses (depending on the availability of teaching staff and the needs of the students). These tutorials are decided by the Department Assembly, following a proposal from the respective instructor or Specialization.

10. The USP is required to prepare an annual Study Guide in both Greek and English, in accordance with the DUTH Internal Regulation. The Study Guide includes the detailed curriculum, which allocates courses by semester and Specialization, listing both mandatory courses for the First Cycle and mandatory and elective courses for the Second Cycle. It also includes all electives that the Department may offer in each USP. Before the Department and USP begin operations, elective courses will be grouped into clusters taught in odd or even years, ensuring that there are enough instructors to teach them and a minimum required number of students for each course.

11. Students of the USP PHA must select their Specialization at the start of the 5<sup>th</sup> semester, along with their course registration, within the deadlines set by the Department Assembly. Specialization selection is distributed equally among the three Specializations (Philology, History, Anthropology), as follows:

- 33.33% for the Philology Specialization
- 33.33% for the History Specialization
- 33.33% for the Anthropology Specialization

Each student must rank the three Specializations in order of preference, but final placement in a Specialization will be based on the average grade of all First Cycle courses. A student may change their Specialization only until the end of their first year in the Second Cycle (i.e., the 6<sup>th</sup> semester), following the submission of a relevant application, and only if the Specialization's enrolment does not exceed 10%.

12. For students from Departments that previously constituted the School of Classics and Humanities (i.e., the Department of History and Ethnology, the Department of Greek Philology, and the Department of Language, Philology and Culture of Black Sea Countries), the Department Assembly decides on the equivalence of their courses with those in the USP PHA.

13. Pedagogical and Teaching Competence: In the framework of the USP PHA, students will have the opportunity to obtain a Certificate of Pedagogical and Teaching Competence in accordance with applicable regulations.

14. Digital Skills Competence: In the framework of the USP PHA, students will have the opportunity to obtain a Digital Skills Competence Certificate, in accordance with applicable regulations.

15. Internship: Internships for students of the Department are conducted in accordance with the Department's Internship Regulation.

16. Thesis: The thesis in the USPs of the Department is optional, is carried out during the final year of studies, and corresponds to ten (10) ECTS credits, replacing two (2) elective courses (5 ECTS each). The procedures for assigning and completing a thesis are outlined in the Thesis Writing Regulation of the USP PHA (Appendix 2 of this Regulation).

## **Article 8**

### **Educational Activities**

1. The organization of a course or other educational activity is managed by the Department within the framework of the USP. By decision of the Department Assembly, educational activities organized by other DUTH Departments may be included in the Department's USPs, either as mandatory or as elective courses. The Department's USP may also include educational activities from other domestic or foreign institutions, with the recognition of corresponding credits, after the signing of a specific cooperation agreement between institutions.

2. For each educational activity, a responsible instructor is appointed by the Department Assembly. In the case of co-teaching, one of the instructors is designated as responsible. The responsible instructor ensures the smooth operation of the educational activity, including planning, posting the syllabus on the institution's electronic platforms, communicating with students, etc. In co-teaching situations, the responsible instructor is also in charge of coordinating the other instructors. Teaching hours for each instructor are calculated based on the assignment decision of the Assembly and in accordance with the syllabus.
3. USP students may choose to attend and be evaluated in courses (or other educational activities) from the USP "Digital Applications in Arts and Culture" (DAAC) or from other DUTH Departments, regardless of whether they are part of their curriculum, subject to a decision by the Department Assembly. The Assembly may also decide that courses from other DUTH Department USPs count towards the student's degree. The maximum number of credits from successful evaluations in courses (or other educational activities) from other DUTH Departments is up to 10% of the total ECTS credits required for the successful completion of the USP.
4. The USP courses are categorized as mandatory (M), mandatory by Specialization (MS) and elective (E), or other types as defined by current legislation.
5. Mandatory PHA courses have a minimum of thirty-nine (39) teaching hours. In addition to the minimum teaching hours per course, each instructor may organize advanced and experiential learning sessions in small groups of students, such as tutorial exercises and fieldwork.
6. Elective courses are chosen from the range of optional or selected electives. The system by which students choose electives from the offered optional or selected courses, as well as the submission deadlines for related declarations, are determined by a decision of the Department Assembly.
7. Each student declares the optional or selected courses as outlined in the USP they are attending. Optional or selected courses are only offered if at least twelve (12) students have enrolled. The Senate of DUTH, following a proposal from the Department Assembly, may decide in exceptional cases to offer a selected course with fewer than 12 students enrolled. If a selected course is not offered due to a lack of students, those students may submit a new course declaration for another elective outside the set deadline. The Department Assembly may also set a maximum number of students who can declare and attend a specific optional or selected course, following a justified proposal from the instructors.
8. The Department's USPs also offer courses in English for foreign students, totalling at least 30 ECTS credits for the winter and 30 ECTS credits for the spring semester.

## **Article 9**

### **Teaching Work**

1. The teaching responsibilities of the USPs of the Department are assigned by the Department Assembly to the following categories of instructors:
  - a) Faculty members (DEP), Laboratory Teaching Staff (EDIP), Special Technical Laboratory Staff (ETEP), and Special Teaching Staff (EEP) of the Department or other DUTH Departments.
  - b) Emeritus Professors or retired faculty members of the Department, other DUTH Departments, or other universities.
  - c) Faculty members of other domestic or foreign universities, or collaborating professors.
  - d) Assigned instructors and academic fellows.
  - e) Visiting professors or visiting researchers.
  - f) Postdoctoral researchers.
  - g) PhD candidates.
  - h) Postgraduate students.



- i) Researchers and specialized operational scientists from research and technology entities under Article 13A of Law 4310/2014 (Government Gazette A' 258) or from other domestic or foreign research centres and institutes.
2. The academic year begins on September 1 and ends on August 31 of the following year.
  3. The educational work of each academic year is divided into two teaching periods, the academic semesters (winter and spring), which include the mandatory and elective educational activities of the USP. Each academic semester consists of a teaching period and an examination period. Educational activities that occur outside the teaching semesters (e.g., internships) may be recognized by decision of the Assembly.
  4. Each teaching semester includes at least thirteen (13) full weeks of instruction, according to the academic calendar set by the Senate.
  5. By decision of the Department Assembly, made in June and updated by September 15 at the latest each year, the distribution and assignment of teaching duties for both semesters of the following year are determined, as well as the weekly schedule and the allocation of teaching hours within the academic semester.
  6. Each course is taught on the scheduled days and hours. If fewer than thirteen (13) lectures are held, the course is considered not to have been taught, and any examination conducted is invalid, with the grade not counting towards the awarding of the degree. In the event of missed lectures due to holidays or other emergencies, the responsible instructors must notify students in a timely manner and provide written notice to the Course Coordinator, the Sector Director, and the Dean of the Single-Department School about the replacement days and hours, ensuring that the full content and hours of the course are covered.
  7.
    - i. Courses are conducted in person. Distance learning methods may be used in the following cases:
      - a) When teaching is provided by professors from foreign institutions, other Greek institutions, or collaborating professors.
      - b) When teaching is provided as part of joint programs with foreign institutions.
      - c) When teaching is provided within interdepartmental or inter-institutional programmes, where the partner departments are located in different cities.
      - d) For advanced courses and tutorial exercises beyond the mandatory teaching hours of each course.
      - e) In cases of force majeure or emergency situations, as determined by a Senate decision, when in-person instruction is not feasible, or the DUTH infrastructure cannot be used for educational, research, or other activities.
    - ii. The organization of distance learning for cases (a) through (d) is carried out by decision of the Department Assembly, considering the Department's particularities, personnel, and available infrastructure.
    - iii. Exceptionally, in-person instruction with simultaneous real-time broadcasting may be organized using electronic means, exclusively for students of other DUTH Departments located in different regional units or cities. In this case, student evaluation is carried out uniformly, regardless of the method of instruction or participation.
  8. The educational process within the Department's USPs is supported by the use of digital means, with the development of appropriate infrastructure and services. Modern educational approaches and technologies are employed to enhance teaching methods and foster student creativity.
  9. The amphitheatres, classrooms, and other infrastructure of the Department and the Institution as a whole support the Department's educational process. The facilities are available for educational use from 8:00 AM to 9:00 PM. The schedule ensures a one-hour break between 12:00 PM and 4:00 PM to facilitate student meals.

10. The Department operates laboratory and research spaces with modern laboratory equipment and computing systems to meet its educational and laboratory needs.

11. Matters concerning educational visits are regulated in Appendix 6 of the DUTH Internal Regulation.

## **Article 10**

### **Conduct of Educational Activities**

1. The allocation and assignment of teaching duties to instructors, as well as the weekly schedule for each academic semester, are determined by the Department Assembly. The allocation of teaching hours within the academic semester is also managed by the Assembly. The weekly schedule is posted on the Department's website before the start of the semester, and students are notified through appropriate means.

2. The weekly schedule includes the distribution of teaching hours for educational activities over the five (5) working days of the week, along with the names of instructors and the classrooms. Educational activities for each semester are spread across these five (5) working days. In exceptional cases, and only if deemed absolutely necessary, educational activities may take place over the weekend.

3. There must not be an overlap in teaching hours for mandatory and elective courses of the same semester (or within the same Specialization, if applicable) in the schedule.

4. The weekly schedule may be modified by decision of the Department Assembly. If educational activities are not conducted for reasons of force majeure, the Senate may extend the academic semester based on a justified proposal from the Department Assembly, in accordance with the curriculum and approved weekly schedule.

5. The USP, considering the proposals of its sections for the assignment/distribution of teaching duties among faculty members and other teaching staff, may decide to divide students into groups or sections, particularly for practical courses taught to large numbers of students. This decision is made according to criteria determined by the Department Assembly. The maximum number of students per group or section, as well as other details of the educational process, are similarly defined. Instructors assigned to such group teaching may form a course committee, with a coordinator appointed by the Department or Assembly to ensure the harmonization of teaching and examinations across groups.

6. The course coordinator is required to upload the course syllabus, a detailed schedule of activities for the 13 weeks, and any other relevant materials or information onto the eClass platform for students enrolled in the course at the beginning of the semester.

7. The number of mandatory courses, exercises, and other requirements related to the attendance of educational activities and their evaluation is determined by each Specialization Section, following approval by the Department Assembly. Attendance and participation in certain forms of educational activities, such as seminars, laboratories, tutorial courses, or practical exercises, may also be made mandatory.

8. Student exercises (laboratory, practical, tutorial, etc.), whether conducted on or off-campus, are decided by the Department Assembly and are included in the academic schedule. The Assembly may set specific criteria and conditions for educational activities within the curriculum that students may attend in other departments, in accordance with current legislation.

9. Thesis

9.1. All instructors mentioned in Article 7 are entitled to supervise theses. The responsible body of the USP may assign the supervision of theses to instructors from Article 7 who do not have other teaching duties in the USP.

9.2. Upon completion of the thesis, the student submits to the supervisor proof of a plagiarism check, including the results of the check using a specialized plagiarism detection tool (Turnitin). The student must also submit a declaration that the thesis is their original work and not the result of plagiarism, either in whole or in part.

9.3. Theses must be submitted exclusively in electronic form to the DUTH Library and the Department's archive. The Department Secretariat appoints a person responsible for collecting all theses in digital form. The Secretariat maintains this digital archive until the full development of DUTH's Central Repository.

9.4. Plagiarism or any other misconduct in the thesis process constitutes a disciplinary offense. If the offense is discovered after graduation, the Assembly initiates procedures for the revocation of the degree/diploma.

9.5. The detailed procedures for the thesis are outlined in Appendix 2 of this Regulation.

## **Article 11**

### **Textbooks and Teaching Materials**

1. The provision of textbooks to undergraduate students is carried out in accordance with the applicable regulations.

2. The list of textbooks is prepared each academic year by decision of the Department Assembly, following a recommendation from the course coordinator. This list includes all recommended textbooks for each mandatory or elective course, covering the course content adequately.

3. Students are entitled to receive and select one (1) free textbook for each mandatory or elective course in their study programme that is required for obtaining their degree or diploma.

4. Students eligible for free textbooks are those who are within the minimum number of semesters required to complete their degree, plus an additional four (4) semesters, or as otherwise defined by current legislation, provided they have not previously received a free textbook for the same course.

5. Textbook declarations for all courses are made through the Electronic Service for Integrated Management of Textbooks "EUDOXUS" (<https://eudoxus.gr/>). The deadline for textbook declarations for each academic semester is decided by the Department Assembly and must not exceed the period announced by the "EUDOXUS" service.

## **Article 12**

### **Attendance of Educational Activities**

1. Students' attendance of courses, tutorials, exercises, laboratories, and generally all educational activities is conducted according to the Study Programme, the weekly schedule, the Internal Regulation of DUTH, the Institutional Study Programme Regulation, and the USP Regulation.

2. Students fulfil their educational and examination obligations in accordance with their Study Programme, the Institutional Study Programme Regulation, the Internal Regulation of DUTH, the Institutional Examination Regulation, and the USP Regulation.

## **Article 13**

### **Evaluation of Educational Activities**

The evaluation of students may be conducted through written or oral examinations, midterm progress assessments, written assignments, laboratory exercises, a combination of different evaluation methods, or other methods appropriate to the nature of each educational activity. During the conduct of written or oral exams, as evaluation methods, the integrity of the process must be ensured. The instructor selects the method or combination of methods they consider most appropriate for evaluating students.

## **Article 14**

### **Examination Regulations**

#### **14.1 General Provisions**

The examination process is defined in Article 56 of the Internal Regulation of DUTH and in Appendix 7, titled "Examination Conduct Regulations of Democritus University of Thrace" of the same Regulation. Students participate in the examination process of each study programme in accordance with the Internal Regulation of DUTH and the regulations of the respective programme.

#### **14.2 Examination Supervisor**

1. The term "Examination Supervisor" refers to the instructor responsible for teaching a course during an academic semester. This instructor is legally responsible for conducting the course examination or is a Department member assigned by the Department Assembly to conduct the examination (e.g., in cases of leave, retirement, etc.). In cases of co-teaching, the course supervisor, as defined in the course assignment, is responsible for the examination. The Examination Supervisor is responsible for organizing and ensuring the smooth and secure conduct of the examination.

2. The Examination Supervisor must arrive at the examination venue fifteen (15) minutes before the exam begins, check the adequacy of the number of proctors and general conditions for smooth examination conduct, and distribute the examination materials (questions, answer sheets, etc.) to the proctors.

3. The Examination Supervisor must be present periodically in all examination rooms to oversee the process and answer students' clarifying questions. Clarifying questions are submitted to the Supervisor during a time period set by the Supervisor at the beginning of the exam. Questions and answers should, as much as possible, be addressed publicly, unless personal data privacy is at stake.

4. The Examination Supervisor enters the grades electronically into DUTH's Student Information System (Universis) by the deadline set by the Department Assembly.

5. After the deadline for grade submission, modification of grades (correction or addition of grades) is not permitted. In exceptional cases, grade modification may be allowed through a justified decision of the Department Assembly, following a recommendation from the responsible instructor, but no later than four (4) months after the end of the respective examination period.

6. Before the results are announced, instructors, proctors, and administrative staff must ensure the confidentiality of the results.

7. The Examination Supervisor must, simultaneously with the announcement of the results, inform students of the date and time they can visit to discuss their exams. The Supervisor provides, at their discretion, explanations regarding the correct answers. No exam paper may be shown to students before the announcement of the results.

8. The examination may be interrupted only for reasons that prevent its smooth or secure completion.

9. In exceptional cases (e.g., widespread cheating), the Examination Supervisor may propose the cancellation of the examination. The relevant decision is made by the Department Assembly.

10. In case of an impediment (e.g., illness) of the Examination Supervisor, they must inform the Dean of the Single-Department School and the Department Secretariat in a timely manner, preferably electronically, about their inability to conduct the exam. If there is no co-teacher, they must assign another faculty member, Special Teaching Staff (EEP), or Laboratory Teaching Staff (EDIP) to replace them, providing appropriate instructions and securely delivering the exam materials to them.

11. If a student fails a course more than three (3) times, they may request an evaluation by a three-member committee through an application to the Dean of the Single-Department School. The committee will consist of teaching staff from the same or another DUTH Department with the same or related subject matter, and the original course instructor may not participate. If the Dean does not appoint the committee members within one (1) month of the application, the student may request the appointment from the School Dean or, if applicable, from the Rector of the institution. If no committee is appointed within sixty (60) days, the student may submit their application to the Ministry of Education, which will investigate the Rector's non-compliance. The committee's evaluation may take place anytime during the academic year. If the student fails the evaluation by the committee, they may continue their studies, and the process repeats under the same conditions (Article 65, Paragraph 6 of Law 4957/2022).

12. Examination papers, assignments, and any other materials used for student evaluation must be kept securely by the course supervisor for twelve (12) months from the date of the examination. After this period, the evaluation materials are no longer valid and are destroyed by the course supervisor, unless a legal, disciplinary, or administrative process is pending.

13. Severe negligence in fulfilling the duties of the Examination Supervisor constitutes a disciplinary offense.

#### **14.3 Proctors**

1. Proctoring duties are carried out by faculty members (DEP), Laboratory Teaching Staff (EDIP), Special Teaching Staff (EEP), Special Technical Laboratory Staff (ETEP), all types of instructors (academic fellows, appointed professors/instructors, etc.), postdoctoral researchers, and educators seconded from primary and secondary education, as well as PhD candidates. If the number of proctors is insufficient, postgraduate students may also be assigned a supplementary role for first-cycle exams.

2. If a proctor cannot attend the examination or is going to be late, they are responsible for finding a substitute from the proctors' list of the Department and must inform the Examination Supervisor and the Dean of the Single-Department School in writing or via email.

3. Proctors must arrive at the examination venue at least fifteen (15) minutes before the start of the exam to assist in seating students as required by the integrity of the written examination process and as directed by the Examination Supervisor. Proctors may change the seating arrangement of students at any time if they deem it necessary for the smooth conduct of the exam.

4. Proctors are responsible for verifying the identity of students, either upon entry or when they submit their exam papers. Identification is confirmed by presenting an official public document with a photo (e.g., student ID, national ID, military ID, passport).

5. During the exam, proctors focus exclusively on their proctoring duties.

6. Proctors must inform students of the start and end times of the exam after distributing the exam papers and remind them of the time remaining every hour, as well as thirty (30) and fifteen (15) minutes before the end.

7. Serious negligence in fulfilling proctoring duties constitutes a disciplinary offense.

#### **14.4 Methods and Organization of Student Evaluation**

1. Student evaluation may be conducted through written or oral exams, midterm assessments, written assignments, laboratory exercises, a combination of different evaluation methods, or other methods appropriate to the nature of the educational activity. For written or oral exams, the integrity of the process must be ensured.

2. The course instructor (or instructors in cases of co-teaching) is responsible for choosing the evaluation method and process, as well as for final grading and issuing results.

3. The evaluation methods, criteria, and process (e.g., number of midterm exams, assignments, performance evaluation, weight of various assessments, etc.) must be included in the course syllabus and the eClass platform. If any changes are made, the instructor must update the syllabus and the relevant information on the eClass platform in a timely manner.
4. If the evaluation is through final exams, these exams are conducted after the completion of the teaching semesters for first-cycle programmes, with repeat exams after the academic year ends.
5. Students can participate in the examination process according to this Regulation and the DUTH Internal Regulation. During the repeat examination period, students are allowed to take exams in courses and educational activities regardless of the semester in which they were offered, provided they have not passed them successfully. Specifically, first-cycle students who have completed their regular study period (equal to the minimum number of semesters required to graduate) are allowed to take exams during both semester examination periods.
6. If a student fails a course more than three (3) times, they may request an evaluation by a three-member committee through an application to the Dean of the Single-Department School. The committee consists of teaching staff from the same or another DUTH Department with the same or related subject matter, excluding the original course instructor. If the Dean does not appoint the committee members within one (1) month of the application, the student may request their appointment from the Dean of the School, or, for Single-Department Schools, from the Rector. If no committee is appointed within sixty (60) days, the student may submit their application to the Ministry of Education, which will investigate the Rector's non-compliance. The evaluation by the three-member committee may take place anytime during the academic year. If the student fails even after this evaluation, they continue their studies, and the process repeats under the same conditions as outlined in Article 65, Paragraph 6 of Law 4957/2022.
7. The exam material includes the content announced to students at the beginning of the semester, along with any clarifications or modifications made by the course instructor during the lectures.
8. If the evaluation is conducted through final exams, the exams take place during the January and June examination periods for first-cycle programmes, with a repeat examination period after the academic year ends.

#### **14.5 Grading**

1. For each independent educational activity (e.g., course, thesis, etc.) included in a study program, the evaluation is expressed numerically (grade) on a scale from zero (0) to ten (10). A passing grade is any grade equal to or greater than 5.00 (five).
2. The final grade for each independent educational activity may result from either a single comprehensive final exam or a combination of multiple evaluations (of equal or varying weight). The final grade, as well as any interim evaluations, may be based on written or oral exams, practical exercises, or the student's performance during the educational process, particularly through the completion and presentation of assignments, or a combination of the above. In the case of reports, practical exercises, or assignments, a brief descriptive evaluation is provided alongside the grade.
3. Independent educational activities in which the student has not received a passing final grade and whose attendance is deemed insufficient must be repeated, in whole or in part, according to the regulations of the respective study programme.
4. The grade must be submitted by the course supervisor within 20 days of the exam and, in any case, no later than 20 days after the end of the examination period (see Senate Decision 41/630/4 December 2008). If the course supervisor cannot meet this deadline due to a large number of exam papers, they must request an extension from the Assembly, which will decide on the matter.

#### **14.6 Right to Participate in Examinations**

1. The right to participate in exams is granted to students who have registered for the course and fulfilled all attendance requirements (e.g., tutorials, etc.). For students in the USP PHA:
  - a) Only students who have included the corresponding course in their course declaration for the academic semester during which the current examination period applies are allowed to take the exam.
  - b) Students who do not submit a course declaration are not allowed to participate in the exams, and if they do so by mistake, their exam paper will not be graded.
  - c) During the repeat examination period, students are allowed to take exams in courses and educational activities regardless of the semester in which they were offered, according to the approved curriculum, if they have not been successfully evaluated in those activities.
2. Students who have completed the regular study period (equal to the minimum number of semesters required for the degree) are allowed to take exams in all courses during the examination period of each academic semester.

#### **14.7 Final Examination Planning**

1. The Chair or the Dean of the Single-Department School, in collaboration with the respective Specialization, is responsible for coordinating the examinations.
2. The final exam schedule and the proctoring schedule for each examination period are established by a decision of the Department Assembly, in accordance with the academic calendar set by the Senate.
3. During the preparation of the Examination Schedule, care is taken to ensure a rational distribution of courses (e.g., the examination of mandatory courses is evenly spread throughout the examination period, without leaving empty days, etc.).
4. The Examination Schedule for the winter semester exam period must be approved by the Department Assembly and announced to students no later than November 30<sup>th</sup>, the spring semester exam schedule by April 15<sup>th</sup>, and the September repeat exam schedule by July 15<sup>th</sup>. The schedule is posted on the Department's website immediately after being approved by the Department Assembly.
5. In exceptional cases, when necessary, the exam schedule may be approved or amended by the Dean, with approval from the Department Assembly.
6. The Proctoring Schedule is sent to all instructors and proctors at least fifteen (15) days before the start of each examination period. When preparing the Proctoring Schedule, factors such as the number of students registered for each course, the capacity and specific characteristics of the exam rooms, and the number of available proctors are considered.
7. The Secretariat is responsible for informing instructors, proctors, and students of any changes to the exam dates and times due to emergencies or force majeure. The Secretariat also informs instructors and proctors of any changes to the proctoring schedule.
8. The cancellation of an exam and the postponement of its date may occur in particularly serious cases, following a decision of the Department Assembly, upon recommendation by the Dean. Simultaneously, the Department Assembly schedules the rescheduled exam. In urgent cases where there is not enough time to convene the Assembly, the Dean makes the decision to postpone and reschedule the exam, after consulting the course instructor.

#### **14.8 Examination Process**

1. At the start of the examination process, proctors instruct the examinees to maintain complete silence and distribute the exam materials to each student (exam papers, answer sheets if required).
2. The examinee writes their personal details on the exam paper and signs the attendance sheet when submitting the exam. If additional paper is needed during the exam, the proctor ensures the

first one has been used and initials the second one after verifying the student's details are included. This process is repeated for each additional sheet requested.

3. Before, during, or after the exam, the proctors verify the identity of the examinee by checking an official document with a photograph (e.g., student ID, national ID, military ID, or passport).

4. Proctors move around the room, performing their duties discreetly, responsibly, and without causing a disturbance. Loud comments, disrespectful behaviour toward the examinees, or other inappropriate actions are not permitted as they violate academic etiquette. Proctors are required to take necessary measures if they observe students not adhering to the examination rules.

5. Proctors are responsible for keeping track of the examination time. Once the designated time expires, they must stop the examinees and collect the exam papers. Each examinee signs the attendance sheet, which includes their full name and registration number when submitting their exam.

6. When collecting the exam papers, proctors ensure that each student has written their details on every used sheet. Proctors then hand over the collected papers, per examination room, to the course supervisor after counting them and recording the total number on the attendance sheet. This number should match the total number of signatures on the attendance sheet for that room. If there is a discrepancy, proctors take immediate steps to identify the cause and fill out a relevant protocol, which they sign.

7. The exam papers are placed in envelopes labelled with the course name, exam date, names of the proctors in the room, and the total number of papers.

#### **14.9 Responsibilities of Examinees**

1. Students must arrive on time for the exams. If they are more than fifteen (15) minutes late, they are not allowed to take the exam. Students arriving within the fifteen (15) minutes are not entitled to extra time.

2. The minimum time before a student can submit their paper and leave is thirty (30) minutes after the distribution of the exam topics unless specified otherwise by the Examination Supervisor.

3. The following are prohibited:

- Bringing notes, books, mobile phones, or other electronic devices (e.g., smart watches, tablets, headphones, etc.) into the exam unless explicitly permitted by the Examination Supervisor.
- Leaving the room during the exam, except in cases of emergency and with the supervisor's consent, accompanied by a proctor.
- One student remaining in the room alone; the penultimate student must remain until the final student leaves.
- Taking the exam topics with them unless permitted by the Examination Supervisor.
- Exchanging notes, items, collaborating, talking, exposing one's work to others, or attempting any form of cheating. Such actions will result in the paper being marked and nullified, as they are violations of this Regulation and constitute disciplinary offenses.
- Violating the set examination duration.

4. Breaching the integrity of the examination, even if discovered afterward (e.g., during the grading process), results in the paper being marked by the proctor or instructor (depending on who identifies the breach and when). Such behaviour is a violation of this Regulation and constitutes a disciplinary offense.

5. The examination begins when the distribution of exam papers is complete. The end time is announced at the beginning of the process once all students have received the exam materials.

6. Examinees must respect the instructors and proctors and follow their instructions. Complaints, comments, insults, disrespectful behaviour towards proctors or instructors, or other similar actions are not permitted as they violate academic etiquette.



#### **14.10 Special Provisions**

1. Oral exams, midterm progress assessments, written assignments, laboratory exercises, and other evaluation methods are scheduled and announced to students in a timely manner (at least 15 days in advance).
2. Oral exams are conducted in groups of students in the presence of the Examination Supervisor. If a student is examined individually, a proctor must also be present.
3. Plagiarism: In any assignment, thesis, or dissertation, students are required to cite the work and opinions of others if used. Plagiarism includes copying someone else's work or using someone else's work—published or unpublished—without proper attribution. Including any supporting material, even from the candidate's own previous work, without proper reference is considered a serious academic offense.
4. It is prohibited to: a) Submit collaborative work with other students as individual work. b) Resubmit work previously submitted for other academic or research requirements for new or different academic or research purposes.
5. In courses evaluated through assignments, as well as laboratory/tutorial reports, copying or plagiarism results in the nullification of the work or report and constitutes a disciplinary offense. All available means are used to detect copying or plagiarism.

#### **14.11 Examinations for Students Belonging to Vulnerable Groups**

1. DUTH and the Department must manage with particular sensitivity the needs of students who belong to vulnerable educational groups and may face integration challenges or have disabilities or special educational needs.
2. Participation of students from vulnerable groups occurs in a climate of respect and acceptance of their uniqueness, in accordance with current legislation and the Internal Regulations of DUTH (Article 186).
3. Examinations for students belonging to vulnerable groups generally take place on the same day and time as for the rest of the students. However, due to special circumstances and depending on the severity of their difficulties, a different examination method than that used for other students may be scheduled, potentially at a different date and time.

#### **14.12 Remote Examinations**

1. The academic and educational responsibilities of instructors, proctors, and examinees in face-to-face exams also apply to remote exams, provided this method of examination is expressly stipulated by current legislation.
2. Instructions for participation in remote exams are posted on the eClass platform by the Exam Supervisor at least seven (7) days before the exam. Students are informed about how to register and provided with all relevant details regarding the conduct of the examination.
3. To prepare for participation in any type of remote examination, students are responsible for ensuring they have the necessary technical equipment. They must ensure the functionality of their equipment and internet connection (computer, camera, microphone, scanner, etc.).
4. Before the exam, students must carefully read the instructions posted by the Exam Supervisor, follow them exactly during the exam, and familiarize themselves with the method of submitting their answers (by thoroughly reading the related instructions) to avoid problems during the exam.
5. Examinees must use their institutional accounts/email addresses (username, password) for logging in and participating in any type of remote examination.
6. Students must be in the designated virtual room at least fifteen (15) minutes before the scheduled start time and follow the proctors' instructions.
7. By participating in a remote examination, students declare that:
  - a) They consent to the examination process.
  - b) They are participating by adhering to all academic integrity rules.

- c) They do not use inappropriate means to answer exam questions.
  - d) They accept the institution's data protection framework.
8. Proctors and the Exam Supervisor must be connected to the virtual rooms at least 15 minutes before the start of the exam and provide guidance to students to avoid delays in starting the exam.
9. During remote exams, students must keep their computer cameras on throughout the exam and remain in an isolated and quiet space that allows uninterrupted operation of the camera and microphone.
10. Students participating in remote exams acknowledge that at any time they may be asked to share their computer screen during the exam.
11. Students must monitor the flow of the examination system and the messages sent by the Exam Supervisor and proctors, and follow their instructions. For any issues that arise, students must immediately inform the Exam Supervisor by sending a message in the chat field.
12. The Exam Supervisor remains connected to the electronic examination system to oversee the exam and may retrieve files from the platform related to the participation and activity of examinees. These files provide information about participant details and their activity during the exam, such as login and logout times, connection interruptions, etc.
13. The Exam Supervisor and proctors may mute microphones if necessary to maintain silence during the exam, especially in rooms with many participants, and issue instructions to all or specific students.
14. The Exam Supervisor and proctors are not responsible for any technical issues that may arise during the exam on the part of the participants, or for general problems related to internet or equipment functionality.
15. The following are prohibited:
- a) Recording and further use (e.g., posting online) of the exam, either by students or by examiners, as this constitutes personal data processing which must comply with the General Data Protection Regulation.
  - b) The use of any electronic device other than those used to participate in the exam, without the consent of the Exam Supervisor.
  - c) Exiting the virtual examination room without the consent of the Exam Supervisor or proctors.
  - d) Leaving the computer except in exceptional cases with the consent of the Exam Supervisor or proctors.
  - e) Any form of collaboration between participants or with other individuals.
16. In the event of a student's connection being interrupted during the examination process, the student may submit a request for re-examination by sending an email to the Department Secretariat and the Exam Supervisor within eight (8) hours. Within three days, the applicant must submit documents proving that the cause of the connection interruption was beyond their control (e.g., sudden power outage or internet disconnection due to provider issues) to avoid being considered as having intentionally left the exam. This may include a certificate from the power provider or internet provider.

## **Article 15**

### **Course Recognition**

1. Students admitted to the Department of Humanities (DH) can recognize courses that they have demonstrably been taught and successfully examined in their previous University Department, provided these courses correspond to courses in the DH undergraduate programmes (USP). The recognition is subject to the terms and conditions set by the Department's study regulations. This applies to students who transfer under the current regulations.

2. The recognition of courses, as outlined in the previous paragraph, is decided by the Department Assembly. Students are exempt from being examined in the recognized courses from their previous Department, and the Assembly's decision may allow them to enrol in a different semester than initially assigned. To do so, the student must submit a request with the required documentation for the courses they seek exemption from. To be placed in a different semester, the student must submit the relevant request immediately after their enrolment, including all necessary documentation that supports the change in semester. Specifically, the student must submit a written request to the Department's Secretariat along with an official transcript from their previous Department's Secretariat and detailed syllabi of the courses they have completed. The request and the attached documents are forwarded to the course supervisor, who makes a recommendation to the Department Assembly regarding the recognition of the courses or exercises for the applying student.

3. The details regarding the recognition of ECTS credits for Erasmus+ students are governed by Article 63 of the DUTH Internal Regulations and Annex 9 "Internal Regulations for the Erasmus+ Programme of Democritus University of Thrace - Mobility of Individuals in Higher Education."

## **Article 16**

### **Completion of Studies – Degree Calculation – Graduation Ceremony**

1. The maximum duration for completing the USP PHA at the DH, which requires a minimum of eight (8) academic semesters for the awarding of the degree, is extended by four (4) additional academic semesters. Details regarding the extension of the maximum study duration, part-time study, and study suspension due to serious health reasons related to the student or their first-degree relatives, spouse, or partner in a civil union are outlined in Article 185 of the DUTH Internal Regulations and Appendix 10.

2. Students complete their studies and are awarded a degree or certificate when they have successfully completed the minimum number of semesters required for the degree, passed all required courses as per the curriculum, and accumulated the necessary number of 240 credits (ECTS).

Specifically, to obtain a degree, students must:

- Successfully complete the mandatory courses of the curriculum.
- Successfully complete the elective courses of the curriculum.
- Successfully complete any other educational activities required by the curriculum (e.g., internships).

Additionally, for the degree to be awarded, all university service obligations must be settled, including:

- Returning any borrowed books to the Department or University Library.
- Returning the dormitory key (if applicable).
- Returning any borrowed equipment or educational materials to the Department's labs.
- Returning the academic ID to the Department's Secretariat.
- Ensuring no financial obligations remain (e.g., Erasmus+ grants).

### **3. Degree Calculation**

The final degree is calculated based on the grades of the courses taken. The degree grade is the weighted average of the grades of the individual courses, as stipulated in Ministerial Decrees Φ141/B3/2166/1987 and Φ141/B3/2457/1988. Specifically, each course grade is multiplied by a weight factor, and the sum of the products is divided by the total weight factors. The final degree is characterized as follows:

"Good" for grades between 5.00 and 6.49 (included).

"Very Good" for grades between 6.50 and 8.49 (included).

"Excellent" for grades between 8.50 and 10.

#### 4. Graduation Ceremony

- i. To participate in the graduation ceremony, students must submit an application following an announcement by the Department's Secretariat. The ceremony is held according to the regulations in Articles 221 and 224-226 of the DUTH Internal Regulations.
- ii. Students may choose to take either a religious or a civil oath during the ceremony.
- iii. The Department holds at least two graduation ceremonies per year (one after the January exam period and one after the September exam period).

#### 5. Forms

All forms issued by the USP PHA fully adhere to the corresponding standards of the Institution. *Diploma Supplement*: The Department provides its graduates with a Diploma Supplement in both Greek and English. The Diploma Supplement is an explanatory document that does not replace the official degree but is attached to it and follows the model developed by the European Commission, the Council of Europe, and UNESCO/CEPES. The purpose of the Supplement is to provide sufficient independent information to enhance international "transparency" and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). It is designed to describe the nature, level, background, content, and status of the studies successfully completed by the individual named in the original degree to which the Supplement is attached.

### **Article 17**

#### **Internship**

In the USP PHA, the Internship is offered as an Elective Course (EC) in the 7<sup>th</sup> semester (part a) and in the 8<sup>th</sup> semester (part b) of studies with the course code PA and 5 ECTS credits. It is also offered as a Mandatory Course (M) in the 7<sup>th</sup> and 8<sup>th</sup> semesters of studies with the course code PA and 5 ECTS credits for students who wish to receive the Certificate of Pedagogical and Teaching Competence upon graduation. The students' internships are conducted at host institutions such as public services, legal entities of public or private law, local government organizations of the first and second degree, and businesses, under the supervision of faculty members (DEP), Special Technical Teaching Personnel (EDIP), and Technical Laboratory Staff (ETEP) of the Department. The formal establishment of the Internship of the Department, which will define the total number of working hours for the students and other regulations, will take place during the first academic year of its operation (2025-2026). The Internship in the USP PHA is not mandatory for obtaining a degree.

### **Article 18**

#### **Student Mobility**

##### **18.1 Erasmus+ Programme**

1. The Erasmus+ Programme offers students the opportunity to spend part of their studies or undertake an internship in one of the 26 European Union countries (excluding Greece), as well as in Iceland, Liechtenstein, Norway, Serbia, North Macedonia, and Turkey, for a period of 2 to 12 months. At the DH, a faculty member is designated as the Erasmus+ Coordinator, responsible for overseeing, organizing, and coordinating the incoming and outgoing students at the academic department level.
2. The Erasmus+ mobility period is recognized as part of the studies through the allocation of ECTS credits.
3. The Erasmus+ Mobility Regulation, which is part of the Internal Regulation of DUTH (Annex 9), includes all matters related to mobility through Erasmus+.

4. For the selection of undergraduate students who will participate in Erasmus+ mobility, the USP PHA follows the selection procedure and criteria defined in the Internal Regulations for the Erasmus+ Programme of DUTH (Annex 9 of the Internal Regulation of DUTH).

### **18.2 Internal Mobility**

1. The internal mobility programme offers students the opportunity to spend part of their studies at another university in Greece. A faculty member, EEP, EDIP, or ETEP is designated as the Internal Mobility Coordinator at USP PHA, responsible for overseeing, organizing, and coordinating the incoming and outgoing students at the academic department level.

2. Participation in the internal mobility programme allows for the recognition by the sending Department or Single-Department School of the study period at the host Department's study programme. Students who have successfully completed educational activities at the host Department during their mobility period can request recognition of the corresponding educational activities (e.g., courses, seminars, workshops).

3. The Internal Mobility Regulation, which is part of the Internal Regulation of DUTH (Annex 11), includes all matters related to internal mobility.

### **18.3 Other Types of Mobility Programmes**

1. Students of the USP may participate in other mobility programmes following a decision by the Departmental Assembly and based on the terms of the respective programme.

### **18.4 Incoming Students**

1. The USP PHA offers courses in English for incoming Erasmus+ students during both the winter and spring semesters, which together correspond to at least 30 ECTS credits.

2. For incoming students, the minimum language proficiency level required is B1 for Greek and B2 for English.

3. Additionally, incoming students are offered a course in Modern Greek Language, which is taught during both the winter and spring semesters. Incoming students who successfully complete this course receive three (3) ECTS credits per semester. A certificate of successful completion is provided at the end of each semester by the course instructor, which students must submit to the Department's Secretariat to receive their ECTS credits and have their grade recorded. This grade will be included in the final transcript issued by the Secretariat after the mobility period.

4. Incoming students through programmes other than Erasmus+ and the Internal Mobility Programme can complete part of their studies at the Department, subject to a decision by the Departmental Assembly and according to the terms of the respective programme.

## **Article 19**

### **Performance Awards - Scholarships**

#### **19.1 Awards**

DUTH annually grants performance awards to undergraduate students from each School who, during the previous academic year:

a) successfully completed all the courses of the previous academic year, as specified in the indicative study programme of their Department (including all three examination periods of that year - January, June, and September), and

b) achieved the highest average grade from all courses (including the thesis or diploma project), without considering the weighting factors.

2. The award consists of the presentation of a special diploma during a ceremony held on the celebration of the Three Hierarchs. The names of the awarded students are announced on the School, Department, and University websites.

3. All matters related to performance awards are outlined in the Internal Regulation of DUTH (Annex 25).

## **19.2 Scholarships**

DUTH may grant compensatory scholarships to undergraduate students for providing teaching, research, scientific, administrative, technical, and other support services for the institution's activities. The cost of scholarships may be covered by the budgets of projects/programmes funded by national, private, international, or institutional resources under Article 230 of Law 4957/2022, according to current legislation, the Internal Regulations of DUTH, the study program regulations, the Special Account for Research Funds (ELKE-DUTH), any specific regulatory framework of the funding body, and decisions made by the University's competent governing bodies.

### **Article 20**

#### **Academic Advisor**

1. The Academic Advisor (AA) is a member of the teaching staff who provides guidance and support to students during their studies.
2. The AA has an advisory role concerning the academic progress of the student, is available for emergency meetings to offer assistance and referral to specialists (such as the Counselling and Psychological Support Centre) in cases where personal problems affecting studies arise, monitors the student's progress, and encourages them to achieve their professional goals as best as possible.
3. The duties and all matters related to the AA role are described in detail in the Internal Regulation of DUTH (Annex 17).

### **Article 21**

#### **Rights and Obligations of Undergraduate Students**

1. Rights of undergraduate students within the educational process include:
  - a) They enjoy social and other benefits arising from their status as students, both generally and specifically at DUTH. The student status is acquired upon enrolment in the Department and lasts until the degree is awarded. A student has the right to suspend their studies according to applicable legislation. During the suspension of studies, student status is revoked and can be reinstated with a new application. They may also apply for part-time studies. For exceptional cases of exceeding the maximum study duration, suspension of studies, and part-time study, the specific regulatory provisions of DUTH apply (Annex 10).
  - b) They are free to express their opinions on educational and other issues, within the framework of academic freedom and respecting the code of ethics of DUTH.
  - c) They evaluate the work of faculty members, educational staff, and all categories of staff, as well as the quality and effectiveness of educational and other services, in accordance with legal provisions and the regulations of the Department and the University.
  - d) They are informed by the Department about the curriculum, educational obligations, and rules and conditions for their uninterrupted studies.
  - e) They collaborate with the teaching staff regarding educational and examination needs on days and times announced at the beginning of each semester.
  - f) They submit requests to the administrative services of their Department, School, or University and are served promptly and efficiently.
  - g) They use the facilities, infrastructure, and resources of DUTH according to University regulations.
  - h) They benefit from social and other services available to students in general and specifically to DUTH students.
  - i) They submit reports and requests to the competent University bodies concerning issues related to their education.

j) They are represented by their duly elected representatives in the collective bodies and committees of the University and are informed about educational, research, and administrative issues that concern them through their representatives.

k) They are free to express themselves individually or collectively through student associations. Issues related to the election of student association bodies, meetings, and the organization of these bodies are determined by the association's statute. The election of student association bodies may be conducted electronically if provided for in the association's statute.

l) They participate in paid activities of DUTH under the terms and conditions set by relevant legal provisions.

m) They participate in international and European student exchange programs (such as Erasmus+ studies, Erasmus+ placement) according to the criteria and procedures set by the competent body, the State Scholarships Foundation, and DUTH.

n) They may request the Student Ombudsperson to investigate cases where they believe that the law, regulations, or code of ethics of the University, study regulations, etc., are not being followed.

o) They have the right to suspend their studies in accordance with applicable legislation, as described in Article 185 of DUTH's Internal Regulations and Annex 10 (Procedures for Exceeding Maximum Study Duration, Part-Time Studies, and Suspension of Studies).

2. Obligations of undergraduate students within the educational process include:

a) Respecting fellow students, professors, and all university staff.

b) Being informed about their study programme, academic calendar, and understanding the educational process they follow via the eClass platform, the Department's website, and announcements.

c) Fulfilling their student duties diligently and responsibly, specifically:

i. Staying informed about the study programme and academic calendar, and using the eClass platform and Departmental announcements to keep up with the educational process.

ii. Participating in educational activities appropriately and according to their terms.

iii. Contributing to the smooth functioning of all educational activities by refraining from behaviours that could negatively affect their conduct.

iv. Complying with guidelines and recommendations from instructors or other university authorities.

v. Adhering to research ethics, especially regarding intellectual property rights.

vi. Participating in exams properly, avoiding any behaviour that could disrupt the process or invalidate their participation (e.g., cheating or using inappropriate materials).

vii. Participating objectively in the evaluation of courses, structures, and services, aiming to improve the University's education.

d) Observing academic ethics and principles of academic integrity.

e) Respecting and protecting the University's facilities, surroundings, and equipment, ensuring cleanliness and order.

f) Presenting their academic ID when requested by faculty, administrative staff, or security personnel as part of University operations.

g) Participating in University activities.

h) Promoting and advancing the University through their academic, cultural, and social activities.

i) Refraining from acts that are inconsistent with the University's academic mission or hinder the proper functioning of its bodies and services or impede academic freedom in research and teaching, as well as the free expression and exchange of ideas.

3. DUTH takes special care to ensure the rights and equal inclusion of students with disabilities (SWD) in the University. It ensures access to facilities, necessary infrastructure and support, and the conditions for their seamless participation in the educational process and exams. Issues

related to the education of SWD or those with special educational needs or learning difficulties are regulated by applicable legislation and international best practices.

4. Students from other domestic universities or equivalent foreign institutions enrolled at DUTH as guest students have the same rights and obligations as DUTH students during their time at the University.

5. Article 185 of DUTH's Internal Regulation outlines the social and other benefits available to students.

6. DUTH may grant compensatory scholarships to undergraduate students for providing teaching, research, scientific, administrative, technical, and other support for the University's activities.

## **Article 22**

### **Psychological and Counselling Support Centre**

1. The mission of the Psychological and Counselling Support Centre (KEPSYSY-DUTH) is to provide psychological and counselling support services and to prevent mental health problems among members of the university community, particularly students in first, second, and third-cycle programs. KEPSYSY-DUTH offers psychological support and counselling services both in-person and remotely using digital infrastructures. These services are provided free of charge.

2. KEPSYSY-DUTH is based in Komotini but operates in cities where academic units of DUTH are located, providing psychological support and counselling services using digital infrastructures and services.

3. The personal data collected and processed by KEPSYSY-DUTH are limited to those necessary for the specific and clearly defined purpose and legal basis of each case. The processing of personal data concerns the information provided by those served at KEPSYSY-DUTH through an application or registration, including:

- Identity Data
- Contact Data
- Health Data

Where consent is required, KEPSYSY-DUTH follows the procedures outlined by law to obtain it. Students retain the right to withdraw their consent at any time. The personal data is collected in accordance with the GDPR and applicable national law, either at the start of the relationship with KEPSYSY-DUTH or thereafter, and it is processed based on: a) The consent of students when they seek support from KEPSYSY-DUTH, and b) The fulfilment of a duty in the public interest and compliance with a legal obligation.

## **Article 23**

### **Student Ombudsman**

1. The role of the Student Ombudsman is aimed at:

- Mediating between students and professors or administrative services of the institution.
- Ensuring legality within the framework of academic freedom.
- Addressing instances of maladministration.
- Safeguarding the smooth operation of the institution.

2. The Student Ombudsman, who heads the ombudsman's office without remuneration, can be a Professor or an Emeritus Professor at DUTH and is appointed by the Senate, following a proposal from the Rector and the opinion of the Student Welfare Council.

3. The Student Ombudsman does not have jurisdiction over issues related to exams and student grading.

4. The Student Ombudsman Regulations, which are part of the Internal Regulations of DUTH (Annex 17), contain all details related to the institution.



## **Article 24**

### **Complaint and Appeal Management Mechanism**

1. In order to ensure the continuous improvement of the quality of services provided by the Academic Departments of Democritus University of Thrace (DUTH), procedures have been established to provide a reliable, systematic, and continuously improving, impartial recording and resolution of dysfunctions that students may encounter during their studies.
2. Students have the right to submit complaints or appeals regarding any issues or in relation to the services provided. Before submitting their complaint or appeal, students are required to review the guides and the general and specific Study Regulations of their respective programmes, as well as the University's Internal Regulation, to understand their rights and obligations.
3. The Complaint and Appeal Management Regulation, which is part of the Internal Regulation of DUTH (Annex 26), provides detailed descriptions of the relevant procedures.

## **Article 25**

### **Student Groups**

1. The establishment of student groups (or clubs) complements students' studies at DUTH and offers them the opportunity to engage in extracurricular activities (hobbies) alongside their academic pursuits, addressing their need for expression and creativity. Additionally, through these groups and their activities, students have the opportunity to enhance communication with fellow students from other Departments, as well as with other community entities, facilitating their integration into the academic community and local society.
2. These groups can cover a wide range of interests and activities, both related to their field of study and unrelated (e.g., volunteering, social services, fine arts, photography, etc.).
3. The Regulations on the Organization & Operation of Student Groups, which is part of the Internal Regulation of DUTH (Annex 24), provides detailed procedures for the establishment and operation of student groups.

## **Article 26**

### **Disciplinary Offenses**

1. Violation of the University's Internal Regulation, as well as any regulations governing student attendance and academic life in general, constitutes a disciplinary offense.  
Examples of disciplinary offenses include:
  - a) Violation of the integrity of exams,
  - b) Plagiarism or failure to acknowledge the direct or indirect contributions of others to the subject of scientific work or research,
  - c) Destruction of DUTH property, either movable or immovable, used by DUTH or members of the academic community,
  - d) Obstruction of the proper functioning of DUTH, including its educational, research, or administrative functions, as well as the functioning of its individual and collective bodies and services, and the use of its facilities and equipment,
  - e) Use of the premises, facilities, infrastructure, and equipment of DUTH without permission from the competent authorities,
  - f) Use of DUTH's premises, facilities, infrastructure, and equipment for purposes not aligned with its mission, as well as facilitating third parties in committing such acts,
  - g) Deliberate pollution of indoor or outdoor spaces of the institution, including noise pollution,
  - h) Use of prohibited substances, as defined by Law 4139/2013 (A' 74), within DUTH and any involvement in their distribution,
  - i) The commission of any misdemeanour or felony if it is related to the student's status.

2. The disciplinary penalties that may be imposed on a student include:

- a) Written reprimand,
- b) Ban from participating in exams for one or more courses, for one or more exam periods,
- c) Temporary or permanent ban from using the institution's equipment or facilities,
- d) Temporary suspension of student status for a period of one (1) to twenty-four (24) months, and
- e) Permanent expulsion.

3. Articles 187-197 of the DUTH Internal Regulation provide detailed procedures related to these disciplinary actions.

## **Article 27**

### **Operation of the Department**

#### **27.1. Department Assembly**

1. The Department Assembly meets regularly on the last Wednesday of each month. It may also convene in extraordinary sessions whenever the Dean of the Single-Department School deems it necessary.

2. The functioning of the Department Assembly is regulated by the provisions in Chapter 5 of the Internal Regulations of DUTH.

3. The operation of the Department Assembly is governed by the laws regarding the duties and rights of the Chair of the Assembly and its members. The Department Assembly includes faculty members (DEP), representatives of the special teaching staff (EDIP), laboratory technical staff (ETEP), and special education staff (EEP), as well as representatives of undergraduate, graduate students, and doctoral candidates. The Secretary and the Dean of the Single-Department School are responsible for keeping minutes of the Assembly meetings and for ensuring the procedures follow the Code of Administrative Procedure and the specific legal provisions governing the operations of collective bodies in universities.

#### **27.2. Committees**

##### a) Curriculum Committee

Upon the recommendation of the Department Assembly, the DUTH Senate appoints the members and the Head of the Undergraduate Study Programme.

##### b) Other Department Committees

1. Ceremony Committee
2. ERASMUS+ Programme Committee
3. Practical Training Committee
4. Practical Training Appeals Committee
5. Library Committee
6. Programme Publishing and Information Committee
7. Department and DUTH Publications Committee
8. Department Website Committee
9. Space and Equipment Management Committee
10. International Information and Research Committee
11. Community Engagement Committee
12. Evaluation Committee (OMEA)
13. Year Supervisors Committee
14. Curriculum Advisory Committee

#### **27.3. Library**

The Department Library operates on the basis of the DUTH Library and Information Centre Regulations, as incorporated into the Internal Regulation of DUTH, Appendix 15.

#### **27.4. Secretariat**

1. The Secretariat of the Department provides administrative support to the Department in its responsibilities as defined by the applicable legal framework. It offers administrative and secretarial assistance and handles all matters concerning the work of the Department.
2. The Secretariat of the Department/School serves students on the days and hours posted on the Department's website and notice board. The Secretariat strictly adheres to the law concerning the protection of personal data (Law 4624/2019 "Personal Data Protection Authority").
3. Applications for certificates are submitted exclusively through the e-Secretariat platform (Universis) (<https://students.duth.gr>). Through the same platform, students can monitor their academic records and progress. Applications can also be submitted electronically through the Citizens' Service Centres (KEP).

The Secretariat issues the following certificates:

- Enrolment certificate, verifying that the applicant is an active student.
- Transcript of records, detailing the student's progress in their courses.
- Graduation certificate for those who have completed their academic requirements but have not yet been awarded their degree.
- Copies of diplomas and other relevant certificates regarding graduation or withdrawal.

### **27.5. Laboratories**

The Department includes the following laboratories:

- Hans & Niki Eideneier Laboratory of Byzantine Vernacular and Post-Byzantine/Early Modern Greek Literature
- Laboratory of Byzantine and Post-Byzantine Studies
- SynMorFosE Linguistics Laboratory
- Laboratory for Teaching Greek as a Second/Foreign Language
- Laboratory of Greek Poetry and Artistic Writing
- Laboratory for Research in Modern Greek and Comparative Literature
- Laboratory of Folklore and Social Anthropology
- Laboratory of Latin Language, Literature, and Culture
- Laboratory for the Study, Recording, and Preservation of the Pontic Dialect
- Laboratory of Modern and Contemporary History
- Laboratory of Papyrology-Paleography
- Laboratory of Black Sea Languages, Translation, and Interpretation
- Laboratory of Informatics and Digital Literacy
- Laboratory of Technology, Research, and Applications in Education
- Laboratory of Physical Anthropology
- Russian Language and Culture Centre

### **27.6. Use of Department Infrastructure**

1. The Dean of the Single-Department School is responsible for safeguarding the Department's assets. Through a formal handover protocol, detailing the Department's equipment (signed in four copies), the new Dean receives, and the outgoing Dean hands over, all equipment (excluding what has been assigned to individual faculty members, staff, and administrative personnel). Copies of the protocol are kept by the new Dean, the outgoing Dean, the Department's Secretariat, and submitted to the responsible employee at the Financial Directorate.
2. The Secretariat maintains records of the equipment assigned to each faculty member, EDIP, EEP, ETEP, and administrative personnel. Upon retirement or departure of any of these members, the equipment must be returned to the Department, under the Dean's supervision.
3. Faculty, administrative staff, other employees, and students must protect the Department's spaces, infrastructure, and equipment, ensure cleanliness, and comply with safety regulations.

4. The use of facilities, infrastructure, and equipment without permission from the responsible authorities, or for purposes inconsistent with the university's mission, is prohibited.
5. Students are entitled to use the Department's facilities, resources, and electronic services as part of the Undergraduate Study Program's activities. After completing each educational activity, students must stop using and return the facilities and resources in the same good condition.
6. The laboratory infrastructure (computers, technical facilities, equipment) should be used exclusively by students for the university's work.

#### **Article 28**

##### **Modification of the Undergraduate Study Program (USP)**

The USP PHA of the DH is revised according to the provisions outlined in the Internal Quality Assurance System of DUTH.

#### **Article 29**

##### **Modification of the Regulation**

The modification of this Regulation is possible following a decision by the Department's Assembly and approval by the Senate.

### Appendix 1

#### Brief Presentation of the Undergraduate Programme "Philology, History and Anthropology"

1 <sup>st</sup> Year							
1 <sup>st</sup> Semester	LECTURE (hours)	LAB (hours)	TUTORIAL (hours)	LABS / TUTORIALS (Total hours)	TOTAL TEACHING HOURS	TEACHING UNITS	ECTS CREDITS
1. Introduction to Ancient Greek Philology	3				3	3	5
2. Rome and its Culture: An Introduction	3				3	3	5
3. Introduction to the History of Greek and Roman Antiquity	3				3	3	5
4. Medieval European History	3				3	3	5
5. Introduction to Folklore Studies	3				3	3	5
6. Applications of digital tools and technologies in Humanities	2	1			3	3	5
<b>SEMESTER TOTAL</b>	<b>17</b>	<b>1</b>			<b>18</b>	<b>18</b>	<b>30</b>
2 <sup>nd</sup> Year							
2 <sup>nd</sup> Semester	LECTURE (hours)	LAB (hours)	TUTORIAL (hours)	LABS / TUTORIALS (Total hours)	TOTAL TEACHING HOURS	TEACHING UNITS	ECTS CREDITS
1. Introduction to the Study of Modern Greek Literature and History of Modern Greek Literature	3				3	3	5
2. Byzantine History	3				3	3	5
3. Introduction to Archaeology	3				3	3	5
4. Δημογραφία Ι	3				3	3	5
5. Social Psychology applied to Education	3				3	3	5
6. Educational technology	2	1			3	3	5
<b>SEMESTER TOTAL</b>	<b>17</b>	<b>1</b>			<b>18</b>	<b>18</b>	<b>30</b>
2 <sup>nd</sup> Year							
3 <sup>rd</sup> Semester	LECTURE (hours)	LAB (hours)	TUTORIAL (hours)	LABS / TUTORIALS (Total hours)	TOTAL TEACHING HOURS	TEACHING UNITS	ECTS CREDITS
1. Introduction to Byzantine Philology	3				3	3	5
2. Introduction to Modern European History	3				3	3	5
3. Introduction to evolution and physical anthropology	3				3	3	5
4. Literacies in Education	3				3	3	5
5. Research Methodology Ι	3				3	3	5
6. Applications of digital technologies in Archaeology	2	1			3	3	5

SEMESTER TOTAL	17	1			18	18	30
4 <sup>th</sup> Semester	LECTURE (hours)	LAB (hours)	TUTORIAL (hours)	LABS / TUTORIALS (Total hours)	TOTAL TEACHING HOURS	TEACHING UNITS	ECTS CREDITS
1. Introduction to Linguistics	3				3	3	5
2. Introduction to Modern and Contemporary Greek History (from the Venetian rule to the 21st century)	3				3	3	5
3. Introduction to Social and Cultural Anthropology	3				3	3	5
4. Pedagogy, Learning and Teaching	3				3	3	5
5. Research Methodology II	3				3	3	5
6. Artificial Intelligence and practical applications in Humanities	2	1			3	3	5
SEMESTER TOTAL	17	1			18	18	30
3 <sup>rd</sup> Year Specialization of Philology							
5 <sup>th</sup> Semester	LECTURE (hours)	LAB (hours)	TUTORIAL (hours)	LABS / TUTORIALS (Total hours)	TOTAL TEACHING HOURS	TEACHING UNITS	ECTS CREDITS
1. Ancient Greek Poetry	3				3	3	4
2. Literature and Power in Roman Prose Writers	3				3	3	4
3. Byzantine Prose	3				3	3	4
4. Theoretical and Comparative Approaches to Literature	3				3	3	4
5. Sociolinguistics and Dialectology	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
SEMESTER TOTAL	21				21	21	30
6 <sup>th</sup> Semester	LECTURE (hours)	LAB (hours)	TUTORIAL (hours)	LABS / TUTORIALS (Total hours)	TOTAL TEACHING HOURS	TEACHING UNITS	ECTS CREDITS
1. Ancient Greek Prose-writing	3				3	3	4
2. Public and Private Life in Rome: Texts and Sources	3				3	3	4
3. Byzantine Poetry	3				3	3	4
4. Modern Greek Prose (1930-present)	3				3	3	4
5. Language Teaching & Multiliteracies	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
SEMESTER TOTAL	21				21	21	30

<b>4<sup>th</sup> Year</b>							
<b>Specialization of Philology</b>							
<b>7<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
1. Ancient Greek Language I	3				3	3	4
2. Poetry and Empire	3				3	3	4
3. Byzantine Historiography	3				3	3	4
4. Modern Greek Poetry and Prose: 18 <sup>th</sup> century – 1930	3				3	3	4
5. Psycholinguistics	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
<b>SEMESTER TOTAL</b>	<b>21</b>				<b>21</b>	<b>21</b>	<b>30</b>
<b>8<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
1. Ancient Greek Language II	3				3	3	4
2. Modern Readings of Latin Literature	3				3	3	4
3. Byzantine Hymnography	3				3	3	4
4. Modern Greek Poetry (1930-present)	3				3	3	4
5. History of the Greek Language	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
<b>SEMESTER TOTAL</b>	<b>21</b>				<b>21</b>	<b>21</b>	<b>30</b>
<b>3<sup>rd</sup> Year</b>							
<b>Specialization of History</b>							
<b>5<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
1. The Rise of Rome: A History of the Roman Republic	3				3	3	4
2. Monumental Topography of the Byzantine and Post-Byzantine period: Literary and artistic evidence	3				3	3	4
3. Byzantine Culture	3				3	3	4
4. Modern Europe: Nationalism, economy, empire 1814-1914	3				3	3	4
5. Topics of the Ottoman History (beginnings – 18 <sup>th</sup> century)	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
<b>SEMESTER TOTAL</b>	<b>21</b>				<b>21</b>	<b>21</b>	<b>30</b>
<b>6<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>

1. The Hellenistic World	3				3	3	4
2. The World of Late Antiquity	3				3	3	4
3. Crusades and crusader states (12 <sup>th</sup> – 14 <sup>th</sup> centuries)	3				3	3	4
4. Greece and its Diasporas: Contemporary Political and Social History	3				3	3	4
5. Topics of Modern Balkan History	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
<b>SEMESTER TOTAL</b>	<b>21</b>				<b>21</b>	<b>21</b>	<b>30</b>
<b>4<sup>th</sup> Year Specialization of History</b>							
<b>7<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
1. The Roman Empire: from Augustus to Marcus Aurelius	3				3	3	4
2. Medieval Balkan History	3				3	3	4
3. Medieval History of the Arabs	3				3	3	4
4. Refugees, migrants, minorities and civil society: The identity of the Greeks	3				3	3	4
5. Topics of Contemporary Balkan History	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
<b>SEMESTER TOTAL</b>	<b>21</b>				<b>21</b>	<b>21</b>	<b>30</b>
<b>8<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
1. Athens from the Archaic to the Imperial period	3				3	3	4
2. Homeric Studies: Correlations with Cultures of the Peoples of the Ancient Near East	3				3	3	4
3. Greek Palaeography and Codicology	3				3	3	4
4. Europe during the Great Wars of the 20 <sup>th</sup> Century	3				3	3	4
5. Topics of the Late Ottoman and Contemporary Turkish History	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
<b>SEMESTER TOTAL</b>	<b>21</b>				<b>21</b>	<b>21</b>	<b>30</b>
<b>3<sup>rd</sup> Year Specialization of Anthropology</b>							
<b>5<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
1. Neolithic Age in Greece	3				3	3	4



2. Anthropology and Ethnographies of Consumption	3				3	3	4
3. Contemporary research approaches in bioarchaeology	3				3	3	4
4. Religious Folklore and Annual Holiday Circle	3				3	3	4
5. Anthropological and Evolutionary Demography	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
<b>SEMESTER TOTAL</b>	<b>21</b>				<b>21</b>	<b>21</b>	<b>30</b>
<b>6<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
1. Bronze Age in Greece	3				3	3	4
2. Anthropology of tourism	3				3	3	4
3. Evolution of the anatomically modern man: civilization and human adaptation	3				3	3	4
4. Biocultural interpretations of human activity	3				3	3	4
5. Introduction to Social Psychology	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
<b>SEMESTER TOTAL</b>	<b>21</b>				<b>21</b>	<b>21</b>	<b>30</b>
<b>4<sup>th</sup> Year Specialization of Anthropology</b>							
<b>7<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
1. Ancient Greek Art and Architecture	3				3	3	4
2. Anthropology and Ethnography of Education	3				3	3	4
3. The history of human nutrition	3				3	3	4
4. People and space	3				3	3	4
5. Material Culture, Folk Arts and Museums	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
<b>SEMESTER TOTAL</b>	<b>21</b>				<b>21</b>	<b>21</b>	<b>30</b>
<b>8<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
1. Ancient Greek Pottery	3				3	3	4
2. Introduction to Byzantine Archaeology	3				3	3	4
3. Paleodemography	3				3	3	4
4. Interpersonal and intergroup relations	3				3	3	4

5. Intercultural pedagogy	3				3	3	4
10 ECTS from Elective Courses	6				6	6	10
<b>SEMESTER TOTAL</b>	<b>21</b>				<b>21</b>	<b>21</b>	<b>30</b>
						<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
<b>STUDIES PROGRAMME TOTAL</b>						<b>156</b>	<b>240</b>

### Elective Courses

5 <sup>th</sup> Semester	LECTURE (hours)	LAB (hours)	TUTORIAL (hours)	LABS / TUTORIALS (Total hours)	TOTAL TEACHING HOURS	TEACHING UNITS	ECTS CREDITS
1. Ancient Greek Philosophical Texts	3				3	3	5
2. Roman Women: from Myth to History	3				3	3	5
3. Modern scientific approaches to texts of the Byzantine Literature	3				3	3	5
4. Interdisciplinary – interartistic approaches to Modern Greek Literature	3				3	3	5
5. Language and Artificial Intelligence	3				3	3	5
6. Frankish Principalities in Greece	3				3	3	5
7. Turkish Society and Literature	3				3	3	5
8. Greek Students in European Universities (17 <sup>th</sup> – 19 <sup>th</sup> centuries)	3				3	3	5
9. Sanctuaries and Cults in Antiquity	3				3	3	5
10. Topics of child and adolescent psychological development	3				3	3	5
11. Digital applications in biological anthropology	3				3	3	5
12. History Didactics	3				3	3	5
13. Teaching and Emotional Intelligence	3				3	3	5
14. Foreign language 1 (A1 level)	3				3	3	5
15. Graphic Design and Motion Graphics in Cultural Contexts	2	1			3	3	5
16. Digital Exhibition Design	2	1			3	3	5
6 <sup>th</sup> Semester	LECTURE (hours)	LAB (hours)	TUTORIAL (hours)	LABS / TUTORIALS (Total hours)	TOTAL TEACHING HOURS	TEACHING UNITS	ECTS CREDITS
1. Ancient Greek Drama	3				3	3	5
2. Teaching Latin: Theory and Practice	3				3	3	5
3. Digital Palaeography	3				3	3	5

4. Literature and historical reality	3				3	3	5
5. Lexicology	3				3	3	5
6. Public and Private Life in the Classical and Hellenistic World	3				3	3	5
7. History of Ancient Greek Religion	3				3	3	5
8. History of Byzantine Education	3				3	3	5
9. Europe after 1945: Peace, Division and the New European Societies	3				3	3	5
10. Hellenism in the East during the Late Years of the Ottoman Empire	3				3	3	5
11. The Prehistory of the Balkans and Anatolia	3				3	3	5
12. Contemporary Popular Culture: Ritual Aspects	3				3	3	5
13. Statistics	3				3	3	5
14. Food and Eating: Past, Present and Future	3				3	3	5
15. History of Modern Greek Art: Topics on Theory and Teaching Methodology	3				3	3	5
16. Foreign language 2 (A2 level)	3				3	3	5
17. Graeco-Roman Mythology: Influences on Global Culture and the Arts - Educational Connections	3				3	3	5
18. Cultural Heritage and Cultural Institutions Management	3				3	3	5
<b>7<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
1. Ancient Greek Lyric Poetry	3				3	3	5
2. Rome, Greece and Europe	3				3	3	5
3. The reception of Earlier Greek Literature in Byzantium	3				3	3	5
4. Modern Greek Literature and Cultural Studies	3				3	3	5
5. Balkan Linguistics	3				3	3	5
6. Studies on the History and Culture of Hellenism in the Historical Pontus	3				3	3	5
7. Byzantine Thrace	3				3	3	5
8. The Greek minority of Istanbul	3				3	3	5
9. The Science of History and the Work of the Historian	3				3	3	5
10. Prehistoric Societies	3				3	3	5
11. Anthropology of the Balkan Space	3				3	3	5

12. Interculturality, Society and Education	3				3	3	5
13. Research Methodology and Scientific Writing in Biological Anthropology	3				3	3	5
14. Demography II	3				3	3	5
15. The Teaching of Ancient Greek Language and Literature in Secondary Education – Teaching Exercises	3				3	3	5
16. Literature Didactics	3				3	3	5
17. Practicum (1 <sup>st</sup> group)	3				3	3	5
18. Foreign language 3 (B1 level)	3				3	3	5
19. Anthropology of Popular Culture in the Digital Age	3				3	3	5
20. Algorithms and Cultural Data Analysis	2	1			3	3	5
<b>8<sup>th</sup> Semester</b>	<b>LECTURE (hours)</b>	<b>LAB (hours)</b>	<b>TUTORIAL (hours)</b>	<b>LABS / TUTORIALS (Total hours)</b>	<b>TOTAL TEACHING HOURS</b>	<b>TEACHING UNITS</b>	<b>ECTS CREDITS</b>
1. Papyrology	3				3	3	5
2. Natural Environment and Classical Antiquity	3				3	3	5
3. Women in Byzantium	3				3	3	5
4. Aesthetic currents and literary genres	3				3	3	5
5. Linguistics and Translation	3				3	3	5
6. Intercultural relations on both sides of the Aegean during the Early Greek period	3				3	3	5
7. War and Society in the Near East	3				3	3	5
8. Conservatism and modernism: issues of organization and functioning of the Osmanli state in the 19 <sup>th</sup> century	3				3	3	5
9. Introduction to Roman Archaeology	3				3	3	5
10. Folklore of Dress: Theoretical and Applied Aspects	3				3	3	5
11. Semiotic approaches in Anthropology	3				3	3	5
12. Applications of Archaeogenetics in Archaeology, Anthropology and History	3				3	3	5
13. Assessment: Theoretical approaches and applications in Education	3				3	3	5
14. Practicum (2 <sup>nd</sup> group)	3				3	3	5

*Internal Regulation of the Undergraduate Studies Programme  
"Philology, History and Anthropology" of the Department of Humanities, Democritus University of Thrace*

15. Foreign language 4 (B2 level)	3				3	3	5
16. Diploma Dissertation	6				6	6	10
17. 3D Reality: Digital Representation and Interaction in Cultural Contexts	2	1			3	3	5
18. Design and Implementation of Digital Teaching Scenarios	3				3	3	5

## **Appendix 2**

### **Regulation for Essay/Thesis Writing in the Undergraduate Studies Programme**

#### **"Philology, History and Anthropology" of the Department of Humanities, Democritus University of Thrace**

#### **Article 1**

##### **General**

The Regulation for the Preparation of Assignments of the Undergraduate Studies Programme (USP) "Philology, History and Anthropology" (PHA) of the Department of Humanities (DH) at Democritus University of Thrace (DUTH) applies to: a) the assignments prepared by students enrolled in the USP PHA as a method of assessment/examination for semester courses, and b) the thesis, which is optional and undertaken during the students' final year of study. The thesis is equivalent to ten (10) ECTS credits, replacing two (2) elective courses (5 ECTS each).

#### **Article 2**

##### **Purpose and Objectives of Essay Writing**

The purpose of essay writing for a semester course or a thesis is for students to gain experience in research methodology and the writing of scientific papers.

The specific objectives of essay writing include:

- Engaging with and deepening students' understanding of topics related to the course content.
- Utilizing and synthesizing the knowledge and skills acquired during their studies.
- Examining approaches and attempts to solve specific scientific problems related to the course.
- Training students in bibliographic research, primarily.
- Developing synthetic thinking and critical analysis.
- Gaining experience in the scientific formulation of problems, designing, selecting, and implementing methods or tools, conducting studies, evaluating results, and finally, writing scientific papers, as well as presenting them in written and oral formats (if oral presentation is required).
- Becoming familiar with the writing of a scientific paper in the form of a journal article or a conference announcement.
- Developing the ability to collaborate in small groups (in the case of group projects).
- Enhancing the skill of summarizing and orally presenting key findings in class (if an oral presentation is required).

#### **Article 3**

##### **Procedures for Semester Course Essay Writing**

1. Emphasis is placed on producing high-quality essays that equip students with significant skills and inspire innovative solutions, while recognizing the students' potential and capabilities.
2. Supervisors/examiners of semester course essays are the instructors teaching the courses. Co-supervisors or co-examiners may include faculty members (DEP or EDIP) of the Department, provided they hold a doctoral degree.
3. Essay topics for semester courses are posted by the instructor on the course page on the eClass platform before the semester begins. On the first day of the course, the instructor informs students about the evaluation method and whether written essays are optional or mandatory, whether they will be the sole form of evaluation or part of the formative assessment, and the process for students to choose a topic for individual or group work. The instructor also informs students if the submission of the essay will include an oral presentation in class. The essay topics

must fall within the subject matter of the specific course and its applications, offering a variety of choices for students.

4. Students may also propose their own topics, which are finalized in consultation with the instructors.

5. Students select their essay topic at the beginning of the semester, within the deadlines announced by the instructor. After choosing a topic, students contact the instructor in writing to declare their chosen topic and group members (in the case of group work) by the deadline, as announced.

6. Essays are completed individually by each student (or in specific cases, in groups).

7. The completion and submission of a semester course essay must occur during the examination period for the course. If the essay is not completed by the end of the semester and specifically by the examination date as listed in the Examination Period Programme, the course will be recorded as incomplete by the Department's Secretariat.

8. The student submits the full text of the essay to the instructor on the date set by the instructor, through the eClass platform. Upon submission, the essay is automatically checked for similarity with available literature using the Turnitin application. The maximum allowable similarity percentage, excluding references, is 20%. If an oral presentation is required, the submission deadline is set at least one (1) week before the presentation date.

9. The presentation and evaluation of essays take place in class or online at the end of the semester, with the date being announced at least fifteen (15) days in advance.

10. The presentation of the essay lasts 10-15 minutes. The total time for the presentation and discussion should not exceed 20-30 minutes.

11. As part of the evaluation, the student is asked questions related to the essay by the instructor. Other students present also have the opportunity to ask questions.

12. The evaluation is deemed successful if the final grade is between five (5) and ten (10). If the essay receives a grade lower than five (5), the student must resubmit either the same essay (with the recommended corrections) or a new essay during the September examination period.

#### **Article 4**

##### **Procedures for the Bachelor Thesis**

1. During their final year of study (8<sup>th</sup> semester), students of the Department may choose to undertake a bachelor thesis in place of two Elective courses.

2. The selection of a bachelor thesis topic is made from the thematic areas proposed by faculty members (DEP or EDIP) of the Department, provided they hold a doctoral degree. The proposed topics are posted by the Secretariat on the Department's website.

3. Interested students, after consulting with the faculty member supervising the topic (thesis supervisor), and after declaring the bachelor thesis in their Course Enrolment, must submit a special application to the Secretariat to request approval for undertaking the bachelor thesis (see Appendix A). The application must be co-signed by the supervisor and receive a protocol number from the Department Secretariat.

4. The thesis supervisor can be a faculty member (DEP or EDIP) of the Department. Supervising a bachelor thesis is voluntary for all DEP and EDIP members and is recognized as part of their teaching responsibilities. Faculty members on academic leave for even one semester cannot supervise theses. Each DEP or EDIP member may supervise up to three (3) bachelor theses. Faculty members submit their thesis topics to the Department in advance for the upcoming academic year. Once approved by the Department Assembly, the available topics are posted no later than September 30<sup>th</sup> of each academic year. Thesis assignments are made by the Department

Assembly. The examining committee consists of the thesis supervisor and another DEP or EDIP member.

5. Students interested in undertaking a bachelor thesis must declare it in their 8<sup>th</sup> Semester Course Enrolment, replacing two Elective courses. Additionally, during the enrolment period for the 8<sup>th</sup> semester and no later than one month after the deadline for renewals, students must submit a thesis declaration, as outlined in Appendix A.

6. The expected submission time for a bachelor thesis is one (1) academic semester (8<sup>th</sup> semester). Extensions are granted only for reasons of force majeure, with the supervisor's approval. Extensions may also be granted upon a well-justified request by the student and approval by the Department Assembly, taking into consideration the supervisor's opinion. A student may request, once, to change their thesis topic or supervisor with a justified request to the Department Assembly. The new assignment is approved by the Department Assembly. A student may also withdraw from the thesis at any time by submitting a simple request to the Department.

7. If more than one student is interested in the same thesis topic, the supervisor selects the student based on the following criteria: a) The student's average grade across all courses, b) The average grade in courses related to the student's chosen direction, c) The student's level of foreign language proficiency (assessed by the supervisor), d) The outcome of an oral interview.

8. Along with the thesis topic declaration, students must submit a declaration regarding the Research Ethics and Conduct Guidelines, according to the University's Internal Regulations (see Appendix B). Upon submission, the thesis is checked for similarity with available literature using the Turnitin software. The maximum allowable similarity percentage, excluding references, is 20%.

9. If the thesis is accepted by the examining committee, it is submitted in electronic form and as one (1) printed and bound copy, which, upon completion of the process, is submitted to the Department Library. The full text of an approved thesis may be posted on the Department's website, with the student's consent and a signed declaration that the thesis is their own work (see Appendix B). The Department must compile a complete list of approved theses and post it on the website. If part or the entire thesis is published, the student's name must be included on the title page.

10. The public defence of bachelor theses can take place on any working day of the academic year, in the classroom or online, at the end of the semester, with the defence date being announced at least fifteen (15) days in advance.

11. The thesis presentation lasts 10-15 minutes. The total duration of the presentation and discussion should not exceed 20-30 minutes.

12. The defence is conducted before the examining committee, which prepares the relevant Thesis Evaluation Report (see Appendix F). Faculty members, specialists, and students of the Department may attend the thesis defence. Questions from the audience can only be submitted in writing through the examining committee.

13. The defence is deemed successful if the final grade is between five (5) and ten (10).

14. The thesis should be between 10,000 and 14,000 words, excluding the bibliography and any appendices.

## **Article 5**

### **Obligations of Instructors When Assigning a Course Essay**

- For the instructor, supervising a course essay or a bachelor thesis is considered an important educational activity.
- Specifically, for course essays, assigning essays as a method of student evaluation is the instructor's prerogative. They may choose this evaluation method if they believe it will enhance students' learning experience. The instructor informs students of the essay assignments as a



form of course assessment and announces the topics on the first day of the semester. The topics are also posted on the relevant course page on the eClass platform before the start of the semester. The topics must be clear, with an estimated completion time that allows the essay to be finished within the semester, without hindering students' ability to fulfil their other academic obligations during the semester.

- The instructor is responsible for supervising the essay, providing clarifications, and monitoring its progress within the set time frame.
- The instructor ensures adherence to academic integrity by checking for signs of plagiarism using the University's Turnitin system.
- The instructor evaluates students' essays based on established evaluation criteria (see Appendix C) or according to their own criteria, provided these were communicated to students before the start of the semester.
- The instructor provides written feedback on students' essays, offering corrections and examples of best practices for improvement.

## **Article 6**

### **Student Preparation for Writing an Essay**

It is important for the student to follow the steps below before and during the writing of an essay:

- Understand the topics discussed during the course lectures.
- Carefully and critically study the bibliography and the lecture notes.
- Be capable of conducting bibliographic research aimed at the proper formulation, justification, and synthesis of their arguments.
- Be able to present their arguments in a convincing and effective manner.

## **Article 7**

### **Key Characteristics of an Essay**

- A fundamental feature of an essay is that it has a central topic, meaning a specific issue to be investigated. This main topic is articulated in the initial (introductory) section of the essay, where the key expected findings and the structure of the essay are outlined. The topic under discussion must be clearly defined and specific. An essay has limited space for argument development, so the more clearly the main topic is stated, the easier it becomes to identify the relevant bibliography and to present arguments.
- The essay must be objective, meaning it should be based on reliable published sources (monographs, articles in academic journals, reputable online sources). Arguments should always be supported by references to the literature.
- The students must demonstrate that they have studied and understood the key issues discussed in the relevant (Greek and international) literature. Additionally, the students should show some originality in addressing the topic, either by referencing additional sources that offer a new perspective on the issue or by presenting a personal argument supported by sources. A simple summary or patchwork of the literature, without some form of original or critical evaluation, should be avoided.

## **Article 8**

### **Evaluation of an Essay**

1. The criteria for evaluating an essay vary depending on the specific research issue and the scientific field. In general, however, an essay is assessed based on the completeness of its content, the degree to which the student meets the topic's requirements, and the successful presentation and examination. Criteria for a successful grading also include the correct structure of the text's

sections, understanding and, to some extent, critical evaluation of previous research findings, proper substantiation of opinions and arguments, as well as the organization, formatting, and expression of the content.

2. The grade for an essay is determined by considering the student's fulfilment of the obligations specified during the writing process, the quality of the written work, the quality of the presentation (if applicable), and the adequacy of responses to questions during the presentation and examination (if applicable).

3. The following criteria are considered important for the successful grading of an essay (for specific criteria, see Appendix C):

A) Knowledge and Understanding of the Topic

- Knowledge and understanding of theories and findings discussed in the course lectures and relevant literature.
- Focus on the main issues of the topic and synthesis of similar viewpoints from different authors.
- Summary of the positions from the literature, written in the student's own words.
- Correlation of research findings from the literature with the topic examined in the essay.

B) Critical Evaluation of Literature Findings

- Description, summary, and critical evaluation of literature findings.
- Use of comparison and contrast to highlight the strengths and limitations of previous research.
- Identification of unanswered questions.

C) Proper Documentation and Argumentation

- Effective support of the reasoning developed. Simply presenting claims is not considered effective. All claims must be substantiated with evidence, which includes the analysis and interpretation of the presented findings.
- Use of valid and reliable methodology in research-based papers that require the collection and analysis of quantitative or qualitative data.

D) Additional Criteria for Successful Grading Include:

- Proper organization and structure of the sections within the paper, correct citation methods, appropriate formatting of the content, and effective writing and expression style.

## **Article 9**

### **Guidelines for Writing an Essay**

General and specific guidelines are provided for students regarding the composition, structure, content, and formatting of their essay.

#### *Structure of the Essay*

The typical structure of an essay, despite specific variations depending on the subject, is proposed as follows:

#### *Cover Page*

The cover page includes the Department's logo, the title of the study programme and the specific specialization, the title of the paper, the student(s)' full name(s), the instructor's name, and the place and date of submission. See Appendices D and E for semester essays and theses.

#### *Title*

The final title, which briefly describes the content of the essay and immediately informs the reader, should be determined during the final stage of writing.

### *Structured Abstract (up to 300 words on a separate page)*

The abstract presents a summary of the essay's main points and conclusions, along with a brief mention of the goals and methodology used. Following the abstract, five (5) keywords that capture the essay's scientific identity should be listed. The abstract and keywords should not exceed one page.

### *Table of Contents*

It should include the following with corresponding page numbers:

- Chapter titles (numbered 1, 2, etc.)
- Subheadings within chapters (numbered 1.1, 1.2, etc.)
- Inner subheadings (numbered 1.1.2.1, etc.)
- Appendices, numbered with capital letters A, B, C, with respective titles (e.g., "Guidelines," "Tables")
- List of Tables
- List of Figures or Photos
- List of Diagrams

### *Introduction*

The introduction should include:

- A brief description and delimitation of the subject, along with reference to related research directions and gaps in the literature.
- The scope and methodology of the essay.
- The objectives and anticipated contributions of the study.
- The structure of the essay.

The introduction provides a clear overview of the essay's topic but avoids presenting arguments or opinions. It should introduce the main topic, the student's stance, the structure of the essay, the methodology, and a brief reference to the findings.

### *Purpose and Objectives of the Essay*

This section outlines clearly and concisely the purpose and specific objectives of the essay.

### *Materials and Methods*

This section presents key elements of the methodology used in the research. It may include:

- Databases used for research
- Keywords used in searches
- Inclusion/exclusion criteria for articles (e.g., publication year, language)

### *Main Text*

The main text is divided into chapters, detailing the subject, discussing the topic, and reviewing the literature. The section should be broken into sub-sections and paragraphs to focus on specific aspects of the research. It discusses the main scientific questions and the responses given in previous studies.

Generally, the main text presents:

- a) The theoretical background/framework of the topic, which includes a brief literature review of the subject being examined, and

b) The reasoning and the main points of the student's arguments. Equal emphasis is placed on all arguments and topics of the paper to ensure the harmonious development of the paragraphs/sections. The paragraphs/sections are interconnected through a common reference to the main topic, and each paragraph or sentence is linked to the next with words or phrases that indicate the structure of the text (e.g., "also," "subsequently," "therefore").

More specifically:

- Historical overview (other related studies – papers – records – efforts – data mentioned in the literature).
- New elements or knowledge that have emerged and are introduced for examination and study.
- Theoretical background (if applicable), describing the theoretical foundation of the subject.
- Empirical data or practices, if available.
- Topic analysis, breaking it down into structural sections.

### *Discussion*

Commentary and synthesis of the overall results. What do they mean? How are they interpreted? What is their significance? Why are they important? What do other studies specifically suggest in comparison with the results of this study? Is there any theory supporting these results (even if it does not hold true for the sample from these results)? Comparison with the objectives set. Study limitations: Methodological or specific reasons why the results may not be generalizable to all populations, etc.

### *Conclusions*

Overall general conclusions of the study. Care should be taken to avoid repeating what has been mentioned in previous sections. The conclusions summarize all the findings. The epilogue reflects what was stated in the introduction/position of the paper. No new arguments, positions, or references to literature should be presented. However, it is possible to refer to related issues that are not covered by this particular paper and may interest the reader, always within the boundaries of the specific topic.

### *Bibliographical references*

The purpose of citing the bibliography is to provide the reader with all the necessary information to locate the scientific publications. Therefore, absolute accuracy in writing is required.

Globally, various citation systems have been developed over time, differing in the way bibliographic information is structured and presented. All systems provide the same information, but each has its unique requirements. Therefore, only one system should be used when writing your paper. The most widely used citation formats are: APA System, MLA System, and Chicago System (see links below). Depending on the type of paper and in consultation with the supervising professor, the student can choose which system to use.

<https://guides.library.uq.edu.au/referencing/apa7>

<https://guides.library.uq.edu.au/referencing/mla9>

<https://guides.library.uq.edu.au/referencing/chicago17-notes-bibliography>

### *Appendices*

The appendices include data tables or specialized texts (e.g., questionnaires, templates, guidelines) that are utilized in the paper but are not included in the main text to maintain its coherence. The numbering of the appendices is done using uppercase Greek letters (A, B, C, etc.).

## **Article 10**

### **Guidelines for Formatting the Text of an Essay**

Each copy of an essay must be bound using the cover and the first page template.

#### *Text Formatting*

The paper is written on A4-sized paper, and the text should be formatted with margins of 3 cm from both the left and right edges, while the margins from the top and bottom edges of the page are 2.5 cm. The text must be typed in a 12pt font size with double line spacing, and any footnotes, if present, should be in 10pt font size. The first paragraph of each section should not have a first-line indent, while the following paragraphs should have a first-line indent.

#### *Page Numbering*

The introductory pages are numbered with lowercase Roman numerals (i, ii, iii, iv, etc.). The main body pages are numbered with Arabic numerals (1, 2, 3, 4, etc.).

#### *Tables*

Tables should be placed as close as possible to the text that refers to them and should be left-aligned. They must be appropriately numbered, and the title is placed above the table. The source of the table is mentioned below it.

#### *Charts and Images*

Charts and images should be placed as close as possible to the text that refers to them, centered on the page, and numbered accordingly. The title of the chart is placed below it, and the source is mentioned beneath each chart or image.

## **Article 11**

### **Plagiarism**

1. Plagiarism is defined as "the use of the idea and text of another scientist/writer without clear recognition of the source of the information." Plagiarism during the writing of any scientific paper, including the writing of semester essays or a thesis, is an academically, ethically, and legally condemnable practice. Therefore, any use of verbatim or directly translated text must be indicated by the author of the paper in an appropriate manner (e.g., "*using quotation marks and italics*"), should only involve a small number of words within the limits permitted by law, and must be accompanied by a bibliographic reference to the source. Based on the aforementioned, recognizing the importance of academic integrity and aiming to ensure quality and scientific ethics, the final text of the essays/theses will be checked for indications of plagiarism using an electronic system available at the DUTH for this purpose. If the phenomenon of plagiarism is detected during the review of the essay/thesis, it will be revised following the recommendations of the instructor. The opinions and conclusions contained in the paper exclusively represent the student and do not reflect the official positions of the institution. Article 198 of the Internal Regulation of DUTH contains the "Basic Principles of the DUTH Code of Ethics", while Appendix 27 of the same regulation contains the "Code of Ethics and Good Practice" of DUTH.

2. Cases of plagiarism include:

- The use of ideas, theories, conclusions, or excerpts from the work of any researcher without reference to the corresponding citation.
- The failure to use quotation marks for excerpts or phrases that are taken verbatim from a source.
- The commissioning of someone else to write a paper.

- The falsification of information or data.
- The verbatim or paraphrased translation of text from a foreign source without reference to the source.
- The use of research data, statistical charts, tables, images, photographs, and other audiovisual material without reference to the source or the appropriation of the aforementioned material.

## **Article 12**

### **Final Provisions**

This regulation comes into effect upon its approval by the Senate of DUTH and is published on the Department's website for the information of students and instructors. Changes to the provisions of this regulation may be made following a written proposal by the Chairperson, by the Department Assembly, or by members of the Department Assembly.

**Appendix A: Application for approval to write a Bachelor's Thesis**

**APPLICATION FOR APPROVAL TO WRITE A BACHELOR'S THESIS**

Date: .....  
Protocol No.: .....

To:  
The Secretariat of the Department of Humanities

LAST NAME:.....  
FIRST NAME:.....  
Father's Name:.....  
Semester of Study:.....  
Student ID Number:.....  
Contact Phone Number:.....  
email:.....

I kindly request the approval for the writing of the following Bachelor's thesis:

**Title of Thesis in Greek:**

.....  
.....

**Title of Thesis in English:**

.....  
.....

**DURATION OF WRITING:** 1 Academic Semester

The Applicant

The Supervisor

Signature

Signature

(Full Name)

(Full Name, Title)

**Appendix B: Statement of Compliance with Ethical and Research Integrity Guidelines**

I,            the            undersigned            .....  
of ....., a student of the Department of Humanities at Democritus University of Thrace, before undertaking the writing of my Bachelor's Thesis, declare that I have been informed of the following:

"The Bachelor's Thesis is a product of intellectual property, both of the author and of the institution, and must possess a unique character and original content. I understand that it is strictly prohibited for any part of the text to appear verbatim or translated from any other published source. Any such act constitutes plagiarism and raises ethical issues regarding the intellectual property rights of the other author. I, as the author of the Bachelor's Thesis, am solely responsible for any potential plagiarism and bear full responsibility for the consequences, both criminal and otherwise, of this act."



### Appendix C: Evaluation Criteria for the Thesis

Evaluation Criteria	Description
<b>Title Page</b> (5 points)	<ul style="list-style-type: none"> <li>• Briefly summarizes the content of the thesis and immediately informs the reader.</li> <li>• Follows the required formatting.</li> </ul>
<b>Introduction</b> (15 points)	<ul style="list-style-type: none"> <li>• States the main topic of the thesis.</li> <li>• Expresses the author's position/view on the topic.</li> <li>• Mentions the structure of the thesis.</li> <li>• Explains the methodology followed.</li> <li>• Briefly refers to the results, without details.</li> <li>• Captivates the reader's interest regarding the significance of the topic under examination.</li> </ul>
<b>Main Body</b> (30 points)	<ul style="list-style-type: none"> <li>• Presents the theoretical background/context of the topic.</li> <li>• Provides a brief literature review of the topic.</li> <li>• Critically addresses the literature.</li> <li>• Analyzes the author's reasoning based on structured arguments.</li> <li>• Develops the arguments or subtopics of the thesis equally and ensures harmonious development of paragraphs/sections.</li> <li>• Connects paragraphs/sections with a common reference to the main topic.</li> </ul>
<b>Conclusions</b> (20 points)	<ul style="list-style-type: none"> <li>• Provides a concise presentation of the previously discussed arguments in a summary.</li> <li>• Reflects what was stated in the introduction/position of the thesis.</li> <li>• Does not add new arguments, positions, or references to the literature.</li> <li>• May reference related issues not covered by the current study that would be of interest to the reader (always within the limits of the topic).</li> <li>• Clearly differentiates between results and hypotheses.</li> </ul>
<b>References/Citations</b> (15 points)	<ul style="list-style-type: none"> <li>• Citations are made for all sources used.</li> <li>• No quote/reference is included without a stated source.</li> <li>• All references, quotes, and citations are formatted correctly.</li> <li>• All references, etc., are directly related to the topic of the thesis.</li> </ul>
<b>Grammar, Syntax, Vocabulary, Style</b> (10 points)	<ul style="list-style-type: none"> <li>• Correct organization of paragraphs.</li> <li>• Sections logically organize the paragraphs within them (introduction, main body, conclusions).</li> <li>• Absence of grammatical, syntactic, spelling, and typographical errors.</li> <li>• Appropriate choice of terminology, vocabulary, and style relevant to the topic.</li> </ul>
<b>Overall Formatting</b> (5 points)	<ul style="list-style-type: none"> <li>• The entire thesis follows the required formatting.</li> </ul>
<b>Total Points</b>	<b>100</b>

**Appendix D: Title/Cover Page of a Semester Course Essay**

DEMOCRITUS UNIVERSITY OF THRACE  
SCHOOL OF CLASSICS AND HUMANITIES  
DEPARTMENT OF HUMANITIES

PROGRAMME OF STUDIES "PHILOLOGY, HISTORY AND ANTHROPOLOGY"  
SPECIALIZATION: ...

[Essay title]

[Student's Full Name]  
Student ID No: [...]

[Course Title]

Instructor: [...]

Academic Year: [...] - [...]

**Appendix E: Title/Cover Page of Bachelor's Thesis**

DEMOCRITUS UNIVERSITY OF THRACE  
SCHOOL OF CLASSICS AND HUMANITIES  
DEPARTMENT OF HUMANITIES

PROGRAMME OF STUDIES "PHILOLOGY, HISTORY AND ANTHROPOLOGY"  
SPECIALIZATION: ...

BACHELOR'S THESIS

[Essay title]

[Student's Full Name]  
Student ID No: [...]

Supervisor: [Full name and title]

Academic Year: [...] - [...]

## Appendix F: Evaluation Record of Bachelor's Thesis

### EVALUATION RECORD OF BACHELOR'S THESIS

Protocol Number: .....

Date: .....

**TO:**

The Secretariat of the Department of Humanities

<b>LAST NAME</b>	
<b>FIRST NAME</b>	
<b>Student ID Number</b>	
<b>Thesis Title</b>	
<b>Supervisor</b>	
<b>Presentation Date</b>	

### GRADING

	<b>NAME AND SURNAME</b>	<b>POSITION</b>	<b>GRADE (in numbers)</b>	<b>GRADE (in words)</b>
<b>SUPERVISOR</b>				
<b>MEMBER</b>				

### THE MEMBERS OF THE EVALUATION COMMITTEE

Supervisor

Member

(Full Name, Signature)

(Full Name, Signature)