

**DOCTORAL STUDIES REGULATION**  
DEPARTMENT OF INTERNATIONAL AND EUROPEAN STUDIES  
OF THE UNIVERSITY OF MACEDONIA

**ARTICLE 1**

**General Provisions**

The third cycle of study involves the preparation of a doctoral thesis and is completed with the award of a doctoral degree. The Department of International and European Studies as an independent Department of the University of Macedonia awards doctoral degrees.

The structure, organization, operation and evaluation of the PhD Program of the Department of International and European Studies of the University of Macedonia are governed by the applicable law and the provisions of the present Regulation. The provisions of the Regulation specify and supplement the existing legal framework governing Doctoral Studies and incorporate the relevant decisions of the competent colleges of the Department of International and European Studies. The acquisition of a PhD is governed by Articles 38 to 45 of L. 4485/2017.

**ARTICLE 2**

**Purpose of the Doctoral Program**

The Doctoral Studies Program provides specialization in the subject areas of the Department of International and European Studies as well as in related subject areas taught by other Departments of the University. The Program aims to ensure scientific proficiency, specialization and development of high-level skills and knowledge in the individual research areas of the Department, and primarily to promote research in the corresponding scientific fields. Doctoral Studies aim at developing a high level of scientific research, as well as preparing scientific research resource able to promote science and appropriately apply knowledge in the field of International and European Studies.

The aim is to enable PhD candidates to produce original and innovative scientific research in all the fields/subjects examined by the Department, so that, after degree acquisition, they will be able to staff Universities, research institutes, businesses and organisations of the public and private sector in Greece or abroad. In addition to contributing to the qualitative and quantitative improvement of research output, the program of Doctoral Studies also aims at promoting academic prestige and achieving international academic distinction.

## **ARTICLE 3**

### **Administrative Bodies**

The bodies responsible for the organization of doctoral studies are the following: a) the Senate of the University; b) the Assembly of the Department

The Assembly of the Department,

- Approves PhD proposals;
- Appoints the members of the three-member Advisory Committees for the preparation of PhD theses, and the members of the Examination Committees, as defined by the applicable legislation.
- Approves the annual progress reports of PhD candidates.
- Awards Doctoral Degrees (PhDs) and acknowledges all successfully examined candidates.
- Resolves any issues not covered by the individual provisions of the applicable legislation and the present Regulation.

## **ARTICLE 4**

### **Requirements and Criteria for Admission to the Doctoral Program**

PhD thesis preparation is subject to, inter alia, the following academic and scientific criteria:

- Consistency with the research policy priorities of the Department of International and European Studies of the University of Macedonia.
- Relevance of the PhD thesis to the five-year study cycle of candidates, namely their undergraduate study program and primarily their postgraduate programs.
- Fostering and development of science in an original and scientifically significant way.
- Reinforcement of the Department's research and teaching activities and support of the study program.
- Training of new scientists with high scientific standards that will develop the scientific work of the Department, broaden the scope of research in the discipline of International and European Studies in Greece and participate in significant scientific debates internationally.

In accordance with the above academic and scientific requirements, a call for PhD candidates is published twice a year, in the first half of October and June. The annual number of entrants may be smaller or greater depending on the availability of PhD supervisors and given that each professor can supervise up to five candidates.

All interested parties are eligible to apply for PhD thesis preparation, on condition that they are holders of a master's degree issued by a national University, or a recognized equivalent foreign university. Holders of a single and independent postgraduate degree as defined by article 46 of Law 4485 Issue A '114 / 04.08.2017, are also eligible to apply. In special cases, PhD candidates non-holders of Master's degrees can also be accepted upon a reasoned decision. For admission to the PhD program, candidates must have the following formal qualifications:

a. Degree issued by a Greek University or an equivalent foreign University recognized by the Hellenic NARIC.

b. Postgraduate Degree (Master) issued by a Greek University or an equivalent foreign University recognized by the Hellenic NARIC, in a discipline equivalent to at least one of the subjects examined by the Department of International and European Studies. The GPA of the Master's degree should be as follows:

- greater than or equal to "7" for studies in Greece.
- greater than or equal to "55%" or "6- (recognized grade by the Hellenic NARIC)", for studies in the United Kingdom.
- higher than or equal to "B", for studies in the USA,.
- greater than "6- (recognized grade by the Hellenic NARIC)", for studies in other EU countries and Switzerland.

C. Excellent knowledge of English or French (C2), certified according to legal certifications or on completion of study abroad.

In exceptional cases, and primarily if the candidates' master's grade does not meet the standards set out above, their application may be discussed in the Department Assembly following a substantiated proposal by the interested member of the Department to undertake the supervision in order to also take into account the following essential qualifications:

- Documented ability and perspective for research. Research ability is documented either by the publication of scientific papers (in reputable listed journals with a peer review system) or by other evidence of research experience (e.g. research work in internationally renowned research centres or institutes).
- Proven rich professional experience (at least three years) in the scientific field of the proposed PhD thesis.
- Master's Degree from distinguished Universities.

## **ARTICLE 5**

### **Admission Process**

Candidates must submit the following documents to the Secretariat of the Department:

- A printed application indicating the research subject (the form is provided by the Secretariat).
- A detailed curriculum vitae
- A copy of their Undergraduate and Postgraduate Degree. If degrees have been obtained abroad, they must also be accompanied by the recognition of the Hellenic NARIC with the grade equivalence.
- Certificates of transcript of records (with an accurate average) of the above degrees. If diplomas have been obtained abroad, they must be accompanied by an official translation.
- Two letters of recommendation from members of the research and teaching staff, at least one of which shall be written by a research and teaching staff member of the study program attended by the candidates (forms are provided by the Secretariat).The Assembly of the Department may also accept a letter of recommendation from a candidate's employer if there is such documentation.
- Proof of foreign language competence as referred to in Article 4. Foreign applicants must certify their Greek language skills or demonstrate progress in learning the Greek language.
- Scientific publications, distinctions (if any).
- An ID copy.
- A Research Proposal as described below.

Along with the application and the relevant supporting documents, candidates are also required to submit a Research Proposal of up to 20 pages, which should include the specifications as they are analysed in Annex A of the present Regulation.

In the same proposal candidates must state whether they agree to fully comply with the requirements set out by the Regulation and their obligations to the Department of International and European Studies (e.g., attendance at the University).

In the memorandum and during interviews, candidates should demonstrate that they have the theoretical and methodological competence that will enable them to start and complete doctoral research.

At their request, candidates must propose the supervisor (s) with whom they have already discusses on the supervision of their proposed PhD thesis, as well as the language of their PhD thesis. The PhD thesis may be written in Greek, English or French.

The Secretariat shall verify the formalities of the applications and supporting documents in accordance with the applicable law and shall then forward the applications and all supporting documents to the Assembly of the Department.

After taking into account the applications submitted, the Assembly of the Department categorizes them according to the relevance of the research subject and appoints a three-member committee per category of applications. Each three-member committee, composed of research and teaching staff members of the Department, examines the respective applications and the supporting documents and invites applicants for an interview. Then the committee submits to the Assembly a detailed memorandum listing the reasons why each candidate should or should not be accepted, as well as the proposed supervisor if he/she has not been proposed by the candidate. Having received the opinion of the proposed Supervisor, The Department Assembly shall take it into account in the memorandum of the Committee and shall approve or reject the applicant's request upon a reasoned decision. This decision also specifies the language which the PhD thesis will be written in.

Upon recommendation of the Three-member Committee, the Department Assembly may request from PhD candidates to attend and be examined in courses of the undergraduate or postgraduate study program, if necessary. Attendance and successful examination of these courses should be completed in the first two (2) or three (3) semesters at maximum, immediately after the student's entry into the Doctoral Study Program.

## **ARTICLE 6**

### **Research Supervision - PhD Thesis**

First rank Research and Teaching Staff members, Associate Professors and Assistant Professors of the Department of International & European Studies of the University of Macedonia have the right to supervise PhD theses.

The Department Assembly entrusts the proposed supervisor with the supervision of the PhD thesis, and appoints a three-member advisory committee with the power to manage and support its preparation and writing. The supervisor and two other members of the research and teaching staff (Professors or Associate Professors or Assistant Professors) may be members of the committee referred to in the previous paragraph. They may be professors of the same or other University, or recognized equivalent professors of Universities abroad, PhD holders, or researchers at A, B or C ranks from research centres referred to in Article 13A of Law 4310/2014, including Academic Research Centres and the Biomedical Research Foundation of the Academy of Athens, or from recognized research centres or institutes abroad, and they should have the same or a related discipline as the PhD thesis under consideration. The Advisory Committee shall be composed of at least one (1) research and teaching staff member from the first three ranks of the Department concerned.

Professors who wish to supervise PhD theses should plan their presence in the Department for a period of 3 years. Each Professor of the Department can supervise up to five (5) PhD theses at the same time.

If for any reason the supervisor fails or is found unable to perform his/her supervision duties for a long period of time as specifically provided for in the Doctoral Studies Regulations, the Assembly of the Department considers the circumstances and assigns the supervision to another supervisor according to all those referred to in previous paragraphs, following the PhD candidate's request of and the proposed supervisor's opinion. Otherwise the supervision can be assigned to one of the other two (2) members of the three-member advisory committee, even in excess of the maximum number of PhD candidates that can be supervised by any supervisor, as set out in the Doctoral Studies Regulation. If the initial supervisor moves to another University or University Department or retires, he/she continues to be a supervisor of the PhD theses he/she has undertaken, and the title is awarded by the University of the Department in which the thesis started.

Names of PhD Candidates, Supervisory Research and Teaching Staff members or researchers, titles of PhD theses and a brief summary of them, as well as members of the advisory committees are posted on the University website in Greek and English.

The PhD thesis is supervised in accordance with the applicable legal framework. Professors supervising theses guide and support candidates in the delimitation of the subject, their research and thesis preparation, consultation, through discussions and exchange of academic opinions on the subject of the thesis. They mainly provide guidance on methodological and epistemological issues in order to ensure the methodological and epistemological integrity and high quality of the thesis. Supervisors collaborate, monitor and evaluate PhD candidates' progress, both in conducting research and writing their doctoral thesis, and in their overall academic career: participation in conferences, publications in prestigious scientific journals, etc. In addition, candidates assist supervisors in research and academic work in general. The Supervising Professor should:

- a) Meet the PhD candidate at regular intervals;
- b) Advise the PhD candidate on the choice of scientific methods to be used;
- c) Read and comment on the thesis chapters;
- d) Check whether the PhD thesis makes a potential contribution to Science;
- e) Ensure that the PhD candidate submits his / her work within the prescribed time limits;
- f) Coordinate the three-member Advisory Committee;

The Supervisor or a Committee member may resign on a written, sufficiently reasoned proposal and upon approval of the Department's Assembly. In the event of the supervising professor's resignation, he / she should submit the progress report of the PhD candidate. In this case, the Department Assembly shall appoint a new supervisor. A member or members of the Three-member Advisory Committee may be replaced at the request of either the PhD candidate, or any of the other Committee members. In this case, the Department Assembly decides to replace these members.

The title of the PhD thesis may be changed within the first three years from the approval of the title by the Department Assembly. No changes are allowed after this time. Only upon the supervisor's reasoned recommendation can a thesis subject change within one year from starting date. The one-year limitation does not apply to minor modifications to the title of the PhD thesis.

The PhD candidate must submit a progress report annually, which is every one calendar year from his / her day of acceptance as a PhD candidate, to the Secretariat of the Department and to the Advisory Committee. This report must be presented orally and included in the candidate's personal PhD file. In the Progress Report, candidates present the work they have done during the past academic year and their planning for the next one (thesis writing, bibliography coverage, conference attendance, publications). They also refer to ancillary work completed in the previous year.

In addition to the progress report, PhD candidates are required to present part of their research in the Department's PhD seminar held each June. The doctoral seminar is coordinated by the Institute of International, European and Defence Studies of the Department.

If the thesis is written in Greek, the abstract shall be proposed and written in English. The thesis is assessed for the originality of its subject, the exhaustion of international bibliography on the subject, the contribution to science and research, the contribution to scientific dialogue, new theoretical proposals and findings, the ability to publish the thesis in its entirety, or part of it to be published in internationally recognized scientific journals.

## **ARTICLE 7**

### **Duration of PhD Thesis Preparation**

The minimum duration for obtaining a PhD is at least three (3) full calendar years from the date the three-member Advisory Committee is appointed. The maximum duration is eight (8) full calendar years from the date the three-member Advisory Committee is appointed.

Doctoral studies are offered free of charge. Candidates enjoy all the rights and benefits provided to second-cycle students for up to five (5) full academic years from their first enrolment, as set forth in the respective Regulations. Up to five (5) years after completing their PhD thesis, candidates retain rights to access, borrow, and use the university's online library services. Candidates are required to renew their registration annually.

On extremely serious grounds, a suspension of studies can be granted upon Department Assembly approval. This suspension period is not included in the total duration of the PhD thesis preparation. Suspension of studies may not exceed a total of 12 months, nor shall it be shorter than 6 months. Upon issuance of the invigilation program for the Department undergraduate and postgraduate study programs, PhD candidates shall not be entitled to request a suspension of studies unless there are serious grounds to be considered by the Department Assembly. Candidates holding a scholarship by the

State National Scholarship Foundation or other public / private entities are not eligible for suspension for as long as they receive such scholarships.

## **ARTICLE 8**

### **Conditions of Study - Obligations of PhD Candidates**

PhD candidates may even lose their status, along with any rights it implies, in case they do not conform to their obligations; if they are absent for a long time or have unreasonably discontinued their PhD thesis preparation; if they do not comply with the duties assigned to them by the Department; if they are unable to provide the ancillary work; if they fail to submit annual progress reports; if they fail to attend the PhD seminar; or if they have demonstrated inappropriate and anti-academic behaviour. Such matters are decided upon by the Department Assembly, upon the supervisor's request and the other members of the PhD candidate's Advisory Committee consent. It is also possible to exclude a PhD candidate upon his / her application for termination, or upon the supervisor's removal for any reason and inability to replace him / her.

Each PhD candidate is obliged to provide ancillary work to the Department. He / she must be at least seven (7) hours a week at the Department and the University of Macedonia. Obligations include tutoring, organizing and participating in tutorials and seminars, invigilation during undergraduate and postgraduate examinations, as well as anything else requested in relation to teaching and research. In the same context, candidates present the findings of their research in specific seminars organized in the Department for PhD candidates and participate in educational and research activities primarily under the supervision of their Supervising Professors and / or other Advisory Committee members.

Candidates may request to do part of their research and writing at another University of the country or abroad, upon approval of the three-member Advisory Committee and the Department Assembly, in order to access research or historical sources, as well in order to become familiar with the international system for the evaluation and documentation of scientific knowledge.

Candidates shall intend an active academic presence in Greece and internationally. Such possibilities include: Seminars for PhD candidates, exchange programs, participation in scientific conferences and publication of work in prestigious international journals in the discipline of the PhD thesis prepared.

Provided the financial resources are sufficient, the Doctoral Studies Program may subsidize the attendance of PhD candidates in national or international conferences or other academic events at the request of the interested party and the relevant decision of the Department Assembly.

## **ARTICLE 9**

### **Examination of PhD Thesis**

Upon completion of the PhD thesis, the three-member advisory committee accepts or rejects the applicant's request for an open presentation and assessment. If the three-member committee deems the PhD thesis unsatisfactory, it may ask the PhD candidate to improve some of its parts. If the three-member advisory committee accepts the candidate's application, it prepares a detailed report and submits it to the Department Assembly, requesting the appointment of a seven-member examination committee for the assessment of the PhD thesis.

The thesis is then submitted by the PhD candidate in its final form to the Secretariat of the Department in seven (7) copies, together with a solemn declaration of the candidate stating lack of plagiarism within the content.

The seven-member Examination Committee shall be composed of members of the three-member Advisory Committee, with the exception of its retiring members, who upon Department Assembly decision, shall be replaced by the same number of members who meet the criteria set forth in Article 6, as well as four (4) additional members who meet the criteria set forth in article 6 of the present Regulation. At least four (4) members of the Examination Committee must be research and teaching staff members, two (2) of which must belong to the Department of International and European Studies. Some members of the Examination Committee may be research and teaching staff members of national or foreign universities, professors of Higher Military Schools, or research members of Technological Educational Institutes or the School of Pedagogical and Technological Education, or researchers of A, B or C ranks of a recognized national or international research centre, who are also holders of a PhD. At least three members of the Examination Committee shall be Professors of first rank. Members of the Seven-member Examination Committee must have the same or similar or related scientific specialization or current research activity with the candidate's PhD thesis.

Upon completion of the PhD thesis and before its final assessment, candidates are encouraged to:(a) have participated in at least two (2) international peer-reviewed conferences, and (b) have submitted at least one (1) peer-reviewed scientific article on a subject related to their thesis in a reputable international peer-reviewed journal (which shall belong at least to one of the accepted cataloguing systems or the list of journals of the University of Macedonia).

After thirty (30) days, but no more than forty-five (45) since the appointment of the seven-member Examination Committee, the open oral presentation of the PhD thesis is held. The process of the presentation requires the physical presence of at least four (4) members of the examination committee, while the remaining members may also participate via teleconference. The retired members of the three-member advisory committee, which have been replaced, may attend the meeting without the right to vote. These deadlines may be extended by a maximum of forty-five (45) days upon approval of the Assembly of the Department. Open oral presentation is announced at least one week prior with a notice posted on the Department's website and the notice boards of the Department of International and European Studies.

PhD candidates present their theses publicly before the Seven-member Examination Board, which assesses them in terms of their substantive originality and their significant contribution to science. The Seven-member Examination Committee appoints its Chairman and shall be assisted by an employee of the Secretariat of the Department.

The Examination Board keeps minutes throughout the assessment process, which contain the opinions of all its members on the criteria of originality and substantial contribution to the science, as well as the reasoned positive or negative vote of each member and the final decision of that Committee.

Thereafter, the Examination Committee meets without the presence of third parties, it evaluates the work on its quality, completeness, originality and contribution to science and approves it on the basis of these criteria, with a majority of at least five (5) of its members. The retired members of the Three-member Advisory Committee, which have been replaced in accordance with paragraph 2, may attend the meeting without the right to vote. The committee then decides by majority on the thesis grade ("Good", "Very Good" or "Excellent"). If the Committee considers the PhD thesis to be unsatisfactory, it may ask the PhD candidate to improve certain sections or radically reshape the work as instructed and resubmit within six months (whether or not the maximum time required for PhD thesis preparation set out in this Regulation expires) for a new presentation or to propose modifications without requiring new presentation or to reject the work.

Upon successful examination of the PhD candidate and in any event prior to his / her proclamation to the Assembly, a prerequisite for his / her proclamation is the submission of two certificates in accordance with the procedures followed by the Library and Information Centre of the University of Macedonia) Certificate of PhD thesis submission and (b) Certificate of non-existence of pending duties with the Library.

The formal proclamation of a PhD candidate is done by the Assembly of the Department on the basis of the Examination Committee minutes. The PhD thesis is evaluated on a scale of "Good", "Very Good" or "Excellent".

## **ARTICLE 10**

### **PhD Form and Type**

The PhD is a public document, awarded on the discipline of the Department of International and European Studies where the relevant Doctoral Program is conducted (PhD in International and European Studies). The type and content of the Doctoral Degree are presented in Annex C.

## **ARTICLE 11**

### **Administration and Support of Doctoral Studies**

The administrative support of Doctoral Studies is provided by the Department of International and European Studies Secretariat.

## **ARTICLE 12**

### **Provisions on Students' Welfare and Internships**

PhD candidates who do not have healthcare insurance are eligible for health and hospital care, as in the case of postgraduate students pursuing a Postgraduate Diploma and undergraduate students for the period of their first five years of study (par.3, Art.40 of Law 4485/2017).

PhD candidates may participate in an internship program or Erasmus program during the preparation of their PhD thesis. The current provisions on student loans apply to both PhD candidates and as long as they enjoy the rights and benefits provided by paragraph 3 of section 40 of Law 4485/2017.

## **ARTICLE 13**

### **Extroversion and International Orientation**

PhD candidates are expected to exhibit an extrovert orientation and communication with the international academic community, by attending PhD student seminars or scientific conferences and by seeking to acknowledge their research activity with peer-reviewed papers. The process of thesis preparation is carried out under the conditions laid down in the legislation of the state, the institution of which has the administrative and organizational responsibility. Opportunities for international cooperation can be developed on the basis of EU research programs, such as Erasmus Mundus (<http://www.findaphd.com/student/funding/erasmus-mundus.asp>) or EUHORIZON 2020 (<http://www.findaphd.com/>). <http://ec.europa.eu/programmes/horizon2020/en/what-horizon-2020>).

## **ARTICLE 14**

### **Equipment and Infrastructure**

The building as well as the equipment and infrastructure of the University of Macedonia (basic laboratory equipment, lecture halls, other required infrastructure) will be used for the operation of the Doctoral Studies Program of the Department of International and European Studies. Research and documentation activities of the Doctoral Studies Program are supported by the Library and Documentation Centre of the University of Macedonia, as well as by the internet connection

infrastructure of the Department of International and European Studies and other Departments of the University of Macedonia.

## **ARTICLE 15**

### **Implementation of the Regulation**

Following its approval by the Department Assembly, the Senate of the University of Macedonia and its publication in the Government Gazette, the Doctoral Studies Regulation is posted (para.2, section 45 of Law 4485/2017) on the Department's website and is notified to the Ministry of Education, Research and Religious Affairs. The Regulation for the Doctoral Studies Program of the Department of International and European Studies is valid upon its approval by the competent bodies for those PhD candidates who will apply for this specific Doctoral Studies Program. The Regulation shall be updated upon a reasoned decision of the Assembly of the Department of International and European Studies, or in case substantial amendments to the existing legal framework arise.

## **ARTICLE 16**

### **Interdepartmental or Interdisciplinary Postgraduate Study Programs- Doctoral theses with co-supervision**

According to par. 3 of section 43 of Law 4485 Issue A '114 / 04.08.2017, University Departments cooperate with research centres and institutes under article 13A of law4310/2014, including the research centres of the Academy of Athens and the Biomedical Research Foundation of the Academy of Athens, for the preparation of PhD theses with co-supervision. In this case, the administrative responsibility for the preparation of the PhD thesis is assumed by one of the partner Institutes, one supervisor is appointed from each partner institution / body and the thesis preparation takes at least three (3) years from the appointment of supervising research and teaching staff members / researchers. Thesis preparation process, from the selection of the PhD candidate to the award of the doctoral degree, as well as the granting of a single or separate degree in case of cooperation between Institutions, is provided for in the relevant Special Cooperation Protocol, prepared by the affiliated Departments / bodies and approved by the relevant Senate and the colleges of the Research Centres. Upon decision of the Minister of Education, Research and Religious Affairs, published in the Government Gazette, all relevant issues related to the preparation of PhD theses with co-supervision with recognized institutions or research centres and institutes abroad are specified.

**ARTICLE 17**

**Transitional provisions.**

1.The provisions of Law 4485 / 4-8-2017 shall also apply to PhD candidates admitted before the entry into force of Law 4485 / 4-8-2017, if, at the time of its entry into force, the seven-member Examination Committee of article 41 of Law 4485 / 4-8-2017 has not been appointed.

2. For PhD Candidates admitted prior to the publication of this Regulation and having exceeded the maximum time provided for in Article 7 of the present Regulation, the time of completion of the PhD thesis shall be two years from the date of entry into force of this Regulation.

3.For PhD Candidates accepted prior to the publication of this Regulation and having not exceeded the maximum time for completing a PhD as defined in Article 7 of this Regulation, the maximum time for completing a PhD thesis shall be of the time provided for in paragraph 1 of Article 7 of this Regulation.

This decision shall be published in the Government Gazette.

Date.....

THE RECTOR

## ANNEX A.

### GUIDELINES FOR THE PHD PROPOSALS

#### Introduction

The choice of the subject for PhD research must be the result of thorough preliminary research by the candidate with a view to ensuring the originality of the subject chosen. The subject must either highlight an innovative approach, or specific historical facts unknown in the past that give a differentiated interpretation to a matter already known to science, or make comparative analysis of existing evidence or arguments, which constitutes a completely different and original interpretation. The originality and contribution of the new elements to science are the fundamental features of a PhD thesis.

Therefore, preparing a research proposal is a very specific and demanding endeavour. There are several guides, books and notes (Greek and international) for writing a doctoral thesis proposal. The international academic experience so far seems to converge on the following basic requirements for a doctoral thesis proposal.

#### 1. Broader subject area

A brief presentation of the broader subject area in which the research will be conducted should be made on the outset so that the reader can be introduced to the field of research. For example, if the subject concerns a purely theoretical issue of International Relations, the specific part of the Theory of International Relations should be presented, a new theory to which will be added or a previous one will be refined or enriched. Similarly, if an international phenomenon is to be explored under a new approach, the international phenomenon itself should be presented. At the end of this section, it should be demonstrated that there is a specific research gap in this specific subject area or in the international phenomenon, which either has not been studied yet or it has been examined under a different theoretical perspective, and therefore there are some research gaps open.

#### 2. Research subject-matter

In this section the thesis subject is developed. Having already indicated in the previous section a research gap, or incomplete argumentation, or theoretical weaknesses, in this section the PhD candidate focuses on the topic to be investigated, which will cover the gap found. Here the researcher's purpose is outlined and the detailed research scope along with the specialized nature of the research effort are defined. In any case, reference should be made to the theoretical model, which will be explained below in the part explaining the methodology to be used. Usually in this part of the proposal, the candidate may use the first person in his or her wording.

#### 3. Significance

It is necessary to highlight the importance of the research subject. The main objective is to argue/present convincingly that this research proposal is indeed valuable and that it contributes

significantly to the promotion of scientific knowledge. It is important to present the proposed doctoral research as a genuine contribution to science.

#### 4. What has already been discussed on the subject

This section provides an overview of the basic international literature which deals with this subject. Through this literature review, the candidate will highlight the research gap. More specifically at this point the candidate presents the arguments of the scientists who have previously investigated the subject (from the emergence of the phenomenon itself) but who have left an unexplored knowledge area. Here, of course, the potential research boundaries of other researchers may be recorded.

#### 5. What has not been discussed

In this part, the candidate should highlight points or arguments that no other researcher has ever developed, which attract his/her own research interest. Candidates should be absolutely sure that the argument or approach they propose has not been publicly developed by anybody at international level. Also, the prospective researcher explains what he/she is trying to show or prove. Usually this is the part of assumption-making, where the researcher is required to answer, verify, or disprove. It is also possible to hypothesize the expected scientific result.

#### 6. Methodology

Following the preceding section, the theoretical basis of the proposed research work is analysed in this section. Here is how the theory of International Relations or related fields will be used to confirm or disprove the aforementioned work hypotheses. A very important element in this section is to determine how the primary and secondary research material is collected. This may, for example, include the study of historical archives located in foreign countries and / or personal interviews with individuals who were involved in any way in decision-making and the development of an international phenomenon. In any case, the nature of the research material, as well as how it will be exploited, should be discussed.

#### 7. Limitations

Often a PhD thesis has certain limitations. For example, there may be a lack of historical evidence for the study of a modern international phenomenon. This is probably due to the way certain historical information is classified, i.e. while this classification facilitates research, the information does not actually become known for many years. It may also require costly travel to collect research material that cannot be covered by the researcher. In this case, the researcher should consider finding small grants or sponsorships. Also, the submitted proposal should make clear that the time-consuming and demanding work required to complete the PhD thesis can actually be achieved by the researcher within predetermined time frames.

#### 8. Concepts and definitions

This section presents the basic concepts that will be discussed in the proposed thesis. This clarifies the theoretical outlook of the researcher, as well as the conceptual framework that will be used.

#### 9. Organization of the research work

This section lists the chapters of the proposed work. Each chapter presents the individual arguments that will make up the final research product.

#### 10. Potential sources of funding

This section refers to possible sources of funding or efforts to secure resources to cover the operating expenses that may be required during thesis preparation.

## ANNEX B.

### PHD THESIS GUIDE - TECHNICAL SPECIFICATIONS

#### 1. Purpose of PhD Thesis

As stated above, the research proposal must be of the same size as a research paper (at least 20 pages) and sufficiently substantiated. First of all, it has to clarify what its main mission is.

According to Stephen Van Evera [1], whose work the present memo is based upon, theses in political science can accomplish one or more of the following tasks:

##### 1. Theory- Proposing Thesis

##### 2. Theory- Testing Thesis

##### 3. Literature-Assessing Thesis

##### 4. Theory- implementing thesis (e.g., policy assessment thesis or policy proposal, historical interpretation thesis, historical assessment thesis, forecasting thesis, descriptive thesis).

#### 2. Main sections of PhD theses

PhD theses encompass knowledge, ideas, opinions and techniques with clarity, accuracy, logical continuity, coherence, scientific documentation and structured speech, and usually include the following general sections:

##### Introduction

- Review of the literature in both theoretical and methodological fields

- Methodology

- Subject Analysis

- Conclusions

#### 3. Thesis extent

The extent, writing style, citation of bibliographical or other references are determined in consultation with the supervising professor, and they depend on the particularities of the field of study the thesis falls in and the requirements of the subject. It is proposed to always follow one of the internationally established relevant practices. When assessing a PhD thesis, emphasis is placed on its scientific completeness rather than its extent. In general, however, thesis texts range from at least 80,000 to 100,000 words, including bibliography, annexes, tables and diagrams, etc.

Each page of the text must be numbered consecutively. The numbering starts from the first page of the text and ends at the end of the whole thesis, including annexes and bibliography. Any material appearing before the chapters of the main text, such as a preface / acknowledgements, dedications (if any), table of contents, lists of tables / pictures / maps and abstract (in Greek and English), shall be numbered in small Latin numerals and shall be displayed with exactly this order after the title page (which can be followed first by a page indicating the copyrights). However, the title page (and / or copyright) is neither numbered nor counted for the total number of thesis pages.

#### Text layout

The text of thesis should be typed, printed on one side of the page, on a white A4 size paper of good quality, with 3.17 cm margins on all sides and 1cm left margin for bookbinding. Fonts should be black and preferably Times New Roman or Arial, size 12. The spacing of the main text should be 1.5 lines while the footnotes (or end notes) 1. For footnotes (or endnotes) it is recommended to use the same font size 10. If other fonts are used within the text in order to separate parts of it from the rest of the work, they should be legible and of the same size as the rest of the text. It is possible for table and picture captions, subheadings and chapter, subheadings and subheadings to appear in different font size and format as long as they are legible and follow all other writing requirements of PhD thesis. In general, it is advisable to avoid using many different fonts within the text as well as decorative elements, frames, shadows, etc. as the format of the work must be simple.

In its final form, the PhD thesis should be bound in A4 volume with hard dark cover (blue deep or black) on the front and back of which nothing is written. On the spine of the volume the name of the doctor, the phrase "PhD Thesis" and the time of submission are written in gold and in capital letters. The letters should be oriented in such a way that they are read when the volume is lying on the shelf with its first page below.

#### Thesis Title Page

The title page (second page inside the volume) should contain the following from top to bottom:

- The logo of the University of Macedonia as well as that of the Department.
- The title of the PhD thesis
- The author's full name
- The supervisor's name (and signature, or on a separate page)
- Time and place of submission

After the title page, there is a page at the bottom of which the following must be indicated:

The approval of the PhD thesis by the Department of International and European Studies of the University of Macedonia does not imply the acceptance of the author's views (L.(5343/1932, Article 202 , par. 2).

## Copyrights

Two copyright issues are related to the PhD theses. First, the copyright of each thesis (the author's moral right), and secondly, the use of copyrighted material in the content of a PhD thesis. As to the first issue, the PhD candidate is referred to the relevant Law. Regarding the latter, a fair use of copyrighted material is intended for the sole purpose of a PhD thesis. The person who completes the PhD thesis is fully responsible for determining the fair use of the above material, which is determined on the basis of the following factors: the purpose and nature of the use (commercial, non-profit or educational), the nature of the material used (text portion, tables, pictures, or maps), the percentage and significance of the section used in relation to the entire text copyright, and the potential consequences of such use on the market or overall value of the copyrighted text.

## Plagiarism

Both the PhD candidate's use and presentation of the work or part of someone else's work as their own, as well as the overall falsification and/or fabrication of information and data are serious misconducts. PhD candidates are required to identify possible references to others' words or ideas through the use of appropriate references. In addition, when referring to someone's work in the form of a summary or paraphrase of what they have mentioned, PhD candidates must respect and not alter their ideas. The candidate's refusal to comply with the above, following the decision of the Assembly of the Department, imposes severe penalties that may amount to his/her exclusion from the Doctoral Studies Program.

Upon submission of the dissertation in its final form, the PhD candidate submits to the Department Secretariat the following solemn declaration: I responsibly state that I have acquired, processed, and presented all of the elements in this work in accordance with the rules and principles of academic conduct, as well as the laws governing research and intellectual property. I also responsibly declare that, as required by these rules, I refer and cite the sources of all the elements I use that do not constitute my original creation "(name, surname, and signature).

## Structure of the main parts of thesis

The PhD thesis should be structured according to the standards of scientific monographs and studies. More specifically, the following shall be included in the order below:

- Foreword - acknowledgement
- Dedication (if any)
- Table of Contents
- Lists of tables, charts, maps and / or other presentation means.
- Abstract in Greek (1 page)
- Abstract in English (1 page)
- Introduction
- Main text (structured in chapters, subheadings and sub-paragraphs)
- Conclusions
- Bibliography (and other sources)
- Appendices (if any)

The foreword briefly refers to the process of preparation of the work and acknowledgements are given to everyone (individuals or bodies) who have contributed in any way to its implementation. Special thanks should also be given to those who played a key role in conducting the doctoral research. The abstract is a clear and concise description of the content, method and conclusions of the PhD thesis on a single page.

The introduction indicates in detail:(a) The purpose, objectives and feasibility of this PhD thesis. In particular, reference is made to the reflection that led to the choice of the subject, the specific objectives and research questions, or the hypotheses to be tested and investigated, as well as the justification of the scientific (theoretical and / or applied) feasibility of the work.(b) The critical review of the existing literature on the subject as well as a comprehensive assessment of the research already done to this end.(c) The methodology of approaching the thesis subject, as well as the techniques for data collection, processing and analysis.(d) The structure of the work with a brief description of the content of each chapter. The main text is structured in numbered chapters, each one of which corresponds to a certain independent unit and which are structured in a logical order one after the other. The subheadings and passages are numbered according to the decimal system (e.g. 3, 3.1, 3.1.1).The chapters include the main part of the work.

The conclusions include the synthesis and discussion of the main findings of the work, placed in the context of the thesis, as well as the broader scientific field within which they fall. It also identifies objective difficulties that may have arisen in the preparation of the work, outlines suggestions for future research, and the author's final critical views and conclusions. The chapter on conclusions must be an independent chapter without unnecessary duplication of points from previous chapters and it shall be characterized by a holistic and synthetic perspective on the whole work.

Appendices generally include various elements of auxiliary or supplementary importance in relation to the PhD thesis itself. Their drafting and submission generally follow all the above specifications, which relate to the writing of the PhD thesis as an integral part of it, including the numbering, which continues in the appendices directly from the main thesis text. The bibliography includes all sources (books, articles, studies, conference presentations, statistical bulletins, daily and periodical press releases, organization documents, archive material, etc.) used in the preparation of the PhD thesis. A separate section after the bibliography includes all online sources, if any.

**ANNEX C.**



UNDER THE RECTORSHIP OF

..... (RECTOR NAME, TITLE AND DEPARTMENT)  
OF THE UNIVERSITY OF MACEDONIA IN THESSALONIKI

..... (NAME), Son/ Daughter of.....

FROM .....(PLACE OF BIRTH)

AFTER HAVING SUCCESSFULLY COMPLETED HIS/HER PhD THESIS  
AND PRESENTED IT PUBLICLY

**WAS PROCLAIMED "DOCTOR"**

OF THE INTERNATIONAL AND EUROPEAN SCIENCES  
OF THE DEPARTMENT OF INTERNATIONAL AND EUROPEAN STUDIES  
OF THE SCHOOL OF SOCIAL SCIENCES, HUMANITIES AND ARTS  
OF THE UNIVERSITY OF MACEDONIA

WITH GPA

IN THESSALONIKI

YEAR TWO THOUSAND ..... MONTH .....

ISSUE DATE.....

THE RECTOR  
THE HEAD  
PROFESSOR  
PROFESSOR

.....  
THE SECRETARY OF THE DEPARTMENT  
.....



**ANNEX D.**



**SCHOOL OF SOCIAL SCIENCES, HUMANITIES AND ARTS**

**DEPARTMENT OF INTERNATIONAL AND EUROPEAN STUDIES**

**DOCTOR'S GRADUATION OATH**

After having acquired the PhD provided by the University of Macedonia, I acknowledge and agree that I will not cease to make any effort to promote the national interest, that I will pursue modesty and a fair use of ethics and the ethics of the research in the science of International and European Studies and by always seeking the truth, fairness and peace, I will make a commitment to the common rather my personal interest.



**SCHOOL OF SOCIAL SCIENCES, HUMANITIES AND ARTS**

**DEPARTMENT OF INTERNATIONAL AND EUROPEAN STUDIES**

**DOCTOR'S GRADUATION OATH**

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ANNEX E.

CERTIFICATE



**SCHOOL OF SOCIAL SCIENCES, HUMANITIES AND ARTS  
DEPARTMENT OF INTERNATIONAL AND EUROPEAN STUDIES**

Thessaloniki,

No. Certificate:

It is certified that

\_\_\_\_\_ (name)

**from**

after having successfully completed the examination prescribed by law for PhD acquisition, he/she was deemed capable of this diploma with GPA "....." and he/she was proclaimed Doctor of the **Department of International and European Studies** on.....

The subject of his/her PhD thesis is ".....".

This certificate shall be issued to the person concerned for any use.

By Rector's order

The Secretary of the Department

**ANNEX F**

**ADMISSION APPLICATION**  
IN THE DOCTORAL STUDIES PROGRAM OF THE DEPARTMENT OF INTERNATIONAL AND  
EUROPEAN STUDIES

**PERSONAL INFORMATION**

\_\_\_\_\_  
Surname First Name

\_\_\_\_\_  
Father's name Mother's name

**ID Data:**

\_\_\_\_\_  
Number Issue Date Issuing  
Authority

\_\_\_\_\_  
Date of Birth Place of Birth Mother's  
Maiden Name

\_\_\_\_\_  
Wife's/ Husband's Name Wife's Maiden Name Profession

\_\_\_\_\_  
Citizen Prefecture

\_\_\_\_\_  
Nationality Marital Status

(Enter X for the addressmail)

Address in Thessaloniki

Permanent Residence Address (city or village):

\_\_\_\_\_  
Street, Number Street, Number

\_\_\_\_\_  
City City  
P.C

\_\_\_\_\_  
Telephone Business Phone Telephone  
(Can we  
call you YES NO  
at your work?  )

## ACADEMIC INFORMATION / TITLES

List the Universities and other Institutions you attended in chronological order. You will need to submit the official copy of your qualifications and official transcript of records.

University / Other Institute	Department	Degree	Grade or Category	Duration of studies	Date of Graduation

## Foreign Languages

Note below your ability to read, write and speak in the foreign language (s) you know:

Language	Reading			Writing			Speaking		
	Moderate	Good	Very Good	Moderate	Good	Very Good	Moderate	Good	Very good

## SCIENTIFIC ACHIEVEMENTS

Note any recognition or awards for scholarly achievements (such as awards, scholarships), articles or books you have authored and published, research papers, or any other scientific work.

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(if space not enough, continue to another page)

## SOCIAL, PROFESSIONAL AND OTHER ACTIVITIES

Activity	Position	Responsibilities	Duration

## WORK EXPERIENCE

Record your professional experience starting from the most recent position (if necessary on a separate sheet).

Dates	Employer/	Position /
From - To	Manager	Responsibilities
1.		

Reasons for termination  
of employment : \_\_\_\_\_

2.		

Reasons for termination  
of employment : \_\_\_\_\_

3.		

Reasons for termination  
of employment : \_\_\_\_\_

## Report

Analyse your scientific and professional interests and the reasons you are interested in Doctoral Studies.

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## ENGLISH TESTS

Please note if you have one of the following certificates of English:

- Proficiency: Cambridge  Michigan
- TOEFL Examination Date \_\_\_\_\_ Score \_\_\_\_\_ (Institution code 7006)
- IELTS Examination Date \_\_\_\_\_ Score \_\_\_\_\_
- Greek state certificate for foreign language proficiency Exam Date \_\_\_\_\_ Score \_\_\_\_\_

**RECOMMENDATIONS** (The letters of recommendation should be sealed and signed at the point where the envelope is sealed. They may accompany the application or be sent separately by the constituents to the Secretariat of the Department of International and European Studies of the University by the deadline for submission of supporting documents).

1. Full name \_\_\_\_\_ 2. Full name \_\_\_\_\_

Address \_\_\_\_\_  
Address \_\_\_\_\_

Profession/ Position \_\_\_\_\_ Profession/ Position \_\_\_\_\_  
(Provide full details) (provide full details)

## CANDIDATE'S SIGNATURE

I hereby declare that the information provided in this application is accurate and true.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The application should be accompanied by the following supporting documents:

- Curriculum vitae
- Copy of Bachelor's and Master's Degrees
- Copy of the Official Transcript of Records indicating the exact GPA (and Master's Degree, as above)
- Recognition granted by the Hellenic NARIC or those who have acquired a degree from a University abroad
- Certificate of English language proficiency.
- Two letters of recommendation. One letter of recommendation must necessarily be written by a research and teaching staff member of the candidate's Postgraduate study program.
- Proof of professional experience from a public body for those who work (e.g. contributions, Freelancers' Insurance Organisation)
- ID copy

All supporting documents must be submitted to the Secretariat of the Department of International and European Studies of the University of Macedonia by the deadline for submission, in accordance with the applicable notices.

\* Candidates who will not be enrolled in the program have the right to withdraw their supporting documents within two (2) months

**ANNEX G.**

**LETTER OF RECOMMENDATION**

**CONFIDENTIAL LETTER OF RECOMMENDATION-**

**DOCTORAL STUDIES PROGRAM**

**TO THE CANDIDATE:** Comments on this form will be used in your selection process. You will not be aware of the information in this form or other letters written for you.

After completion of the candidate to be given to the author of the letter of recommendation.

SURNAME: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS

NUMBER

PC

CITY

**CANDIDATE'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**TO THE PERSON RECOMMENDING THE CANDIDATE:**The candidate is applying for admission to the Doctoral Studies Program of the Department of International and European Studies of the University of Macedonia and he/she has requested that your letter of recommendation be included in the evaluation and selection process. Answering the questions below will be helpful.

1. How long have you known the candidate and under what status?

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2. Which qualities of the candidate do you consider to be his or her qualifications and abilities?

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3. Which qualities of the candidate do you consider to be his or her weaknesses?

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**4. How carefully has the candidate considered his PhD studies and subsequent career?**

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5. Fill in any additional comments that you think would be useful in assessing the candidate's ability to successfully complete his/her PhD studies.

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Evaluate the following characteristics and skills of the candidate based on the rating shown below:

Skills – Characteristics	Excellent	Very Good	Good	Sufficient	Inadequate	Not Known
Creativity - Imagination	<input type="checkbox"/>					
Responsibility	<input type="checkbox"/>					
Confidence	<input type="checkbox"/>					
Ability to work with Others	<input type="checkbox"/>					
Ability to work independently	<input type="checkbox"/>					
Writing	<input type="checkbox"/>					
Speaking	<input type="checkbox"/>					
Intellectual capacities	<input type="checkbox"/>					
Organizational skills	<input type="checkbox"/>					
Professional skills	<input type="checkbox"/>					

Behaviour towards third parties	<input type="checkbox"/>					
Willingness to undertake Initiatives	<input type="checkbox"/>					
Diligence	<input type="checkbox"/>					

You recommend the PhD Candidate:

Strongly   Cautiously   I just recommend him/ her    I do not recommend

**Full name** \_\_\_\_\_

**Position / Title** \_\_\_\_\_

**University / Business** \_\_\_\_\_

**Address** \_\_\_\_\_

Address                      Number                      P.C                      City

**Phone** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Thank you for taking the time to complete this letter of recommendation.*

*If there is a stamp, it is better to seal this letter. Otherwise, please enclose your card.*