

**School of Political Sciences, Aristotle
University of Thessaloniki**

**Joint English-language Postgraduate Program
of Studies**

**International Studies: Specialisation in
European Studies**

Internal Rules of Operation of the Program

Article 1 – Purpose and subject matter

1.1. This Regulation supplements and specifies the provisions of the Regulation establishing the above-mentioned Joint English-Language Postgraduate Program "International Studies: Specialisation in European Studies" organized by the School of Political Sciences of the Aristotle University of Thessaloniki and the Department of Cultures, Politics and Society (Dipartimento di Culture, Politica e Società) of the University of Turin (Università degli Studi di Torino) as well as the Special Protocol of Cooperation between the two institutions. In addition, this regulation complies with and implements the provisions of Chapter I [Organization and Operation of the Second and Third Cycle of Studies] of Law 4957/2022 (A' 141).

Article 2 - Administrative bodies

2.1. The competent bodies for the organization, administration, and operation of this Program are the following:

A. The Senates of the two Institutions, namely the Senate of the Aristotle University of Thessaloniki and the Senate (Senato Accademico) of the University of Turin (Università degli Studi di Torino), as defined by the laws and provisions in force in the two countries (Italy and Greece). The two Senates are the competent bodies for the conclusion, renewal, or abolition of the Special Cooperation Protocol between the two institutions and exercise all responsibilities regarding academic, administrative, and organizational issues that have not been assigned by the founding regulation or by subsequent decisions of the Senates to other bodies of the Programme.

B. The Curriculum Committee has the responsibilities set out in article 82 of Greek Law 4957/2022, as may be amended. According to the Special Cooperation Protocol drawn up pursuant to article 80 of Law 4957/2022, the Committee includes two members from each partner university, appointed by the respective Senate of the institution, for the duration of the agreement. Among others, the Curriculum Committee exercises the following responsibilities:

- It recommends to the two Senates the amendment, renewal or abolition of the Special Cooperation Protocol and the decision establishing the present Programme.
- It distributes annually the teaching work among the teachers of the Programme.
- It prepares the annual operating budget of the Programme.
- It approves all kinds of expenses for the operation of the Programme.
- It ascertains the successful completion of studies in order to be awarded the title of Programme.
- It approves transfers of teaching and other staff,
- It carries out any other activity related to the organisation, administration, and management of the Programme,

The Committee shall act by a quorum of three of its four members and shall take decisions by a majority of those present. In the event of a tie, the Director, as a member of the Committee, shall have the casting vote. The Committee is administratively and organizationally supported by the secretariats of the two collaborating Departments, both for its meetings and for its operation.

C. The Director of the Programme is a member of the Curriculum Committee and is appointed by decision of the latter for a renewable two-year term. The Director shall not be entitled to additional remuneration for his administrative work. The responsibilities of the Director are defined in the law

and specified in the Special Cooperation Protocol. When the Director comes from the collaborating Department of the University of Turin, the Curriculum Committee shall appoint a member who is a faculty member of the Aristotle University of Thessaloniki and the person responsible to the Special Account for Research Funds (ELKE) of the Aristotle University of Thessaloniki regarding the finances and general management of the project on the part of the Aristotle University of Thessaloniki.

The Director shall have the following responsibilities:

- S/he chairs the Committee and convenes its meetings.
- Recommends to the Committee and the other bodies of the Programme issues related to the effective operation of it.
- s/he is the scientific coordinator of the Program for the Aristotle University of Thessaloniki if s/he is a faculty member of the Aristotle University of Thessaloniki.
- S/he exercises any other competence defined in the decision establishing the Programme or which is legally authorized to exercise by the Committee.

Article 3 - Teaching staff

3.1. The teaching of courses at the Postgraduate Program may be undertaken, as far as the courses provided at the Aristotle University of Thessaloniki are concerned by:

- Faculty members of the School of Political Science or other Departments or Faculties of the Aristotle University of Thessaloniki as well as emeritus professors or retired faculty members of the Department or other Departments of the Aristotle University of Thessaloniki or other universities.
- Faculty members of the collaborating Department (Università degli Studi di Torino)
- Members of the teaching categories of Special Teaching staff, Research and Teaching staff and Special Technical Teaching staff of the Department or other Departments or Faculties of the Aristotle University of Thessaloniki, if they hold a doctoral degree,
- Collaborating professors as per article 169 under Greek law 4957/2022, if they hold a doctoral degree,
- Adjunct lecturers as per article 173 under Greek law 4957/2022 who hold a PhD and who will be recruited for a specific duration through the Special Account for Research Funds (ELKE) of AUTH from the resources of the Programme.
- Visiting professors or visiting researchers
- Scientists of recognized prestige, who have specialized knowledge or experience in the thematic field of the Program even if they do not hold a PhD.

3.2. The assignment of the teaching work of the Program is carried out by decision of the Curriculum Committee, upon the recommendation of the Director.

3.3. All categories of teachers may be remunerated additionally or exclusively, depending on their category, from the resources of the Program. The amount of remuneration from the resources of the Program shall be determined, each academic year, by the Curriculum Committee based on the resources of the Program and according to the teaching load provided per case.

3.4. Travel expenses of the teaching staff of the Program for the purposes of this, can be reimbursed by the Program if approved by the Curriculum Committee, based on the compensation rules applied by the ELKE AUTH.

3.5. The members of the teaching staff of the Program who hold a doctoral degree, as well as other faculty members of the Department or of the Aristotle University of Thessaloniki have the right to supervise a dissertation for students of the Program if their discipline is related to the subject of the dissertation.

Article 4: Administrative and support staff

4.1. The administrative and secretarial support of the Programme and the operation of the Curriculum Committee is supported by the Secretariat of the Department of Political Sciences. Such support

includes, among others, the receipt and formal examination of candidates' applications, the administrative support of examinations, the registration and processing of student requests, the maintenance of the protocol and the archive of the Program., teaching staff issues (selection procedures, authorization to leave for teaching staff, travel of staff, etc.), communication with the corresponding secretariat of the Università degli Studi di Torino for issues of common interest and generally the handling of all administrative and educational issues from the students' registration until their graduation, but also after it. It also provides support for the financial management of the Program.

4.2. In order to support the needs of the Program, administrative or technical support staff may be recruited and employed from the resources of the Program, for a specific duration through the ELKE AUTH, and based on the recruitment rules applied by this latter. The relevant decision is taken by the Curriculum Committee based on the resources of the Program and according to the workload provided per case. No contract shall have a duration exceeding one academic year.

4.3. The secretarial, administrative, or technical staff of the School of Political Sciences of the Aristotle University of Thessaloniki, whether permanent or temporary staff of the Aristotle University of Thessaloniki, who are employed in the Program, may be additionally remunerated from the resources of the Program. The amount of such additional remuneration from the resources of the Program shall be determined per academic year by the Curriculum Committee based on the resources of the Program and according to the workload provided per case.

Article 5: Resources and financial management

5.1. The revenues of the Program derive, as far as the activities related to the Aristotle University of Thessaloniki are concerned, from:

- tuition fees,
- donations, sponsorships, and all kinds of financial support,
- legacies
- resources from research projects or programmes, in particular from the European Union
- Aristotle University's own resources
- the state budget or public investment program.
- any other legitimate cause.

The resources are used as a priority to cover the operational needs of the Program, and if cash is available, they may be allocated to cover other educational and development needs of the School of Political Sciences.

5.2. The tuition fees imposed on students enrolled in the Program through the Aristotle University of Thessaloniki are decided by the Curriculum Committee each year. For the first two years of operation of the program, tuition fees shall amount to 1500 euros per semester and will be due for the two semesters of study at the Aristotle University of Thessaloniki. No tuition fees are required for the two semesters held in Turin. However, students are required to pay any fees, such as registration fees required under Italian law.

5.3. Students enrolled in the Program through the Università Degli Studi di Torino do not pay the above fees at the Aristotle University of Thessaloniki, but only any fees or other participation costs provided by the partner university. The management of the revenues of the Program in terms of income and expenses related to the Aristotle University of Thessaloniki is carried out by the ELKE of AUTH which withholds the legal percentage of the fees.

5.4. The fees are payable from 1 to 15 October for the winter semester and from 1 to 15 March for the spring semester. Students who do not complete their studies within the time provided for by this Regulation (four semesters), pay for each additional semester that they extend their studies the amount of €250. Reimbursement of tuition fees per semester is allowed only if there is an extremely serious reason for interruption on request of the student and provided that the student adequately

justifies the reasons for his/her termination in writing to the Curriculum Committee no later than 25 days from the beginning of the courses.

5.5. Expenses of the Program are authorized by the Director after approval by the Curriculum Committee. In case the Director is not a faculty member of the Aristotle University of Thessaloniki, the expenditure order for funds related to the Aristotle University of Thessaloniki is provided by the member of the Curriculum Committee designated by the latter as responsible to the Special Account for Research Funds (ELKE) of the Aristotle University of Thessaloniki for the finances and general management of the project on the part of the Aristotle University of Thessaloniki. In the case of expenditure of a specific nature, approval shall be granted once and shall remain until it is withdrawn. In case of need for urgent expenses, the approval of the Curriculum Committee can be given via electronic communication and validated at its next meeting.

5.6. The Program publishes annually, by posting on its website, an income-expenditure report, indicating the distribution of expenses per category and in particular the remuneration of teachers in the Program and the number of teachers who received them.

Article 6: Exemption from tuition fees

6.1. Postgraduate students who meet the criteria, referred to in article 86 of Greek Law 4957/2022 as applicable, for tuition exemption shall submit a relevant application, with all the required supporting documents, to the Secretariat of the Department within 15 days from the completion of the student selection process at the Programme and the announcement of results. The Secretariat announces the dates of submission and the required supporting documents.

6.2. The examination of applications is carried out by the Curriculum Committee. Exempt students do not exceed thirty percent (30%) of the total number of students admitted to the Program.

Article 7: Scholarships

7.1. After the beginning of the academic year, the Curriculum Committee shall determine, based on the Programme's revenues, the total amount of scholarships for the following academic year. After the end of the first semester, the Curriculum Committee shall distribute this amount among the best students based on academic criteria (their academic performance or their average grade in the previous semester). Scholarships are awarded to support students' expenses during the following academic year in Turin.

7.2. The conditions of grant, obligations and rights of scholars are determined annually by decision of the Curriculum Committee.

Article 8: Revision of the Rules of Procedure

8.1. This Regulation may be revised on a proposal from the Curriculum Committee by decision of the Assemblies of the two cooperating Departments.

8.2. Any revision of the Regulation shall apply from the following academic year.

Article 9: Entry into force

9.1. This Regulation shall enter into force on the date of its approval by the Assembly of the second collaborating Department.