

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

**Joint English-Language Postgraduate
Program**

**International Studies: Specialization on
European Studies**

Regulation of studies, internships, mobility,
preparation of papers and dissertations

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: Specialization in European Studies" organized by the Department 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 Cooperation Protocol between the two institutions. It covers and specifies the students' study process, the preparation of assignments and the thesis, as well as internship and mobility issues. In addition, this regulation complies with and implements the provisions of Chapter I [Organization and Operation of Second and Third Cycle of Studies] of Greek Law 4957/2022 (A' 141).

1.2. The Regulation of Studies and Examinations of the School of Political Sciences of the Aristotle University of Thessaloniki, as approved by the Assembly of the School of Political Sciences at its meeting no. 178/1-6-2020, applies, mutatis mutandis and in addition to this Regulation, to this Program.

Article 2: Procedure for the admission to the Programme

2.1. The number of students admitted per year for the Aristotle University of Thessaloniki is set at a maximum of 20 postgraduate students. The number of students admitted per year for the Università degli Studi di Torino is set at a maximum of 20 postgraduate students. The maximum number per given year may be modified by decision of the Curriculum Committee without exceeding the maximum number set, depending on the circumstances at the time of the announcement of new positions.

2.2. Each academic year and in a period determined by it, the Curriculum Committee announces the opening of candidatures through an open procedure for admission to the Program. The announcement is made at the same time in both collaborating departments and is published by any appropriate means on the internet and in relevant universities in Greece and abroad. The call shall indicate the admission requirements, categories of graduates and number of admissions, method of admission, selection criteria, etc., the deadlines for the submission of applications and the supporting documents required. It shall also indicate details of the written exam procedure.

2.3. Candidates may apply for admission to the Postgraduate Program at the secretariat of either Department, at their choice. They cannot apply to both in the same academic year. The Curriculum Committee shall determine the required documents that must accompany the submission of the application. In any case, the following documents must be included:

- a) copy of the candidate's diploma,
- b) transcript of records for all his/her studies,
- c) a complete curriculum vitae, in English, and a dossier with any published papers of the candidate, and
- d) a language qualification of at least C1 level of English or certification of previous university studies in English.

Points (a) and (b) are submitted in the original language and, if they are not in Greek – for the Aristotle University of Thessaloniki – or in Italian – for UniTo – in English.

3.4. Applications submitted to the Aristotle University of Thessaloniki together with the necessary supporting documents are submitted to the Secretariat of the Department of Political Sciences in printed and electronic form. The dates of submission of applications, written examinations and interviews are announced in good time by the secretariat of the Department of Political Sciences.

3.5. The evaluation and classification of candidates who applied to the Università degli Studi di Torino is carried out by this University in accordance with the provisions provided for by it and described in the Special Cooperation Protocol. The evaluation and classification of candidates who applied to the Aristotle University of Thessaloniki is carried out after examination of the curriculum vitae and the

dossier, written examinations in Greek or English, at the choice of the candidate, and a personal interview in English of each candidate. The grading is as follows:

- The total score is 100 points distributed as follows.
 - First degree diploma grade (calculated by a factor of 20% on the total grade). In the case of a score which does not include only integer numbers, up to two decimal places shall be taken into account. In the case of foreign qualifications where the grade of the degree is not calculated on the scale of 10, points are awarded as a percentage of the corresponding maximum grade. In case a candidate presents several first degrees, the grade is considered to be the average of the grades of all the first degrees.
1. Grade of another or other postgraduate degrees (calculated with a factor of 10% in the total grade). In case a candidate presents more postgraduate degrees, the grade is considered to be the average of the grades of all postgraduate degrees.
 2. Scientific and research work (calculated with a factor of 10% in the total grade). Published monographs and publications in peer-reviewed journals are awarded two points, each publication in non-peer-reviewed journals is awarded one point and articles in electronic pages are awarded half a unit. All publications must be included as hyperlinks or as files in the application form. The points awarded under this item shall not exceed 10 points.
 3. Written examination lasting two hours on the subject "European Institutions" (calculated by a factor of 40% in the total score). The written examination is answered in Greek or English, at the candidate's choice.
 4. Interview in English of the candidate (calculated with a factor of 20% on the total score). The interview aims to understand the candidate's knowledge of both the working language (English) and the content of the master's degree.
- 5.6. The successful candidates for the Aristotle University of Thessaloniki are the best 20 if they have obtained at least the average of 50 points. This number may be exceeded in the event of a tie between the latter. The final list of successful candidates and any runners-up for the Aristotle University of Thessaloniki, once validated by the Curriculum Committee, is posted on the bulletin board of the Secretariat and on the website of the Department of Political Sciences.
- 5.7. The registration deadline and the supporting documents required for registration are announced by the Secretariat of the Department together with the names of the successful candidates, who are requested to have completed their registration in the Program by the end of this deadline. If by the deadline the admitted candidate has not enrolled in the Program, s/he is considered not to accept the position and the place is offered to the first runner-up, if any.

Article 3: Duration and conditions of studies, suspension of studies, expulsion of students

3.1. The total duration of the study program is four (4) academic semesters. During the first and second semesters, courses take place at the Aristotle University of Thessaloniki under the administrative control and supervision of the School of Political Sciences of the Aristotle University of Thessaloniki. During the third and fourth semesters, courses take place at the Università degli Studi di Torino under the administrative control and supervision of the Dipartimento di Culture, Politica e Società. The fourth semester also includes the completion of the postgraduate thesis.

3.2. The maximum time allowed for completion of studies is set at two years (4 semesters). If a postgraduate student fails the examination of a course or courses, s/he is re-examined in the next examination period. If s/he fails again, s/he is considered not to have successfully completed the program and is removed from the Program. The student who failed is granted a certificate of attendance that includes the courses s/he has achieved.

3.3. Postgraduate students may be granted, upon application, a temporary suspension of studies. Given the nature of the Program, the suspension can only be given for two (2) consecutive semesters so that the applicant can continue his/her studies in the same course as the one s/he left. During the suspension, the student loses his/her student status. The time of suspension does not count towards the maximum duration of normal studies.

3.4. Due to the specificity of the Program, part-time studies are not allowed.

3.5. A student who, for any reason, does not complete his/her studies after three years (six semesters) from the date of his/her first enrolment, is removed from the Program by a decision of the Program of Studies.

3.6. A postgraduate student is removed from the Program by decision of the Curriculum Committee, for the following reasons:

- insufficient progress substantiated by lack of participation or insufficient participation in the educational process, such as exceeding the absence limit, not taking exams, or failing a course,
- improper fulfillment of other obligations laid down in this Regulation, in particular exceeding the limit of study period.
- conduct that offends academic ethics, such as plagiarism, and
- a relevant request by the student himself/herself.

3.7. Postgraduate students of the Program from both universities have all the rights, benefits and facilities provided for students of the first cycle of studies except for the right to be provided with free textbooks. Each Department ensures the provision of facilities to postgraduate students of the Program with disabilities or with disabilities Special educational needs facilities (e.g., examination method, access to premises, teaching laboratories, etc.). are appointed on a case-by-case basis by the Curriculum Committee at the request of the student concerned.

3.8. Postgraduate students admitted to the Program are obliged to:

- attend the courses of the curriculum without fail, by signing in the attendance register. Attendance of courses and exercises is compulsory. Derogations are allowed only for serious reasons. No more than three (3) absences are allowed per course.
- Participate in all educational and research activities.
- Submit course statements on time each semester.
- Submit within the prescribed deadlines the assignments required for each course.
- Take the exams.
- Submit to the Secretariat, along with their dissertation to be evaluated, a solemn declaration that there is no evidence of plagiarism.
- Pay the tuition fees within the dates specified.
- Have settled all their financial obligations, as well as any other obligation to the Program before graduation. Otherwise, they will not be entitled to take the oath and/or receive the master's degree.
- If they have received a scholarship, to offer rewarding work as provided by the Curriculum Committee (tutoring courses, contribution to the library and research and, where necessary, to the services of the University)
- Respect and abide by the decisions of the Program's bodies as well as academic ethics.

Failure to comply with the above, without substantiated justification, may lead to failure in a course or exclusion from the Program.

Article 5: Curriculum

5.1. The Program is jointly organized by the School of Political Sciences (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). The first two semesters are provided in Thessaloniki by the Department of Political Science, Aristotle University of Thessaloniki, and the last two in Turin by the Department of Cultures, Politics and Society (Dipartimento di Culture, Politica e Società) of the University of Turin (Università degli Studi di Torino).

5.2. The total number of credits (ECTS) for obtaining the Postgraduate Diploma is 120, 60 per academic year.

5.3. The curriculum is as follows:

Semester A: the three courses are compulsory for all students.

1. Constitutional law of the EU (10 ECTS)
2. History and institutions of European integration (10 ECTS)
3. Euroscepticism: parties, policies, and people (10 ECTS)

Second semester: the following two courses are compulsory.

1. Area of Freedom, security, and justice (10 ECTS)
2. EU governance and policies (10 ECTS)

From the following courses, students are required to choose two (2)

1. Politics and Government in Southern Europe. A Comparative Analysis (5 ECTS)
2. Political Systems in the Balkans (5 ECTS)
3. Fundamental Rights in Europe (5 ECTS)
4. EU-Africa relations (5 ECTS)

Semester C: the following three courses are compulsory

1. The economics of European integration (9 ECTS)
2. The international role of the European Union (9 ECTS)
3. Region Europe Lab (6 ECTS)

In addition, during the third semester, students are required to choose one of the foreign languages offered (with 6 ECTS)

1. Arabic (basic or advanced)
2. Chinese (basic, intermediate, or advanced)
3. Stratégies Discursives en Français Contemporain

Fourth semester: the following two courses are compulsory

1. Global Political Economy: Regions and Network (9 ECTS)
2. Comparative European Societies (9 ECTS)

In addition, during the fourth semester, students are required to continue the foreign language they attended in the third semester (with 3 ECTS)

3. Arabic (basic or advanced)
4. Chinese (basic, intermediate, or advanced)
5. Stratégies Discursives en Français Contemporain

Finally, during the fourth semester the preparation of the Postgraduate Diploma Thesis (9 ECTS) takes place.

5.4. The language of instruction and examination of all courses of the Programme is English.

Article 6: Teaching work

6.1. All courses are provided face-to-face. Distance lectures are allowed only if, according to the current legislation, face-to-face teaching is not possible for reasons of force majeure.

6.2. All courses are described in detail in the study guide and the website of the Program, which includes in each case the learning outcomes, the series of lectures and the proposed bibliography.

6.3. Course lectures and examination periods begin and end on the basis of the academic calendar of each institution and the applicable legislation.

6.4. Each course is examined in two examination periods (after the end of the winter or spring semester and, in both cases, after the end of the summer holidays). The Curriculum Committee determines, at the beginning of the academic year, the exact start and end dates of the examination periods for the students of the Program.

6.3. Any postponement of a lesson is compensated within a reasonable time. Both the postponement and the replacement of the course are announced through the website of the Program and by any other appropriate means.

Article 7: Examinations and grading

7.1. The control of the individual courses is done by written or oral examinations, preparation of assignments or a combination of the above. The method of examination and grading for each course is proposed by the instructor and approved by the Curriculum Committee.

7.2. The Examination Regulation of the School of Political Sciences of the Aristotle University of Thessaloniki, as approved by the Assembly of the School of Political Science at its meeting no. 178/1-6-2020, applies, *mutatis mutandis*, to this Program.

7.3. The grading scale for the evaluation of postgraduate students' performance for the Aristotle University of Thessaloniki is defined from zero (0) to ten (10), as follows:

1. Excellent (8.5 to 10)
2. Very Good (6.5 to 8.5 not included)
3. Fine (6 to 6.5 not included).

The passing grade is six (6) and above. Half points are allowed. The Special Cooperation Protocol with the Università degli Studi di Torino, Dipartimento di Culture, Politica e Società defines the matching of the grading scale between the two sections.

7.4. In case of violations of the examination regulations (copying in exams or plagiarism in an assignment) the paper or assignment is nullified, and the offender is referred to the Curriculum Committee for the imposition of further disciplinary sanctions.

7.5. The final grade of each student of the Program results from the weighted average of all courses and the Postgraduate Diploma Thesis (the weighting is done by the credits of the courses and the Master's Thesis) and is calculated, with an accuracy of two decimal places, in the following way: the grade of each course and the Postgraduate Diploma Thesis is multiplied by the corresponding number of credits (ECTS) and the sum of the products is divided by the minimum number of credits required to obtain the Master's degree.

Article 8: Preparation of work

8.1. The Curriculum Committee prepares and publishes on the website of the Program a guide for the preparation of assignments that students of the Program must follow.

8.2. All assignments are prepared and written by the students who sign it. By submitting any postgraduate thesis, the postgraduate student is obliged to indicate whether he/she has used the work and the opinions of others.

8.3. Plagiarism is a serious academic misconduct. Plagiarism is defined as the copying of someone else's work, as well as the use of someone else's work -published or not- without proper attribution. The citation of any documentary material, even from papers by the student himself/herself, without relevant reference, may lead to a decision by the Curriculum Committee to expel him/her. To this end, all theses as well as course assignments are submitted for review to the Turnitin system or its equivalent.

8.4. Any misconduct or violation of academic ethics shall be referred to the Curriculum Committee for decision. Violations are also considered the offenses of copying or plagiarism and generally any violation of intellectual property provisions by a student when writing papers in the context of courses or preparing a postgraduate dissertation. In any case, in case of plagiarism, the paper is zeroed. In addition, following a reasoned recommendation by the supervising professor, the Curriculum Committee may decide to expel the student involved.

8.5. As far as the specific disciplinary sanctions are concerned, it is recalled the decision of the Senate of the Aristotle University of Thessaloniki (Prot. Number A 11508/14-6-1989), in the meeting no. 2562/7-6-1989, according to which the Senate "authorizes the Departments of the University in case

a student is found to have copied, to impose a penalty of exclusion from all courses of the next examination period. The relevant decision should be notified to the Senate. In case of contestation of the fact of copying by the student or even in case of witnesses that the offense was not committed, the matter will be referred to the Senate, after the relevant process of apology of the student and examination of witnesses that may exist. Special cases of copying, such as impersonations or relapses of own students into copies, will be examined by the Senate, following a proposal by the Department, for the imposition, possibly, of a higher penalty".

8. 6. This provision is announced electronically (along with the entire examination regulation) to the students of the Program before the beginning of the examinations.

Article 9: Dissertation thesis (thesis)

9.1. The Dissertation thesis is completed during the 4th semester of studies. The thesis must be approximately 15,000 words, including any footnotes or endnotes, not including the cover page and bibliographic list at the end, and be written in English.

9.2. The Curriculum Committee prepares and publishes on the website of the Program a preparation guide, formatting templates and a model cover of dissertations that students of the Program must follow, as well as the criteria for judging the dissertation.

9.3. For the preparation of a Postgraduate Dissertation thesis, the following procedure is followed:

- At the beginning of the fourth semester, the student submits a proposal to the Department to which the proposed supervisor belongs, stating the proposed title of the thesis, the proposed supervisor and attaching a summary of the proposed thesis.
- The Department to which the application is submitted informs the Curriculum Committee thereof without delay.
- The Curriculum Committee examines whether the student has completed his/her teaching obligations of the previous semesters. In a positive case, it appoints the thesis supervisor and establishes a three-member Examination Committee for its approval, one member of which is the supervisor. The members of the three-member Examination Committee must have the same or a related scientific discipline with the subject of the Program.

9.4. The Dissertation is defended before the three-member Examination Committee at a date and place determined by the Curriculum Committee according to the academic calendar of the universities involved, either in person or online. Following its approval by the Committee, it must be posted on the website of the relevant Department. In exceptional cases, if there is an objective impossibility or an important reason, it is possible to replace the supervisor or member of the three-member Examination Committee at his/her request and by decision of the Curriculum Committee.

9.5. The Dissertation, after its completion and grading, is submitted to the library of each Department in electronic form and in any way specified by each Department. The dissertation file should be in conventional font, full alignment, line spacing 1.5, numbering at the bottom of the page, margins 2.5 cm on all sides of the page.

Article 10: Evaluation of teaching staff and courses

10.1. Each semester students are invited to evaluate the courses and teaching with the sole purpose of improving the level of studies of the Program and with absolute assurance of their anonymity,

10.2. The evaluation questionnaires are the standard forms prepared by the Quality Assurance Unit of the AUTH, adapted to the English language. The Curriculum Committee may differentiate them to meet the particular characteristics and needs of the Program or some courses. They are completed electronically.

10.3. The responsibility for conducting the evaluation for the period of study at the Aristotle University of Thessaloniki lies with the Internal Evaluation Team of the School of Political Sciences of the Aristotle

University of Thessaloniki, in collaboration with the Quality Assurance Unit of the Aristotle University of Thessaloniki. The evaluation is carried out through the latter's Information System.

10.4. The Curriculum Committee and the Internal Evaluation Team of the Department of Political Science take systematic actions to increase students' participation to the assessment.

10.5. The Internal Evaluation Team of the Department monitors, through the university's Quality Assurance Unit Information System, the degree of participation of students in the evaluation process, analyzes the relevant results and informs the Curriculum Committee about them. The evaluation questionnaires relate to each subject taught and to each teacher separately.

10.6. After the end of each evaluation period and after the announcement of the grade of the semester's courses, the Curriculum Committee studies the results of the evaluation, announces the conclusions drawn, and decides on the publication of the summary results of the evaluation, when deemed necessary in accordance with the applicable legislation on the Protection of Personal Data, and takes actions to address any problems.

Article 11: Complaints and Appeals Management Mechanism

11.1. For issues of complaints and objections by students of the Program during their studies at the Aristotle University of Thessaloniki, the Regulation of operation of the mechanism for the management of student complaints and appeals approved for the Department of Political Sciences of the Aristotle University of Thessaloniki, as in force, shall apply.

11.2. The Curriculum Committee appoints, at the beginning of each academic year, a faculty member who teaches in the Program, as the complaints officer for the specific Program. The decision is communicated to the students of the Program.

Article 12: Rules of Procedure of the Academic Advisor

12.1. For matters concerning the operation of the institution of the academic advisor of the Program during their studies at the Aristotle University of Thessaloniki, the Rules of Procedure of the institution of academic advisor approved for the School of Political Sciences of the Aristotle University of Thessaloniki, as in force, shall apply.

12.2. The Program of Studies Committee appoints, at the beginning of each academic year, a faculty member who teaches in the Program, as an academic advisor for the specific Program. The decision is communicated to the students of the Program.

Article 13: Internships and mobility

13.1. Given the operation and logic of the Program, internships are not part of the Program. Students may seek internships during their studies as long as the specific form of internship does not affect their participation in the educational activity.

13.2. Students of the Program may, under the same terms and conditions as other students of the Department of Political Sciences, move under the Erasmus+ Placement scheme, provided that such mobility does not affect their participation in their educational obligations vis-a-vis the Program.

13.3. The Erasmus+ Placement arrangements applicable to other students of the Department of Political Sciences apply, mutatis mutandis, to the students of the Programme. The faculty member responsible for Erasmus+ Placement appointed by the Assembly of the Department of Political Sciences, is also responsible for the students of the Program.

13.4. Given the operation and logic of the Program, no other form of mobility is possible other than that provided for between the two participating Departments.

Article 14: Entry into force and revision of the study regulations

14.1. This Regulation shall enter into force on the date of its adoption by the Assembly of the Department of Political Sciences and the Assembly of the Department of Cultures, Politics and Society (Dipartimento di Culture, Politica e Società).

14.2. The Regulation is revised upon proposal of the Curriculum Committee and approval by the Assemblies of the two collaborating Departments.