

**UNIVERSITY OF MACEDONIA  
SCHOOL OF ECONOMIC AND REGIONAL STUDIES**

**DEPARTMENT OF BALKAN, SLAVIC & ORIENTAL STUDIES**

**UNDERGRADUATE STUDIES REGULATIONS**

**and**

**- Examination Regulations-**

**- Computer Laboratory Regulations -**

The purpose of the Department's Regulations is to provide a framework for the rules related to studies, studies structure and degree acquisition requirements. Further information about the Department and the courses of the Study Program can be found in the Study Guide and Study Program which are both posted on the Department's website.

The present Regulation has been drawn up according to Law 4009/2011, Law 4485/2017, Presidential Decree No. 363/20-9-1996 and the article 42 paragraph 1 of Law 4521 (Government Gazette 38/2-3-2018 V. A').

## **ARTICLE 1**

### **PROGRAM SCOPE AND OBJECTIVES**

- 1.1. The Department of Balkan, Slavic and Oriental Studies of the University of Macedonia designs and offers an Undergraduate Study Program (Undergraduate Studies) which covers a number of scientific fields related to Eastern and South-Eastern Europe and the Middle East.
- 1.2. The Program's objectives are:
  - a. To transmit and promote scientific knowledge and methodology among students for subjects related to the Department's scientific fields of specialization.
  - b. To prepare future executives of the public or private sector,
  - c. To educate students properly in order to be able to further their education on a Master's Degree level.
  - d. To develop research for students' potential participation in relevant research programs.

## **ARTICLE 2**

### **DEGREE**

After successful completion of studies, students are awarded the Degree of the Department of Balkan, Slavic and Oriental Studies.

## **ARTICLE 3**

### **ADMINISTRATIVE BODIES**

- 3.1. The competent bodies for the foundation, designing and operation of the Department's Undergraduate Studies are the following:
  - a) The Senate,
  - b) The Dean
  - c) The Department's Assembly
  - d) The Study Program Committee
- 3.2. The Senate is responsible for approving the Department's Study Program and Regulations as well as any amendments according to legislation following a decision of the Assembly.
- 3.3. The Assembly decides on all academic, educational, administrative, organizational, and financial matters relating to the Study Program on the recommendation of the Study Program Committee. The Assembly is responsible - amongst others - for appointing the members of the Study Program Committee, for assigning the teaching of the Study Program courses, for organizing the Study Program each academic year, for approving any expenses and generally for deciding on any other relevant issue according to law.

- 3.4.** The Study Program Committee consists of three members of Teaching and Academic Staff of the Department of Balkan, Slavic and Oriental Studies who are appointed by the Assembly for a two-year term. The Committee is responsible for monitoring and coordinating the Study Program operation and recommends to the Assembly any academic, educational, administrative or other issue relating to the Study Program. The senior professor of the highest grade shall act as Chairperson.

#### **ARTICLE 4 PROFESSORS**

Independent teaching of Study Program courses can be assigned to:

- a) Lecturers and Professors (Assistant Professors, Associate Professors and First Grade Professors)
- b) Special Teaching Staff
- c) Laboratory Staff
- d) Educators hired for teaching particular courses (according to Presidential Decree 407/80, NSRF programs etc.)
- e) Visiting professors of Departments within the same or other University
- f) Post-doctoral researchers of the Department (only as auxiliary teachers)

Course teaching assignment is carried out following a decision by the Department's Assembly.

#### **ARTICLE 5 STUDENTS ADMISSION TO THE DEPARTMENT**

The admission procedure for entry to the Department is as follows:

- a) through the applicable system of entrance examinations carried out under the auspices of the Ministry of Education, Research and Religious Affairs (for high school graduates) or
- b) through graduates placement examinations (for graduates of other University Departments) or c) through other processes defined by the Ministry of Education, Research and Religious Affairs (i.e. 5% for candidates falling under the category of candidates facing medical problems etc.).

#### **ARTICLE 6 GRADUATES PLACEMENT EXAMINATIONS**

- 6.1.** Graduates of Universities and Technological Educational Institutes of Greece or equivalent Universities and Institutes abroad, graduates of Army Academies and Armed Forces Academies, as well as graduates of two-year Studies Programs can apply for participation in University Graduates Placement Examinations. Interested candidates should submit the relevant application to the Secretariat of the Department of Balkan, Slavic and Oriental Studies (at the mezzanine floor of the building, 156 Egnatia St., or by post at 156 Egnatia St., PO Box 1591, PC 54006

Thessaloniki, or by sending an email to the Department's email address [bsosecr@uom.gr](mailto:bsosecr@uom.gr). The application shall be submitted together with the degree copy (original or lawfully certified) and the certification of the Hellenic National Academic Recognition Information Center (in case of foreign university graduates). The application together with all supporting documents of graduates willing to take part in the placement examinations of the Department of Balkan, Slavic and Oriental Studies should be submitted from 1 to 15 November of each academic year.

- 6.2.** Graduates Placement Examinations are held from 1 to 20 December of each academic year. The exact date, location and time of examination are announced at least ten days prior to examinations. The admission percentage of graduates of Universities, Technological Educational Institutes or equivalent at home or abroad (recognized by the Hellenic National Academic Recognition Information Center), as well as graduates of institutions with a two-year duration or institutions of more than two years studies duration, operating under the auspices of the Ministry of Education, Research and Religious Affairs and other Ministries is defined at 12% on the number of students admitted each academic year to Departments of Universities, Technological Educational Institutes or Schools of Pedagogical and Technological Education pursuant to Ministerial Decree under No. Φ1/192329/B3/13-12-2013 (Government Gazette 3185/16-12-2013 V. B’).
- 6.3.** Candidates are chosen based on their performance on the written exams conducted each year by a seven-member committee in three (3) courses. This committee and the courses to be examined are defined by the Department’s Assembly. The processes and deadlines are published on the Department’s website. Successful candidates are placed on the 1<sup>st</sup> semester in which they are retroactively enrolled; they are also credited with ECTS, credit hours and grades that correspond to the courses they were examined during the placement examinations of the academic year of their registration, under the condition that they have achieved at least a borderline grade for each course. After their registration, successful candidates are enrolled in the 2<sup>nd</sup> semester of studies and they must successfully pass the remaining 1<sup>st</sup> semester courses.

## **ARTICLE 7**

### **ATTENDANCE**

- 7.1.** The duration of studies (n) in the Department is 8 semesters (4 academic years). Courses are defined according to the respective Study Program. A full-time study program is considered to have the abovementioned duration plus four semesters (n+1, n=1 year).
- 7.2.** Students who can prove that they work at least 20 hours per week are eligible to be enrolled as part-time students upon the approval of their application by the School’s Deanship. The relevant application shall be accompanied by an employer’s

attestation and the private employee's records of social insurance contributions. During part-time studies, students are normally enrolled in their courses, having a time-frame for the courses' successful completion twice as long as for full-time students.

- 7.3. Registration in each semester is done through an electronic courses enrollment at the beginning of each semester within a time limit defined by the School's Deanship which is announced by the Department's Secretariat. For participation in exams (regular semester exams and September examination period), a timely enrollment submission is required.
- 7.4. Upon a reasoned request to the School's Deanship, students may suspend their studies for a certain number of semesters. The maximum total suspension period is 4 years (8 semesters). During this term, student status is suspended and upon expiration of studies suspension it is again reactivated. Practically, a student willing to suspend his/her studies should submit an application to the School's Deanship at the beginning of the semester and before the electronic courses enrollment. The student is then informed by the Department's Secretariat of the Deanship's approval of request and then he/she must turn in his/her academic ID. Upon expiration of studies suspension period, the student will become active again; the Secretariat will give his/her academic ID back and he/she will be immediately able to complete the electronic courses enrollment process.
- 7.5. Students who meet degree acquisition requirements (see the relevant chapter) are automatically considered as potential graduates. (par. 12 article 25 of Law 1268/82 and decision No. 366/94 of the Council of State) after the release of the last exam result and they are not eligible to enroll in further courses. For degree award upon completion of the necessary requirements, students are requested to submit the relevant application to the Department's Secretariat and participate in the next graduation ceremony of the Department.

## **ARTICLE 8 DELETION**

- 8.1. Upon application to the Department's Secretariat, students can be removed from the registry for personal or academic purposes (e.g. enrollment in another Department) and directly receive a certificate of deletion.
- 8.2. In the event of serious misconduct or anti-academic behavior, according to legislation student deletion is possible following disciplinary proceedings which are activated after a decision of the Department's Assembly. Anti-academic behavior shall be interpreted amongst others as plagiarism in dissertation, ongoing cheating in examinations, falsification of documents relating to the Department's operation (including the Department's electronic documents) and theft/ destruction of equipment.

## **ARTICLE 9**

### **STRUCTURE OF THE STUDY PROGRAM: CYCLES, SPECIALIZATIONS AND CONCENTRATIONS**

- 9.1.** Courses are classified as compulsory and elective according to the Study Program, as it is designed by the Department's Assembly. The Study Program as well as the content of each course is presented in detail in the Study Guide and -under the tutor's responsibility- in the course's website (Compus) which is posted on the Department's website.
- 9.2.** The Study Program is structured in two cycles. Teaching of courses (compulsory, specialization compulsory and elective) is organized on a semestrial basis. The total number of semesters for degree acquisition is eight; there are fall and spring semesters and two cycles. The first cycle (1<sup>st</sup> and 2<sup>nd</sup> semesters) is common for all students of the Department while the second (from the 3<sup>rd</sup> to 8<sup>th</sup> semester) is divided into two specializations: A) Economics and International Business and B) Political, Social and Cultural Studies. Students enroll in the Specialization of their choice upon submission of application to the Secretariat after the relevant announcement.
- 9.3.** In the first cycle of studies and after the selection of the foreign language course, students undertake the responsibility to choose the relevant concentration in the 5<sup>th</sup> semester of studies. The three concentrations of studies are the following:
- 1) Balkan Studies
  - 2) Slavic Studies and
  - 3) Oriental Studies
- Students are eligible to enroll in the concentration of their choice by application to the Secretariat in the 5<sup>th</sup> semester of their studies. The concentration must be selected in accordance with the foreign language students chose in the 1<sup>st</sup> semester of studies. Students attending the Bulgarian, Romanian and Serbo-Croatian language can be enrolled in the concentration of Balkan Studies. Students attending the Russian, Bulgarian and Serbo-Croatian language can be enrolled in the concentration of Slavic Studies. The concentration of Oriental Studies can only be selected by students attending the Turkish language.

## **ARTICLE 10**

### **LANGUAGES**

- 10.1.** In the 1<sup>st</sup> semester of studies, students are asked to choose, in order of preference, one out of five foreign languages (Bulgarian, Romanian, Russian, Serbo-Croatian and Turkish) and they are placed in the respective language program, on the basis of their order of admission to the Department, per admission category, and their order of preference. Students should remain in the language program of placement throughout their four-year studies and they must attend four-hour lessons per week. Change of language is only permitted: **a)** by mutual exchange between students of the same year of study by submitting a simultaneous application to the Secretariat and **b)** to students who wish to change the language of placement with their next in

preference language on condition that there is a vacant position for them (e.g. if a student is placed in his/her second language preference, he/she can be transferred to the third or fourth choice); this change can be done after a reasoned application which must be submitted to the Department's Secretariat and approved by the Department's Assembly. These applications should be submitted at the beginning of each academic year, due to the fact that students who change language programs should attend the new ones from the beginning (1<sup>st</sup> Semester).

- 10.2.** Attendance is divided into eight course "cycles", corresponding to the eight semesters of study and successful completion of language courses of one academic year is a prerequisite for exams participation in the following academic year. Nevertheless, the obligation for foreign language courses enrollment and collection of textbooks is maintained. In the last two semesters of studies, foreign language courses provide special terminology in economics and political-social sciences through text analysis.
- 10.3.** From the 5<sup>th</sup> semester onwards, students are offered the opportunity to choose a second foreign language as an elective course (Arabic or Albanian or another language that might be introduced in the future). The second foreign language consists of four elective courses; one for each semester (5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>).
- 10.4.** Foreign language courses may also be offered outside the framework of Study Program. Those courses, however, are not taken into account for degree acquisition or the calculation of Degree GPA.

## **ARTICLE 11**

### **ACADEMIC YEAR AND EXAMINATION PERIODS**

- 11.1.** Each academic year starts on September 1<sup>st</sup> and ends on August 31<sup>st</sup> of the following year. The teaching work of each academic semester is structured into two semesters (fall and spring). Each semester consists of at least thirteen (13) full teaching weeks. If for any reason the number of teaching weeks for a single course (taking into consideration potential replacement lessons) is less than nine (9), this course shall be considered as "not taught" and thus it shall not be examined. Extension of the semester's duration is permitted only in exceptional cases in order to complete the required minimum number of teaching weeks, by Rector's order. Each academic year has two examination periods; fall examination period (January-February) and spring examination period (June- July). During the examination period of September, students are given the opportunity to retake a course examination they failed or did not attend the previous two semesters. Start/end teaching and examinations dates of each semester are defined by decision of the Senate.
- 11.2.** During examination periods, course exams are carried out upon the tutors' responsibility and the support of the Department's Secretariat. Course examinations may be in written or oral form. At the discretion of the teaching staff, a semester assignment can replace a written examination for a certain course. An assignment or/and laboratory participation can also be taken into account for the final course

grade, according to the tutor's instructions. Successful course completion requires a minimum grade of five out of ten.

**11.3. Evaluation of courses and teaching staff**

Each semester prior to the start of examination period, students have the right and obligation of evaluating their courses and tutors with a view to improving the quality of studies in accordance with the standards set out by the University's Quality Assurance unit.

**11.4. Teaching Hour**

The teaching hour is defined as the first 45 minutes of every hour of lessons. Each course consists of 4 teaching hours per week. First cycle courses (1<sup>st</sup> and 2<sup>nd</sup> semesters) are divided into 2 two-hour lessons while the remaining courses can be taught at the discretion of the tutor either in 2 two-hour lessons or in a single four-hour lesson per week.

**11.5. ECTS Credits**

Every semestrial course carries a certain number of "ECTS credits" compatible with the European Credit Transfer and Accumulation System. Each course is equal to 5 ECTS credits on condition that the stipulated examination is successful. Course ECTS credits are awarded in accordance with the applicable standards of the examination period during which the course was successfully examined.

**11.6. Recognition of Courses**

A) Students of the Department who attend and are successfully examined in courses of foreign Universities within the framework of inter-university agreements (e.g. Erasmus+) will be credited the ECTS credits mentioned in the Study Program of the foreign University. In case that such course bears fewer ECTS credits compared to its equivalent in our Department, students should complete the remaining credits by attending more elective courses.

B) Students enrolled in the Department through placement examinations as graduates of other Universities, Technical Educational Institutes etc. are eligible to apply for recognition of courses successfully completed in their previous studies. Submitting the relevant application to the Department's Secretariat along with a transcript of Records and a course outline from the Study Program of their previous Department, such students can request course recognition for a maximum number of two courses per semester and a total number of sixteen (16) equivalent courses of their current Study Program. The student's application together with the Transcript of Records and the course outline shall be notified to the tutor of the course who is responsible for making a positive or negative recommendation to the Department's Assembly. The Assembly is then responsible for deciding on the recognition, grade and ECTS credits of the course of previous study.

**ARTICLE 12**

## **DEGREE ACQUISITION REQUIREMENTS**

Students complete their studies and are awarded the degree after the successful completion of stipulated courses provided by the Study Program and after collecting the necessary number of ECTS credits. For degree acquisition, students are required to be successfully examined in 48 courses and collect at least 240 ECTS. Course distribution shall be as follows: In the 1<sup>st</sup> cycle of studies (1<sup>st</sup> and 2<sup>nd</sup> semesters) a total of 12 courses shall be taken, 10 of which are compulsory and 2 are foreign language courses (compulsory elective courses). In the 2<sup>nd</sup> cycle of studies (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> semester) a total of 36 courses shall be taken out of which:

- A) For the specialization of “Economics and International Business”
  - 6 foreign language courses (compulsory elective)
  - 22 specialization compulsory courses
  - 8 elective courses (including second foreign language courses, if selected)
- B) For the specialization of “Political, Social and Cultural Studies”
  - 6 foreign language courses (compulsory elective)
  - 18 specialization compulsory courses
  - 12 elective courses (including second foreign language courses, if selected)

## **ARTICLE 13**

### **DEGREE GPA CALCULATION**

Each course bears the same weighting factor and is graded on a scale from 0 to 10, all grade numbers integers. A passing grade shall mean a grade equal or greater than five (5). The final degree grade is calculated as the quotient of the sum of all grades on the total number of courses. Grades equal or greater than 8,5 correspond to the assessment of “excellent”; from 6,5 to 8,4 “very good”; from 5 to 6,4 “good”.

## **ARTICLE 14**

### **COURSE ENROLLMENT- SELECTION**

**14.1.** At the beginning of each semester, students are required to complete the electronic course enrollment process through the Student’s web system. In the registration form they should include all new courses to be attended during the current semester, either compulsory or elective, and they should in addition enroll in previous semester courses of the corresponding period which they did not successfully complete.

During fall academic period, course enrollment is carried out in October of each academic year and shall include new and failed courses of the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> semester. Students can participate in the examinations of January and September only for those registered courses.

During spring academic period, course enrollment is carried out in February of each academic year and shall include new and failed courses of the 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> semester.

Students can participate in the examinations of June and September only for those registered courses.

Students are required to keep track of the Department's announcements and submit their course enrollment within deadlines announced.

When students are not enrolled in a course, they are prohibited from taking part in the respective examinations and they are not eligible to receive textbooks.

At the beginning of each academic year, students willing to attend and be examined in failed courses should be enrolled again in such courses during the corresponding periods (fall/ spring semester respectively).

- 14.2. Foreign language selection and placement is carried out upon registration (see 9.3)
- 14.3. Studies Specialization selection is carried out at the beginning of the 3<sup>rd</sup> semester. Any change of such selection shall be justifiable and must be approved by the Department's Assembly.
- 14.4. Studies concentration selection is carried out at the beginning of the 5<sup>th</sup> semester. Any change of such selection shall be justifiable and must be approved by the Department's Assembly.

## **ARTICLE 15**

### **UNDERGRADUATE THESIS**

The undergraduate thesis is optional and students can choose it at the beginning of the 7<sup>th</sup> semester or later. The thesis is equivalent to two courses and it credits students with 10 ECTS. In order to be eligible to conduct a thesis, students are required to have successfully completed half of the required courses for degree acquisition (i.e. 24 courses). It is also mandatory that they complete at least two written assignments within the framework of courses. Interested students should find a supervisor of the Department whose work relates to the thesis field, and they should jointly agree on the thesis subject and co-sign the relevant thesis undertaking form in order to be submitted to the Department's Secretariat. The time period for thesis completion is two semesters at the least. It shall be submitted for grading to the supervising professor of the Department during the examination period and, if successful, students are granted an exemption from two registered elective courses. In the event that the thesis is not successfully completed, students must pass the above-mentioned two elective courses in order to obtain the degree.

## **ARTICLE 16**

### **TEXTBOOKS**

According to legislation, students attending the Department's Study Program are provided with free of charge printed textbooks. Tutors should timely submit two textbooks per course in EUDOXUS system. Immediately after the online course enrollment through the Students' web university system, students should submit an online textbook registration via the Online Integrated Textbook Management Service at: [www.eudoxus.gr](http://www.eudoxus.gr).

For each new course enrollment, students have the right to choose and collect one out of the two available textbooks. They can receive up to eight (8) textbooks per semester and up to forty-eight (48) textbooks in total until studies completion.

University Graduates attending a second Study Program are also eligible to apply for free of charge printed textbooks.

## **ARTICLE 17 SYLLABUS**

During the first week of lessons, tutors should make available to all enrolled students the course syllabus in digital and printed format, which shall include the course structure, relevant bibliography and any other relevant reference and information.

## **ARTICLE 18 EXAMINATIONS**

**18.1.** Final examinations are exclusively conducted after the completion of fall and spring semesters for the courses taught in the respective semesters. Students have the right to be examined in the courses of both semesters during re-sit examination period (September examination) before the beginning of the new fall semester. In any case, students can only participate in examinations for the courses they have registered in at the beginning of the previous two semesters.

**18.2.** Examination grades are announced within 3 weeks from the day of examination. Students' grades in each course are determined by the relevant tutor who at his/her discretion organizes written exams or/and oral exams or assesses students' performance based on assignments or laboratory exercises. In case students fail to successfully complete a course, they are required to be re-enrolled in the respective following semesters.

**18.3.** If a student fails more than three times in a particular course, upon his/her request which must be approved by the Dean, he/she is examined by a three-member committee consisting of School professors with a relevant field of studies. The committee members are appointed by the Dean in accordance with the course assessment method. The relevant tutor, responsible for the course examination, is exempted.

**18.4.** During examinations, Examination Regulations shall apply.

## **ARTICLE 19 STUDY COUNSELING**

The Study Counselors are professors of the Department who are appointed by the Assembly. They provide guidance and support to students during the study period. They also ensure that the Study Program and any relevant piece of information are available to freshmen - especially those students facing mobility or other impairments. Furthermore they undertake the promotion of the Department's Study Program to high school students.

## **ARTICLE 20 INTERNSHIP**

According to the Regulation of the University of Macedonia and the applicable legal framework, students can participate in internship programs in the public or private sector at home or abroad. Specifically, during their fourth year of study or later, students are given the opportunity to apply for a paid internship position for a duration of three to six months at an organization or business of their choice. Interested students can submit their internship requests to the University's Internship Office or, if abroad, to the Erasmus+ Office. Although an internship is not compulsory, in case of successful completion, it is included in the study program and equals 5 ECTS credits. Special attention is given to students facing disabilities, in order to undertake an internship on equal terms with the rest of the students.

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# **Examination Regulations**

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## **Article 1**

### **Written Examination Process**

- 1.1.** Before handing over the examination papers, examination invigilators must ensure that all objects on the desk are removed. Only the examination paper and any other object deemed necessary by the tutor can be found on the desks. The use of mobile phones or any other electronic means during the examination is strictly prohibited. Mobile phones should remain switched off throughout the examination process. In case such device is used or just exists in a position that would potentially facilitate its use, it shall be interpreted as an attempt to copy and will be treated accordingly.
- 1.2.** Examinees are placed by invigilators in a row-by-row arrangement (if space is sufficient) with at least a vacant seat between them. Examinees must sit in their seats following the invigilators' and tutors' instructions.
- 1.3.** Invigilators shall ensure the compliance of the examination start /end time with the examinations schedule. Students may not leave the room for at least 30 (thirty) minutes after the start of examination. Attendance after the start of examination is not permitted. Ten minutes before the end of examination, invigilators should inform students of the remaining examination time.
- 1.4.** During the examination, a list of examinees is drawn up, in which students write their names, registration numbers, and sign according to their assigned seats. Students must have been enrolled in the examination course during the online enrollment process for the current semester. In order to participate in the examination, it is mandatory that students also have their student ID or ID card (which must be checked by the invigilators).
- 1.5.** During written examinations, each examinee must respect the conditions of normal conduct, avoiding any inconvenience to other examinees. They must also follow the invigilators' instructions and comply with them.
- 1.6.** Invigilators have the right and obligation to observe any irregularities among examinees (e.g. talking, possession or exchange of notes and other objects, notes on desks, facilitation or copying, use of mobile phones, etc.). When detecting an infringement, invigilators must act at their discretion and in accordance with the tutor's instruction in one of the following ways: (a) calling the examinee to order by an oral rebuke, (b) changing the examinee's position (c) expelling the examinee and initialing his / her exam paper. Where case (c) applies, the tutor shall be informed by the end of the examination at the latest.
- 1.7.** Examinees are not allowed to leave the examination room before submitting their examination papers and answers.

**1.8.** If a student is expelled from the examination hall by an examiner or tutor for purposes of academic infringements (e.g. talking, possession or exchange of notes or other objects, attempt to copy, notes on the desk, facilitation or participation in copying, use of mobile phones or other electronic means), then he/she may be asked by the tutor to attend the next Assembly of the Department (which is informed of the incident in writing by the tutor); the Assembly imposes a penalty of at least two examination periods exclusion from all courses, and the student's exam paper is given zero marks. In this case, the student is deprived of his/her right to enroll in the respective courses by the Department's Secretariat. In case of relapse, the above procedure is again followed and the student is referred to the Deanship. The same penalties shall apply for examinees whose answers exhibit great similarities partially or in whole, a fact that gives rise to suspicion of cheating, regardless of whether or not they were caught by the invigilator during the examination.

## **Article 2**

### **Oral Examination**

Oral examinations take place in a hall for the period of time designated by the tutor. The examination is conducted in small groups of examinees, consisting of at least two students. The questions posed by the professor should be of equal difficulty for each examinee with the aim of achieving equal grading.

## **Article 3**

### **Plagiarism – Omission of Reference of used Bibliography**

- 3.1.** In a thesis, as in any other assignment, students are required to indicate whether they have used the work and opinions of others. Copying is considered as a serious academic offense.
- 3.2.** Plagiarism is considered to be a copy of other people's work (or a part of it), as well as use of other people's work (or a part of it) - either published or not - without a relevant reference. It should be proven that there was an electronic copy and paste without quotation marks or references.
- 3.3.** The following do not constitute plagiarism:
- (a) Fair or effective paraphrase of text with source citation.
  - (b) Sloppy references, when there is a source reference,
  - (c) Reference to articles of law or international conventions or texts of judicial decisions or published official reports of international organizations or national bodies,
  - (d) Information constituting "common knowledge".
- 3.4.** In the event of plagiarism, the tutor may ask the student to attend the next Assembly of the Department (which is informed of the incident in writing by the tutor); the Assembly imposes a penalty of at least two examination periods exclusion from all courses, and the student's assignment is given zero marks. The article **8.2.** may also apply in this case.

- 3.5.** In case plagiarism is detected after the Bachelor's degree acquisition, the title awarded is revoked by a reasoned decision of the Assembly and the student returns to his/her previous state.

#### **Article 4**

##### **Examinations of Students facing disabilities**

**4.1.** For students, who prior to their admission to the University, suffer from dyslexia and other specific learning disabilities, such as dysgraphia, dyscalculia, difficulty in reading and difficulty in writing, and 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 opinion by a public body, i.e. either by the Center for Diagnosis and Support of Special Educational Needs or by Medical-Educational Centers 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 written form. They enter the examination hall with the rest of the students; they are given the examination paper and take notes on the questions in the form of answers. If they request additional time, the examinations coordinator and invigilators must provide the extra reasonable time required at the discretion of the tutor. 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 co-signs the written script.

The same examination procedure applies upon request to students with disabilities which make it difficult for them to take written exams.

**4.2.** Students with Autism Spectrum Disorder (ASD)

Students with Autism Spectrum Disorder (ASD) are examined: i) in writing or ii) orally. These cases require an expert opinion issued by Centers for Diagnosis and Support of Special Educational Needs or by Medical- Educational Centers certified by the Ministry of Education, which indicate the specific learning disability of the student and the method of examination, either oral or written. Both written and oral examinations will be conducted in areas without any stimuli, if possible, that affect the concentration and the particular sensory functionality of students with Autism Spectrum Disorder (e.g. noise or discussions in the room, lighting changes). The oral examination shall follow the procedure referred to in paragraph **4.1**. 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 requests additional time, the examinations coordinator and invigilators must provide the extra reasonable time required. During the written or oral examination, students with Autism Spectrum Disorder are allowed to take rest breaks.

## **Computer Laboratory Regulations**

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- 1. 1. The function of the Computer Laboratory is:**
  - To conduct the Department's courses.
  - To make use of the University's electronic services and the laboratory computers in general.
  - To provide printing facilities.
  - To facilitate presentations using a video projector.
  
- 2. In-charge of Laboratory**

Tutors are responsible for the proper operation of the laboratory (proper use of equipment, lighting, cleanliness and compliance with the regulation in general). When no course is conducted, the person in charge is the Laboratory Manager.
  
- 3. Access Rights**
  - Laboratory access is permitted only to members of the University's academic community (students, teaching staff, researchers, auxiliary teaching staff, and administrative staff) with a priority to members of the Department of Balkan, Slavic and Oriental Studies. People who do not fall under the above categories may exceptionally use the laboratory only upon permission of operators.
  - The lab can be accessed by students when no lessons or presentations are conducted therein.
  - Laboratory equipment may not be used for commercial purposes or for any reason that may bring economic benefits to users.
  
- 4. Computer Use**
  - Every user should ensure that each station is kept clean and there is no trace of personal belongings and papers.
  - Before leaving, each user must turn off the devices he / she used.
  - Any change in the structure of laboratory equipment is prohibited.
  - Unauthorized people are not allowed to install or uninstall computer software.
  - Users are responsible for proper storage of their data. Storage in the computer's hard disk is temporary. Files on the main disk are deleted during reboot and the subdisk is deleted at the end of each semester.
  - Users must have their own earphones in order to listen to PC sound. The use of speakers is prohibited.

**5. Printer Use**

- To use printing facilities, students should bring their own printer paper.
- Color printing is not available. Only black and white printing is provided.
- Printing on inappropriate paper types (torn, crumpled, notebook pages, etc.) is prohibited. Printing is permitted only by using the suitable A4 paper.
- Printer use is prohibited for an excessive number of copies.
- Printing of documents bearing no relation to the University and the University's purposes (educational or other) is prohibited.
- Each user should throw any non-needed printed pages in the recycling bin.
- For large files, it is preferable to visit the lab during off-peak times, so that the printer would not be used by a single person for a long time.  
Work station for the visually impaired and for people with impaired mobility.
- Users with visual or mobility impairments are given priority to use work stations without delay.
- Deactivation of the supportive software for people facing visual impairments is prohibited.

**6. Further remarks**

- Smoking is strictly prohibited.
- Coffee or food is strictly forbidden in the laboratory premises.
- Pets are not allowed to enter the laboratory (guide dogs for the blind are excluded).
- Users are obliged to return the chairs to their initial position.
- It is prohibited to move cables and use sockets other than those specified by the technician. At the entrance of the laboratory there is a charging station for charging personal electronic devices. In case of non-compliance with the regulation, there will be a warning, and in case of persistence, access to the laboratory equipment will be denied.