SCHOOL OF INFORMATION SCIENCES

Department of Applied Informatics

Regulation of Studies

May 2019

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This text constitutes the Studies Regulation of the Department of Applied Informatics of the School of Information Sciences of the University of Macedonia, as approved by the no. 15 / 16-05-2019 Assembly of the Department of Applied Informatics and the Senate of the University of Macedonia in the no. 2305-06-2019 Meeting. The purpose of the Studies Regulation is to provide the basic rules relating to attendance, study structure and the requirements for degree acquisition. More details on the Department and the courses offered in the Study Program can be found at the Study Guide and the Study Program which are both posted on the Department's website (https://www.uom.gr/dai).

Article 1
Objectives of the Department

The Department of Applied Informatics, taking into account the needs of the labour market in Greece and worldwide, focuses on the full range of activities of an IT specialist. The Department's Study Program aims to provide students with a high level of knowledge and skills in: (a) Computer Science and Technology; and (b) Information Systems.

Article 2
Admission to the Department

Admission to the Department can be done through one of the following methods:

- High school graduates. The successful candidates who have previously participated in *Panhellenic Examinations*, or those coming from specific categories of successful candidates are initially enrolled in an online application of the Ministry of Education, Research and Religions Affairs, and the latter sends those details electronically to the Department.

- Graduates of Universities or Technological Educational Institutes of Greece or equivalent foreign institutions (recognized by the Hellenic NARIC), graduates of the School of Pedagogical and Technological Education, as well as holders of higher education diplomas of a two-year and more than two-year studies under the auspices of the Ministry of Education, Research and Religions Affairs and other Ministries. Those who fall within this category can be enrolled after successful participation in Graduates' Placement Examinations. Interested candidates should submit to the Secretariat of the Department of Applied Informatics or send by mail a relevant application, a diploma copy and the related supporting documents mentioned in the relevant notice.

- Applications and supporting documents for graduates wishing to be enrolled in the Department of Applied Informatics are submitted from 1 to 15 November each year, in accordance with the applicable legislation. Graduates' Placement Examinations are held between December 1- 20 of each academic year. The exact date, place and time of examinations shall be announced at least ten days before the examinations.

- Candidates are selected through written examinations in three (3) courses. Information on the semester of placement, courses, exams, and the examination schedule is posted on the Department's website.

Article 3

Attendance

Academic year

The academic year begins on the 1st^{the} September and ends on the 31st^{the} August of the following calendar year. The educational work of each academic year is structured in two (2) semesters (fall and spring). Each semester includes 13 instruction weeks. The exact start and end dates of the semesters are specified by the University's Senate.

If for any reason the number of teaching weeks in a course (taking into account any course replacements) is less than thirteen, the course is considered not taught and is not examined.

An extension of the semester is allowed only in exceptional cases with a view to completing the required minimum number of teaching weeks, and this extension may not exceed two weeks and it shall be made upon a Rector's decision, following a recommendation of the School's Deanship.

Each academic year has two exam periods, the fall (January-February) and the spring (June-July). In September a re-sit examination is held in which students are examined for the courses they have been enrolled in and have not achieved a passable grade during the two semesters of the previous academic year.

The exact start and end dates of each semester's courses and exam periods are specified upon the relevant decision of the Senate.

Duration of studies

The minimum possible duration of study at the Department is eight (8) full-time study semesters.

Part time attendance

Students who have a proven record of current employment for at least 20 hours per week are eligible to be enrolled as part-time students, extending up to twice their studies duration. In order to be enrolled as students of part-time study, interested students should apply to the School's Deanship by also submitting the required supporting documents. The application must be accompanied by an employer's certificate and records of private sector insurance contributions .

During part-time studies, students may only be enrolled to half of the semester courses in relation to those eligible for full-time studies (see the section referred to Courses Enrolment).

Suspension of Studies

Upon a relevant request to the Deanship of the School, students may suspend their studies for an even number of semesters. The maximum duration of studies suspension allowed is eight (8) semesters. During suspension period, student status is suspended, and it is restored upon expiration of suspension.

Graduation

Students who complete their studies are declared graduates when they succeed in the courses required by the Study Program and when they collect the stipulated number of ECTS credits.

Expulsion

In case of serious misconduct or anti-academic behaviour, it is possible to expel students following disciplinary proceedings, which is activated following the decision of the Department's Assembly.

Anti-academic conduct is considered, but not limited to, plagiarism, recurrent cheating during examinations, falsification of documents (including the Department's electronic files) related to the Department's operation, theft or destruction of equipment.

ARTICLE 4

Structure of the Study Program

Organization of studies

Undergraduate studies in the Department of Applied Informatics are organized based on the year of admission of students. Specifically, the following shall apply:

A) Study Program for students with admission up to the academic year 2018-2019

For this Study Program, two specializations are offered from the second year of studies (3rd Semester): (a) Specialization of "Applied Informatics" and (b) Specialization of "Technology Management".

The courses of the first year of study (1st and 2nd semesters) are common for all students. From the second year onwards, courses are different in each Specialization and students are required to follow one of the two, as described in the section of Courses Enrolment. Particularly:

- Students choose their Specialization in the second year, at the beginning of the third (3rd) semester.

- Students have the right to request a change of specialization. The request for a change of specialization must be approved by the Department's Assembly before the beginning of the following semester.

- In the event of a change of Specialization, only the common specialization courses are taken into account for degree acquisition, after a successful examination. Students are required to attend and successfully complete the courses of the new Specialization, according to the Department's Study Program.

B) Study Program for students with admission the academic year 2019-2020 onwards

This Study Program offers two (2) introductory specializations from the first semester of studies: (a) Specialization of "Computer Science and Technology" and (b) Specialization of "Information Systems" (Government Gazette A '224-31.12.2018).

Students are required to follow the introductory Specialization they chose upon their admission to the Department. It is not possible to change the Specialization because it relates to their initial admission.

General principles for all applicable Study Programs of the Department

Courses are divided into Core, Specialization Compulsory, Specialization Elective, and Joint courses, according to the Study Program as this was structured by the Department's Assembly. The Study Program is posted on the Department's website.

Evaluation

Every semester, before the start of the examination period, students have the right and obligation to evaluate courses and professors in order to improve the quality of their studies. More information is available on the website of the University's Quality Assurance Unit (https://qa.uom.gr/).

Teaching hour

The teaching hour is set at 45 minutes. Lesson start time is one quarter after the time indicated in the program, that is, if a course appears in the program 11: 00-12: 00, the actual teaching time is 11: 15-12: 00.

ECTS

The Department's Study Program is structured on the basis of the European Credit Transfer and Accumulation System (ECTS), so that successful performance can be transferred and accrued to other corresponding degree programs of the same or another University at national and European level.

The workload required by each student during an academic year is estimated at 60 ECTS (see Annex: The ECTS System).

Degree acquisition requirements

In order to be awarded a first cycle degree, all of the following requirements must be fulfilled cumulatively for each student:

1. Students must collect at least 240 ECTS from various types of courses as defined in the provisions of the Study Program, plus 5 additional ECTS from the English language core course. ECTS credits are allocated as follows:

   - 180 ECTS credits correspond to Compulsory Courses (Core and Specialization). Considering the ECTS which correspond to the English Language course, the total ECTS should be 185.

   - 60 ECTS correspond to Elective courses (Joint and Specialization), including ECTS credits which correspond to the optional Thesis.

2. Students must be successfully examined in the courses of the attended Study Program, as follows:

   - in at least 37 (thirty-seven) Compulsory courses (Core and Specialization), including the Core course of English.

   - (i) either in at least 12 (twelve) Joint Elective Courses or Specialization Elective Courses (ii) Joint Elective Courses or Specialization Elective Courses plus in thesis.

Comments:

1. ECTS credits are awarded in accordance with the applicable rules at the time during which the course was successfully examined.

2. The Study Program includes two English language courses; the first is a Core course (in the first semester) and the other is Elective. Both courses are equivalent to 5 ECTS each.

Recognition of Courses from other Universities

Students of the Department participating in mobility programs under an inter-university agreement, e.g. Erasmus+ program, are given ECTS credits which are indicated in the Study Program of the foreign University. In cases where the course bears fewer credits than its equivalent in our Department, students should complete the remaining ECTS with more elective courses. In any case, the general requirements for degree acquisition shall apply.

Degree GPA calculation

Each course is scored with a whole number on a scale from 0 to 10. A grade greater than or equal to five (5) shall be considered as an accessible grade.

The final degree grade is calculated as the quotient of the sum of the products [Course grade **X** weighting factor] **+** [Thesis grade **X** thesis weighting factor] to the sum of [Weighting factors of each course] **+** [Thesis weighting factor]:

$$Degree\ GPA = \frac{\sum(CourseGrade\ X\ WeightingFactor) + ThesisGrade\ X\ ThesisWeightingFactor}{\sum(WeightingFactors\ of\ each\ course) + ThesisWeightingFactor}$$

Article 5

Course Enrolment

At the beginning of each semester students are required to be enrolled to the courses they will attend (Core, Specialization Compulsory, Specialization Elective, Joint Elective). Students are entitled to be examined during the corresponding examination period and the re-sit examination period only in the courses they have enrolled in.

In the re-sit examination period of September, students are examined in the courses they have been enrolled but they did not achieve a passable grade in the two semesters of the previous academic year. Course enrolment is done exclusively electronically through the University's Course Enrolment System.

Courses of the first three (3) years (semesters A, B, C, D, E, F) are Compulsory courses (Core and Specialization).

Courses of the fourth year (semesters G, H) are Elective (Joint and Specialization). Students are required to register in the corresponding enrolment period six (6) of each semester courses in order to complete the twelve (12) Specialization and Joint Electives courses required for degree acquisition.

Students admitted the academic year 2018-2019:

1st year of studies

Students of the 1st year of study shall be enrolled in Core courses of the 1st and 2nd semester. The 1st year of study offers only 13 Core courses in which students must be enrolled.

2nd, 3rd, 4th years of studies

At the 2nd year of studies, and specifically during the third semester, students must be enrolled in the specialization of their choice and then in the corresponding courses offered by the specialization.

Students admitted in the academic year 2019-2020 onwards:

Introductory Specializations

Students are admitted to one of the following specializations:

1. COMPUTER SCIENCE AND TECHNOLOGY
2. INFORMATION SYSTEMS

Course enrolment requirements

Students who are up to the 8th semester of their studies must be enrolled in up to 10 courses (Core, Specialization Compulsory, Specialization Elective, Joint Elective) in each semester of the current period (fall or spring) per Specialization. The Study Program is *indicative*. Courses are structured in order to comply with an appropriate educational sequence. Students are advised to follow the suggested course sequence - without being obliged to do so. Thesis preparation starts in the 4th year and registration is not subject to the limit of 10 courses.

Students who have completed more than 4 (four) years of study have the opportunity to be enrolled in an unlimited number of courses in each semester of the current period.

Students wishing to attend and participate in examinations of courses for which they did not achieve a passable grade should re-register in the respective periods (fall/ spring semester respectively).

Course enrolment periods are 2 (two) per year, at the beginning of each academic year, and are announced on the Department's website, while an email is also sent to all students. When students are not enrolled in a course, they are not allowed to register for and receive their textbooks and they are also not allowed to participate in the respective examination. In case they have received textbooks for courses in which they have not been enrolled, they will have to return the textbooks they received.

Students are required to attend the Department's announcements and complete course enrolments within the deadlines set by the Deanship of the School of Information Sciences.

Thesis

The thesis is an extensive assignment on a subject that is related to the Department's subject matter or to the courses taught and its preparation aims at researching the topic, drawing conclusions or practical implementation in a specific scientific field. Theses can be prepared individually or by a group of two students, under the supervision of a member of the teaching staff of the Department.

Undertaking a thesis preparation is optional. The topic of the Thesis and the Three-member Committee taking up its examination should be stated before the examination. The text of the thesis should be available to the members of the three-member Committee at least one (1) week before the examination. The updated text can be submitted in the Institutional Repository "PSEPHIDA"

The presentation and examination of the Thesis presupposes its registration in the corresponding course enrolment period. The examination of the Thesis takes place within the duration of each examination period. The Department's secretariat posts a Thesis Examination Schedule which includes the student's name (s), the Thesis title, the members of the three-member Examination Committee, and the date and place of examination.

A thesis corresponds to three (3) elective courses and is equivalent to 15 ECTS.

Article 6

Student Assessment - Examinations

The final exams are taken after the fall and spring semesters for the courses taught in these semesters, respectively. During the re-sit examination period of September of the next academic year and before the starting of the fall period of teaching, an examination is held for students who have been enrolled in those courses of the same academic year but did not achieve a passable grade in them during the corresponding examination period.

The assessment criteria for each course fall within the responsibility of the professor and should be explicitly indicated on the course website as well as in the course outlines which can be found at the Secretariat. In particular for compulsory courses (Core and Specialization) the following shall apply: (a) they always have a final written examination, the grade of which contributes at least 50% to the final grade of the course; (b) if the course requires exercises/ assignments, they only contribute to the course grade provided that the grade of written examination is at least 5 (five).

At the end of each course examination, a copy of the final written examination questions (optionally in a sealed folder) is deposited under the responsibility of the professor at the Department's Secretariat. The confidentiality of the archive falls within the responsibility of the Head of the Department's Secretariat and shall be available only for review to the External Evaluation Committee or to other competent bodies if the Assembly of the Department decides accordingly.

Exam scores are announced within (3) three weeks from examination date.

Students' request for re-evaluation or grade securing under conditions will be rejected.

If the student fails more than three times in one course, he/she may be examined, upon the Dean's decision, by a three-member committee composed of the School's professors who have a same or similar discipline and who are appointed by the Dean. The professor responsible for that course is excluded from this committee. In the event of failure, the student may or may not continue his/her studies in accordance with the terms and conditions set by the University's Organization, which also includes the maximum number of examinations stipulated in a course.

Students complete their studies and are awarded a degree when they successfully pass the courses required by the Study Program and when they collect the required number of ECTS (see the related section).

Examination Regulation

1. Before handing over the examination sheets, the supervisors must ensure that all objects on the desks are removed. Only the examination sheets and any other material the professor deems necessary can be found on the desks. The use of a mobile phone or any other electronic device during the examination is expressly prohibited. Cell phones should remain closed and not in silent mode throughout the examination. The use or existence of such devices in a position that permits even their potential use is an attempt to copy and shall be treated accordingly.

2. The examinees must be seated in their positions following the instructions of the supervisors and professors.

3. Supervisors shall ensure that the start and end times of the examination are in accordance with the examinations schedule. Students may not leave the room for at least 30 (thirty) minutes from the start of the examination. Attendance of any student after the beginning of the examination is not permitted. Supervisors inform students about the remaining examination time of thirty (30) minutes as well as ten (10) minutes before the end of the examination.

4. During the examination, a list of examinees is drawn up in which students enter their name, registration number, and signature according to the order in which they are seated in the examination room. In order to be able to participate in examinations, examinees must have been enrolled in the course they are about to be examined and must have with them their student ID (which supervisors should check). In the event that the academic identity is not displayed, the examinees must submit a service note from the Department Secretariat along with any public identity document (ID, passport, driving license).

5. During written examination, examinees must respect the conditions of appropriate conduct, avoiding any inconvenience to the other examinees. He /she must also follow the supervisors' instructions and comply with them.

6. Supervisors have the right and obligation to observe any irregularities (e.g. talks, possession or exchange of notes and other objects, notes on desks, facilitation or copying, mobile phone use, etc.). When detecting an infringement, supervisors must act at their discretion and in accordance with the instructions of the professor in one of the following ways: (a) calling the examinees to order through an oral reprimand; (b) transferring the examinee to another seat; (c) expelling the examinee zeroing his/her examination sheet. Where case (c) applies, the professor must be informed by the end of the examination at the latest.

7. Examinees may leave the examination room after they have compulsorily submitted their examination and answer sheets.

8. If a student is expelled by the supervisor or professor from the examination room due to academic offence (e.g. talks, possession or exchange of notes or other objects, attempted copying, notes on desks, facilitation or participation in copying, use of mobile phones or other electronic devices), he/she is then required to attend the next Assembly of the Department (which receives written information from the professor on the incident) and which imposes the student a participation exclusion from at least two examination periods for all courses, while the examination sheet of the said examination shall be eliminated. In this case, the Secretariat shall deprive the student from his/her enrolment right in the respective courses. In case of relapse, the above procedure is followed, and the student is referred to the Deanship facing the threat of expulsion. The same penalties shall be imposed on the examinees whose answers or parts of them exhibit great

similarities which give rise to suspicion of copying, irrespective of whether they were caught by the supervisor during the examination.

Special Examination Provisions for Students with Disabilities

A. For students suffering from dyslexia and other specific learning disabilities, such as dysgraphia, dyscalculia, difficulty in reading and difficulty in writing, prior to their admission to the University and who have applied for an oral examination in a course that is normally examined in written form, the following are provided:

Their application must be accompanied by the submission of an expert opinion by a public body i.e. either by the Centre for Diagnosis and Support of Special Educational Needs or by Medical- Educational Centres certified by the Ministry of Education.

They are examined on the same topics and syllabus and they have the same examination duration at their disposal as those examined in writing. They come in with the rest students in the examination hall; they are given the examination paper and take notes on the questions in the form of answers. If they state that they need extra time, the examinations coordinator and supervisors must provide the extra reasonable time required up to thirty (30) minutes. Then, they submit their examination papers and are examined orally by an examiner, answering the questions in form of clarifications on their examination paper with the presence of a co-examiner who also signs on the written text.

The same examination procedure applies upon their request for students with disabilities, which make it difficult for them to be examined in writing.

B. Students with Autism Spectrum Disorder (ASD) are examined: (i) in writing or (ii) orally. These cases require an expert opinion issued by Centres for Diagnosis and Support of Special Educational Needs or by Medical- Educational Centres certified by the Ministry of Education, which indicate the specific learning disability of the student and the method of examination, whether oral or written.

Both written and oral examinations will be conducted in areas with no stimuli that prevent the concentration of students with Autism Spectrum Disorder and relate to their particular sensory functionality (noise or discussions in the room, lighting changes).

The oral examination shall follow the procedure referred to in paragraph A. Written examinations relate to the same topics and curriculum and must be completed within the stipulated duration.   In case a student with Autism Spectrum Disorder states that he/she needs extra time, the examinations coordinator and supervisors must provide the extra reasonable time required, up to 45´.

During the written or oral examination, students with Autism Spectrum Disorder are allowed to take rest breaks.

Article 7

Organization of teaching

The teaching of the 1st and 2nd semester Core courses is done by initially dividing the total number of students into three (3) groups, while for the other semester Core courses by dividing the total number of students into two (2) groups. Students are divided into groups composing of an equal number of students. Compulsory Specialization and Elective Courses (Joint or Specialization) are taught in one (1) group. For courses which divide the total teaching hours into theory hours and lab hours, the number of students in laboratory groups is specified in accordance with the capacity of laboratories.

 When a course is taught in more than one group, teaching for each group takes place throughout the semester, regardless of the number of students attending each group and according to their initial distribution. Merging groups should be avoided. In exceptional cases, the number of students in groups may be changed after a reasoned decision of the Department's Assembly.

In order to achieve the objectives of the Study Program in the best possible way, it is suggested that the following best practices be adopted by the teaching staff:

To facilitate student attendance, the instructor publishes the Syllabus on the course's website (at the beginning of the fall and spring semesters respectively), which describes on a weekly basis the subjects of each course module. The Course Curriculum should be updated in case of postponement of lessons or other emergencies.

The course instructor shall make every effort to adhere to the Course Curriculum.

The course is taught by the professor appointed by the Assembly of the Department. The professor sets at least two office hours for weekly collaboration with a view to providing an unhindered communication with students for issues related to their studies.

Professors at their discretion, may incorporate educational activities such as lectures by invited speakers, educational visits, student presentations, etc. In order to ensure uniformity in the teaching of the courses of the Study Program, it is recommended that the above educational activities do not exceed one third of the total number of teaching hours and should always take place in presence of the professor.

Article 8

Regulation of Other Issues

Issues not expressly regulated by the present Regulation shall be addressed by a decision of the Assembly of the Department of Applied Informatics, in accordance with the applicable provisions.

Article 9

Revision of the present Regulation

Subject to different provisions of the law, this Regulation may be supplemented, amended or even revised at any time by decision of the Assembly of the Department, subject to the approval of the Senate of the University of Macedonia.

This decision shall be published in the Government Gazette.

Annex: The ECTS System

The **ECTS System (European Credit Transfer System)** was developed in the framework of the ERASMUS program, in order to facilitate the academic recognition of studies abroad by evaluating and / or transferring the student's work (credit transfer) between the affiliated institutions. ECTS is based on the principle of mutual trust between participating institutions.

ECTS credits are a numerical value (between 1 and 60) assigned to each course to describe the workload required by the student to complete it. ECTS credits reflect the amount of work required by each course in relation to the total amount of work required to complete a full academic year at the institution (i.e., attendance at lectures, internships, seminars, tutorials, workshops, study in the library or at home, exams or other assessment activities). According to the ECTS, 60 credits represent one academic year's workload, 30 credits represent one semester's workload, and 20 credits represent a four-month's workload.