



ARISTOTLE UNIVERSITY OF THESSALONIKI
FACULTY OF HEALTH SCIENCES
SCHOOL OF MEDICINE



Postgraduate Study Programme
«*DERMATOSCOPY*»

Regulation of Studies,
Practical Training, Mobility
and Thesis Preparation for the
Postgraduate Programme

December 2024

A. REGULATION OF STUDIES

(Decision 26058/25-11-2024 of the AUTh Senate
Official Government Gazette 6621/03-12-2024, vol. B)

Article 1

Subject-Matter and Purpose of the PPS

The School of Medicine of the Faculty of Health Sciences organises and operates a PPS with the title: "Dermatoscopy".

The PPS's subject matter is the provision of training and updated theoretical and practical knowledge in the cognitive field of Dermatoscopy. Specifically, the proposed PPS will offer trainees the opportunity to recognise dermoscopic structures and patterns, correctly assess their significance, and beneficially utilise dermoscopy in clinical practice.

The PPS's purposes are:

- i) The training and specialisation of scientists in Dermatoscopy. The PPS will offer a detailed analysis of the technique and the equipment used, as well as in-depth knowledge of dermoscopic criteria, their histopathological correlation, and the dermoscopic patterns of benign and malignant skin tumours.
- ii) The provision of certified clinical competence in Dermatoscopy. Beyond teaching the method itself, the PPS aims to train clinicians on how Dermatoscopy is combined in clinical practice with other diagnostic methods to achieve the best diagnostic outcome for the benefit of patients. The healthcare systems of an increasing number of countries tend to require certified competence in Dermatoscopy for clinicians who screen the population for the diagnosis of skin cancer.
- iii) The approach to Dermatoscopy from a methodological and research perspective. The field of Dermatoscopy has been one of the most dynamic research fields in dermatology in recent years. PPS students, by repeatedly coming into contact with databases to search for studies, will become familiar with reading and analysing them. They will also be given the opportunity to participate in the real research process that constantly takes place in our clinic on the subject of Dermatoscopy, as evidenced by the numerous studies published in recent years.

The individual operational objectives of the programme are oriented towards:

- i) Training in the dermoscopic morphology of benign and malignant skin tumours. The morphological structures revealed by the dermoscope are not a simple magnification of macroscopically visible criteria, but are completely invisible to the naked eye. Consequently, the assessment of dermoscopic patterns requires specialised teaching and study. Although a relatively recent method, Dermatoscopy has already been established as an integral part of the clinical examination, particularly for the assessment of skin tumours. Today, it has been documented at the highest possible level that the method increases the diagnostic accuracy of clinicians for the diagnosis of melanoma and non-melanocytic skin tumours. A dual advantage of the method is the earlier diagnosis of cancer while simultaneously minimising the number of unnecessary surgical excisions of benign tumours.

- ii) Training in the technique of digital imaging ($\text{\text{mapping}}$) and monitoring of naevi (moles). This method is absolutely indicated for patients with a history of skin cancer and for high-risk patients for developing skin cancer. It is a particularly demanding (cognitively) and high-responsibility procedure, given the high risk to patients.
- iii) Training postgraduate students, in addition to the use of the dermoscope as a diagnostic tool, in the newer applications of the method for assessing therapeutic outcomes and generally in the monitoring of patients with skin tumours.
- iv) Given that recent scientific data highlight the usefulness of the method also for the diagnosis of non-neoplastic dermatoses, the programme aims to offer updated knowledge in this rapidly evolving scientific field as well.

The **learning outcomes and qualifications** of those who successfully complete the PPS include a wide range of cognitive and practical skills, including:

1. Understand the principles of the method, the tools used, and application techniques.
2. Apply the method of direct pattern recognition.
3. Implement diagnostic algorithms in special cases.
4. Identify common benign non-melanocytic skin tumors.
5. Recognize the dermatoscopic patterns of malignant non-melanocytic skin tumors.
6. Recognize the dermatoscopic patterns of the nevi.
7. Learn how to properly manage the nevi, avoiding unnecessary medical procedures.
8. Recognize melanoma at its earliest stage.
9. Differentiate dermatoscopic patterns of various pigmented facial tumors.
10. Differentiate dermatoscopic patterns of various pigmented acral tumors.
11. Distinguish possible causes of longitudinal melanonychia.
12. Differentiate possible causes of mucosal pigmentation.
13. Identify melanomas with unclear morphological criteria.
14. To approach diagnostics and manage non-pigmented tumors.
15. Identify uncommon skin tumors.
16. Identify the dermatoscopic patterns of various inflammatory dermatoses.
17. Diagnose patients according to their age group.
18. Diagnose patients according to their skin phototype.
19. Manage patients with multiple nevi.
20. Apply digital imaging and mole monitoring techniques.
21. Use dermatoscopy to evaluate treatment outcomes in non-melanocytic tumors.
22. Apply clinical rules to avoid underdiagnosis of melanoma.
23. Critically interpret the histopathological findings of skin tumors.
24. Make patient management decisions in complex scenarios.
25. Utilize electronic databases and interactive applications related to dermatoscopy.
26. Critically evaluate the literature in the field and identify gaps that generate new research ideas.
27. Handle technical issues and problems related to the software used.
28. To offer advice to colleagues regarding dermatoscopy

29. Understand the medical responsibility associated with the use of dermatoscopy and population screening.
30. Communicate dermatoscopic and digital imaging findings to patients and their relatives.

The ultimate goal of the above cognitive and practical skills is for the PPS graduates to be able to correctly organise, manage, and analyse a case study, using the necessary investigative tools that will be made available to them.

Article 2

Awarded PPS Title

The PPS awards a Diploma of Postgraduate Studies (D.P.S.) with the title: "**Dermatoscopy**".

The successful completion of the PPS leads to level seven (7) of the National and European Qualifications Framework, in accordance with Article 47 of Law 4763/2020 (A' 254).

Article 3

PPS Bodies

The competent Bodies for the administration, organisation, and operation of the PPS are:

- I. **The Senate of the Institution**, which is responsible for the academic, administrative, and organisational matters of the PPS, and exercises all competences regarding the PPS that are not assigned by law to other bodies.
- II. **The Postgraduate Studies Committee**, which is established by a decision of the Senate and consists of the competent Vice Rector, who acts as Chair, as well as one member of the Teaching and Research Staff (DEP) from each Faculty of the Aristotle University of Thessaloniki and one member originating from the categories of Special Teaching Staff (EEP), Laboratory Teaching Staff (EDIP), and Special Technical Laboratory Staff (ETEP) of the AUTH. The members of the Committee have experience in the organisation of and participation in second-cycle programmes. The Committee's term of office is two academic years.
- III. **The School Assembly**, which has the following responsibilities:
 - a. Establishes Committees for the evaluation of applications from prospective postgraduate students and approves their registration in the PPS.
 - b. Assigns the teaching workload to the PPS teaching staff.
 - c. Proposes to the Senate the amendment of the PPS establishment decision, as well as the extension of the PPS duration.
 - d. Establishes examination committees for the examination of the postgraduate students' dissertations and appoints the supervisor for each thesis.
 - e. Certifies the successful completion of the studies for the award of the PPS title.
 - f. Approves the PPS financial report, following a recommendation from the Coordinating Committee (C.C.).

By a decision of the School Assembly, the competences of sub-paragraphs a) and d) may be delegated to the PPS Coordinating Committee.

IV. The PPS Coordinating Committee (C.C.), which is composed of the Director of the PPS and four (4) D.E.P. members of the School whose cognitive subject-matter is relevant to that of the PPS and who undertake teaching work in the PPS. The members of the C.C. are determined by a decision of the School Assembly and it has the following responsibilities:

- a. Draws up the initial annual budget of the PPS and its amendments, provided that the PPS has resources in accordance with Article 84 of Law 4957/2022, and proposes its approval to the Special Account for Research Funds (E.L.K.E. or S.A.R.F. in general).
- b. Draws up the PPS financial report and proposes its approval to the School Assembly.
- c. Approves the execution of PPS expenditures.
- d. Approves the awarding of scholarships, whether reciprocal or not, in accordance with the provisions of the PPS establishment decision and the Regulation of Postgraduate and Doctoral Studies Programmes.
- e. Proposes to the School Assembly the distribution of the teaching workload, as well as the assignment of teaching work to the categories of teaching staff under Article 83 of Law 4957/2022.
- f. Proposes to the School Assembly the invitation of Visiting Professors to cover the teaching needs of the PPS.
- g. Drafts a plan for the amendment of the curriculum, which it submits to the School Assembly.
- h. Proposes to the School Assembly the reallocation of courses among the academic semesters, as well as matters related to the quality upgrade of the curriculum.

Emeritus Professors of the School may participate in the C.C. , provided they offer teaching work in the PPS.

V. The Director of the PPS, who is selected from the School's D.E.P. members, primarily holding the rank of Professor or Associate Professor, and is appointed by a decision of the School Assembly for a two-year term, with the possibility of unlimited renewal, and is not entitled to additional remuneration for their administrative work.

The Director has the responsibilities provided for in Article 82 par. 4 of Law 4957/2022 and any others specified in the PPS establishment decision:

- a. Chairs the C.C. and draws up its agenda and calls its meetings.
- b. Proposes matters concerning the organisation and operation of the PPS to the School Assembly, in the case of a single-school PPS.
- c. Proposes to the C.C. and the other bodies of the PPS and the H.E.I. (Higher Education Institution) matters related to the effective operation of the PPS.
- d. Is the Scientific Coordinator of the PPS in accordance with Article 234 of Law 4957/2022 and exercises the corresponding responsibilities.
- e. Monitors the implementation of the decisions of the PPS bodies and the Internal Regulation of Postgraduate and Doctoral Studies Programmes, as well as the monitoring of the execution of the PPS budget.

The Director of the PPS, as well as the members of the C.C. , are not entitled to remuneration or any compensation for the execution of the responsibilities assigned to them which are related to the execution of their duties.

The Secretarial Support of the PPS is provided by the School of Medicine. The Secretariat of the PPS is responsible for maintaining the files and grades of the postgraduate students. It also informs the postgraduate students about matters related to the organisation and operation of the PPS. Finally, it is responsible for the preparation of the topics submitted to the School Assembly.

Article 4

Categories of Applicants to the PPS

Graduates of Medical Schools from domestic Higher Education Institutions, as well as recognised equivalent institutions abroad, may be admitted to the PPS as postgraduate students. More specifically, the programme is addressed to dermatology residents and specialists, as well as to physicians awaiting placement in a Dermatology-Venereology specialty training programme.

Members of the categories of Special Teaching Staff (E.E.P.), Laboratory Teaching Staff (E.DI.P.), and Special Technical Laboratory Staff (E.T.E.P.) of the School of Medicine of the Aristotle University of Thessaloniki (AUTH), who meet the admission requirements of this regulation, may be admitted as supernumerary students, limited to one per year.

The recognition of foreign academic degrees for the purpose of admission to the PPS is carried out by the School of Medicine of AUTH. In cases where the first cycle of studies was completed abroad, the applicant is not required to submit a certificate of equivalence from the Hellenic National Academic Recognition and Information Centre (D.O.A.T.A.P.). Even if such equivalence is submitted, recognition remains the responsibility of the School.

The School of Medicine of AUTH holds responsibility solely for academic recognition and not for equivalence of degrees. Equivalence remains under the jurisdiction of D.O.A.T.A.P.

Applicants who have already applied or are currently enrolled in the PPS are exempt from submitting an individual act of recognition from D.O.A.T.A.P., under the condition that their case is evaluated according to the criteria of the new law by the School of Medicine of AUTH.

Procedure for **verifying the type of first-cycle degree**:

1. 1.Authenticity is certified by:
 - 1.1. An Apostille (Hague Convention stamp), or,
 - 1.2. Submission of the degree accompanied by the applicant's formal communication to the foreign university. This communication must include an official email from the foreign university enabling the School Secretariat to verify authenticity,
2. 2.If the degree's awarded speciality is required, this is confirmed by the degree itself and the academic transcript or the Diploma Supplement,
3. 3.If the degree grade is required, equivalence is determined using the procedure communicated by D.O.A.T.A.P.,
4. 4.Academic recognition pertains solely to this process, is secured by a decision of the School Assembly, and **is not provided to the applicant**. Should the applicant wish to obtain a certificate of equivalence, they must contact D.O.A.T.A.P.

A Master's Degree (PPS diploma) shall not be awarded to any student whose first-cycle academic qualification from a foreign institution has not been recognised.

Article 5

Number of Admitted Students, Admission Criteria, and Selection Process

The maximum number of students admitted each academic year is forty (40). The PPS cannot operate with fewer than ten (10) postgraduate students.

By the end of March each year, the PPS, following a proposal by the Programme Committee (S.E.) and a decision of the School Assembly, publishes an open call for applications. The announcement includes admission requirements, number of places, applicant categories, admission procedures, selection criteria, deadlines, and required documents.

The announcement is published on the website of both the School and the PPS. Applications, accompanied by the necessary supporting documents, are submitted to the Secretariat of the School either in printed or digital form within the specified deadline. The submission deadline may be extended upon proposal of the Programme Committee and approval by the School Assembly.

Selection criteria include:

- I. Possession of a Medical Degree from a domestic or recognised foreign university.
- II. Sufficient knowledge of a foreign language, at least at B2 level according to the Council of Europe's framework, recognised by ASEP. Alternatively, when not the applicant's native language, a degree (undergraduate or postgraduate) from a Greek university or recognised foreign university conducted in that language may suffice.
- III. Presentations at Greek and international conferences.
- IV. Publications in Greek and international journals.
- V. Participation in research programmes.
- VI. Recognised professional experience.
- VII. Knowledge of more than one foreign language at B2 level.
- VIII. Recognised postgraduate studies.
- IX. Interview by the competent Selection Committee.

Required supporting documents:

1. Application form for the PPS.
2. Brief statement outlining reasons for selecting and participating in the PPS.
3. Copy of a Medical Degree from a domestic or foreign university. A D.O.A.T.A.P. equivalence certificate is desirable for foreign degrees. Certificates of completion are accepted during application, but the degree must be submitted for registration.
4. Certificate of foreign language proficiency.
5. CV detailing studies, teaching and/or professional experience, academic and social activity.
6. Supporting documents for any research and/or publication activity, participation in training programmes, or evidence of professional experience.

7. Two (2) letters of recommendation from academic staff or employers.
8. Certificates of proficiency in any additional foreign languages.
9. Any additional postgraduate or doctoral qualifications from Greek or recognised foreign universities.
10. Clear photocopy of both sides of the identity card or passport.

Documents may be submitted either as certified copies or simple photocopies.

Foreign applicants must submit a certificate of Greek language proficiency, at a minimum B2 level, as a prerequisite for admission.

Final selection is carried out by a three-member Admissions Committee, appointed annually by the School Assembly upon recommendation by the Programme Committee. The Committee ranks candidates based on the total number of points awarded.

The Committee compiles a complete list of applicants, eliminates those who do not meet the minimum requirements, and invites those who qualify to a personal interview.

During the **interview**, the following are assessed:

1. Performance in the undergraduate Dermatology course.
2. Scientific background.
3. Research experience.
4. Relevant extracurricular activity.
5. Relevant academic interests.

Points Allocation for Candidate Evaluation:

1. Degree grade (multiplied by a factor of 1, max. 10 points)
2. Recognised postgraduate studies (factor of 1, max. 10 points)
3. Interview (max. 30 points)
4. Foreign language knowledge:
 - Level B2: 7 points
 - Level C1: 8 points
 - Level C2: 9 points
 - Native speaker or degree from foreign university: 10 points
 - (Maximum: 10 points)
5. Presentations at Greek conferences: 1 point each (max. 5 points)
6. Presentations at international conferences: 2 points each (max. 10 points)
7. Publications in Greek journals: 5 points each (max. 15 points)
8. Publications in international journals: 10 points each (max. 30 points)
9. Participation in research programmes: 5 points each (max. 15 points)
10. Recognised professional experience: 1 point per year (max. 5 years – 5 points)
11. Knowledge of more than one foreign language at B2 level: 5 points each (max. 10 points)

The maximum total score a candidate may achieve is **150** points.

After the evaluation process (application file and interview), a final list of successful applicants is compiled. In the case of a tie in the final position, the degree grade is used as the tiebreaker. If still tied, performance in the undergraduate Dermatology course is considered. If a tie remains, all candidates sharing the same score are considered successful and admitted as supernumerary students.

If admission places remain vacant, they may be filled up to the maximum permitted number (as stated in the announcement), either by selecting candidates in descending order of total score or by issuing a supplementary call for applications.

The final list of successful and reserve candidates is ratified by the School Assembly and published on the websites of the School of Medicine and the PPS.

The selection procedure, result announcements, and registration of successful applicants must be completed by 30 September of each academic year.

Appeals against the results may be submitted within five (5) working days of publication.

Registration of successful candidates takes place within five (5) days of the relevant announcement by the PPS Secretariat, upon submission of any additional required documents.

Failure to register within the specified timeframe will be considered a refusal of admission, and the place will be offered to the next successful applicant on the list.

The above selection criteria may be revised following a proposal by the Programme Committee, approval by the School Assembly of the School of Medicine, and ratification by the Senate of AUTH.

Article 6

Duration and Terms of Study

Duration of Study

The minimum duration of study in the PPS leading to the award of the Master's Degree (MSc) is **three (3) semesters**, which includes the time required for the preparation and assessment of the Master's Dissertation.

Postgraduate students may be granted the possibility of **part-time attendance**, the duration of which may not exceed twice that of the regular full-time programme. Part-time study is available to those who can provide evidence of employment for at least twenty (20) hours per week, to non-working postgraduate students who are unable to meet the minimum requirements of the full-time programme, and to students facing particularly serious circumstances (e.g. illness, workload, serious family issues, military service, force majeure, etc.), upon a decision of the School Assembly.

Postgraduate students who have not exceeded the regular duration of study may, upon submission of a relevant request, be granted a **suspension of studies** for a period not exceeding two (2) consecutive semesters. During the suspension period, the student loses student status. The suspension period is not counted towards the maximum duration of regular study.

Upon resumption of studies, postgraduate students return to normal study status with all the rights and obligations provided by the PPS.

Following a substantiated request submitted before the completion of the normal three (3) semesters of study, a postgraduate student may request an **extension of studies** for up to two (2) semesters. In exceptional cases (health issues, pregnancy, force majeure, etc.), upon the recommendation of the Coordinating Committee (C.C.) of the PPS and the decision of the School Assembly of the School of Medicine, the study period may be extended by an additional two (2) semesters, not exceeding a total of seven (7) semesters of study. After the extension period expires, any postgraduate student who has not fulfilled their obligations shall be removed from the PPS by decision of the School Assembly of the School of Medicine, following a recommendation by the Coordinating Committee (C.C.) of the PPS.

Applications for **part-time attendance, suspension, or extension of studies** must be submitted before the start of the academic semester or at least at its beginning, and are approved by the School Assembly following a recommendation by the Coordinating Committee (C.C.) of the PPS.

A postgraduate student who fails an examination in one or more courses shall be re-examined in a resit examination held within ten (10) days after the end of the examination period of the semester during which the failure occurred. In case of another failure, the student may be examined in the immediately following September examination period and in the February, June, and September periods of the next academic year, within the context of an extension of studies.

If a postgraduate student exhausts all examination opportunities without success, they may, upon request, be examined by a three-member committee composed of academic staff (members of the PPS) whose subject area is the same or related to the course examined. The committee is appointed by the C.C. of the PPS and excludes the instructor responsible for the original examination. If the student fails all available examination opportunities, the Coordinating Committee shall review the case and may recommend the student's removal to the School Assembly.

Grounds for the **removal of a postgraduate student** may include: (a) insufficient academic progress (demonstrated through non-participation in the educational process: attendance, examinations), (b) failure to fulfil other obligations defined in this PPS regulation, (c) behaviour violating academic ethics, such as plagiarism, and (d) the student's own request for withdrawal.

Tuition Fees

The PPS requires tuition fees set at three thousand five hundred Euros (€3,500) for the full course of study, payable in two equal instalments: the first upon registration and the second before the beginning of the second semester, into the bank account of the Special Account for Research Funds (ELKE) of AUTh. Failure to meet financial obligations constitutes sufficient grounds for non-award of the Master's Degree and/or removal from the PPS.

Payment of tuition fees may be made either by the student or by another natural or legal person on their behalf.

Students who meet the excellence criterion in their first-cycle degree (a minimum grade of 7.5/10 in the degree submitted for admission to the PPS) may be eligible for free tuition based on economic or social criteria. The specific terms and conditions of eligibility for free tuition are determined by current legislation and the relevant decisions of the Minister of Education and Religious Affairs. In any case, the number of students exempted from tuition fees shall not exceed thirty per cent (30%) of the total number

of admitted students. If the number of eligible applicants exceeds this percentage, selection shall be made in order of income, starting from those with the lowest.

Applications for **exemption from tuition fees** are submitted to the School after the completion of the student selection process. Exemption from tuition fees may be granted only for attendance in one (1) PPS organised by a domestic Higher Education Institution. Students receiving a scholarship from another source are not entitled to exemption.

Article 7

Rights and Obligations of Students

Postgraduate students are enrolled and participate in the PPS under the terms and conditions provided in the Postgraduate Studies Regulation. They enjoy all rights, benefits, and facilities available to undergraduate students, **except** for the right to free course textbooks.

The School must provide all necessary facilities to postgraduate **students with disabilities** and/or special educational needs to ensure their equal participation in the programme - for example, through alternative examination arrangements, access to necessary facilities, teaching laboratories, etc.

Each semester course lasts thirteen (13) weeks and may be delivered through weekly two-hour sessions, intensive seminars with or without exercises, and/or distance-learning lectures, depending on the course requirements.

Postgraduate students admitted to the PPS are required to:

1. Attend PPS courses regularly. Attendance at courses and practical sessions is compulsory. Exceptions are permitted only for serious, well-documented reasons. No more than three (3) absences per course are allowed.
2. Participate in all educational and research activities.
3. Submit course registration forms within the prescribed deadlines each semester.
4. Submit all coursework and assignments within the deadlines set for each course.
5. Attend all examinations.
6. Submit to the Secretariat, along with their Master's Dissertation for evaluation, a signed declaration confirming the absence of plagiarism.
7. Pay tuition fees within the prescribed deadlines.
8. Fulfil all financial and other institutional obligations before the graduation ceremony; otherwise, they shall not be entitled to participate in the ceremony or receive the Master's Degree.
9. If granted a scholarship, provide reciprocal work where applicable (e.g. tutorial support, contribution to library or research activities, or assistance in University services where needed).
10. Concurrent enrolment in an undergraduate and postgraduate programme, or in two (2) postgraduate programmes of the same or another School or University, is permitted.
11. Respect and comply with the decisions of the PPS governing bodies and uphold academic ethics. Failure to comply, without valid justification, may result in failure in a course or exclusion from the programme.

Failure to comply with all the above, without serious and well-documented justification, constitutes grounds for removal from the programme.

Article 8
Curriculum - Knowledge Assessment

The PPS is structured into three (3) semesters.

- In the first (A) semester, eight (8) compulsory courses are taught, as listed below.
- In the second (B) semester, six (6) compulsory courses are taught, as listed below.
- In the third (C) semester, students prepare their Master's Dissertation.

AUTh and the PPS "Dermatoscopy" meet the requirements of Joint Ministerial Decision No. 18137/Z1 (Official Gazette 1079/B/28-2-2023), and the educational process may be conducted face-to-face, through synchronous or asynchronous distance learning, or a blended system.

The official language of instruction is Greek, while the Master's Dissertation may be written in either Greek or English.

A) Curriculum

First Semester (Total ECTS: 30)				
No.	Course Title	Course Type (Comp./Opt.)	Distance Learning	ECTS
1	Dermatoscopic patterns of nevi	C	Up to 100%	3
2	Dermatoscopic patterns of benign non-melanocytic tumors	C	Up to 100%	3
3	Dermatoscopic patterns of rare skin tumors	C	Up to 100%	3
4	Introduction to dermatoscopy, basic patterns and structures	C	Up to 100%	4
5	Histologic correspondence of dermatoscopic criteria	C	Up to 100%	4
6	Dermatoscopic patterns of melanoma	C	Up to 100%	5
7	Dermatoscopic patterns of basal cell carcinoma	C	Up to 100%	4
8	Dermatoscopic patterns of squamous cell carcinoma	C	Up to 100%	4
Second Semester (Total ECTS: 30)				
No.	Course Title	Course Type (Comp./Opt.)	Distance Learning	ECTS

1	Assessment of lesions on specific sites	C	Up to 100%	5
2	Management according to lesion's characteristics and patient's phototype	C	Up to 100%	5
3	Management according to the age	C	Up to 100%	5
4	Digital dermatoscopic documentation	C	Up to 100%	5
5	Trichoscopy	C	Up to 100%	5
6	Dermatoscopy of inflammatory and infectious dermatoses	C	Up to 100%	5
Third Semester (Total ECTS: 30)				
No.	Course Title	Type of Work	Teaching Hours	ECTS
1	Master Thesis	C	-	30

The start and end dates of courses, as well as the duration of examination periods, are determined by the academic calendar or by decision of the School Assembly.

B) Knowledge Assessment - Student Evaluation

The assessment and evaluation of students in individual courses or other educational activities takes place at the end of each semester, either through written or oral examinations conducted in person, or through written or oral examinations carried out by distance-learning methods, as well as through alternative methods such as submission of assignments, practical tests, etc., or a combination of the above.

The method of assessment is determined by each course instructor at the beginning of the academic semester. The percentage contribution of other educational activities (such as laboratory exercises, coursework, and seminars where applicable) to the final grade of each course is defined separately for each course, following a proposal by the instructor and approval by the Coordinating Committee of the PPS.

The grading scale for assessing the performance of postgraduate students ranges from zero (0) to ten (10), as follows:

- Excellent (8.50 - 10.00)
- Very Good (6.50 - 8.49)
- Good (6.00 - 6.49)
- Fail (0 - 5.99)

Attendance at courses or any other educational activity is compulsory. A postgraduate student is considered to have attended a course (and therefore is entitled to participate in the examination) only if they have attended at least seventy-five per cent (75%) of the theoretical hours of the course and seventy-

five per cent (75%) of the practical training, where such training is provided. Otherwise, the postgraduate student must retake the course in the following academic year.

If a student's total absences exceed twenty-five per cent (25%) of all courses, their potential removal from the programme will be considered. The issue is examined by the Coordinating Committee (C.C.), which submits a recommendation to the School Assembly.

In cases of emergency or force majeure, examinations may be conducted using electronic means, provided that the integrity of the assessment process is ensured.

In cases of illness, the instructor is advised to facilitate the student in any suitable way (e.g. oral or distance examination).

If a postgraduate student fails twice in the examination of a course or courses and is deemed not to have successfully completed the programme, they may, upon request, be **examined by a three-member committee of academic staff (members of the School) who have the same or a related field of expertise as the subject examined. The committee is appointed by the School Assembly, and the instructor responsible for the course examination is excluded from it.**

The final grade of the Master's Degree (MSc) is determined by the weighted average of all courses of the PPS and the Master's Dissertation. The weighting is based on the ECTS credits assigned to each course and to the dissertation, and it is calculated to two decimal places as follows:

The grade of each course and of the Master Thesis is multiplied by the corresponding number of credit units (ECTS) and the sum of the products is divided by the minimum number of credit units required to obtain the Diploma.

The mathematical formula is as follows:

$$\text{MSc Grade} = (\text{Course 1 Grade} \times \text{Course 1 ECTS} + \text{Course 2 Grade} \times \text{Course 2 ECTS} + \dots + \text{Master's Thesis Grade} \times \text{Thesis ECTS}) / \text{Total ECTS Required for the MSc.}$$

C) Master Thesis

For the preparation of the Master Thesis (M.D.E.), the Coordinating Committee, following an application submitted by the candidate on designated dates — stating the proposed title of the dissertation, the proposed supervisor, and including an abstract of the proposed work — appoints the supervisor and forms a three-member Examination Committee to approve the dissertation, one of whom is the supervisor.

The right to supervise dissertations is granted to the teaching staff categories defined in Article 83 of Law 4957/2022:

- a. Members of Academic Staff (D.E.P.), Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.DI.P.) and Special Technical Laboratory Staff (E.T.E.P.) of the Department or other Departments of the same or another Higher Education Institution (A.E.I.) or Higher Military Educational Institution (A.S.E.I.), with additional employment beyond their legal obligations, if the PPS has tuition fees.
- b. Emeritus Professors or retired members of Academic Staff of the Department or other Departments of the same or another A.E.I.

- c. Affiliated professors.
- d. Contracted lecturers.
- e. Visiting professors or visiting researchers.
- f. Researchers and special scientific staff of research and technological organisations under Article 13A of Law 4310/2014 (Government Gazette A' 258) or other research centres and institutes in Greece or abroad.

The members of the three-member Examination Committee must have the same or a related scientific specialisation as the subject area of the PPS.

For a Master Thesis to be approved, it must meet the following requirements:

- a. The topic and content must be relevant to the subject area of the PPS.
- b. The dissertation must be original.

The preparation of the Master Thesis is governed by the Code of Academic Ethics of AUTH. Every creator or co-creator of any intellectual work is entitled to be referred to and recognised as such and to enjoy both the property and moral rights arising from that work. Exceptionally, if the original intellectual creation ("work") is the final output of a paid research project commissioned by a body outside AUTH, the property rights of the creator(s) may be limited according to the terms of the relevant contract, while moral rights remain with the creator(s), subject to any contractual restrictions necessary for the exploitation or commercial use of the work.

The Master Thesis may be either theoretical or applied and may be written in either Greek or English. It must be at least forty (40) single-sided A4 pages in length, in Arial font, size 12, fully justified, and with 1.5 line spacing. The dissertation must include, in addition to the main text, a detailed table of contents, a list of abbreviations (if necessary), an abstract in both Greek and English, and a bibliography.

The Master Thesis must be completed before the end of the 3rd semester, and a presentation date must be set. Otherwise, the postgraduate student loses the right to be awarded the MSc Degree. Upon completion, the student must send the dissertation electronically to the supervisor, the other two members of the Examination Committee, and the Secretariat of the PPS.

The presentation of the Master Thesis requires positive recommendation of the three-member Examination Committee. If the defence is held publicly, the Coordinating Committee of the PPS sets a specific date and place, which must be no later than one (1) month after submission.

After the defence, a report is prepared stating each committee member's individual grade, the average grade, and any comments or observations.

Following approval by the Committee, the dissertation must be submitted electronically to the Central Library of AUTH in accordance with its rules and guidelines. The postgraduate student then receives a relevant certificate required for graduation. The Central Library must post the Master Thesis on the AUTH Institutional Repository of Scientific Works (IKEE).

If the evaluation of the Master Thesis is negative, the student may resubmit the dissertation after incorporating the suggested improvements within a period determined by the three-member Committee. If the second evaluation is also negative, the student loses the right to be awarded the MSc Degree.

In exceptional cases, where there is an objective inability or a significant reason, it is possible to replace the supervisor or a member of the three-member Examination Committee, to modify or change

the dissertation topic, and to grant an extension of up to one (1) year for completion and submission of the Master Thesis, following a proposal by the Coordinating Committee and a decision of the School Assembly.

Article 9 Scholarships

It is possible, following a proposal by the Coordinating Committee of the PPS and a decision of the School Assembly, depending on the PPS's revenue, to grant scholarships to postgraduate students.

Scholarships are awarded based on academic and objective criteria (such as academic performance according to the grade point average of the previous semester) and must be included in the approved budget of the PPS.

If scholarships are granted, the terms of award, as well as the rights and obligations of scholarship holders, are determined by decision of the School Assembly, following a proposal by the Coordinating Committee of the PPS.

The PPS "Dermatoscopy" does not award compensatory scholarships to postgraduate students.

Article 10 Teaching Staff

The teaching duties of the Postgraduate Programme of Studies (PPS) are assigned, following a proposal by the Coordinating Committee of the PPS and a decision of the School Assembly, to the following categories of instructors:

- a. Members of Academic Staff (D.E.P.), Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.DI.P.) and Special Technical Laboratory Staff (E.T.E.P.) of the Department or of other Departments of AUTH or another Higher Education Institution (A.E.I.) or Higher Military Educational Institution (A.S.E.I.), with additional employment beyond their legal obligations.
- b. Emeritus Professors or retired members of Academic Staff of the Department or of other Departments of AUTH or another A.E.I.
- c. Affiliated professors.
- d. Contracted lecturers.
- e. Visiting professors or visiting researchers.
- f. Researchers and special scientific personnel of research and technological institutions under Article 13A of Law 4310/2014 (Government Gazette A' 258) or other research centres and institutes in Greece or abroad.
- g. Scientists of recognised standing who possess specialised knowledge and relevant experience in the field of the PPS.

The decisions of the School Assembly regarding the allocation of teaching duties must include the following details:

- a. The full name of the instructor.

- b. Their academic position or status.
- c. The type of teaching assigned to each instructor (course, seminar).
- d. The number of teaching hours per course or seminar.

Guest instructors are obliged to adhere to the weekly teaching schedule as determined by the Coordinating Committee and to comply with the examination and evaluation procedures described in this Regulation.

The duties of instructors include, among others, providing a course description or lecture outline, listing relevant bibliography, defining the examination method, and maintaining communication with postgraduate students.

Teaching in the PPS is carried out according to the class timetable prepared under the responsibility of the Director of the PPS.

At the commencement of attendance in the PPS, each postgraduate student is assigned a permanent member of the Academic Staff of the PPS as an **Academic Advisor**. The role of the Academic Advisor is to monitor the progress of students' studies, to be informed by instructors about any continuous absences of the students under their supervision, and to ensure that such absences (through the Secretariat) are duly notified to the student, as they may result in failure of the course.

In addition, the Academic Advisor assists in the selection of the topic for the Master's Dissertation, taking into account the research interests of the student. Postgraduate students are required to contact their Academic Advisor regarding any issue that may affect the smooth progress of their studies.

The Academic Advisor provides the necessary guidance to help the student meet the demands of the PPS. The Advisor holds regular meetings with their assigned postgraduate students, at least twice per semester. Their duties include, among others:

- Identifying the student's needs and research interests, supporting their aptitudes and skills, and encouraging them to pursue suitable areas of study.
- Informing and facilitating the student's communication with the governing bodies of the PPS and administrative services.
- Assisting in the preparation of the individual semester study plan and the determination of the dissertation topic.
- Identifying students with multiple outstanding courses.
- Developing and implementing a plan of action for such students.

The teaching staff, administrative personnel, and other relevant university services cooperate and support the Academic Advisors in their duties, taking into account their information, observations, and recommendations regarding potential deficiencies or malfunctions affecting students, as well as proposals for their resolution.

Upon proposal by the Coordinating Committee or the Director of the PPS, auxiliary teaching duties may be assigned to PhD candidates of the Department or the Faculty, under the supervision of a PPS instructor. Auxiliary teaching includes assisting Academic Staff in their teaching duties, supervising student practice sessions, conducting tutorials and laboratory exercises, overseeing examinations, and correcting assignments.

By decision of the School Assembly, auxiliary duties may be assigned directly or through a Call for Expression of Interest for subjects offered in the PPS curriculum. The Call specifies the application deadlines and the specific qualifications required.

Instructors who are on educational leave or suspension of duties may provide teaching services to the PPS if their schedule allows, provided that under the prevailing circumstances such teaching is deemed both substantively and practically feasible, as determined by the competent authorities on a case-by-case basis.

Article 11

Programme Revenue and Financial Management Procedures

The resources of the Postgraduate Programme of Studies (PPS) may derive from:

- a. Tuition fees.
- b. Donations, sponsorships, and any form of financial assistance.
- c. Bequests.
- d. Revenue from research projects or programmes, particularly those funded by the European Union.
- e. AUTH's own funds.
- f. Any other lawful source.

The payment of tuition fees, set at three thousand five hundred euros (€3,500), shall be made by the student or by another natural or legal person on their behalf into an AUTH Research Committee (E.L.K.E.) account.

Payment is made in two equal instalments of one thousand seven hundred and fifty euros (€1,750): the first within ten (10) days of registration, and the second before the 1st of March, at the beginning of the second semester.

The PPS resources are allocated as follows:

- a. An amount corresponding to thirty percent (30%) of the total tuition fee revenue is retained by E.L.K.E. This amount includes the retention percentage for the financial management of PPS programmes. By decision of the University Council, adopted by the end of March each year, it is determined whether the remaining amount (after the E.L.K.E. retention) is transferred to the regular budget or allocated to create projects/programmes through E.L.K.E. aimed primarily at supporting PPS programmes without tuition fees and covering the research, educational, and operational needs of the Institution. For PPS revenue from sources (b) to (d) above, the same E.L.K.E. retention rate applies as for corresponding funding sources,
- b. The remaining revenue is used to cover the operational expenses of the PPS.

The PPS prepares, in accordance with applicable legislation, a detailed five-year budget plan, which includes all sources of income and projected operational costs.

Article 12

Administrative Support and Infrastructure

Administrative support for the operation of this PPS is provided by the Secretariat of the School of Medicine through its Postgraduate Studies Office.

If the above administrative staff is insufficient, additional administrative personnel from the First Department of Dermatology and Venereology of the School of Medicine may be employed to staff the PPS Secretariat.

The Secretariat of the Postgraduate Programme of Studies is responsible for student registration, grade recording, evaluation of instructors, attendance tracking, issuing of diplomas, certificates, and attestations, as well as handling all ongoing matters related to instructors, postgraduate students, communication with administrative services and collaborating bodies, and the promotion and dissemination of the Programme's objectives.

For the implementation of theoretical courses and the smooth functioning of the PPS, the teaching infrastructure of the First Department of Dermatology and Venereology of the Division of Pathology, School of Medicine, AUTH (established by Government Gazette 311/19-09-1943, Issue B') is used. This includes a lecture hall with a capacity of 80 persons, fully equipped with modern audiovisual teaching systems (computer, projector, screens, camera, and teleconferencing system).

Article 13

Graduation Ceremony

The graduation ceremony does not constitute a formal prerequisite for the successful completion of studies, nor is it a necessary condition for the issuance of the official postgraduate diploma. The conferment of the degree upon those who have successfully fulfilled all requirements of the Postgraduate Programme (P.M.S.) is effected within the framework of the Assembly of the Department of Medicine, which approves the relevant recommendation of the Coordinating Committee (C.C.) of the P.M.S. for postgraduate students who have successfully completed all the obligations prescribed by the Programme, in their absence.

At a later date, the Department of Medicine may organize a joint graduation ceremony for all the Postgraduate Programmes of the Department, in the presence of their respective Directors, the Chair of the Department of Medicine, the Dean of the School of Health Sciences, and, if possible, the Rector or a representative thereof.

During the ceremony, graduates recite the oath of the Postgraduate Programme in Medicine of the Aristotle University of Thessaloniki and receive a commemorative item or a copy of their diploma. Attendance at the ceremony is not mandatory and is not a prerequisite for the award of the Postgraduate Diploma.

Article 14

Type of Postgraduate Diploma Awarded (P.D.)

The Postgraduate Diploma (P.D.) is an official public document and is awarded by the Postgraduate Programmes of the School.

The P.D. is issued by the Secretariat of the PPS. The diploma bears the following: the School of Medicine, Aristotle University of Thessaloniki, its emblem, the date of completion of studies, the date of issuance of the P.D., the graduation protocol number, the title of the PPS., the details of the postgraduate student, and the classification of performance: Good, Very Good, or Excellent.

Before the formal conferment of the P.D. and following the successful completion of the PPS., a certificate of successful completion of the Programme may be issued to the graduate.

In addition to the P.D., a Diploma Supplement [in accordance with Article 15 of Law 3374/2005 and Ministerial Decision Φ5/89656/BE/13-8-2007 (Government Gazette 1466/B')] is issued in both Greek and English. The Diploma Supplement is an explanatory document providing information on the nature, level, context, content, and status of the studies successfully completed. It does not replace the official degree or the detailed transcript of records issued by the PPS.

Article 15

Plagiarism

When submitting any Master's Thesis, the postgraduate student is obliged to declare whether they have used the work or ideas of others.

Copying is considered a serious academic offence. Plagiarism is defined as copying another person's work, or using the work of another—published or unpublished—without appropriate reference. The inclusion of any supporting material, even from the postgraduate student's own prior work, without proper citation, may constitute grounds for a decision by the School Assembly to expel the student.

In such cases, and following a justified recommendation by the supervising professor, the School Assembly may decide to expel the postgraduate student.

Any misconduct or breach of academic ethics shall be referred to the Coordinating Committee of the PPS for consideration and recommendation to the School Assembly regarding appropriate measures.

Violations include acts of cheating or plagiarism, and more generally any infringement of intellectual property law by a postgraduate student during the preparation of coursework or their Master's Thesis.

For breaches of ethical standards and quality of studies, the competent body is the Ethics Committee of the Institution.

Article 16

Accreditation and Evaluation of the PPS

Following the issuance of the decision establishing a PPS and prior to its commencement, accreditation by the Hellenic Authority for Higher Education (HAHE) is required, pursuant to section (c) of paragraph 1, article 8 of Law 4653/2020 (Government Gazette A' 12).

After their establishment, PPS programmes are subject to periodic accreditation, in accordance with sub-section (bb) of section (b), paragraph 1, article 8 of Law 4653/2020, within the framework of the evaluation of the academic unit to which they belong.

If the founding decision of a PPS is amended, renewed accreditation by HAHE is required, provided that the amendment concerns elements such as the subject, the purpose of the programme, the learning outcomes and qualifications acquired upon its successful completion, as well as any specialisations leading to the award of a different degree.

The PPS programmes of each School—including interdepartmental, interinstitutional and joint PPS programmes for which the School provides administrative support—are evaluated as part of the periodic evaluation/accreditation of the academic unit by HAHE.

Within this framework, an overall assessment is made of each PPS's performance, the extent to which its founding objectives have been achieved, its sustainability, the employability of its graduates, its contribution to research, the results of its internal evaluation by postgraduate students, the appropriateness of its continuation, as well as other factors relating to the quality of its output and its contribution to the national strategy for higher education.

If, during the evaluation stage, a PPS is deemed not to meet the requirements for continuing operation, its operation shall conclude with the graduation of students already enrolled, in accordance with its founding decision and the regulation of postgraduate and doctoral programmes of study.

Internal Evaluation by MODIP

To ensure and improve the quality of the PPS, the Quality Assurance Unit of AUTh (MODIP) conducts periodic internal evaluations of the PPS within the framework of the Institution's Internal Quality Assurance System and in accordance with the guidelines and directions of HAHE.

The administrative bodies and teaching staff of the PPS are required to comply with all procedures specified in the current MODIP-AUTh guidelines and directives regarding the internal and external evaluation and accreditation of Study Programmes and academic units.

Evaluation of Teaching Staff and Courses by Students

With the sole purpose of improving the academic quality of the PPS and with absolute assurance of anonymity, students are invited to evaluate the courses and instructors at the end of each semester.

To ensure uniform statistical data and enable the extraction of useful conclusions for the educational work of both the Schools and the Institution as a whole, evaluation questionnaires are prepared by MODIP and may be partially differentiated according to the specific characteristics and needs of each academic unit and/or course. Completion is carried out electronically.

The evaluation process is conducted under the responsibility of the Internal Evaluation Group (OMEA) operating in each School of AUTh, in cooperation with MODIP-AUTh, through MODIP's Quality Management Information System (QMIS).

The administration and OMEA of each School must take systematic action to encourage student participation in the evaluation process, in accordance with the directions of MODIP and relevant Senate decisions.

OMEA monitors, through MODIP's QMIS, the participation rates of students, analyses the results, and informs the governing bodies of the PPS and the relevant academic unit.

The evaluation questionnaires concern each taught course and each instructor separately.

The governing bodies of the PPS and the academic unit, in cooperation with the respective OMEA, must study the evaluation results, announce their findings, decide on the publication of summary results when deemed necessary (always after the publication of course grades), in compliance with data protection legislation, and take appropriate measures to address any identified issues.

Article 17

Study Guide

The PPS publishes a Study Guide to inform postgraduate students about its operation. The Study Guide may include:

1. General information and useful electronic resources about the Institution and the School, particularly regarding administrative services or collective bodies to which the postgraduate student may refer for the successful completion of their studies.
2. The purpose and subject area of the PPS, as well as the qualifications obtained upon the award of the Postgraduate Diploma (DMS).
3. The academic calendar, including the start and end dates of semesters, examination periods, holidays, presentation periods for Master's Theses, and any other requirements such as placements, seminars, or conferences.
4. The curriculum, specialisations (where applicable), credit units, teaching staff, and the rights and obligations of postgraduate students.
5. The official language of instruction and the language in which the Master's Thesis is written.
6. The governance of the PPS.
7. Databases.
8. Library use.
9. Services available to postgraduate students.

Article 18

Transitional Provisions

Any matter that may arise in the future and is not covered by the relevant legislation or the Postgraduate Studies Regulation shall be addressed by decisions of the collective bodies and through amendments to this Regulation of Operation.

It is noted that the terms "student", "students", "professor" and "professors" refer to all genders.

B. PRACTICAL TRAINING REGULATION

The Postgraduate Programme of Studies (PPS) "Dermatoscopy" does not include the provision for conducting an internship.

C. MOBILITY REGULATION

The Senate of the Aristotle University of Thessaloniki (AUTH), in its session No. 2980/20 & 21-2-2019, decided to approve the adoption of good practices for the proper implementation of the ERASMUS+ programme, which apply proportionally to all cycles of study at AUTH, in accordance with applicable legislation and the regulations of each PPS.

Additionally, since then the procedures have been updated and specified according to the relevant directions of the State Scholarships Foundation (IKY) and are published accordingly by the School of European and Educational Programmes on its website: <https://eurep.auth.gr/el/students/studies>.

The above [decision of the AUTH Senate](#) is as follows:

A) Outgoing Students

The following are intended to safeguard the right of mobile (outgoing) students to automatic and full recognition of the study period they complete at a partner institution, provided they successfully fulfil their academic obligations.

1. When completing the Learning Agreement for Studies, which takes place before the start of mobility, the relevant ECTS Coordinator, as the appointed representative of the respective School pursuant to Ministerial Decision No. Φ.821/2318Τ/89676/Ζ1, must ensure that the workload of the mobile student at the Host Institution — as declared in the appropriate table of the above form (hereinafter Table A) — amounts to 30 ECTS credits for one academic semester. For reasons of flexibility and given the heterogeneity of curricula, a deviation from this rule (positive or negative) is permitted by the credit value of one (1) course in the case of an academic trimester or semester, and two (2) courses in the case of mobility for a full academic year.
2. At the same stage, i.e. when completing the Learning Agreement, the ECTS Coordinator must ensure the full recognition of the aforementioned workload by recording, in the corresponding table of the Learning Agreement (hereinafter Table B), the credits and courses/academic obligations from which the student will be exempted on successful completion of those listed in Table A. The framework of this procedure must have the agreement of the School Assembly or the corresponding competent body of the respective School, by means of an official decision (which could be adopted once). This decision is recorded on the Application–Declaration form submitted by the mobile students to the School of European Programmes.

3. The above recognition should be divided into three categories:

I. Compulsory courses, based on the curriculum of the relevant AUTH School and provided that the content of the course offered at the Host Institution substantially matches the content of the corresponding course at the home School.

Recognition: Courses that outgoing students have successfully completed abroad shall be recognised under the title they have at the home School.

It is recommended that the course instructor's signed consent be obtained prior to completing the Learning Agreement.

II. Elective courses (whether specialisation-specific or not), based on the curriculum of the home School, for which exact content identity is not required; however, it should be ensured that they fall within the academic field covered by the Faculty, the School or the Sector/Specialisation of the School.

Recognition: Courses that outgoing students have successfully completed abroad may be recognised either under the title used at the Host Institution or under the title of a corresponding course at the home School, provided there is content equivalence between the two institutions' courses. For information, the electronic administrative system of Secretariats supports the recognition and integration of PAN (Exchange Programme Courses) into each School's curriculum. Such courses may be listed in the Learning Agreement either with their title (when a corresponding home-course exists) or without their title, designated simply as an "elective course" (specialisation or otherwise).

It is recommended that study programmes include a sufficient number of elective courses (specialisation or otherwise) that belong to the School's academic field. The inclusion of such courses offers Schools flexibility in recognising study components and enriches curricula with courses that may not be taught at the home School (e.g., due to absence of relevant staff), but which are nevertheless related to the programme.

III. Free elective courses, for which neither content equivalence nor inclusion in the School's academic field or Sector/Specialisation is required.

Recognition: Courses in this category successfully completed abroad shall be recognised under the title they bear at the Host Institution. It is clarified that the maximum number of ECTS for free elective courses declared in the Learning Agreement prior to mobility must correspond to the number of ECTS for free electives allowed by the home School's curriculum. Furthermore, such courses may be declared in the Learning Agreement without their title as "free elective course".

It is also recommended, complementarily and in the context of forthcoming curriculum revisions, to introduce a small number of elective courses (e.g. 6-10 ECTS).

4. In the case of courses that belong to the academic field of the home School (compulsory or elective), detailed examples of recognition are provided in Appendix I (attached). For courses that do not fall within the home School's academic field, they shall be recognised as free elective courses, as described above. Alternative combinations for recognising credits proposed in Appendix I shall also apply. It should be noted that, when selecting courses and drafting the Learning Agreement, mobile students are guided by the ECTS Coordinator; if they declare courses outside their academic field, these should carry the number of ECTS that the home School's curriculum allows students to accumulate from free elective courses. This will ensure their recognition upon return from the Host Institution. The inclusion of such courses in curricula will enable full recognition of the mobility period (60 ECTS for one academic year, 30 ECTS for one semester, 20 ECTS for one trimester).
5. In the event of discrepancies in the number of credits between AUTH and the Host Institution, the greatest possible degree of flexibility should be applied, and all possible recognition combinations should be examined after the student's return, always within the framework of the respective programme regulations. In any case, every effort should be made to secure recognition of all credits that the student brings back from the Host Institution. The principle of "**fair recognition**", as provided by the ECTS Users' Guide, should be considered; this allows for a deviation of 1 or 2 credits, always in favour of the mobile student.
6. After the return of mobile students, the recognition of all credits successfully completed by the mobile students is MANDATORY, following successful assessment/examination based on the agreed arrangements. Recognition shall follow the signed Learning Agreement (original or the version resulting from approved changes), which is binding for the School and AUTH. Mobile students have the option, at the end of their studies, to take advantage of Article 60 of the AUTH Regulations, under which "the student is entitled to be examined in two additional elective courses, the grades of which will replace lower grades of other elective courses". On this basis, a student may, by personal declaration and only at the end of their studies, request that two elective courses — which may be courses they completed successfully at the Host Institution — not be included in the final degree classification, provided they still fulfil the required ECTS for award of the degree.

7. Additional ECTS credits from free elective courses that exceed those foreseen by AUTH Schools generally indicate incorrect course selection in the mobile student's Learning Agreement, unless the Host Institution offers no alternative course options to Erasmus students. In such cases ECTS Coordinators should re-examine the Host Institution's curriculum and, if it does not meet the necessary preconditions for recognition at undergraduate mobility level, consideration may be given to: (a) limiting the bilateral agreement to mobility at second- and third-cycle student levels (postgraduate and doctoral, respectively), (b) limiting the bilateral agreement to staff mobility only, or (c) terminating the bilateral agreement with that particular institution. Moreover, each year the Office of European Programmes (TEEP) invites Schools to evaluate their bilateral agreements, and availability of courses for students is a key evaluation criterion that may justify the adjustment or termination of a bilateral agreement.
8. Consequently, it is recommended that ECTS Coordinators inform students about Erasmus+ mobility opportunities from the earliest years of their studies at AUTH. Such timely information aims to assist students in planning appropriate categories of courses to select at Host Institutions and the necessary number of credits required to carry out mobility.
9. The role of a School's ECTS Coordinator, as defined by Ministerial Decision No. Φ.821/2318T/89676/Z1, is considered highly important since it ensures the proper application of the Erasmus+ programme within the School and, by extension, at AUTH; this proper application corresponds to the full recognition of the mobile students' study period at the Host Institution. For this reason, frequent changes of the ECTS Coordinator are discouraged in order to preserve continuity and more effective management of student mobility. It is also recommended that the ECTS Coordinator be a member of the School's curriculum committee given the strong interconnection between mobility matters and the School curricula, and a member of the School's General Assembly in order to inform the Assembly of Erasmus matters. It is recalled that these issues now concern a large number of students (at least 600 students per year) who make use of the ECTS Coordinator's expertise and advisory services and are entitled to full recognition of their studies at the Host Institution.

B) Incoming Students

1. It is deemed necessary to ensure sufficient knowledge of the language of instruction by inbound mobile students, based on the requirements of the bilateral agreement. It is recommended that the mandatory submission of a certified language proficiency

certificate (where required by the Schools) be included, provided that this obligation is specified in the annex of the bilateral agreement.

2. The mandatory submission of the Transcript of Records of inbound students to their home institutions shall occur no later than five weeks after the end of their mobility period. Non-compliance with this obligation may be grounds for termination of cooperation between two institutions; for this reason, the ECTS Coordinator, in cooperation with the Secretariats of the Schools, should ensure the timely dispatch of inbound students' transcripts.

It is noted that the terms "student", "students", "professor" and "professors" refer to all genders.

D) MASTER THESIS PREPARATION REGULATION

According to the Decision of the Senate of the Aristotle University of Thessaloniki (A.U.Th.) No. 78656/23.06.2023, “Approval of the Regulation of Postgraduate Study Programmes of the Aristotle University of Thessaloniki (A.U.Th.)” (Government Gazette 4084/B/23.06.2023), the following provisions apply:

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Article 9 - Curriculum - Knowledge Assessment (Master Thesis)

For the preparation of the Master Thesis (M.Th.), where required, the Coordinating Committee, following the candidate’s application on specific dates—stating the proposed title of the Master Thesis, the proposed supervisor, and including a summary of the proposed research—appoints the supervisor and establishes a Three-Member Examination Committee to approve the thesis, one member of which is the supervisor.

The right to supervise Master Theses is granted to the teaching staff categories defined in Article 83 of Law 4957/2022:

- a. Members of the Teaching and Research Faculty (D.E.P.), Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.DI.P.), and Special Technical Laboratory Staff (E.T.E.P.) of the School or other Schools of the same or another Higher Education Institution (H.E.I.) or Higher Military Educational Institution (A.S.E.I.), with additional employment beyond their regular duties, if the Postgraduate Programme (P.P.S.) charges tuition fees.
- b. Emeritus Professors or retired members of the D.E.P. of the School or other Schools of the same or another H.E.I.
- c. Collaborating Professors.
- d. Contracted Lecturers.
- e. Visiting Professors or Visiting Researchers.
- f. Researchers and Special Functional Scientists of research and technological institutions as defined in Article 13A of Law 4310/2014 (A’ 258) or other research centers and institutes in Greece or abroad.

The members of the Three-Member Examination Committee must hold the same or a related scientific specialization as that of the P.P.S.

The preparation of the Master Thesis is governed by the **Code of Academic Ethics of A.U.Th.** Every creator or co-creator of intellectual work has the right to be acknowledged as such and

to enjoy both the economic and moral rights arising from it. By exception, if the original intellectual work (the “work”) is the final outcome of a paid research project commissioned by an external body, the economic rights of the creator(s) may be limited in accordance with the terms of the respective contract, while the moral rights remain with the creator(s), subject to the necessary contractual limitations for the exploitation or commercial use of the produced intellectual property.

The presentation of the Master Thesis requires a positive recommendation from the Three-Member Examination Committee. In cases where the defense is held publicly, a specific date and venue are set by the Coordinating Committee of the P.P.S.

After the defense, a report is drawn up, indicating the individual grades of each member of the Committee, the average grade, and any remarks or observations. Upon approval by the Committee, the thesis is posted on the official website of the respective School. If the evaluation is negative, the postgraduate student may resubmit the thesis incorporating the suggested improvements within a period determined by the Committee. If the second evaluation is also negative, the student loses the right to be awarded the Master’s Degree (M.Sc.).

In exceptional cases, if there is an objective impediment or significant reason, it is possible to replace the supervisor or a member of the Three-Member Examination Committee, as well as to change the topic of the Master Thesis, following a decision by the Assembly of the respective School.

The specific Postgraduate Regulation of each Programme defines, among other things, the type of Master Thesis (theoretical, applied, or experimental), its length, formatting requirements (font, structure, number of copies to be submitted), and the timeline for corrections and final submission.

The final grade of the Master’s Degree (M.Sc.) is derived from the weighted average of all courses in the P.P.S. and the Master Thesis (with weighting according to the ECTS credits of each). It is calculated to two decimal places, as follows:

The grade of each course and of the Master Thesis is multiplied by the corresponding number of ECTS credits, and the sum of these products is divided by the total number of ECTS credits required for the award of the M.Sc.

The mathematical formula is as follows:

$$MSc\ Grade = (Course\ 1\ Grade \times Course\ 1\ ECTS + Course\ 2\ Grade \times Course\ 2\ ECTS + \dots + Master's\ Thesis\ Grade \times Thesis\ ECTS) / Total\ ECTS\ Required\ for\ the\ MSc.$$

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Article 28 - Plagiarism

When submitting any master thesis, the postgraduate student is obliged to declare whether they have used the work and opinions of others. Copying is considered a serious academic offence. Plagiarism is defined as copying another person's work, as well as using the work of another person — whether published or unpublished — without proper acknowledgement. The inclusion of any supporting material, even from the student's own previous studies, without relevant reference, may constitute grounds for the School Assembly to decide on the student's expulsion.

In the above cases, and following a reasoned recommendation by the supervising professor, the Assembly of the relevant School may decide on the expulsion of the student. Any misconduct or breach of academic ethics shall be referred to the Coordinating Committee of the PPS for consideration and for recommendation to the School Assembly regarding the appropriate handling of the matter. Violations include acts of copying or plagiarism, and in general, any infringement of intellectual property regulations by a postgraduate student during the preparation of coursework within modules or in the process of completing their master thesis.

It is noted that the terms "student", "students", "professor", and "professors" are used in a gender-inclusive manner.