



### Regulation of Operation

Postgraduate Studies Program

entitled "Intelligent Systems Technologies and Services

Information Technology & Communications"

of the Department of Electrical and Computer Engineering

of the University of Peloponnese

(in accordance with the provisions of Act 4957/2022)

#### Article 1. General Principles

The second cycle of studies concerns the organization of Postgraduate Study Programs (MSc) with a minimum number of sixty (60) credits (ECTS) and a minimum duration of two (2) academic semesters, the successful completion of which leads to level seven (7) of the National and European Qualifications Framework, in accordance with article 47 of Act 4763/2020. This Regulation presents the structure and rules of operation of the Postgraduate Program (MSc) titled "Technologies and Services of Intelligent Information & Communication Systems" of the Department of Electrical and Computer Engineering of the University of Peloponnese (UOP), which awards a Postgraduate Diploma (MSc) titled "Technologies and Services of Intelligent Information and Communication Systems" which offers the following specializations: (a) Intelligent Cyber Systems and Services, (b) Advanced Educational Technologies and (c) Business Analytics and Data Science, effective as of academic year 2020 – 2021 and operating for eight (8) academic years, i.e. up to and including the academic year 2027 – 2028.

This Postgraduate Program is an evolution of the Postgraduate Program entitled "Technologies and Services of Intelligent Information & Communication Systems" of the Department of Informatics Engineering of the TEI of Western Greece which was founded by decision 13926 of the Senate of the TEI of Western Greece (Official Gazette – FEK 1753/τ.Β'/17.05.2018) and operated during the academic year 2018 - 2019.

The provisions of this Regulation, as analyzed in the following articles, specify and complement the legislative framework governing postgraduate studies, and in particular the provisions of Act 4957/2022 (A' 141), as amended and in force.

The provisions of this Regulation also regulate in a uniform way, issues of operation of the Postgraduate Program, which are not regulated by the current legislation, but are either provided with relevant authorizations by the Act, or are regulated by decisions of the competent bodies of the Postgraduate Program. The Postgraduate Studies Regulation may be amended by a proposal of the Steering Committee of the Postgraduate Program and a decision of the Department Assembly and the Senate of the Institution. These Regulations are posted on the website of the Department.

#### Article 2. Objective - Purpose – Learning outcomes of the Postgraduate Program

The Postgraduate Program entitled "Technologies and Services of Intelligent Information &

Communication Systems" is included in the multi-year development plan of the Department of Electrical and Computer Engineering of the University of Peloponnese (UOP), is part of the strategic planning of the University of Peloponnese, and has as its object the development of technologies, models and methods that refer to the efficient management and processing of large data volume, the extraction of knowledge and the assistance of decision-making in critical national and regional sectors and in particular in modern cyber systems, education and businesses – organizations. Emphasis is also placed on the familiarization and application of entrepreneurship and open innovation.

The learning outcomes are linked to the purpose and objectives of the MSc and are shaped based on academic and/or professional requirements, the needs of society/economy and the needs of the labor market.

More specifically, upon completion of their studies, the graduate of the Postgraduate Program will be able to:

- To analyze the needs of end-users and to efficiently design intelligent cyber-physical systems.
- To design and implement efficient embedded and hardware systems.
- To install and efficiently use modern distributed systems and databases for large-scale data analysis and management.
- To design and propose efficient business solutions based on the tools of machine learning, knowledge mining and business intelligence.
- To put into practice the results of research and innovations related to the use of technology in teaching.
- To monitor research results and trends in educational technology.
- Apply digital skills to address everyday problems, e.g. student and programme assessment, administration and decision-making, mentoring, training and professional development.
- To act as an agent of change and innovation in their professional environment.

### **Article 3. Competent Bodies/Committees of the Postgraduate Program**

For the organization and operation of the Postgraduate Program, the competent bodies/committees are:

#### **3.1 Senate**

The Senate is the competent body for the academic, administrative, organizational and financial issues of the Postgraduate Program and exercises all the responsibilities related to the Postgraduate Programs that are not specifically assigned by Act to other bodies. More specifically, the Senate has the following responsibilities:

- a) establishes the Postgraduate Studies Committee (PSC) of the Foundation,
- b) approves the establishment of a Postgraduate Program or the amendment of its founding decision,
- c) approves the extension of the duration of the operation of the Postgraduate Program, d) establishes the Special Interdepartmental Committee (SIC) (in the case of interdepartmental, or inter-institutional or joint Postgraduate Programs), e) decides the abolition of the Postgraduate Programs offered by the Institution,

#### **3.2 Postgraduate Studies Committee**

The Postgraduate Studies Committee (PSC) is established at the Institution by decision of the Senate following a proposal by the Deanships of the Faculties and has the responsibilities provided for in Art. 2 of article 79, of Act 4957/2022 (A 141).

### **3.3 Department Assembly**

The Department Assembly is responsible for the organization, administration and management of the Postgraduate Program and in particular:

- a) proposes to the Senate through the Postgraduate Studies Committee (PSC)
  - the necessity of establishing / amending the decision establishing the Postgraduate Program, as well as the extension of the duration of the Postgraduate Program,
  - the Regulation of Operation of the Postgraduate Program as well as any issues referred to in subparagraphs (a) to (p) of Art. 3 and 4 of article 80 of Act 4957/2022 (A 141).
- b) sets up a committee for the evaluation of the applications of prospective postgraduate students, as well as sets up an objections committee, and approves their registration in the Postgraduate Program,
- c) sets up a committee for the recognition of an academic degree from abroad
- d) assigns the teaching work to the Teaching Staff of the Postgraduate Program.
- e) sets up examination committees for the examination of the diploma theses of postgraduate students and appoints the supervisor per thesis,
- f) ascertains the successful completion of the studies, in order to be awarded the title of the Postgraduate Program,
- g) approves the report of the Postgraduate Program, following the recommendation of the S.C.,
- h) may assign auxiliary teaching work in the context of courses of the Postgraduate Program to the doctoral candidates of the Department, under the supervision of a teacher of the Postgraduate Program,
- i) approves the appointment of Visiting Professors to cover the teaching needs of the Postgraduate Program, following the recommendation of the S.C.,
- j) approves the issues related to the academic operation of the Postgraduate Program, such as the definition of the dates and deadlines related to the Postgraduate Program, the definition of the start and end dates of courses and examinations of the winter and spring semesters according to the Academic Calendar, approves the teaching and examination schedule, approves the topics of the offered diploma theses, approves their assignment to the students of the Postgraduate Program.
- k) exercises any other competence provided for by the provisions of Act 4957/2022 (A 141),  
By decision of the Department Assembly, the responsibilities of Art. b) and e) may to be transferred to the S.C. of the Postgraduate Program.

### **3.4 Steering Committee (S.C.)**

The S.C. consists of the Director of the Postgraduate Program and four (4) faculty members of the Department, who have a related subject to that of the Postgraduate Program and undertake teaching work in the Postgraduate Program. The term of office of the S.C. is two years, parallel to that of the Director. The members of the S.C. are determined by decision of the Department Assembly.

Emeritus Professors of the Department may participate in the S.C. if they provide teaching work in the Postgraduate Program.

The S.C. is responsible for monitoring and coordinating the operation of the program and in particular:

- a) prepares the initial annual budget of the Postgraduate Program and its amendments, provided that the Postgraduate Program has resources in accordance with article 84 of Act 4957/2022 and recommends its approval to the Research Committee of the E.L.K.E.,
- b) prepares the report of the program and recommends its approval to the Department Assembly,
- c) approves the expenditure of the Postgraduate Program,

- d) approves the granting of scholarships, contributory or not, in accordance with what is defined in the decision for the establishment of the Postgraduate Program and the Regulation of postgraduate and doctoral studies,
- e) proposes to the Department Assembly the distribution of teaching work, as well as the assignment of teaching work to the categories of Teaching Staff of article 83, of Act 4957/2022,
- f) proposes to the Department Assembly the appointment of Visiting Professors to meet the teaching needs of the Postgraduate Program,
- g) prepares a plan for the modification of the curriculum, which is submitted to the Department Assembly,
- h) proposes to the Department Assembly the redistribution of courses between the academic semesters, as well as issues related to the qualitative upgrading of the curriculum.
- i) Proposes the dates and deadlines for the submission of applications and other dates and deadlines (start – end of courses and examinations of the winter and spring semesters) related to the operation of the Postgraduate Program.
- j) proposes the timetable of teaching and examinations.

### **3.5 The Director of the Postgraduate Program**

The Director<sup>1</sup> of the Postgraduate Program comes from among the faculty members of the Department at the rank of Professor or Associate Professor and is appointed by decision of the Department Assembly for a two-year term, with the possibility of renewal without restriction.

The Director of the Postgraduate Program has the following responsibilities:

- a) presides over the S.C. and prepares the agenda and convenes its meetings,
- b) proposes the issues related to the organization and operation of the Postgraduate Program to the Department Assembly.
- c) proposes to the S.C. and the other bodies of the Postgraduate Program and the HEI issues related to the effective operation of the Postgraduate Program,
- d) is the Scientific Coordinator of the program in accordance with article 234 of Act 4957/2022 and exercises the corresponding responsibilities,
- e) monitors (i) the implementation of the decisions of the bodies of the Postgraduate Program, (ii) the observance and implementation of the provisions of the Internal Regulation of postgraduate and doctoral study programs and the provisions of the Operating Regulation of the Postgraduate Program, as well as (iii) the execution of the budget of the Postgraduate Program,
- f) exercises any other competence, which is defined in the decision for the establishment of the Postgraduate Program.

The Director of the Postgraduate Program as well as the members of the S.C. are not entitled to remuneration or any compensation for the performance of the responsibilities assigned to them and related to the performance of their duties.

### **3.6 Evaluation and Selection Committee of Candidate Postgraduate Students**

The Committee for the Evaluation of the applications of prospective postgraduate students, appointed by the Department Assembly, consists of at least three faculty members of the Department and is responsible for:

- Conducting examinations for admission to the Postgraduate Program, where this is provided.
- Evaluation of all submitted supporting documents, in accordance with the applicable legislation and the academic criteria as referred to in article .....of this Regulation. (The completeness of the supporting documents is checked by the Registrar's Office of the Postgraduate Program).

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<sup>1</sup> Those words that are written in this Regulation in the masculine gender and indicate a quality, it is understood that the feminine gender is also included. (e.g. student, candidate, Principal, Professor, Supervisor, teacher, etc.)

- Checking language proficiency.
- Conduct personal interviews, where provided.
- Preparation of a final selection list, of successful, runner-up and rejected candidates after the examination of any objections.

The final ranking of the Candidates based on the list of criteria of the program and the proposal for the selection of Candidates based on this ranking, are submitted for ratification to the Department Assembly. When announcing the results of the evaluation of the applications of prospective postgraduate students, a deadline is also given for the submission of objections if there are applications that have been rejected. Any objections that may be submitted are examined by the Appeals Committee appointed by the Department Assembly as described in paragraph 4 of article 7.

#### **Article 4. Specializations**

The number of specializations in the MSc is three: (a) Intelligent Cyber Systems and Services, (b) Advanced Educational Technologies and (c) Business Analytics and Data Science

#### **Article 5. Annual Intake**

The Annual Intake is set at a maximum of forty (40) and a minimum of six (6) postgraduate students per year. In any case, the exact Annual Intake for each academic year is determined by the Assembly and may change without exceeding the above limits, in order to ensure the quality of all study cycles of the Department.

The basic criteria taken into account for determining the minimum and maximum number of admitted students per Postgraduate Program are:

- the adequate staffing of the Department and any cooperating Departments, bodies, organizations, etc. teaching, administrative and technical staff,
- the student-teacher ratio,
- the necessary technological equipment of the Postgraduate Program,
- the infrastructure of the Department (e.g.: teaching areas, with special reference to any necessary laboratory spaces and their equipment, libraries, etc.)

#### **Article 6. Graduate Categories**

The Postgraduate Program is open to holders of the first cycle of studies at a domestic Higher Education Institution or equivalent foreign institutions, namely graduates:

- (a) Polytechnics, Polytechnic Schools, Schools of Sciences, Schools of Management and Economics of Universities in Greece or corresponding Departments abroad,
- (b) Departments of T.E.I. whose subject is related to the subject of Computer Science, Informatics, Electronics, Networks, Telecommunications, Management and Economics.

Within the total Annual Intake, graduates of other Faculties and Departments of HEIs abroad or in Greece where they do not belong to the above categories can also be admitted at a rate of 20%. This number can be increased to cover the number of positions in the above categories, if there are not enough candidates in these categories.

Candidates can also be students of undergraduate programs, who are in the last semester of compulsory study and who will provide a certificate of completion of their courses from the relevant Department in which they are studying until the end of the registration period in the Postgraduate Program.

The members of the E.E.P. categories, as well as E.DI.P. and E.T.E.P. of the University of Peloponnese may, upon their application, be enrolled in excess of the number of admissions, and only one per year and per Postgraduate Program, provided that they serve in the relevant Department and the degree and work they perform in the relevant Department are relevant to the subject of the Postgraduate Program.

## **Article 7. Procedure and Criteria for the selection of admissions**

### **7.1. Notice/call for expressions of interest**

The Department, on dates set by the Assembly, following the recommendation of the Steering Committee, decides on the time of publication in the press, on the internet, on the websites of the Postgraduate Program, the Department and the Institution, as well as in the announcements of the Registrar's Office, of a relevant announcement – invitation for expression of interest to interested candidates.

The invitation states the admission conditions in which it specifies:

- The necessary qualifications for admission to the Postgraduate Program, which include the languages whose language proficiency is required,
- The required supporting documents,
- The deadline and the manner of submission of supporting documents,
- The number of positions in the Postgraduate Program as well as the categories of graduates accepted,
- The general process of evaluating candidates

Upon the recommendation of the Coordinating Committee, the Assembly establishes an Evaluation Committee as well as an Appeals Committee, which consist of faculty members of the Department and their task is to evaluate the candidates' applications and examine the objections, respectively, in accordance with the procedure described in paragraph 4 of article 7.

The applications, together with the necessary supporting documents, are submitted within the deadline for submission of the supporting documents, to the Registrar's Office of the Department of Electrical and Computer Engineering in printed and/or electronic form in accordance with what is specified in the **announcement**.

### **7.2 Submission of applications - Supporting documents**

Candidates' applications must be accompanied by the required supporting documents in accordance with the respective announcement.

Necessary supporting documents are:

1. An application, which is submitted electronically on the website of the Postgraduate Program, is printed by the candidate and submitted in printed form along with the other supporting documents submitted
2. Curriculum Vitae
3. A brief report of interests, stating the candidate's scientific and professional interests and a documentation of the reasons why the candidate is interested in the Postgraduate Program,
4. Copy of a degree or diploma of the first cycle of studies or a certificate of Completion of Studies,
5. Detailed score list of undergraduate and postgraduate studies showing the grade of the applicant's degree For the cases of degrees from foreign institutions, the procedure is provided below

6. Recognized postgraduate degrees (if any);
7. Proof of English Language at least a level of good knowledge (B2). In case the above certificate does not exist, the ability to understand and write in English will be ascertained through the conduct of a written examination that will be conducted under the responsibility of the Steering Committee of the Postgraduate Program.,
8. At least two letters of recommendation,
9. Scientific publications and accolades (if any);
10. Proof of professional experience (if applicable);
11. Photocopy of a two-sided Police ID or Passport.

For the cases of degrees from foreign Institutions, the Department Assembly appoints a competent committee in order to ascertain, in accordance with the provisions of article 304 of ActAct 4957/2022 as amended and in force:

1st/ if the institution awarding the title is included in the National Register of Recognized Institutions abroad kept and updated by D.O.A.T.A.P.

2nd/ if the degree from abroad is included in the National Register of Types of Degrees of Recognized Institutions, which is posted on the website of D.O.A.T.A.P.

The candidate must provide a certificate stating the place of study, which is issued and sent by the foreign university. If the place of study or part thereof is certified as the Greek territory, the degree is not recognized, unless the part of the studies that took place in the Greek territory is located in a public HEI.

In the event that a foreign institution or degree has not been registered in the relevant registers, DOATAP examines ex officio or upon request from the Registrar's Office of the Department whether the necessary conditions are met and by decision includes it in the registers.

All supporting documents must be original or legible photocopies of these documents and must be submitted in an envelope bearing the relevant numbering.

By submitting the application form, candidates expressly and unconditionally accept the processing of their personal data for the needs of the Postgraduate Studies Program and for the export of statistical data to HAAE, MODIP, O.M.E.A., ELSTAT, etc. (GDPR-European General Data Protection Regulation, EU 216/679).

### **7.3 Selection Criteria**

After the expiration of the deadline, the Registrar's Office of the Postgraduate Program initially compiles a complete list of those who have submitted an application and forwards the candidates' applications to the three-member Evaluation Committee of Postgraduate Student Candidates referred to in paragraph 3.6. The Evaluation Committee examines the complete file of each candidate and is entitled to request any required supporting documents that have not been submitted or additional information.

The Evaluation Committee checks the formal qualifications of the candidates, rejects the candidates who have not submitted a complete file or who do not meet the selection criteria, invites the candidates to an interview and proceeds to the preparation of an evaluation list in accordance with paragraph 6.4, with a detailed score of the successful candidates, waiting list candidates and rejections of the Postgraduate Program, taking into account the following criteria:

- The general degree grade, with a weighting factor of 30%,
- The grade in the undergraduate courses that are relevant to the subject of the Postgraduate Program, with a weighting factor of 20%,
- Any published research papers, additional degrees or postgraduate degrees of the candidate, with a weighting factor of 10%,

- Any professional activity, with a weighting factor of 10%,
- Performance during the oral interview, with a weighting factor of 30%.

#### **7.4 Selection procedure**

Based on the established criteria, the Evaluation Committee prepares the Evaluation List of the candidates in accordance with the following procedure:

1. The Evaluation Committee invites candidates to an oral interview in person or by teleconference, which aims to:
  - The identification of special skills and other characteristics and in general the constitution of the candidate's personality.
  - The verification of peculiarities and other elements that the candidate has and which may play a role in their smooth integration into the Postgraduate Program.
  - Conducts internal examinations, English language proficiency check (if required)
2. The members of the Evaluation Committee evaluate each candidate separately and grade them on a scale of 0 to 10. The candidate's performance in the oral interview is determined by the average of the scores of the members of the Committee.
3. The final score of each candidate results from the sum of the product of each criterion with the corresponding weighting factor.
4. In the event of a tie, the candidate with the highest grade of a bachelor's degree is selected. Tied students are admitted at a rate of no more than 10% of the maximum Annual Intake.
5. The evaluation committee submits the Evaluation Table for approval and ratification to the Assembly.
6. Under the care of the Registrar's Office of the Postgraduate Program, the evaluation table approved by the Assembly is posted on the website of the Postgraduate Program. Any objections of the candidates are submitted to the Registrar's Office of the Postgraduate Program within five (5) days from the date of announcement of the results.
7. The objections are examined by a three-member appeals committee consisting of faculty members, appointed by the Assembly. The Appeals Committee makes recommendations to the Assembly on the objections submitted.
8. The Assembly decides on the acceptance or not of the proposals, declares the admitted (successful) postgraduate students and the waiting list candidates and the Registrar's Office of the Postgraduate Program. ensures that the final list of successful candidates, waiting list candidates and rejected candidates is posted on the website of the Postgraduate Program and the Department in accordance with the provisions on the protection of personal data.
9. Within five (5) working days from the announcement of the results, the successful candidates are invited to respond in writing to the Registrar's Office of the Postgraduate Program. regarding the acceptance or not of their inclusion in the Postgraduate Program, by submitting a relevant declaration of inclusion. Non-response by a selected candidate within the prescribed deadline is equivalent to resignation from their candidacy. In exceptional cases, which must be adequately documented by the successful candidate, the Assembly may accept a late declaration of inclusion of a student in the Postgraduate Program, provided that it provides evidence of circumstances that objectively prevented him/her from submitting the application for inclusion in the Postgraduate Program on time. In case of resignations or non-timely submission of the integration declaration,

the Registrar's Office of the Postgraduate Program. informs the waiting list candidates in the evaluation order of the relevant list, who occupy the vacant positions.

~~10. Tied students are admitted at a rate of no more than 10% of the maximum number of admissions.~~

### **7.5 Enrollment in the Postgraduate Program**

The Registrar's Office of the Postgraduate Program invites successful candidates to register within a specific period of time set by the Department Assembly and to submit the required supporting documents in printed or electronic form.

1. For the initial enrollment of postgraduate students in the Postgraduate Program within a deadline announced by the Registrar's Office of the Postgraduate Program., they submit, in addition to the supporting documents they submitted with their application, the following:
  - Declaration of personal data in a printed (and electronic file) of the Registrar's Office of the Postgraduate Program.
  - "Statutory Declaration/Affidavit, in which they declare that they are not studying in another Postgraduate Program.
  - Two (2) ID photos.
2. During the initial registration, the Registrar's Office of the Postgraduate Program. creates a Postgraduate Student Card, the form and content of which have been determined by the Assembly.
3. The non-realization, by selected postgraduate students, of the initial registration within the deadline of paragraph 1, is equivalent to non-acceptance of the approval of admission to the Postgraduate Program and their places are available to the runner-up students.
4. The renewal of registration must be made at the beginning of each semester, within the deadline set by the Registrar's Office of the Postgraduate Program. During the renewal of the registration, the postgraduate student enrolls in the courses of the semester and declares the elective courses he will attend. For the timely planning of the Postgraduate Program, the Registrar's Office of the Postgraduate Program. may ask postgraduate students to register for elective courses in advance of two (2) months of the registration renewal deadline.
5. A postgraduate student who does not renew their registration on time, loses their status and is deleted from the registers of the Postgraduate Program.
6. In the application for renewal of registration for the third semester, the postgraduate student declares the title of the Master's Thesis. The more specific provisions for the Master's Thesis are mentioned in Article 15.

## **Article 8. Duration of Studies**

### **8.1 Duration of study**

The duration of study in the Postgraduate Program for obtaining a Postgraduate Diploma (MSc) is set at three (3) academic semesters, which include the time of preparation and submission of a Master's Thesis. The courses are completed within the first two academic semesters, while in the third semester the Postgraduate Master's Thesis (M.D.E.) is prepared.

At the request of the student, the Assembly may allow the extension of the maximum time for the completion of studies for a period not exceeding one (1) semester and only for the preparation of the Master's Thesis, i.e. up to one (1) semester in addition to the three (3) semesters of the normal duration.

A cycle of studies of the Postgraduate Program can begin in the winter or spring semester.

The maximum allowed time for the completion of studies is set at four (4) academic semesters.

## **8.2 Part-time study**

It is possible to study part-time after a reasoned application by the postgraduate student and approval by the Department Assembly, the duration of which cannot exceed twice the normal duration of the Master's Program., i.e. the six (6) academic semesters. For part-time students, each semester is counted as half an academic semester. These students may not register for attendance and be examined in more than half of the courses of the semester provided for in the study program.

The following are eligible to apply for part-time study:

- a) students who are proven to work at least twenty (20) hours per week,
- b) students with disabilities and special educational needs,
- c) Students who are also athletes and during their studies belong to sports clubs registered in the electronic register of sports clubs of article 142 of ActAct 4714/2020 (A' 148), which is kept at the General Registrar's Office of Sports (G.G.A.) under the following conditions:

- ca) for those years that occupy a distinction of 1st to 8th place in national championships of individual sports with the participation of at least twelve (12) athletes and eight (8) clubs or compete in teams of the two (2) higher categories in team sports or participate as members of national teams in pan-European championships, world championships or other international competitions under the Hellenic Olympic Committee, or
- cb) participate, at least once, in Olympic, Paralympic and Olympic Games for the Deaf, during their studies in the study program for which they apply for part-time study.

The required supporting documents for the documentation of the application are the following:

- a) Students who work at least twenty (20) hours per week must present the relevant employment contract or employer's certificate, as well as stamps for insured persons in the private sector.
- b) Students with disabilities must submit a certificate of disability ascertainment from Disability Certification Centers (KEPA) or from a seven-member health committee of a public hospital. Students who have enrolled in the special category of students with disabilities are not required to provide additional supporting documents than those they had initially submitted for their enrollment.
- c) Student athletes must submit a certificate from the General Registrar's Office of Sports, or the Olympic Committee, or the Sports Club registered in the register of the General Registrar's Office of Sports, as the case may be, which will clearly state the way in which the right to join a part-time category is established (e.g. 1st to 8th place in national individual sports championships with the participation of at least twelve (12) athletes and eight (8) clubs or participation in teams of the two higher divisions in team sports, etc.). The certificates of cases (a) and (c) must be re-submitted to the Registrar's Office of the Department and forwarded to the Registrar's Office of the Deanship of the relevant School, at the beginning of each academic year, in order to determine whether the reasons for inclusion in a part-time study regime still apply. Inclusion in a part-time study regime applies retroactively from the beginning of the semester in which the relevant application is submitted.

Students who have been placed on a part-time basis may return to full-time studies upon their application and a decision of the Department's Assembly. Their application may be submitted until the time when 20% of the lectures of the courses have not been held.

## **8.3 Temporary Suspension of Studies**

At the student's request, the Assembly, upon the recommendation of the S.C. of the Postgraduate Program, may grant a temporary suspension of studies permit, which may not exceed two (2) consecutive academic semesters. The right to suspend studies can be exercised once or in parts, for a period of at least one (1) academic semester. The semesters of suspension of student status are not counted in the prescribed maximum duration of regular study. During the suspension of studies, the postgraduate student is deprived of student status. The application for suspension of studies must be justified and accompanied by proof of the reason invoked (financial, professional, force majeure, health, military service, etc.). Students who have been suspended from attendance are entitled to discontinue it upon their request and decision of the Department's Assembly. The tuition fees are paid upon termination of the suspension of studies. Student status is regained immediately after the suspension expires.

### **Article 9. Rights and benefits**

1. Postgraduate students have all the rights and benefits provided for students of the first cycle of studies until the end of any granted extension of studies, except for the right to provide free textbooks.
2. The Postgraduate Program, through the Department of Electrical and Computer Engineering, to which it belongs, ensures that students with disabilities and/or special educational needs have access to the proposed textbooks and teaching areas and teaching or other facilities. In particular, the areas where the examinations are held as well as the Registrar's Office room are located on the ground floor with a ramp for access by people with mobility difficulties. Distance learning methods as defined in this Regulation are generally friendly to people with disabilities and/or special educational needs.
3. All postgraduate courses are semester-based, in the form of lectures or seminars, and are offered in either the winter or spring semester. The teaching of each course lasts thirteen (13) weeks with three (3) teaching hours per week and may be accompanied by the conduct of tutorials, workshops, discussions and the assignment of exercises or assignments where required.
4. Each course corresponds to six (6) teaching credits (ECTS) and includes attending lectures, tutorials, laboratory exercises, seminars, independent study, preparation of assignments and participation in examinations.
5. Attendance of the lectures, tutorials, laboratory exercises and other activities of the Postgraduate Program is mandatory. Attendance is verified by signing an attendance register by both students and Teaching Staff.
6. The teaching of the courses is followed by a corresponding examination period. All course obligations, such as execution and delivery of exercises and assignments, must be fully completed within the semester (by the end of the exams).

### **Article 10. Obligations of postgraduate students**

Postgraduate students have the following obligations:

- a) they must attend the courses continuously. In each course, postgraduate students should successfully participate in all the prescribed procedures for evaluating their performance.
- b) are required to monitor their institutional e-mail, the announcements of the Postgraduate Program, as well as the website of the Department.
- c) are obliged to pay any tuition fees in accordance with the decisions of the competent bodies.
- d) must cooperate with the supervising professor and the members of the S.C. for the support and preparation of their Master's Thesis

e) To respect and comply with the Postgraduate Studies Regulation, the decisions of the bodies of the Postgraduate Program, the Department and the University of the Peloponnese, as well as the rules of academic ethics.

## **Article 11. Study Guide-Course Schedule**

### **11.1 Study Guide**

The Postgraduate Studies Guide of the Postgraduate Program includes the academic physiognomy of the program (history, scientific field, purpose, prospects), the curriculum, the categories of courses, the Credits based on the European Credit Transfer and Accumulation System (ECTS) in all courses which are distributed in the semesters of study and by specialization (if there is more than one specialization), the total number of ECTS required to obtain the Master's Degree, the learning outcomes of the Master's Program, the Academic Staff of the Postgraduate Program, the official language of teaching and conducting the program and the language of the dissertation, which may differ from Greek, the rights of students (e.g. scholarships and awards, aids, etc.), information on the operation of the Institution's laboratories and libraries, as well as any other provision of this Regulation .

The Postgraduate Studies Guide of the Postgraduate Program is updated on an annual basis and is posted in electronic form on the websites of the Postgraduate Program and the Department.

### **11.2 Course schedule**

1. The Postgraduate Program begins in the winter semester or spring semester of each academic year.
2. For the successful completion of the Postgraduate Program and the award of the Postgraduate Diploma (MSc), the postgraduate student must attend and be successfully examined in a total of ten (10) postgraduate courses, five (5) in the first semester and five (5) in the second semester, as well as write and be successfully examined in the Master's Thesis (third semester).
3. Each academic semester corresponds to thirty (30) credits (ECTS). The educational process of each course includes one or more of the following forms: (a) distance learning, (b) assignment of assignments individually or in groups, (c) educational visits and excursions and (d) preparation of a Master's Thesis.
4. In the second semester of studies, postgraduate students are invited to choose one of the three specializations of the Postgraduate Program. A specialization is offered if it has been selected by at least two (2) students. The Assembly may by decision modify the minimum limit of students for the operation of each specialization.
5. The detailed curriculum for the postgraduate courses offered by the Postgraduate Program is as follows:

Course table by semester:

<b>FIRST SEMESTER – Basic Knowledge</b>
<b>Compulsory Courses</b>

Code	ECTS	Title	Brief description
MSC-IICS-101	6	Internet of Things	Basic concepts of Internet of Things (IoT) systems, technologies and practical design issues. Aspects of IoT systems related to communication, processing, programming, energy, etc. challenges. Dominant relevant technologies, advanced platforms and software packages through which students be able to focus on practical issues of design, development and study. IoT systems
MSC-IICS-102	6	Distributed Systems	Advanced topics of Distributed Computing and Distributed Systems. It includes common memory-based synchronization issues, advanced topics of Fundamental Distributed Computing, Algorithms and techniques for load and resource balancing and scheduling problems, Distributed Transactions and Distributed Databases, Distributed Peer-to-Peer Networks, Design and implementation of distributed applications with MPI and Python.
MSC-IICS-103	6	Next Generation Networks	Study of advanced networking technologies shaping the future of modern communications. It includes training in 5G & 6G, multi-access, transmission technologies that takes into account quality of service rules, operations in networks defined by software, next generation networks, economic and technical issues of convergence of fixed and mobile communication technologies, security, performance and management problems in the new networks, with an emphasis on serving real-time requirements.
MSC-IICS-104	6	Machine Learning Technologies	Introduction and deeper understanding of the field of machine learning, with a special focus on the use of the Python programming language. Knowledge and skills to develop advanced machine learning applications in fields such as natural language processing and audio signal processing
MSC-IICS-105	6	Technology and Entrepreneurship	Basic concepts of entrepreneurship in the modern environment of the world wide web with emphasis on the design and implementation of efficient e-entrepreneurship applications. Understanding the concept of the business model and its components. How it operates at a business and technological level (advertising networks, beacons, web cookies, retargeting, etc.). Special issues such as security and privacy technologies and services as well as modern electronic transaction processing services (credit cards, bitcoin, e-wallet, etc.) will be presented in detail.
<b>Total</b>	<b>30</b>		

In the first semester, the student is enrolled in five (5) courses, all compulsory, with a total of thirty (30) ECTS (5 courses x 6 ECTS/course = 30 ECTS).

<b>SECOND SEMESTER – Specializations</b>			
<b>Compulsory Courses</b>			
Code	ECTS	Title	
MSC-IICS-201	6	Advanced Security Systems	Basic and advanced cryptography concepts for computer system security. Symmetric and asymmetric cryptography algorithms, properties of cryptography algorithms, and basic structures used in the design of secure cryptography algorithms. Modern symmetric and, asymmetric algorithms and in modern hash functions. Modern cryptographic protocols in computer systems security systems.
MSC-IICS-202	6	Cloud Technologies	Basic concepts in cloud computing technologies. The three most popular commercial cloud platforms available (Amazon, MS Azure, Google Cloud) are examined in detail, as well as the basic open source cloud computing development platform (OpenSack). Techniques for installing, configuring and managing the resources of a cloud computing (computers, storage media and networks). Developer topics, such as: development of applications such as PaaS (Platform as a Service) and SaaS (Software as a Service), microservices, scheduling of tasks in cloud computing, software defined networks, etc.
MSC-IICS-203	6	High-Volume Data Management Systems	Familiarization of students, at the level of theory and practice, with the efficient management of big data for effective data processing at the operational level. The course deals with Data Sources and Types, Data Analysis and Modeling, key-value storage, column storage model, graph model, Distributed File Systems for Big Data, Big Data Management Systems, NoSQL Databases, NoSQL Graph – Text-Column Databases.

<b>Compulsory Elective Courses</b>			
The courses of the <b>specialization</b> that the student will choose:			
<b>Specialization 1: Intelligent Cyber Systems and Services</b>			
MSC-IICS-211	6	Intelligent Cyber-Physical Systems	Advanced topics in the design of integrated (end-to-end) cyberphysical systems and their challenges. Technologies and advanced issues of hardware, software, communications and embedded systems where they are applied and interact with cyber-physical systems. Cyberphysical Systems Basics and Architectures
MSC-IICS-212	6	Designing Interfaces for Intelligent Services	Advanced interface design and interaction design processes for mobile devices and any smart device. The basic application design background and cognitive psychology topics necessary to support the theoretical background of understanding human behavior are presented, as well as basic principles of user-friendly interfaces. Emphasis on web applications as well as tactile environments (touch screens) but also on design for different age groups and people with special needs.
<b>Specialization 2: Advanced Educational Technologies</b>			
MSC-IICS-221	6	Advanced Educational Technology Systems	Modern technological trends and applications in education. New teaching approaches using Information and Communication Technologies to develop innovative educational programs and new trends in educational technology, including virtual learning environments, e-learning platforms, MOOCs, information systems for education administration, the use of language technologies in education, and educational data analytics. Advantages and challenges of online courses and design of advanced learning contents to improve the teaching process, but also to discuss ethical issues that can arise from the use of these tools.
MSC-IICS-222	6	Digital Skills for STEM Sciences	Developing digital skills through STEM technologies. Includes: Computational thinking in teaching, Introduction to STEM theory & methodology, Design of STEM and ICT teaching scenarios, Digital teaching scenarios and their implementation on existing platforms, Design of STEM educational activities for people with special educational needs, Materials for educational activities, such as building materials, mechanical, electrical and electronic elements, sensors, motors, buzzers, screens, etc., STEM support software, such as design and printing of 3D models, simulation of electrical circuits, etc., Platforms for the development of educational activities, such as Arduino and Raspberry PI. Application development with Arduino, Educational Robotics.
<b>Specialization 3: Business Analytics and Data Science</b>			
MSC-IICS-231	6	Business Intelligence	Introduction to Business Intelligence to understand decision support and operational intelligence systems. Application in business data analysis, strategy development, and decision-making process. Business Intelligence (BI) architectures, the modules, the platforms and the role of OLAP and OLTP. Data visualization, for effective data presentation and interpretation techniques. The course also explores Business Performance Management, its integration into business intelligence and key performance indicators while dealing with collaborative decision-making, knowledge management, and the use of recommendation systems in business intelligence.
MSC-IICS-232	6	Advanced Knowledge Mining Techniques	Advanced Data Mining and Analysis topics. It includes design of efficient infrastructure architectures for knowledge mining, technologies/techniques for data collection from the Web and Social Networks, Natural Language Processing (NLP) and its applications, use of integrated distributed Systems/Ecosystems for knowledge mining from big data, applications of Deep Learning in knowledge mining, mining/analysis of data from social networks, Fog/Edge analytics, advanced features and applications of NoSQL DBs in knowledge mining,
<b>Total</b>	<b>30</b>		

In the second semester, the student is enrolled in five (5) courses, three (3) compulsory and two (2) elective depending on the specialization he chooses. A total of thirty (30) ECTS (5 courses x 6 ECTS/course = 30 ECTS). It is noted that each student can choose a specialization if he has failed a maximum of one course of the first semester.

<b>THIRD SEMESTER</b>		
<b>Code</b>	<b>ECTS</b>	<b>Title</b>
MSC-IICS-THS	30	Master's Thesis
<b>Total</b>	<b>30</b>	

6. Students of the Second Semester of the Postgraduate Program, in addition to the specialization they will choose, will be able to choose additional courses to attend at the corresponding percentage cost. The selection of courses is made by their application to the Registrar's Office of the Postgraduate Program. If they are successfully examined in these courses, they will be listed in the Diploma Supplement that is granted together with the Postgraduate Diploma (MSc) they will receive.
7. In order to obtain the Master's Degree, it is required to collect 90 credits: 60 ECTS from the 10 courses provided in the Postgraduate Program and 30 ECTS from the Master's Thesis.
8. Modification of the Program of Studies may be made following decisions of the competent collective bodies of the University of Peloponnese, subject to the provisions of Art. 8 of article 80 of ActAct 4957/2022.

### ***11.3 Language of instruction***

The official language of instruction of the Postgraduate Program is Greek. In the event that at least one third (1/3) of the students are of international origin, the teaching is conducted in English. The educational material can be either in Greek or English.

### ***11.4 Academic Calendar of the Program***

At the beginning of each semester and before the start of the courses, the timetable of the period is posted on the website of the Department or the Postgraduate Program, which includes the days and hours of teaching of the courses, the dates of other events or obligations, the start and end dates of the teaching periods, the examination periods, the holidays, etc.

According to art. 65, Art. 2, of ActAct 4957/2022, and given that the evaluation is carried out with final exams, in this Postgraduate Program the evaluation is carried out either after the completion of each academic semester or after the completion of the teaching work of each course.

All educational activities (e.g., teaching and examination of courses, assignment, submission and examination of postgraduate theses) are carried out within the time frame of the annual academic calendar set by the Senate.

### ***11.5 Registration Dates and Course Registrations***

At the beginning of each academic semester, and before the start of the courses, the registration dates of the students are determined and posted on the website of the Postgraduate Program/Department, as well as the registration process of the courses that will be selected in each semester.

### **11.6 Course Substitutes**

Any missed teaching hours are scheduled, announced on the website of the Postgraduate Program and carried out by the professor in charge at a time that serves the needs of the students and the planning of the Department.

### **11.7 Absence limits**

Postgraduate students are required to attend all the activities of the Postgraduate Program. The limit of absences per course is 25% of the course's lectures. In case a postgraduate student exceeds the 25% absenteeism limit of 25% of the lectures, then he/she is excluded from the examinations of this course in the normal examination period and is entitled to participate only in the repeat examination period.

In case the absences of the postgraduate student in the course exceed 40% of the lectures, then he/she is excluded from the examinations of the course in the current academic year and must re-attend the course in the next cycle of the Master's Program with the corresponding percentage cost.

In any case, the participation and attendance is ascertained under the responsibility of the Teaching Staff of the courses by completing an attendance register which is submitted to the Registrar's Office of the Postgraduate Program before the course examinations.

## **Article 12. Organization of the educational process with synchronous distance learning methods**

The Postgraduate Program offers courses and educational activities that by their nature can be supported entirely with the use of distance learning methods and do not include practical, laboratory or clinical training of students, which require the participation of students with physical presence. Under the responsibility of the coordinators of the courses of the Postgraduate Program, the detailed teaching program of each course is submitted, where its organization will be clearly shown. educational process, such as synchronous, asynchronous that does not exceed twenty-five percent (25%) of the credits of the Postgraduate Program, blended learning the digital educational material, *the methods of digital student assessment and the digital evaluation material, the material and technical infrastructure of the Institution for the support of distance education study programs and the digital skills of the Academic Staff.* **Therefore, the Postgraduate Program is offered entirely remotely.** The instructor of each course may choose certain lectures, informative presentations or laboratory demonstrations and exercises to be held in person, but participation in these face-to-face meetings is not mandatory since they do not fall under the compulsory distance learning courses they must attend and for which absences are recorded.

Below are all the issues that must be met for distance learning in the Postgraduate Program.

### **a) Issues related to access to the integrated e-learning system, the user accreditation process and access rights per user category.**

The University of the Peloponnese implements distance learning through the systems available to the Digital Governance Unit of UOP or has approved their use for this purpose. Indicatively, for asynchronous distance learning, Open Eclass and Moodle systems can be used, while synchronous distance learning can be implemented through the Microsoft Teams platform or the integration of the Big Blue Button system on the asynchronous distance learning platform. e-learning platforms are available for all parties involved in distance learning including students, faculty, technical and administrative staff. Access to the integrated e-learning systems (synchronous and asynchronous) requires browsers only. In particular, for the synchronous e-learning system Microsoft Teams, it is possible to use the relevant application on both fixed and mobile devices, which is available at no cost through <https://www.microsoft.com/el-gr/microsoft-teams/download-app> website. The accreditation of users in e-learning systems (synchronous and asynchronous) is carried out through the central account management system of UOP. Instructors and students are granted institutional accounts, with which they connect to both synchronous and asynchronous e-learning system. For the asynchronous e-learning system, the instructor will need to be

accredited in order to gain elevated privileges (creation and management of courses or management of an existing course).

The mode of accreditation depends on the work model of the study program and one of the following two ways can be used:

1. Request to the management of the asynchronous e-learning system for the attribution of general instructor rights to the user (if he does not already have them). This allows the user to create and manage courses.
2. Addition of the instructor as a lecturer in one or more courses of the Postgraduate Program.

For the synchronous e-learning system, no additional accreditation is required.

In the asynchronous e-learning system, the rights per category of users are the following:

1) Instructor:

- o Create and manage unlimited online courses
- o Organization, storage and distribution of educational material and learning resources per lesson that may include notes, presentations, exercises/activities with the corresponding feedback, indicative solutions thereof, as well as multimodal material (video lectures, other videos, audio excerpts, etc.) simulations, interactive educational material with the methodology of distance learning, etc.
- o Management, assignment, submission and grading of assignments.
- o Manage users and create user groups for collaborative learning.
- o Creation of automated exercises and questionnaires
- o Configuring a learning bar to organize the content into sections.
- o Performance reports, attendance, polls and usage statistics.
- o Organize, store, and integrate media.
- o Posting, managing and presenting e-books in HTML format
- o Synchronous and asynchronous communication (video conferencing, chat, forums, messages).
- o Plagiarism check through integration with the TurnItIn system.
- o Provision of access rights at the course level (free, after free registration, after registration by the teacher) and/or at the level of learning resource group/individual learning resource (free access, only for those enrolled in the course).

2) Trainee:

Registration in courses, access to content, access to assignments, submission of assignments, viewing grades, communicating with the instructor, viewing lists of frequently asked questions, use of other tools that the instructor may have activated in the course, monitoring of learning lines, access to e-books, registration and participation in groups, access to automated exercises and questionnaires, monitoring of the learning line, synchronous and asynchronous communication (teleconferencing, chat, forums, messages).

3) Technical and other personnel:

The administrator of the asynchronous e-learning platform can access all the settings of the platform and the management of the users of the platform, as well as customizations such as the list of study programs and departments. Other staff, e.g. teaching assistants, may have increased access to certain courses and their specific functions depending on the privileges granted to them by the lecturer of the course.

In the synchronous e-learning system, the rights per category of users are the following:

1) Instructor:

- o Use of videoconferencing and virtual electronic classroom technologies, so that the teacher and the students, who are in different spaces, receive immediate feedback at the same time with the support of (a) visual and audio communication in real time with the use of appropriate equipment (computers, cameras, microphones, speakers, headphones, high-speed networking and teleconferencing software), so that Teaching Staff and students can have voice and visual

communication, while they are located in different spaces, (b) the ability to share applications and texts (application and document sharing), and (c) the ability to use an electronic board.

- o Possibility of access to chat rooms between the teacher and students for any cooperation, exchange of views and preparation of joint assignments.
- o Use OneNote Class Notebooks, with a personal workspace for each student, a content library for materials distributed to students, and a collaboration space for classes and creative activities.

- o Organization, distribution, collection and grading of assignments.

- o Communication, on a personal or group level

- o Create and manage unlimited online courses

- o Attendance at the video lectures

- o Use of learning lines.

- o User management and creation of user groups for collaborative learning

- o Organize, store, and integrate media.

- o Integration with Microsoft Office tools (Word, Excel, PowerPoint, etc.).

## 2) Trainee:

Participation in teleconferences using the electronic whiteboard, access to discussion spaces between teacher and student and between students, access to personal workspaces, access to a content library for material distributed to students, as well as to a collaboration space for lessons and creative activities, access to assignments (pronunciations, clarifications, submission of solutions, grades), communication on a personal or group level, access to any number of online courses (access restrictions apply), follow learning lines, join groups, access to multimedia, use Microsoft Office tools.

## 3) Technical and other personnel:

The administrator of the synchronous e-learning platform can access all the settings of the platform and the management of the users of the platform, as well as configurations. Other staff, such as teaching assistants, may have increased access to certain courses and their specific functions, depending on the privileges granted to them by the lecturer of the course.

## **b) Issues related to the technological infrastructure of the HEI, the technical support, maintenance and upgrading of the infrastructure and technologies to support the distance learning process, as well as the obligations of each user.**

The synchronous e-learning system "Microsoft Teams" operates as a cloud application under the "Software as a Service" model and does not require technological infrastructure on the part of the Foundation, beyond the integration with the account management system. This integration is supported by the staff of the Digital Governance Unit, in collaboration with GUnet and the "Delos 365" service. To support the system and troubleshoot, the staff of the Digital Governance Unit is in charge, while there is the possibility of technical assistance from the Delos 365 service, as well as from Microsoft's technical support. The OpenEclass and Moodle asynchronous e-learning systems, as well as the implementation component of the synchronous e-learning Big Blue Button, are installed and operate in UOP's infrastructure. For this purpose, virtualization technologies are used to ensure portability to other platforms, as well as scalability of the infrastructure. The University's connection to the internet is provided by GRnet and the high speeds of the interconnection ensure unhindered access of users to the services. To support the system and troubleshoot problems, the staff of the Digital Governance Unit is in charge, while there is the possibility of technical assistance from the competent department of GUnet that develops and develops the asynchronous e-learning platform "open e-class".

## **c) Procedure and issues of educational support for students.**

Within the framework of the operation of the Postgraduate Program, internal procedures or seminars are carried out to promote the skills of the Teaching Staff in the educational utilization of the technological infrastructure of the Institution, with the utilization of experienced staff of the Department or other Departments of the Institution. Other structures of the Institution can also contribute to this purpose, such

as the Teaching and Learning Center of KEDIMA. or committees that have been established such as the Distance Education Committee. Accordingly, training of students at the start of the program is provided on the educational procedures followed, in combination with technological tools.

**d) Pedagogical framework for the design and implementation of courses and other educational activities with methods of distance learning and student evaluation.**

For the implementation of courses and other educational activities with distance learning methods as well as for the corresponding methods of student evaluation, appropriate pedagogical models and learning theories should be used as proposed by the scientific fields of Distance Education, E-Learning and Adult Education, both for the synchronous and asynchronous part of distance education. Indicatively, exploratory learning, group work, case studies, break out rooms in distance learning, critical literature review and the use of active educational techniques are mentioned. Accordingly, customized digital training materials appropriate to the education model should be utilized.

**e) Process for the evaluation and upgrading of the digital skills of the Academic Staff participating in a distance learning Master's Program.**

UOP's distance learning systems require only basic digital skills for their use, which are taken for granted for all Academic Staff who have the teaching qualifications in a Postgraduate Program.

For the further upgrading of the digital skills of the Academic Staff participating in distance learning MSc, UOP provides the following provisions:

1. It has general guidelines for the implementation of distance learning (<https://di.uop.gr/diktyoyyp/tele?view=article&id=35:2020-03-20-17-54-50&catid=8:di>)
2. Has the user manuals of the asynchronous e-learning system at the address:  
<https://eclass.uop.gr/info/manual.php>
3. Informs Teaching Staff about the user guides of the synchronous e-learning system Microsoft Teams, which are available at <https://support.microsoft.com/el-gr/teams>, while guides in format that allow offline download and viewing can be found at: <https://support.microsoft.com/el-gr/topic/downloadable-guides-6bd3eb82-0a0f-43cc-a4d2-c9f4e7ebdf39>
4. It has concise and focused guides for conducting lectures by videoconference at: [https://di.uop.gr/images/MS\\_Teams.pptx](https://di.uop.gr/images/MS_Teams.pptx)
5. It has concise and focused guides for student participation in lectures through teleconference to: [https://di.uop.gr/images/MS\\_Teams\\_for\\_students\\_ver5.ppt](https://di.uop.gr/images/MS_Teams_for_students_ver5.ppt)

**f) Process of checking assignments for any plagiarism through trusted applications.**

UOP has access to the Turnitin system to check papers for plagiarism. The use of the Turnitin system is mandatory for theses as well as diploma, doctoral and postdoctoral dissertations, while it is recommended that it be carried out for all other theses. UOP's Anti-Plagiarism Regulation (<https://www.uop.gr/images/060721-kanonismos-logoklopidf.pdf>) provides clear definitions of plagiarism as well as instructions for preparing assignments in a way that is consistent with academic ethics. The above types of assignments must necessarily be accompanied by a textual match report from the plagiarism detection software "Turnitin", which will be submitted to the Registrar's Office, under the responsibility of the supervisor. \_\_

The Turnitin system can be accessed in two ways:

1. through direct access to the Turnitin web application, credentials for the use of which can be obtained by all Teaching Staff. Through Turnitin's online application, a teacher can submit any number of assignments for plagiarism and receive the results.
2. through the eClass asynchronous distance learning system: the teacher of a course can specify that assignments submitted to specific assignments will be automatically routed for review in the Turnitin system.

**g) Personal data protection policy and compliance with the provisions of the General Data Protection Regulation and ActAct 4624/2019.**

The University of the Peloponnese has an approved personal data protection policy that fully complies with the provisions of the General Data Protection Regulation and ActAct 4624/2019. This policy is posted on the website of the University of the Peloponnese (<https://www.uop.gr/arxiki/politiki-prostasias-prosopikon-dedomenongdpr>).

**h) Information systems security policy with a focus on the field of e-learning systems development.**

UOP has an approved information systems security policy that covers e-learning systems. This policy is posted on the website of the Digital Governance Unit of UOP (<https://di.uop.gr/images/politiki-asfalias-diktiou.pdf>). In addition, there is an approved Regulation on the Use of Services for Students ([https://di.uop.gr/images/files/kanonismos\\_email.doc](https://di.uop.gr/images/files/kanonismos_email.doc))

**i) Information privacy management and cybersecurity policy.**

The information privacy management and cybersecurity policy is covered by the Information Systems Security Policy and the Personal Data Protection Policy.

**j) Criteria for periodic internal evaluation of distance postgraduate study programs.**

The internal evaluation of distance learning postgraduate programs is carried out in accordance with the provisions of the corresponding process 4 of the quality manual of the Internal Quality Assurance System of UOP.

**k) Procedure for the registration of students in the student register of the HEI**

Students are registered in the student register of UOP through the Registrar's Office of the Postgraduate Program, after submitting the required supporting documents. By registering, students get an account for access to all the institution's telematics services.

**Article 13. Instructors in the Postgraduate Program - Teaching Assignment & Teaching Staff' Obligations**

1. The teaching work of the Teaching Staff of the Postgraduate Program is assigned, following a decision of the Department Assembly, based on the recommendation of the S.C. of the Postgraduate Program, to:
  - a) members of D.E.P., E.E.P., E.D.I.P. and E.T.E.P. of the Department or other Departments of the University of the Peloponnese or another H.E.I. or Higher Military Educational Institution (A.S.E.I.), with additional employment beyond their legal obligations, if the Postgraduate Program has tuition fees,
  - b) Emeritus Professors or retired faculty members of the Department or other Departments of the University of Peloponnese or other HEIs,
  - c) collaborating professors,
  - d) authorized lecturers,
  - e) visiting professors or visiting researchers,

f) researchers and special functional scientists of research and technological bodies of article 13A of ActAct 4310/2014 (A' 258) or other research centers and institutes in Greece or abroad,

g) scientists of recognized prestige, who have specialized knowledge and relevant experience in the subject of the Postgraduate Program.

All lecturers must hold a doctoral degree.

2. By decision of the Assembly, which is taken following the recommendation of the Director of the Postgraduate Program, collaborating professors, adjunct professors, visiting professors or visiting researchers, researchers and special functional scientists of research and technological bodies of article 13A of ActAct 4310/2014 (A' 258) or other research centers and institutes, scientists of recognized prestige, are invited from Greece or abroad. who have specialized knowledge and relevant experience in the subject of the Postgraduate Program to meet the educational needs of the Postgraduate Program.
3. The working hours of the Faculty members of the Department in the Postgraduate Program are included in their regular working hours if they are not remunerated for this employment. The assignment of the timetable can be done in the middle of the same or another academic semester, but in any case within the same academic year.
4. By decision of the Department Assembly, auxiliary teaching work may be assigned to doctoral candidates of the Department or the School, under the supervision of a lecturer of the Postgraduate Program.
5. The assignment of teaching to external collaborators-lecturers, who are scientists or professionals of recognized prestige with specialized knowledge or relevant experience in the subject of the Postgraduate Program, is made by a specially reasoned decision of the Assembly. For them, the publication of an invitation is not required, as long as their participation in the Postgraduate Program is essential for its execution in accordance with the decision of the Assembly to assign teaching.
6. All categories of Teaching Staff may be remunerated exclusively from the resources of the Postgraduate Program. The payment of remuneration or other benefit from the state budget or the public investment program is not allowed. By decision of the competent body of the Postgraduate Program, on the assignment of the teaching work, the amount of the remuneration of each teacher is determined, in accordance with the provisions of the respective Remuneration Regulation for the provision of teaching work of the Institution. In particular, lecturers who have the status of faculty members may be additionally remunerated for work they offer to the Postgraduate Program, provided that they fulfill their minimum legal obligations, as defined in Art. 2, of article 155, of Act 4957/2022. The last paragraph applies mutatis mutandis to the members of the Special Academic Staff, the Laboratory Academic Staff. and E.T.E.P., provided that they fulfill their minimum legal obligations.
7. The employment of faculty members is not allowed exclusively in Postgraduate Programs of the Department or the School.
8. Each course has a coordinator, who is a faculty member of the department and is appointed by the S.C. at the beginning of each cycle of studies of the Postgraduate Program. The coordinator of each course must coordinate the teaching team of the course in terms of (a) avoiding overlaps between Teaching Staff, (b) the overall schedule of the course, (c) the obligations of the students (e.g. number of assignments, delivery dates, etc.), (d) the proportional distribution of the workload in case of co-

teaching, (e) the evaluation procedures of the course, (f) in general to take care of any other issue that affects the smooth operation of the course.

9. Each course instructor in the Postgraduate Program is obliged to:

- To faithfully and accurately adhere to the schedule and schedule of the course lectures.
- To post all the educational material of their course (lecture slides, laboratory exercises, assignments, self-assessment material, bibliography and any additional material deemed necessary to support students) on the institutional platform of asynchronous distance learning.
- To inform students about any issue related to their course using the communication tools of the institutional asynchronous e-learning platform (announcements, messages, etc.).
- To cooperate with the coordinator of the course and with the other members of the educational team of the course for the smooth operation of the course.
- To check whether the students present and only they have signed the attendance register. In the case of remote lectures, the instructor ascertains the presence of the students and updates the attendance list accordingly.
- To determine the content of the postgraduate course in a way that it is valid and in accordance with current developments. Internationally established and modern, postgraduate and non-undergraduate level textbooks and scientific articles should be used in the context of the course material. In no case do undergraduate level textbooks replace those indicated at postgraduate level.
- To ensure the correlation of the theoretical part of teaching with high-level practice, as applied in modern businesses and organizations. This effort is reinforced by the use of case studies, by the use of invited speakers recognized for their experience and specific knowledge, or by a combination of both. Under no circumstances, however, may the teacher substitute responsibility for the preparation of their own lectures with invited speakers or library work.
- To maintain at least two office hours per week, which will allow students to communicate seamlessly with him on issues related to their studies and the specific course.
- At the beginning of the semester, Teaching Staff are obliged to submit for distribution to the Registrar's Office of the Master's Program the syllabus, which will cover on a weekly basis the syllabus for each section of the course, case studies, and the relevant contemporary bibliography and articles.
- To respect and adhere to the decisions of the MSc bodies as well as academic ethics (e.g. not using postgraduate students for their own purposes).

#### **Article 14. Evaluation of the performance of postgraduate students**

1. The examinations of the courses are carried out at the end of each academic semester according to the program prepared by the Steering Committee and which is announced by the Registrar's Office of the Postgraduate Program. on the website of the Postgraduate Program.
2. The method of examination of each course is determined by the instructor (e.g. written, oral, homework, etc.), is mentioned in the study guide, in the course outline and is announced on the website of the course and the Postgraduate Program under the responsibility of the teacher.
3. In the case of written examinations, these are carried out on the premises of the Department based on the program that has been announced.
4. Grades are issued no later than twenty (20) days after the end of each examination period.

5. Passing grades in postgraduate courses are recorded on a scale of 0 – 10, with an accuracy of two decimal places. Six (6) for postgraduate courses and seven (7) for Master's Thesis are considered to be successful (passable) grades.
6. The grade reflects the general performance of the student, which may include:
  - Participation in the teachings/attendance of the courses.
  - Score from the preparation of assignments/exercises during the semester.
  - Participation in the formulation of laboratory exercises.
  - Participation in the research work of the Postgraduate Program in the subjects of the course.
  - Final exam score.
7. At the end of their evaluation process, students are informed about their grades either through an anonymized posting of the results in a special field of the Institution's integrated distance learning system or by another appropriate electronic means.

#### **Article 15. Examination periods (time and duration of examination periods)**

According to art. 65, Art. 2, of Act 4957/2022, and given that the evaluation is carried out with final exams, in this Postgraduate Program the evaluation is carried out either after the completion of each academic semester or after the completion of the teaching work of each course. In any case, the examination periods are winter and spring semester as well as the repeat examination period of September are carried out within the limits of the examination periods of the undergraduate study programs, as defined each time in the Academic Calendar of the Institution. Diploma theses may be examined on any working day from September 1st to July 31st of each academic year, as well as during the period August 20th to August 31st.

In case a student fails a course, he/she can be re-examined in that course during the (repeated) examination period. The repeat examination period is held in September or March if admission to the Postgraduate Program takes place in the winter or spring semester of the academic year, respectively.

If a student fails the examination of a course in the last examination period that he/she has the right to participate in under the Regulations, so that he/she is considered not to have successfully completed the program, he/she may request the examination by a three-member committee consisting of Teaching Staff of the Postgraduate Program of a related subject to the course, in which the examiner of the course does not participate. The three-member committee is appointed by the Department Assembly. The examination is conducted at any time and is also determined by the Department Assembly. If the student fails the examination of the three-member committee, he/she can attend the corresponding course in the next cycle of the Master's Program with the corresponding percentage cost.

In case of copying, plagiarism or any other way of falsifying the result of the examinations, no score is announced and, regardless of the imposition of any disciplinary penalties, the student is either nullified in the specific examination, or referred to a re-examination in a manner and at a time determined by the Department Assembly and in accordance with what is defined in the present Regulation of the Postgraduate Program.

In all cases, the maximum duration of studies set out in Article 8 of this Regulation shall be observed. In the event that the postgraduate student does not complete their studies within the maximum allowed time for the completion of studies, then their studies are interrupted by decision of the Assembly following the recommendation of the Steering Committee. In this case, a certificate is issued for the courses he has successfully attended during their studies.

## **Article 16. Postgraduate Diploma (MSc) Thesis - Supervisors of Postgraduate Master's Thesis**

### **16.1 Preparation of a Master's Thesis**

1. Postgraduate students enrolled in the third semester of studies undertake to prepare a postgraduate Master's Thesis (M.D.E.) in collaboration with a lecturer of the Postgraduate Program. The Master's Thesis can be of research or technical content and must have a sufficient degree of originality or demonstrate good knowledge and in-depth understanding of a special topic of current research or technical interest.
2. During the second semester of studies, the Registrar's Office of the Postgraduate Program announces a list of proposed topics for diploma theses, which is created by the suggestions of the Teaching Staff of the Postgraduate Program and in which topics of current research interest, related to their scientific subject, are described. Each instructor of the Postgraduate Program must propose at least two (2) topics per cycle of study.
3. With the renewal of the registration of the third semester, the postgraduate student selects and declares one (1) of the topics of paragraph 2 to the Steering Committee for approval.
4. The supervising professor and the other two members of the Examination Committee must belong to the Academic Staff of the Postgraduate Program. The members of the Committee must have the same or related scientific specialty as the subject of the Master's Thesis.
5. Each member of the Academic Staff of the Postgraduate Program can undertake the supervision of up to five (5) diploma theses or more by decision of the Assembly.
6. A prerequisite for the evaluation of the Master's Thesis is the successful completion of all the courses of the Postgraduate Program, i.e. those offered in the first and second semesters of study.
7. Diploma theses are submitted for evaluation twice per academic year on dates set by decision of the Assembly. The evaluation takes place in a public presentation, which is announced by the Registrar's Office of the Postgraduate Program on the website of the Postgraduate Program.
8. Diploma theses, if approved by the examination committee, must be posted on the website of the School of Engineering of the Institution.
9. Other issues related to the Master's Thesis can be specified in the Regulations for the Preparation of Theses of the Postgraduate Program.

### **16.2 Supervision of Master's Thesis**

The Steering Committee, following the application of the interested party, which states the proposed title of the thesis, the proposed supervisor and an attached summary of the proposed thesis, approves its supervisor and the three-member examination committee for the approval of the thesis, one of the members of which is the supervisor. The transfer of the possibility of approval of the supervisor and the three-member examination committee of the diploma theses to the Steering Committee by the Department Assembly, has been made by decision of the Department Assembly in accordance with article 82, Art. 2 of Act 4957/2022.

The following have the right to supervise diploma theses, provided that they hold a doctoral degree:

- a) Members of D.E.P., E.E.P., E.D.I.P. and E.T.E.P. of the Department or other Departments of the same or another H.E.I. or Higher Military Educational Institution (A.S.E.I.), with additional employment beyond their legal obligations, if the Postgraduate Program has tuition fees,

- b) Emeritus Professors or retired faculty members of the Department or other Departments of the same or another HEI,
- c) Collaborating Teaching Staff,
- d) Adjunct lecturers,
- e) Visiting professors or visiting researchers,
- f) Researchers and special functional scientists of research and technological bodies of article 13A of Act 4310/2014 (A' 258) or other research centers and institutes in Greece or abroad. By decision of the competent body of the Master's Program, the supervision of diploma theses may also be assigned to members of the D.E.P., E.E.P., E.D.P. and ~~postdoctoral researchers~~ of the Department, who have not undertaken teaching work in the Postgraduate Program, provided that they hold a doctoral degree.

In exceptional cases of objective inability to perform supervisory duties for a long period of time or the existence of another important reason, the Steering Committee, assessing the circumstances, may, after justifying its decision, replace the supervisor or Member of the Three-Member Examination Committee. The replacement can be carried out at the request of the postgraduate student and the opinion of the proposed supervisor or member, either on the proposal of the supervisor or a member of the Three-Member Examination Committee.

Instructions for writing the postgraduate thesis, e.g. cover, font, minimum-maximum number of words and anything else related to its structure, are mentioned in the Regulation for the Preparation of Theses prepared by the Postgraduate Program and posted on its website.

### **16.3 Writing language**

The Master's Thesis is written in Greek or English according to the established academic standards and may be accompanied by the supporting material deemed necessary. If the language of writing the thesis is Greek, then the Master's Thesis must include an extended abstract in English. If English or any other foreign language is chosen as the language of writing, then the Master's Thesis must include an extended summary in Greek.

### **16.4 Postgraduate Diploma (MSc) Thesis Examination**

In order for the thesis to be approved, the postgraduate student must publicly defend it before the Three-Member Examination Committee.

At the end of the writing period of the Postgraduate Diploma (**MSc**) Thesis and after the consent of the supervisor, the postgraduate student submits electronically or in print three (3) copies of their thesis to the members of the three-member Examination Committee. With the supervision of the supervisor and with the consent of the members of the examination committee, the time for the support of the thesis is set: based on the provisions of the Regulation for the Preparation of Diploma Theses of the Postgraduate Program. It is noted that the submission of the Postgraduate Master's Thesis to the members of the Committee should be made at least 15 days before the beginning of the examination period. Otherwise, the members of the Examination Committee have the option of postponing the examination to the next examination period.

In order to ensure the correct and ethical use of sources and to prevent plagiarism phenomena, the report of textual identification from the plagiarism detection software "Turnitin", which is submitted by the

postgraduate student to the Registrar's Office, under the responsibility of the supervisor, must be attached when submitting the Master's Degree.

In case of a negative judgment, the postgraduate student has the right to request a review of their Master's Thesis after a period of at least one (1) month has elapsed and provided that he/she has made the corrections proposed by the Examination Committee.

In case of a new negative assessment of the Master's Degree (i.e. even after the second submission), the Assembly decides whether the student repeats the procedure with the same or a new topic, provided that he/she has not exceeded the maximum duration of study, as defined in the Regulation of the Postgraduate Program, or if he/she is permanently deleted from the program without successfully completing their studies.

In case of acceptance of the Master's Thesis, if the supervisor ascertains that any improvements have been incorporated, the final text of the thesis is submitted in five (5) electronic copies (one (1) for the library, one (1) for the Registrar's Office and one (1) for each member of the Examination Committee) to the Registrar's Office of the Department.

Students who have been successfully examined are linked to the Institutional Depository "Amitos" with their institutional account and deposit their work. The detailed process of submission by the student is analyzed in the guide posted on the website of the Library and Information Center (VIKEP) of the Institution. Once the submission to Amitos has been completed and the registration and publication has been approved, no change in the work is possible. Withdrawal and deletion are not possible, as the works are the intellectual property of the Foundation.

On the website of each Postgraduate Program, all approved postgraduate diploma theses that have been submitted to the Institutional Repository of the University of the Peloponnese are posted. Instead of posting each individual thesis, the website of the Postgraduate Program may refer to an appropriate page of the institutional repository on which the diploma theses of the Postgraduate Program are cataloged.

In the event that, after the award of the diploma, it is found that the Master's Degree is the product of plagiarism, the Department Assembly or the Special Interdepartmental Committee (SIC) may revoke the postgraduate degree by a new decision.

#### **Article 17. Method of calculating the grade of the I.M.S.**

The grading scale for the evaluation of the performance of postgraduate students is set from 0.00 to 10.00 as follows:

Excellent 8,50 to 10,00

Very Good 7,00 to 8,50 not included,

Good 6 to 7,00 not included.

The final grade of the postgraduate student is determined by the grades of the courses (B.M.) based on the corresponding credits (P.M.), and by the grade of the Master's Thesis (B.D.E.) based on the corresponding credits (P.M.D.E.) as well as other obligations provided for in the relevant Study Guide of the Postgraduate Program, with the accuracy of the second decimal place. The final grade of the Master's Degree (M.D.E.) is calculated according to the formula:

$$\text{Τελικός Βαθμός} = \frac{1}{90} \sum_{i=1}^{10} \{ \text{B. M. (i)} * \text{Π. Μ. (i)} + \text{B. Δ. Ε} * \text{Π. Μ. Δ. Ε.} \}$$

### **Article 18. Obligations for obtaining the I.M.S.**

In order to receive the Master's Degree, it is required to successfully complete the five (5) compulsory courses of the first semester, the three (3) compulsory courses of the second semester, the two (2) elective courses of the specialization of studies chosen by the student, the successful completion of the Master's Thesis as well as the payment of the tuition fees.

Upon completion of their academic and financial obligations, the student may receive a certificate of successful completion of courses and completion of the Program with the indication that their Commencement Ceremony is pending.

### **Article 19. Procedures for the evaluation of courses/Teaching Staff by postgraduate students**

At the end of each academic semester, an evaluation of each course and each instructor is carried out by the postgraduate students. The evaluation of the Postgraduate Program is part of the internal evaluation process of the Department, which is carried out in accordance with the procedures established by the institution under the supervision of the Quality Assurance Unit (QA).

The evaluation of the courses is done through the integrated Information System of the Quality Assurance Unit (MODIP). This system is integrated with the electronic Registrar's Office system of the Institution and each student can evaluate the courses he has registered from any computer, while maintaining their anonymity. Students are notified by the Registrar's Office of the Postgraduate Program about the start and end time of the evaluation period and receive detailed instructions on how to conduct it.

More specifically, postgraduate students, by entering the electronic Registrar's Office system or another appropriately configured system of the University, can evaluate each course they have registered and attend. For each course they are asked to answer a series of questions in which a scale from 1 (lowest grade) - 5 (highest grade) is typically used. The questions of the evaluation form concern the course taught and focus:

- a) the course material
- b) the educational material used
- c) the educational aids offered
- d) the correlation of the student's actual workload with the credits of the course
- e) the available library material
- f) the guidance provided by the instructor
- g) the ability of the teacher to: - organize the course material - analyze and present the concepts of the course - encourage students to ask questions and questions
- h) the consistency of the teacher in their teaching duties.

The Internal Evaluation Team (O.M.E.A.) of the Department has access through the integrated Information System of the Quality Assurance Unit. to statistical data for the evaluation of the courses, which it processes and submits a proposal to the competent bodies.

The results of the evaluations are also communicated to the Steering Committee for processing. At the end of the term of office of the S.C., under the responsibility of the outgoing Director, a detailed report may be drawn up of the research and educational work and other activities of the Postgraduate Program, with the aim of upgrading studies, better utilization of human resources, optimization of existing infrastructure and socially beneficial use of the available resources of the Postgraduate Program, which is submitted to the Department.

At the same time, the MODIP. processes the results of the previous evaluation periods and the relevant statistics are posted on the website of the Quality Assurance Unit.

The results of the evaluation are communicated to the Director of the Postgraduate Program, to the O.M.E.A. of the Department and to each instructor separately

#### **Article 20. Evaluation of the Postgraduate Program**

The annual internal evaluation of the Postgraduate Program is carried out in collaboration with the Quality Assurance Unit (MODIP). of the University of Peloponnese. in the context of the internal evaluation of the academic unit to which he/she belongs and in accordance with the corresponding process of the Institution's internal Quality Assurance System.

The external evaluation of the Master's Programs is carried out in collaboration with the Quality Assurance Unit (MODIP). in the context of their certification in accordance with the procedure provided by the HAHE.

The Postgraduate Programs (MSc) of each Department, which include interdepartmental, inter-institutional and joint Master's Programs, for which the Department undertakes the administrative support, are evaluated in the context of the periodic evaluation/accreditation of the academic unit by the National Authority for Higher Education. In this context, the overall evaluation of the work carried out by each Postgraduate Program, the degree of fulfillment of the goals set at the time of its establishment, its viability, the absorption of graduates into the labor market, the degree of its contribution to research, its internal evaluation by postgraduate students, the feasibility of extending its operation are evaluated. as well as other data on the quality of the work produced and its contribution to the national strategy for higher education.

#### **Article 21. Evaluation of the Postgraduate Program**

If the Postgraduate Program at the stage of its evaluation in accordance with the above paragraph is deemed not to meet the conditions for its continued operation, its operation is completed with the graduation of the already enrolled students in accordance with the establishment decision and the regulation of postgraduate and doctoral study programs.

Under the responsibility of the Director of the Postgraduate Program, workshops are organized with the object of discussing - studying the courses of the Postgraduate Program and its contents, in order to assess, among other things, the degree to which the program is linked to the progress of science, the labor market and the needs of society in general.

At the end of the term of office of the S.C., under the responsibility of the outgoing Director, a detailed report is drawn up of the research and educational work of the Postgraduate Program, as well as its other activities, with the aim of upgrading studies, better utilization of human resources, optimization of existing infrastructure and socially beneficial use of the available resources of the Postgraduate Program. The report is submitted for approval to the Department Assembly Electrical and Computer Engineering, to which the Postgraduate Program belongs.

#### **Article 22. Reasons and procedure for deletion from the Postgraduate Program**

The Department Assembly, following the recommendation of the S.C., may decide to expel postgraduate students if:

- a) exceed the maximum limit of absences,
- b) have failed the examination of a course or courses and have not successfully completed the program, in accordance with the provisions of the Program Regulations,

- c) exceed the maximum duration of study in the Postgraduate Program, as defined in the Regulation of the postgraduate program, unless there are demonstrably serious and exceptional reasons,
- d) commit criminal or disciplinary acts that expose and damage the Department, the Faculty and the University in general, and more specifically the following acts provided for by article 197 of Act 4957/2022:
  - destruction of UOP's property, movable or immovable, used by UOP or members of the university community,
  - obstructing the proper functioning of UOP, including both its educational, research or administrative operation and the operation of its single-member and collective bodies and services, as well as the use of its facilities and equipment,
  - use of prohibited substances, falling under Act 4139/2013 (A' 74), within UOP and any contribution to their trafficking,
  - committing any misdemeanor or felony if it is related to student status.
- e) do not pay the prescribed tuition fee.
- f) The postgraduate students themselves submit an application for their deletion.

Before issuing a decision to expel a postgraduate student, the competent body must invite the student to be heard and present their views.

## **Article 23. Financing-Financial Management of the Postgraduate Program**

### **23.1 Resources**

The funding of the Postgraduate Program can come from:

- tuition fees, paid by students
- own resources of the HEI,
- the state budget or the public investment programme;
- donations, sponsorships, bequests and all kinds of financial support
- resources from research projects or programmes;
- any other legal source.

### **23.2 Costs**

1. The management of the resources of the Postgraduate Programs of UOP is carried out by the E.L.K.E. of the Foundation in accordance with the following:
2. The income of the Postgraduate Program is distributed as follows:
  - a) Seventy percent (70%) operating expenses of the Postgraduate Program, which relate to expenses for teaching, administrative and technical support, travel, equipment, software, consumables, granting scholarships to postgraduate students, and other expenses, such as expenses for publicity – promotion, purchase of educational material, organization of a conference, registration for a scientific conference, publication of an article in a scientific journal, support of research, claim of research, expenses of fieldwork. The compensation costs of the regular teaching, technical and administrative staff of the Institutions relate to work that exceeds their legal obligations.
  - The amount corresponding to thirty percent (30%) of the total income derived from tuition fees is withheld by the E.L.K.E. This amount includes the percentage of withholding in favor of the E.L.K.E. for the financial management of the Postgraduate Programs. By decision of the Board of Directors taken by the end of March each year, it is decided whether the remaining amount, after deducting

the withholding in favor of E.L.K.E., is transferred to the regular budget or is allocated for the creation of projects/programs through the E.L.K.E., in order to cover as a priority the needs of the Postgraduate Program that operate without tuition fees and to cover research fees, educational and operational needs of the Institution. On the income of the Postgraduate Program that comes from donations, sponsorships, all kinds of financial aid, bequests and resources from research projects or programs, the deduction in favor of the E.L.K.E. is made in favor of the E.L.K.E. that applies to the income from corresponding sources of funding,

3. The Steering Committee makes every effort to minimize the operating cost of the Postgraduate Program by making the most of the human resources of the Department and the infrastructure of the Institution, in order to ensure the viability of the Postgraduate Program at the level of the study cycle.
4. The cost of publication in a reputable scientific journal or the presentation at an international scientific conference of the research results obtained in the context of the Postgraduate Program are covered by the budget of the Postgraduate Program up to the amount of 700 euros.
5. In the event that the expected revenues are not sufficient to cover the operating costs of the Postgraduate Program, the Director may propose alternative ways of financing which must be approved by the Assembly in order to be implemented. The same applies in the event that the grant is reduced by the Foundation
6. Under the responsibility of the Steering Committee, the annual income-expenditure report is drawn up, with an indication of the distribution of expenses per category, the fees of the Teaching Staff in the Postgraduate Programs and the number of Teaching Staff who received them, which is submitted for approval to the Department Assembly in accordance with article 82, Art. 3(B) of Act 4957/2022.
7. The Department is required to publish annually, by posting on its website, a report of income - expenses, indicating the distribution of expenses per category, and in particular the amount of tuition fees, the fees of the Teaching Staff of the Postgraduate Program and the number of Teaching Staff who received them.

The Steering Committee prepares the initial annual budget of the Postgraduate Program and its amendments and recommends its approval to the Research Committee of the Special Account for Research Funds (E.L.K.E.) of UOP. The budget of each Postgraduate Program may be reformed in its entirety provided that there is a differentiation in revenue, or by category of expenditure, provided that the resources transferred do not exceed twenty percent (20%) of the budget, and on condition that the fiscal neutrality of the budget of each Postgraduate Program is observed and ensured.

#### **Article 24. Tuition fees**

1. The Postgraduate Program operates with the payment of tuition fees by students, which aim to meet the operational needs of the Program. In order to minimize the operating costs of the Postgraduate Program, the maximum possible utilization of the Institution's infrastructure and the human resources of the Department is sought.
2. For the period of initial operation of the Postgraduate Program, the amount of tuition fees is set at € 2,100 for each student for the entire cycle of studies (3 semesters).
3. The amount of tuition fees is adjusted by decision of the Assembly.
4. Tuition fees are paid by students in three (3) equal semester installments at the beginning of the respective semester.
5. Enrolled students of the Postgraduate Program may be exempt from tuition fees, provided that they meet the economic or social criteria and the conditions of excellence in their first cycle of studies, in

accordance with the applicable legislation. In particular, students of the Master's Program who cumulatively meet the following conditions are exempt from tuition fees: a) hold a grade equal to or higher than 7.5/10 in the degree of the first cycle of studies, in accordance with the provisions of Art. 1 of article 86 of Act 4957/2022, b) meet the economic/social criteria described in Art. 4 and 5 of article 86 of Act 4957/2022. For the exemption from tuition fees, the relevant ministerial decision is followed.

6. This exemption is provided for participation in only one Master's Program. In any case, the exempt students do not exceed thirty percent (30%) of the total number of students admitted to the Postgraduate Program per academic year.
7. If the numerical calculation of the number of beneficiaries of the exemption from tuition fees results in a decimal number, rounding is done to the nearest whole unit. If the number of beneficiaries of the exemption exceeds the percentage hereof, the beneficiaries are selected in descending order until the number is completed.
8. (The application for exemption from tuition fees is submitted after the completion of the selection process for the students of the Postgraduate Programs. The financial situation of a candidate is in no way a reason for non-selection in a Postgraduate Program.
9. Those who receive a scholarship from another source are not entitled to an exemption.
10. Third-country nationals do not have the right to apply for exemption from the obligation to pay tuition fees to a Postgraduate Program.
11. In case of non-compliance with the financial obligations on the part of the student, for a period exceeding six (6) months, the Director must inform him in writing of the amount of their debt and request the immediate settlement of the debt. In case there is no response from the student, then the Director informs the Assembly, which decides on further actions, which may be written notification of the student and in case of non-response, may decide to suspend the student's attendance until the debts are paid.
12. A refund of the tuition fee (per semester) is allowed only in case there is an extremely serious reason for interruption at the student's request and if the student adequately justifies the reasons for their interruption to the Steering Committee no later than twenty (20) days from the start of the courses.

## **Article 25. Scholarships**

1. The Postgraduate Program can award scholarships and awards to postgraduate students based on their performance in courses and dissertation.
2. By decision of the Steering Committee, the number and amount of scholarships granted to postgraduate students are determined every semester.
3. In determining the number of scholarships, the Assembly takes into account the possibility of financing them from the budget of the Postgraduate Program.
4. A prerequisite for claiming a scholarship from a postgraduate student is to have successfully completed all the obligations of the previous semester.
5. The undertaking of a scholarship may entail the assignment of auxiliary research or teaching work to the scholars, such as the teaching of tutorial or laboratory exercises to undergraduate students or other educational/research work to be determined by the Assembly.
6. Students of the Postgraduate Program who have excelled in their Master's Thesis are awarded prizes, which have no financial content.
7. The University of the Peloponnese may grant reciprocal scholarships to students of second-cycle

programs for the provision of research, scientific, administrative, technical and other supporting work of the Institution's activities in accordance with the provisions of Art. 2, of article 283 of Act 4957/2022 and in the Institution's Internal Regulation. Scholarships are awarded based on objective academic, economic and social criteria. Any kind of scholarships, cash prizes and reciprocal scholarships granted under the present are not subject to any tax, deduction, insurance contribution and special solidarity contribution of article 43A of the Income Tax Code (Act 4172/2013, A' 167). When paying expenses, scholarships and cash prizes, the presentation of a tax and insurance clearance certificate of the beneficiary is not required.

## **Article 26. Commencement Ceremony and Type of Diploma Awarded (D.M.S.)**

### **26.1 Commencement Ceremony**

Graduates of the Postgraduate Program who have successfully completed their obligations are awarded a Master's Degree (MSc) entitled "Technologies and Services of Intelligent Information and Communication Systems" and specializations of: (a) Intelligent Cyber Systems and Services, (b) Advanced Educational Technologies and (c) Business Analytics and Data Science. The names of the graduates are approved by the Department Assembly, which ascertains the successful completion of the studies in order to be awarded the Master's Degree.

The awarding of the Master's Degrees. It is done by confession in a public ceremony, which can take place at the same time as the awarding of the Department's Undergraduate Degrees. During the ceremony, the graduates of the Postgraduate Program precede the graduates of Undergraduate Studies. For those who do not wish to take a religious oath, a simple invocation of their honor and conscience is allowed.

Holders of the postgraduate degree can continue their studies to obtain a Doctoral Degree based on the applicable provisions.

Graduates of the Master's Program may be granted, before the award ceremony, a certificate that they have successfully completed the Master's Program.

Original D.M.S. Only one (1) is issued and is not replaced in case of loss or destruction due to any cause.

Holders of the M.M.S. They are entitled to receive free of charge as many certificates of studies and copies of diplomas as they wish.

### **26.2 Type of Master's Degree Awarded**

The title of the Master's Degree is a public document. Its formula follows the model of the University of Peloponnese and is signed by (a) the Rector, (b) the Chair of the Department and (c) the Secretary of the Department of Electrical and Computer Engineering and bears the seal of the Institution.

## **Article 27. Diploma Supplement**

The Diploma Supplement, which is an explanatory document, must be attached to the Master's Degree, which is an explanatory document, without replacing the official degree or the analytical grade awarded by the Institution.

The Diploma Supplement is attached to the qualifications and provides information on the nature, level, general educational context, content and status of the studies, which have been successfully completed by

the person named on the original of the title to which the annex is attached.

There are no value judgments in the annex and there are no declarations of equivalence or equivalence or proposals regarding the recognition of the qualification abroad.

The Diploma Supplement is issued automatically and without any financial burden or special application in Greek and English.

The original of the annex fulfils the authenticity requirements required for the awarded qualification. The date of issue of the annex does not necessarily coincide with the date of award of the degree, but it can never be earlier than that.

## **Article 28. Administrative Support-Logistic Infrastructure**

### **28.1 Logistical Infrastructure**

For the implementation of the objectives of the Postgraduate Program, the following contribute in particular:

- The Research Laboratories
- The Libraries
- The Computer Center

Part of the revenues from the Postgraduate Program supports the operational operation or upgrading of these infrastructures.

### **28.2 Administrative Support of the Programme**

The administrative support of the Postgraduate Program is undertaken by the Department of Electrical and Computer Engineering of the University of Peloponnese. Each committee of the Postgraduate Program will be assisted in its work by a member of the Registrar's Office of the Postgraduate Program by decision of the Director of the Postgraduate Program. The Chair of the secretarial support will be a permanent administrative employee of the University of the Peloponnese.

## **Article 29. Disciplinary Matters**

In the event that disciplinary issues arise, the provisions of the Institution's Internal Regulation of Operation apply.

## **Article 30. Website of the Postgraduate Program**

The Postgraduate Program provides, through its official website, comprehensive information to students, graduates, stakeholders and the public, on issues related to the program (activities, learning outcomes, titles awarded, etc.).

The website of the Postgraduate Program can be found at the link:

<https://smart-ict.ece.uop.gr/>

This website includes, among other things, the detailed curriculum, the academic calendar, the curriculum, the Academic Staff, the study regulations, the assignment regulations and the regulations of the Postgraduate Program.

The website is constantly updated and available in Greek and English, (or in any other language deemed by the Department, especially in the case of Programs in collaboration with Universities abroad.)

### **Article 31. Study Advisor**

For the qualitative upgrading of the operation of the postgraduate program, the institution of the Academic Advisor has been established and operates, focusing on the student and considering that he will contribute decisively to their academic and subsequent professional career.

The Academic Advisor aims to guide and support postgraduate students in their curriculum in order to effectively organize and successfully complete them.

Equally important objectives are to highlight the points that may hinder attendance and to take similar initiatives to limit or eliminate them, to facilitate communication between students and Teaching Staff of the Postgraduate Program, to increase the interest of students for more substantial participation in their studies and in the events of the University.

Each faculty member who has at least 3 years of experience in the MSc has the obligation to accept their appointment by the general assembly as a Study Advisor for a number of postgraduate students. The appointment is made at the beginning of each new cycle and lasts throughout the duration of the postgraduate student's studies in order to ensure continuity in the attendance of postgraduate students' studies.

### **Article 32. Advisory Board**

The Advisory Committee of the Postgraduate Program is the Industrial Advisory Board approved by the Department Assembly of Electrical and Computer Engineering with the aim of: (a) the better connection and cooperation of the Department with industry in Greece and abroad and (b) the achievement of the goal of developing high-level qualified engineers required by the labor market.

The Industrial Advisory Board will provide the Department of Electrical and Computer Engineering with information, advice and guidance on educational, professional and research issues, complementing the information received by the Department from other academic institutions and sources. The Council examines and evaluates the changing needs of the labor market in the field of Electrical and Computer Engineering, proposes action plans to the Department to address new technological and economic challenges and generally supports the achievement of the Department's academic goals.

Indicative responsibilities:

Advising from the perspective of industry and government agencies, on all aspects of the Department's operation, including the policy and strategy followed by the Department to achieve its mission.

Identification of the changing needs of the labor market of the Electrical and Computer Engineer and determination of the way in which the Department can meet these new needs.

Provide recommendations on the knowledge and skills that the Department should provide in its undergraduate and postgraduate degree programs and in achieving excellence.

Provide documentation on new research and labor market trends and assist in the academic planning of the Department by providing data and advice.

Providing advice and recommendations to deepen the Department's connection with industry and promote its graduates in the labor market.

To improve the reputation of the Department in the Greek and international academic and professional environment.

Promotion of opportunities for collaboration between the Department and industry at the level of research and transfer of know-how.

Connecting the Department with external networks in industry and public bodies, in order to attract scholarships, internships, postgraduate study opportunities and business partnerships.

Participation in the search for funding and scholarships for the Department and its actions.

Assistance in placing students in internship positions.

Composition of the Board:

The members of the Council can come from the academic field (experienced professors, emeritus professors), from professional bodies (representatives of chambers and alumni associations), government bodies (ministries, local government), the labor market (experienced executives in the public and private sector) and graduates of the Department who have a successful professional career. The selection of members is based on relevance of the sector they represent and the interest of each member to contribute to the objectives of the Commission.

The composition of the Council also includes a faculty member of the Department, who is appointed by the Assembly and is the liaison of the Assembly with the Council and is responsible for coordinating the work of the Council. The term of office of the Council is two years and the members may be reappointed. The number of members of the Council does not exceed 10-12 people.

**Council Formation Process:**

The Department may address collective bodies and ask for individuals as their representatives in the Industrial Advisory Board. It may also make public its intention to staff the Council and receive requests from interested parties. Candidate members may also be nominated by members of the Department's Assembly or by

any member of the Council. The convening of the meetings, as well as the work of the Council, is coordinated by the faculty member appointed by the Department Assembly.

**Meetings:**

The meetings of the Industrial Advisory Board are held twice a year, once in the autumn semester and once in the spring semester.

**Proposal Integration Process:**

The Industrial Advisory Board submits the proposals to the Department's Assembly, which is responsible for decision-making within the existing institutional framework (legislation, institutional internal regulation, institutional collective bodies), which will utilize the Council's recommendations for the benefit of the Department. On a periodic, e.g. annual, basis, the Department's report should show the way in which all or some of the Council's proposals were used.

### **Article 33. Other Provisions**

Any issues not regulated in this Regulation will be regulated by the competent bodies, in accordance with the applicable legislation.