



Post-doctoral Research Regulation for the University of Macedonia

ARTICLE 1

Conduct of Post-doctoral Research at the University of Macedonia

The University of Macedonia provides, in accordance with the applicable legislation and provisions, the possibility of conducting postdoctoral research in the research interests and subject areas of its Departments.

ARTICLE 2

Purpose

The post-doctoral research preparation provides expertise in the discipline of the Department as well as in related fields. The key objectives of the post-doctoral research is the utilization of the researchers' research experience acquired through the preparation of their PhD theses, in the development of new scientific and research directions and in the more detailed investigation of already existing research issues of interest to the department.

ARTICLE 3

Competent Bodies

The competent bodies for the approval /conduct of the post-doctoral research are the Assemblies of the Departments.

ARTICLE 4

Candidates

Holders of PhDs provided by a national University have the right to apply for postdoctoral research. Those who have been granted PhDs by foreign Universities and have gained recognition and equivalence by the Hellenic NARIC are also eligible to apply. PhDs must be in a discipline related to the research directions of the Department.

ARTICLE 5

Submission of Applications

The submission of applications for post-doctoral research follows the relevant call issued by the Department. The publication of the call for post-doctoral research is approved by Department Assembly decision upon Department staff recommendation.

The recommendation made to the Department Assembly needs to be analytically substantiated in relation to the research needs to be covered in the Department by the post-doctoral researcher. The call is posted in the Department website.

The call for post-doctoral research is published in dates decided upon in the Department Assembly.

The candidates who are interested in conducting post-doctoral research submit their application to the Department Secretariat according to the directions noted in the call, which should include the following:

- Application form, in accordance with the model set out in Annex A hereto, which must include, among others, the Professor of the Department under whose supervision the applicant wishes to conduct his/her post-doctoral research;
- Copy of Bachelor's Degree or Diploma granted by national Universities or by foreign equivalent recognised Institutes;
- Copy of the Master's Degree granted by national Universities or by foreign equivalent recognised Institutes (if any);
- Copy of the PhD granted by national Universities or by foreign equivalent recognised Institutes.
- Detailed curriculum vitae;
- Certificate of knowledge of foreign language at the level required by the respective Department
- Copies of scientific publications;
- A letter of recommendation granted by a professor of a national or international university or by a researcher of a recognised national or international research centre who must also be a PhD holder;
- Proposal to prepare post-doctoral research in accordance with the model set out in Annex B herein, which shall state the reasons why the candidate wishes to conduct the relevant research in the Department.
- Requirement of more supporting documents can be provided in the Regulation for Post-doctoral research of the Department.

ARTICLE 6

Evaluation of applications

The Secretariat of the Department, which the applications along with the necessary supporting documents for each application are submitted to, files and records the applications with a protocol number and performs a formal and thorough check of all the supporting documents submitted. Then the Assembly of the Department, taking

into account the applications submitted, categorizes them on the basis of the relevance of the research subject, and refers its category to the three-member committees set by the Department under its relevant decision.

Each three-member committee, which comprises Department professors, examines the respective applications and the supporting documents and invites applicants for an interview. The committee then makes a written proposal in favor or against each candidate's acceptance to the Department Assembly. The criteria the evaluation committee considers are specified according to type and importance in the Regulation for the conduct of Post-doctoral research of the Department. Taking into account the recommendation of the Committee, the Department Assembly decides which applications will be accepted and appoints post-doctoral research Supervising Professors to the accepted applicants. Each Professor of the Department cannot supervise more than two post-doctoral researchers.

ARTICLE 7

Post-doctoral Researcher Registration

The Department Secretariat posts the results of the evaluation of applications on the Department website, informs the successful candidates and invites them to complete their registration in the Department.

ARTICLE 8

Preparation of Post-doctoral Research

Post-doctoral research must be original and make a significant contribution to scientific knowledge.

The duration of post-doctoral research may not be less than shorter than one (1) year from the date the Department Assembly decision is taken and may not exceed three (3) years. An extension of the duration of the post-doctoral research beyond three (3) years may be given, following a substantiated proposal by the Supervisor for the completion of the research project and upon Department Assembly decision.

Should the Supervisor relocate, be elected or called to another national or international University Department, a new Supervisor is appointed for the researcher upon the Department Assembly decision.

In case the relationship between researcher and Supervisor is not conducive to smooth progress toward the degree, a change in Supervisor may be effected/considered, upon decision of the Department Assembly, at the request of either the researcher or the Supervisor.

Post-doctoral researchers must actively participate in the international academic activity by taking part in international conferences and seminars, aiming at international recognition of their research through publications in scientific conferences and peer-reviewed journals.

To complete the post-doctoral research, the researcher in cooperation with the Supervisor submits a report on the completion of the research to the Department Assembly, in accordance with the model set out in Annex C hereto.

The decision of the Department Assembly certifies the completion of the post-doctoral research, and the researcher is granted a certificate of post-doctoral research completion which indicates the University, School, Department, Name, Surname and Father's Name, the researcher's place of birth, research subject, research date and the

Supervisor's name. The Certificate is signed by the Head of the Department and the Secretary of the Department and does not constitute a formal qualification.

ARTICLE 9

Obligations of post-doctoral researchers

Post-doctoral researchers should annually report on the progress of their research in collaboration with the Supervisor. This report shall be submitted to the Department Assembly for its notification.

Postdoctoral researchers are required to attend seminars or conferences organized by the Department to present the progress of their research.

The Department Assembly may entrust researchers ancillary teaching duties in the context of the department's undergraduate and postgraduate programs, provided that this is not contrary to their research obligations.

Post-doctoral researchers are required to indicate the Department under the "responsibility" of which they are conducting their research (academic affiliation) in each of their publications, as well as the Research Laboratory of the Department in which they may have become members.

Post-doctoral researchers should abide by the improvement proposals made by the Internal Evaluation Team of the Department, within the framework of the Department's internal evaluation process.

Post-doctoral researchers should demonstrate proper conduct as Members of the Academic Community and adhere to the "Code of Conduct and Good Practice" of the University of Macedonia, as well as the provisions of the Organization and the Internal Rules of the University.

ARTICLE 10

Benefits provided to post-doctoral researcher(s)

Post-doctoral researchers use the title and details of the Department during the preparation of their research.

Post-doctoral researchers have access to and borrowing rights from the Library of the University, the Department's laboratories and equipment, and any supplementary services the Department deems necessary for the completion of research. Post-doctoral researchers may apply for funding for actions provided for by decisions of the Department or School or University, such as partial funding of papers in recognized international competing conferences and generally artistic activity, funding of small research programs (small grants) etc. and participate in the process of awarding Research and Excellence Prizes to Academic Staff of the University of Macedonia. To cover the needs of research and development programs, the Special Account for Research Fund of the University of Macedonia can recruit post-doctoral researchers under fixed term private law contract of employment or project-based hire contract. All types of remuneration the researchers receive are covered by funding outside the regular budget and represent at the very least 90% of the corresponding remuneration received by Professors at the 3rd rank. Subject to Department Assembly decision, taken upon proposal made by a Department Professor, visiting post-doctoral researchers may be invited for the promotion of departmental research projects. The visiting post-doctoral researchers may not be remunerated from state funds. The criteria and procedure are provided in the Regulation for Conduct of Post-doctoral research of the Department.

Post-doctoral researchers may be remunerated from funds granted by national and international research programs, upon Department Assembly decision. They may also receive scholarships from national or international bodies and institutions. Post-doctoral researchers may be employed by the university as academic fellows.

ARTICLE 11

Exclusion of Post-doctoral Researchers

The exclusion of post-doctoral researchers is possible by decision of the Department Assembly for the following reasons:

- Failure to comply with their obligations as set forth in Article 9 hereof and upon the supervisor's proposal.
- Actions and conduct of post-doctoral researchers harming or embarrassing the Department and/or the University of Macedonia in general.
- Submission of an exclusion request by the researcher himself/ herself.

ARTICLE 12

Quality assurance

The internal evaluation procedure for the conduct of post-doctoral research is established by Department Assembly decision and is incorporated in the Regulation for Post-doctoral research of the Department.

ARTICLE 13

Elaboration of the Regulation for the conduct of Post-doctoral Research

Complementation, elaboration or adaptation of the provisions of the present Regulation to each Department are made in the Regulation for the conduct of Post-doctoral Research in each Department.

ANNEX A.

Model of Postdoctoral Research Application Form



To the University of Macedonia
Department of _____

Thessaloniki / /

Postdoctoral Research Application Form

Please consider my application for post-doctoral research in the Department of _____ of the University of Macedonia.

Personal information

Full name	
Father's Name	
Date of birth	
Address	
Telephone	
E-mail	
ID Number	
ID Issue Date	
ID Issuing Office	

Higher Education qualifications

Undergraduate Studies

1. Educational institution _____

2. Department _____
3. Date of Degree Acquisition _____
4. GPA _____
5. Undergraduate Thesis Subject _____

1. Educational institution _____

2. Department _____
3. Date of Degree Acquisition _____
4. GPA _____
5. Undergraduate Thesis Subject _____

1. Educational institution _____
2. _____
3. Department _____
4. Date of Degree Acquisition _____
5. GPA _____
6. Undergraduate Thesis Subject _____

Postgraduate studies

1. Educational institution _____

2. Department _____
3. Date of Degree Acquisition _____
4. GPA _____
5. Master's Thesis Subject _____

1. Educational institution _____

2. Department _____
3. Date of Degree Acquisition _____
4. GPA _____
5. Master's Thesis Subject _____

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1. Educational institution _____

 2. Department _____
 3. Date of Degree Acquisition _____
 4. GPA _____
 5. Master's Thesis Subject _____

Doctoral Diploma, PhD

1. Educational institution _____

2. Department _____
3. Date of PhD acquisition _____
4. PhD Thesis Title _____

1. Educational institution _____

2. Department _____
3. Date of PhD acquisition _____
4. PhD Thesis Title _____

Foreign Languages (Certificate or Level of Knowledge)

1. _____
2. _____
3. _____
4. _____

Distinctions - Scholarships

1. _____

2. _____

3. _____

4. _____

Scientific Publications

1. _____

2. _____

3. _____

4. _____

Research - Professional Experience

1. _____

2. _____

3. _____

4. _____

Proposed Supervisor

Thessaloniki / /

The Applicant

(Signature)

Keywords

Introduction

Literature Review of Research Area

Research Subject Matter and Objectives

Research Methodology

Timeline

Indicative Bibliography

ANNEX C

Model for Post-doctoral Research Completion Report



To the Members of the Assembly of the Department of

Thessaloniki / /

Post-doctoral Research Completion Report

Researcher's Full-name

Subject

Abstract

Keywords

Introduction

Research Questions - Objectives

Description of Research Results

Researcher's Publications

References

The Post-doctoral Researcher

The Supervisor