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“Framework for the assignment of Classes, Diploma Theses, Coordination of Thematic Units and Directorates of Undergraduate Studies of the H.O.U.”

A. Selection of Curriculum Directors and Thematic Units Coordinators:

1. Each member of Teaching and Research Staff (TRS) of H.O.U.:

A. When appointed as a Curriculum Director in one (1) Programme of Study provided that he/she coordinates one (1) of the Programme of Study, to teach in a Class up to a maximum of fifteen (15) Undergraduate or Postgraduate students. The same TRS member may not be appointed as Director of two (2) Programs of Study.

B. When he/she is not a Director of a Programme of Studies and is appointed as Coordinator of one (1) Thematic Unit, to teach in a Class up to the number of fifteen (15) students. This Class will be part of the Thematic Unit to which the TRS member has been appointed.

C. May undertake the supervision of Postgraduate Diploma Theses within the framework of the duties as a TRS member of the Foundation..

D. May undertake teaching work in another full Class in a TH.U. of the Foundation's Programme of Studies on the basis of the relevance/relatedness of his/her subject to that of the TH.U. in question. In this case, his/her remuneration will be in accordance with the approved remuneration framework.

2. Each AES member who is also a TRS member of another University:

A. When appointed as the Director of a Program of Study in one (1) Program of Study provided that he/she coordinates one (1) of the Thematic Units of the Program of Study, to teach in a full Class of an Undergraduate or Postgraduate Program of Study.

B. When he/she is not a Director of an P.S. and is appointed as Coordinator of one (1) Th.U., to teach in a full Class of 28+2 students for the Undergraduate Programmes or 22+2 students for Postgraduate Programmes of Study.

C. The remuneration of the Director and the Coordinator shall be determined by a decision of the Steering Committee.

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D. When for one (1) Th.U. a Class is created, no Coordinator is appointed. The AES member who takes over the Class has the role of the Coordinator, if he/she has the status of a TRS member of a University, for the educational functions of the Th.U. such as defining the Topics, handling the platform, etc. without paying the additional remuneration of the Coordinator. In case the AES member is not a TRS member of a University, then the role of the Coordinator is assumed by the Director of the Program of Studies or the President of the University (for the Programs that have a University).

3. Second Coordination

a. In case of impossibility of appointing a Coordinator in a specific TH.U. due to lack of TRS members in the specific TH.U. it is possible to assign a second Coordinator to a member of the TRS of H.O.U. according to article 2 §3b of Law 2552/1997 or to a member of the TRS of another University according to article 10 § 12 of Law 2552/1997.

b) In exceptional cases, a third (3rd) Coordination may be assigned in accordance with the above.

4. Second P.S. Directorate

Corresponding to the above point 3.a. it is possible in exceptional cases the assignment of a second P.S. Directorate to a TRS member of the H.O.U. or to a TRS member of another University, following a well-founded recommendation of the Dean's Office of the Faculty and a decision of the Steering Committee.

B. On the constitution of student Classes and their assignment to T.R.S. and A.E.S. members.

A. Each A.E.S. member is responsible for one (1) students' Class.

B. The Board decides on the assignment of Classes per Th.U. to AES members and after the recommendation of the HR Department, taking into account:

1. the table of students' Classes, with the corresponding number of students in each Class, created in each Th.U.,
2. the ranking list of the candidates for AES members of the respective Th.U.
3. the criteria for the assignment of Classes to AES members, in order of importance:
 - i. The teaching work undertaken by the TRS members of the teaching staff of the H.O.U.
 - ii. Within a Thematic Unit, the ranking order of the AES candidate member in the ranking list of the AES candidates members of the Thematic Unit in which is activated.

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iii. With a view to the smooth running of the educational work of the Foundation, the statements of preference for Thematic Units submitted by the AES candidate members are taken into account.

After the finalization of the assignment of classes to AES members, the HR Department informs the AES members of their activation by sending the contracts by e-mail and asks them within an exclusive period of three (3) calendar days to send in digital format by e-mail the signed copy of their contract and within ten (10) calendar days to send it to the HR Department in hard copy. Failure to comply with even one of the above deadlines shall entitle the H.O.U. the right to override and assign the work of the AES member of to the next candidate in the order of precedence.

The final assignment of student classes and dissertations is confirmed by the Steering Committee of the Hellenic Open University.

The lists with the students' data will be posted by the Office of Web and Information Services of the Department of Facilities and Projects on the Digital Learning Courses and Study. The Coordinator will have access to the data of his/her students that are necessary for the whole educational process, while each student of each class will have access only to his/her personal data and not to those of his/her fellow students. The Coordinator is obliged not to disclose the details of the students of his/her class to the other students, not only of the class, but also of the other Programmes of Studies.

C. Determination of the maximum number of supervision of Diploma Theses - Assignment of D.Th. to TRS-AES members.

A. The maximum number of supervision, for each TRS member of the H.O.U. and AES assigned to him/her and class, is set at five (5) Postgraduate Diploma Theses, as a Supervisor and up to five (5) Postgraduate Diploma Theses, as a Member of the Jury Committee. Only in the case of AES candidate members who are not assigned a class, will be able to be assigned up to eight (8) Postgraduate Theses.

B. The distribution of the Postgraduate Theses is made by the Director of the Programme of Studies, in accordance with the General Regulations for the Preparation of Postgraduate Theses and the decisions of the Board of Directors, based on: a) the relevance of the scientific work of the SEP members to the topic of the Thesis, b) the absolute order of ranking of the AES members, as reflected in the final evaluation tables of the Tripartite Committees, approved by the Board of Directors.

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After the finalization of the assignment, the Directors of the Programmes of Studies should ensure that the selected AES members who undertake the supervision of Postgraduate Diploma Theses are informed of their selection and they, in turn, inform their students.

D. Appointment of Assistant Directors of the P.S., Assistant Coordinators of the Th.U. and their second assistants

The appointment of an Assistant Programme Director and an Assistant Programme Coordinator is made for each P.S. or Th.U. with a number of sections of 11 or more. A second Assistant Director and a second Assistant Coordinator shall be appointed for each P.S. or Th.U. with a number of classes of 40 or more. The remuneration of the Assistant Director and the Assistant Coordinator is determined by a decision of the Steering Committee in accordance with the framework established.

The Director of the Programme of Studies proposes (recommends) to the Board through the HR Department the Assistant Director of the respective Programme of Studies, and the Board of Directors shall decide whether or not to appoint him. A similar procedure will be followed for the appointment of the Assistant Coordinator.

E. Categories of AES candidate members who will not be assigned to student teaching and supervision of theses

Not to award a project to any of the following categories of AES member candidates:

A. cases of AES members who do not meet the requirements of a minimum average in internal evaluation (e.g. below the base of 3.0 by the students), as reflected in relevant decisions of the Steering Committee. In the case where the sample of student participation is below 30% for the evaluation of the AES members by the students, then the Coordinator's score of 50% is also taken into account, in cases where the person being evaluated and the evaluator are not the same person.

B. to any AES member who has shown unconventional (delay in correcting assignments and sending grades, unjustified absences from Group Consultation Meetings (GCM), absence from the supervision of the Examinations) and/or uncooperative and/or anti-academic behaviour, after a relevant recommendation of the Director of the P.S. to the Dean's Office of the respective School, the relevant decision of the Ethics Committee and the final decision of the Steering Committee.



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F. Remuneration framework

I. Remuneration of Programme of Studies Directors and their Assistants according to the number of classes created on the basis of the existing grading system.

CLASSES	DIRECTOR	ASSISTANT DIRECTOR 1	ASSISTANT DIRECTOR 2
>40 classes	4.000€	1.500€	1.500€
>20 classes	3.500€	1.500€	
11-20 classes	3.000€	1.000€	
5-10 classes	2.500€	--	
2-4 classes	1.000€	--	

II. Remuneration of Thematic Units Coordinators and their Assistants according to the number of classes created on the basis of the existing graduation

CLASSES	COORDINATOR	ASSISTANT COORDINATOR 1	ASSISTANT COORDINATOR 2
>40 classes	3.000€	1.500€	1.500€
>20 classes	2.500€	1.500€	
11-20 classes	2.000€	1.000€	
5-10 classes	2.000€	--	
2-4 classes	1.000€	--	

- **Where the Director and the Coordinator are the same person**, the remuneration will be a maximum of **five thousand five hundred euros (5.500,00€)** and a minimum of **one thousand five hundred euros (1.500,00€)** per year.
- **Where the Assistant Director and the Coordinator are the same person**, the remuneration will be a maximum of **three thousand euros (€3,000.00)** and a minimum of **one thousand five hundred euros (€1,500.00)** per year.
- The remuneration of the AES members who will undertake **from 2 to 3 Coordinations**, according to the financial framework for each Th.U., will not exceed the maximum amount of **three thousand euros (3.000,00€)** per year.



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III. Departmental fee

The number of students to create a full class is set at **28** students for Undergraduate Programmes of Study and **22** students for Postgraduate Programmes of Study. The HOU reserves the right to adjust the final number of students per class to ± 2 students from the above numbers.

The remuneration of the AES member shall be set at:

A. Annual Study Programmes as follows:

i. for a full class:

- a. in an Undergraduate Studies Programme (26-30 students) where the financial participation of students is 500 € /ThU: $8.120\text{€} + 500\text{€} = 8.620\text{€}$
- b. in a Postgraduate Programme (20-24 students) where the financial participation of students is 650 € /ThU: $8.294\text{€} + 500\text{€} = 8.794\text{€}$

ii. where no full class is filled the remuneration is set at:

Number of Students x "Fee of AES / Student" + 500€.

iii. the minimum remuneration of an AES member shall be set for a class of 10 students as follows:

- a. in an Undergraduate Programme where the financial participation of students is 500 € /ThU: $10 \times 290 \text{ €} + 500 \text{ €} = 3.400 \text{ €}$
- b. in a Postgraduate Programme where the financial participation of students is 650 € /ThU: $10 \times 377 \text{ €} + 500 \text{ €} = 4.270 \text{ €}$

B. Semester Programmes of Studies

According to the above method of calculating the remuneration and in accordance with the student's financial participation in each Semester Thematic Unit.

It should be noted that in semester-long Thematic Units of which the student's financial participation exceeds 650€, the calculation of the AES member's remuneration will be subject to a maximum of 650€.

In addition, in semester-long Thematic Units of which the student's financial participation is less than 300€, the calculation of the remuneration of the AES member will be made with a minimum of 300€.

IV. Remuneration of AES members with the assignment of Diploma Theses:

The remuneration of a AES member for the Diploma Theses will be: $60\% \times \text{Student's Financial Participation}$ with a minimum remuneration of **350€** and a maximum of **500€**.

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V. Remuneration of AES members in Internship Units (I.U.):

In the Internship Units (I.U.) the students' classes will consist of 30+3 students and the remuneration of the AES members will be the remuneration of a full class of 22 students.

VI. Remuneration of AES members in Laboratory Thematic Units (L.Th.U.):

In Laboratory Thematic Units (L.Th.U.) the student **classes** will consist of 16 students and the fee of the AES members will be the remuneration of a full class of 28 students for the Undergraduate Programmes of Studies and the remuneration of a full class of 22 students for the Postgraduate Programmes of Studies.

VII. Remuneration of Special Purpose AES Members (Horizontal Teleconferences)

The remuneration of the AES members of the Horizontal Teleconferences will be 75% of a full class.

VIII. Remuneration of AES members for students who register Thematic Units for examinations only

Students who are entitled to participate in the examinations of a Thematic Unit, which they have attended during the previous year/semester, are examined by the AES member who had them during the previous year/semester, without additional fee of the AES member. If the specific AES member does not have an active contract, then this obligation is assumed by the Coordinator of the Thematic Unit, who may, in order to assist his/her work, assign the correction of the papers to active AES members of the Thematic Unit in question (without additional remuneration).

IX. Remuneration of AES members of the who are members of the Academic Supervisory Committee

The members of the Academic Supervision Committees, who will also have the status of an AES member, will be remunerated according to the remuneration framework for AES members.