



Regulation of Studies

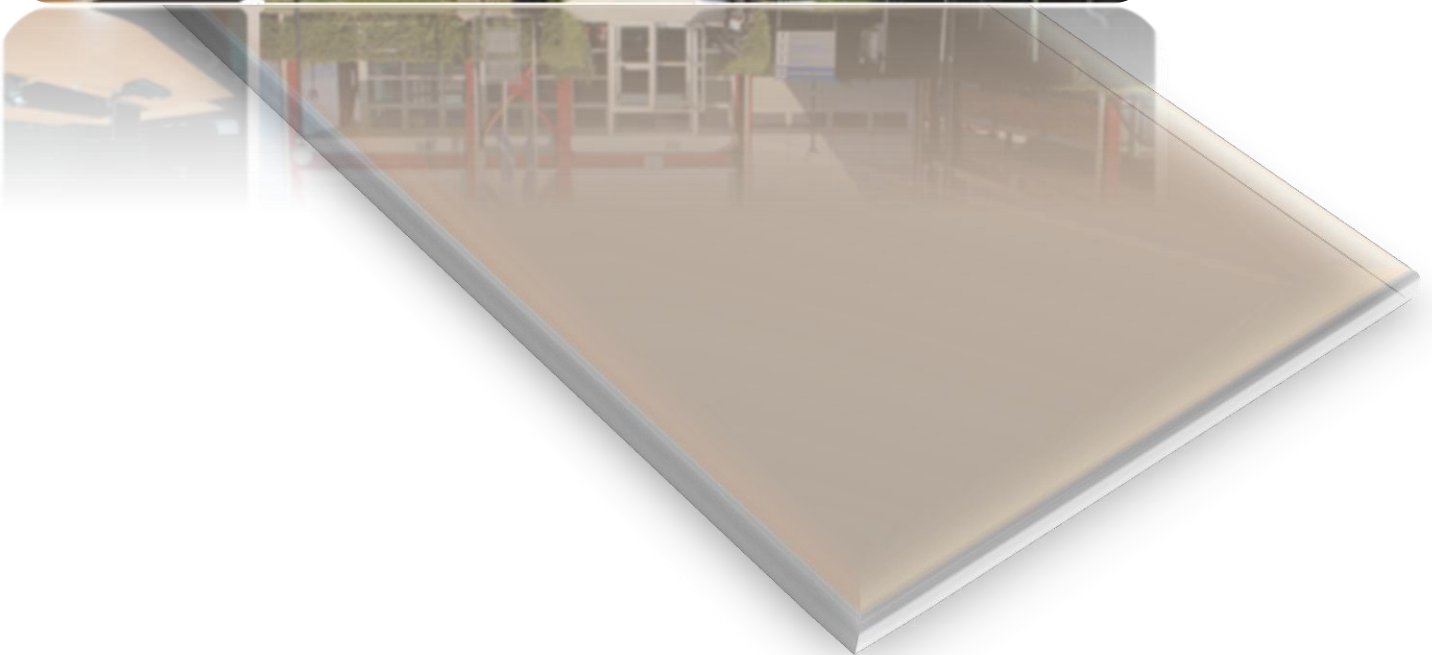


Table of Contents

Introduction.....	1
Studies at the H.O.U.	2
1. Rules of Study.....	2
1.1. Enrollment – Participation in Thematic Units (T.U.) / Thematic Laboratory Units (T.L.U.) *	2
1.2. Suspension of Studies - Deletion.....	3
1.3. Accreditation and Recognition of Thematic Units	4
1.4. Criteria for the evaluation of petitions to recognize and accredit Thematic Units 4	
1.5. Criteria for the evaluation of petitions to accredit and recognize T.U.	5
2. Organization of Studies.....	6
2.1. Educational Activities (E.A.).....	6
2.2. Evaluation of Educational Activities	7
2.3. Planning of E.A.	9
2.4. Plagiarism	9
3. Practical Training Module	10
4. Examinations.....	10
4.1. Right of Participation.....	10
4.2. Examination Topics	14
4.3. Examination Organization and Process	15
5. Group Counseling Meetings (G.C.M.)	18
ANNEX I	20

Introduction

Students who participate in any of the Curricula offered by the H.O.U. are members of the H.O.U. Academic Community. A student's main right is the right to learn and free movement of ideas. Students must contribute to the achievement of the goals of the School to which they belong, and the H.O.U. in general, regarding education and research, by developing, among others, close relations of cooperation and mutual respect with the members of the university faculty. The Dean's Office of each School and the Senate may decide to impose disciplinary penalties in cases of severe deviation from the standards of decency.

Concurrently with their studies, students are permitted to participate in paid activities of the Institution.

All students possess the rights and privileges laid out in the applicable legislation and ministerial decisions, as well as in the guidelines and decisions of the Dean's Offices and the H.O.U. Senate.

Studies at the H.O.U.

1. Rules of Study

1.1. Enrollment – Participation in Thematic Units (T.U.) / Thematic Laboratory Units (T.L.U.) *

())for the sake of brevity, all T.U. and T.L.U. will be referred to as T.U., with the exception of references to particular T.L.U.*

Students, whether undergraduate or post-graduate, enroll in semester-long or term-long T.U. belonging to H.O.U. Study Programs (S.P.) and are required both to fully attend them until the maximum number of academic credits (ECTS) specified in the current institutional and legislative framework are achieved, and/or required to participate in examinations for the T.U. they are entitled to participate in. When enrolling in a T.U. with the obligation for full attendance, students must first enroll in the T.U. belonging to the previous academic period (whether semester or term) and then enroll in in the T.U. of the following academic period, unless otherwise stated in the T.U. selection process of the S.P.

Undergraduate students of H.O.U. S.P.s who have participated in the minimum number of T.U. and acquired the necessary academic credits to earn their diploma may participate in additional T.U. belonging to the program, with the following conditions:

a1) Students may select additional T.U. concurrently with the final T.O. of the program under the condition that these do not exceed the maximum number of T.U. and ECTS per academic semester/term. It must be noted that students are required to complete the (mandatory and elective) T.U. that, according to the program, are necessary to earn their diploma, and may not replace these T.U. with one or more T.U. that they may choose to attend.

a2) after submission to and approval of the relevant written request to attend additional T.U. by the Student Registry department, the awarding of the degree to the student is suspended until the completion of the additional T.U. If, for any reason, the student is no longer able or willing to complete one or more of the additional T.U., they must inform the Student Registry department of their decision in writing, in order that the latter may carry out the required procedures for awarding their diploma during the following graduation period, based on the T.U. they have already successfully completed.

a3) Students may not apply for scholarships for the additional T.U.

a4) After receiving their diploma, students no longer have the right to attend additional T.U., and can only attend them if they are offered as independent T.U.

a5) In accordance with the applicable legislation, the final grade of the diploma is calculated based on the T.U. described in the organization of studies. If the program also includes elective T.U., students must select beforehand the T.U. that will count towards their final grade, while the grade they achieve in the additional T.U. is not counted towards their final grade.

a6) The total number of T.U. a student has successfully completed are described in detail in the transcription of records of their diploma.

1.2. Suspension of Studies - Deletion

Students who have successfully completed at least one T.U. obtain the right to suspend their studies and continue them after a time period no greater than six (6) years in total. The total suspension period may be completed either all at once or in sections. Students exercise the right during the period of selection of new T.U.

If the suspension ends and the student does not enroll in at least one (1) T.U. in the following academic semester or term, their studies are

discontinued. Students who have not successfully completed any T.U. since the beginning of their studies and do not enroll in at least one T.U. in the subsequent academic period (semester or term), are permanently deleted from the S.P.

1.3. Accreditation and Recognition of Thematic Units

Conditions for the Recognition of Thematic Units in undergraduate Study Programs

1. Students who wish to accredit T.U. must enroll in the Study Program as per existing H.O.U. practice. Applications by students for accreditation of selected T.U. in the U.S.P they have enrolled in must be provided for in the applicable general and special institutional and legal framework.
2. Students interested in having T.U. accredited must submit the following documents electronically in the previous academic period or, at the latest, twenty (20) days before the new academic period (semester or term) begins: a) Tertiary Education diploma (Article 5 par. 11 of Law no. 2552/97), b) Educational certificate with transcript of records and reference to academic credits (ECTS) per subject/course, c) Outline of courses which, according to the student's judgement, correspond to the subjects and learning outcomes of the T.U. which they wish to accredit.
3. The maximum number of T.U. that students may accredit -either with or without examination- may not surpass one fourth ($\frac{1}{4}$) of the total ECTS of the U.S.P. in which they are enrolled.

1.4. Criteria for the evaluation of petitions to recognize and accredit Thematic Units

1. Students of the H.O.U. may accredit Thematic Units that they have already successfully completed during previous studies in the same S.P. of the H.O.U. or as independent T.U. of the H.O.U., after confirmation by

decision of the School Dean's Office of the learning outcomes of the existing T.U.

2. Students interested in having T.U. accredited must submit the following documents electronically in the previous academic period or, at the latest, twenty (20) days before the new academic period (semester or term) begins: a) Educational certificate with transcript of records and reference to academic credits (ECTS) per subject/course, b) Outline of courses which, according to the student's judgement, correspond to the subjects and learning outcomes of the T.U. which they wish to accredit.

1.5. Criteria for the evaluation of petitions to accredit and recognize T.U.

1. If the contents of the student's petition are found to certify full (100%) knowledge of the learning outcomes of the T.U. which correspond in ECTS to \geq of the ECTS of the T.U., then the T.U. is accredited/recognized without further requirements or extra tuition fees. The Dean's Office of the School confirms the accreditation/recognition and grade of the T.U. after a proposal by the T.U. Coordinator.

2. If the contents of the student's petition are found to certify adequate (at least 75%) knowledge of the learning outcomes of the T.U., then: a) the student is entitled to learning material from the T.U. for which they have requested accreditation at 1/3 of the tuition fees for each T.U., b) the student does not participate in the G.C.M. and educational activities, c) the student is required to participate in the examinations of the academic period (semester or term) in which the T.U. may be selected, as specified by chapter "4. Examination Regulations" of the present Regulation (see below). Should the student not achieve a passing grade, they may not submit a new petition for accreditation/recognition of the same T.U. and must attend it with full educational and financial obligations. The Dean's Office of the School ratifies the relevant proposal of the T.U. Coordinator.

3. If the contents of the student's petition are found to certify partial (<75%) knowledge of the learning outcomes of the T.U., their petition is rejected and the student must attend the T.U. with full educational and financial obligations. The Dean's Office of the School ratifies the relevant proposal of the T.U. Coordinator.

2. Organization of Studies

2.1. Educational Activities (E.A.)

T.U. may encompass the following graded educational activities: written assignments, tests, laboratory participation, presentations, etc. Educational activities are submitted exclusively through the electronic platform of the H.O.U., with the exceptions of the laboratory participations, presentations, and other specialized activities. Any other optional (non-graded) educational activity (e.g., quiz etc.) may be posted on the educational platform, if the teaching staff of the T.U. so decides.

Students may not participate in the final examination of a T.U. if they have not first (α) earned at least 50% of full marks from the total of graded activities and (b) submit more than half of the number of training activities. The graded activities may not account for more than 40% of the total T.U. grade – unless otherwise stated in the founding law of the S.P. – and are only included in the final grade after successful participation (≥ 5) in the final exams. The aforementioned restrictions do not apply for the T.L.U., and the relative grading weight of each activity/examination in addition to the total number of activities is defined by the S.P.C./A.O.C. with the approval of the Dean's Office of the School. Any deviations from the above provisions require a special Senate decision, after a justified proposal by the Dean's Office of the School. The number of E.A. is 4-6 for term-long T.U. and 3-4 for semester-long T.U.

The number and grade weight of the educational activities of a T.U. are determined by proposal of the T.U. Coordinator, which must be ratified by the Study Program Committee (S.P.C.)/Academic Oversight Committee

(A.O.C.) of the S.P. and given final approval by the Dean's Office of the School. It is recommended that T.U. belonging to the same S.P., or to S.P. from the same School, exhibit as much uniformity as possible.

The minimum duration for the preparation of educational activities is three (3) weeks for term-long and semester-long T.U. In the latter case, the Coordinator submits a proposal to the Teaching Staff (T.S.) for approval. The due dates for the educational activities are documented in the Timeframe/Study Calendar of each T.U.

The deadline for submission of the training activity is the Monday or Tuesday or Wednesday or Friday following the end of the delivery date of the activity as indicated in the Timetable/Study Calendar. Each of these days will relate to a deadline for the submission of educational activities for the Th.U. for the P.S. of a different School and this will be decided by the Steering Committee of the H.O.U. in order to avoid overloading the systems involved.

The educational material that is offered as part of a T.U. must be sufficient for the requirements of the educational activities.

The T.U. Coordinator must maintain a file with subjects from the two previous academic terms and make it available to students through the educational platform.

2.2. Evaluation of Educational Activities

Each educational activity is graded on a scale of one to ten, with ten (10) being full marks.

When assessing educational activities, and written assignments in particular, the Counseling Professor (C-P) provides detailed, personalized comments for each student.

The grades of the educational activities and any accompanying comments must be uploaded to the electronic education portal by the C-P no later

than 15 days from the due date. Students who have not received their grades and/or comments from the C-P must contact them immediately.

Students who disagree with the grade given to them in an educational activity must contact the teacher and, subsequently, the T.U. Coordinator. The file of submitted activities is kept for at least one academic term beyond that in which they were completed, and is the responsibility of the competent technical department of the H.O.U.

The S.P.C./A.O.C. is the sole competent body to decide whether to provide the right to improve the grades of written assignments or written examinations, and the Dean's Office must be notified of the relevant decision (which pertains to all the T.U. of the S.P.) before the beginning of the academic term. The S.P.C./A.O.C. determines the grade improvement procedure, which pertains to all the T.U. of the S.P. and of which the Dean's Office must be notified.

Educational activities (with the exceptions of laboratory participation, presentations, or other specialized activities) are submitted exclusively through the electronic educational platform. In all cases, Students must also keep an electronic copy of their work.

Finally, the T.U. Coordinator may grant an extension of up to seven (7) days from the due date for submission, following a documented written request by the student, with the relevant supporting documents and the approval of the C-P and the Coordinator, for individual students and only for serious and exceptional reasons in cases of force majeure. The relevant petition must be submitted in writing before the due date. The Coordinator may extend the deadline up to seven (7) days for the submission of an activity for all students of a T.U., if, according to their judgement, there are objective reasons to do so. The extension may not go more than seven (7) days beyond the completion of the weeks of study.

2.3. Planning of E.A.

E.A. topics are determined by the Coordinator of each T.U. in cooperation with the Teaching Staff of the T.U. E.A. topics must be formed in such a way as to cover the largest possible extent of the teaching and examination material and to contribute to students' understanding of it in order to succeed in the final examination. Topics that stray from this objective are generally discouraged.

Each topic must be accompanied by an indicative answer, which will help teaching staff evaluate and grade the E.A. Each E.A. topic must also be accompanied indicative assessment method and criteria. The assessment criteria are meant to ensure the greatest possible uniformity and similarity in E.A. assessment, and must be appropriate to the content of the T.U. The aforementioned information must be posted to the electronic platform, at the T.U. webspace. The Coordinator may provide additional supplementary material for the preparation of E.A., by uploading it to the T.U. webspace.

2.4. Plagiarism

Copying and plagiarism are improper academic practices, which should be avoided (see Annex I to this Regulation) and are therefore punishable, depending on the extent of the plagiarism, with grade reduction or grading an activity with zero out of ten. In the latter case, the activity does not count towards the total of Written Assignments required to participate in the final exams, and is signified by the teacher with the indicator -2. The Dean's Office may, after a proposal by the S.P.C. or the A.O.C. of the S.P., decide to impose additional disciplinary punishments. Plagiarism Committees, the operating framework of which (including the relevant individual provisions, the possible rates of subcontracting and the individual penalties there on) may be established at either the T.U. or S.P. level. The Dean's Office must be informed of their establishment.

When submitting their assignments, students accept the right of the H.O.U. to check for instances of plagiarism, even through the use of software. Students who do not accept this when submitting their assignments are considered not to have submitted them.

3. Practical Training Module

The objective of the Practical Training Module (P.T.M.) is:

- For students to utilize at the professional level the skills they have learned over the course of their studies.
- The effective integration of graduates into the national economy.
- The familiarization of students with the work environments and professional demands of their field, the obtainment of professional experience already from their tenure as students, and the development of professional skills to help them succeed in competitive professional environments.
- The development of channels of communication, networking, and cooperation between the University and institutions and businesses.

The Senate may decide, after a proposal by the competent Dean's Office, to define the procedure, content, duration, academic credits, grading method, and pre-requisites for the Practical Training Module. The details of its implementation may be defined in the Special Regulation for P.T.A.

4. Examinations

4.1. Right of Participation

Students may participate in the final examinations of a T.U. in which they have enrolled if they have fulfilled all their educational obligations (educational activities) as stated below.

Each academic term has the following academic periods:

- a) January-February (1st period), for students enrolled in S.P. with semester-long T.U.,
- b) May-June (2nd period) for students enrolled in S.P. with semester-long and term-long T.U.,
- c) June-July (repeat), the repeat examination period for students enrolled in programs with semester-long and term-long T.U.,
- d) September (3rd period), for final-year students enrolled in undergraduate S.P. with semester-long/term-long T.U. and final-year students enrolled in post-graduate S.P. with term-long T.U.

Students enrolled in S.P. with semester-long T.U. who do not achieve a passing grade or fail to attend the examinations of the 1st period may, provided they submit a re-enrollment request within the designated timeframe, re-sit their examination in the subsequent examination period (2nd) without the obligation to participate in the educational activities of the T.U. Students who do not achieve a passing grade in the second examination period may re-sit their examination in the repeat examination period.

Students enrolled in S.P. with semester-long T.U. who do not achieve a passing grade in the final examinations of the 2nd period may re-sit their examination in the repeat examination period. Student who do not achieve a passing grade or fail to attend the repeat examination period may re-sit their examination in the 1st examination period of the subsequent academic term, provided they submit a re-enrollment request, without the obligation to participate in the educational activities of the T.U.

Students enrolled in S.P. with term-long T.U. who do not achieve a passing grade or fail to attend the final examinations (2nd period) may re-sit their examination in the repeat examination period. Students who do not achieve a passing grade in the repeat examination period may re-sit their examination in the 2nd and repeat examination periods of the subsequent academic term.

Students may re-sit examinations for all the T.U. in which they did not achieve a passing grade or participate, in the repeat examination period, without re-enrolling.

Students who do not achieve passing grades in three (3) T.U. of S.P. with semester-long T.U. or four (4) T.U. of S.P. with term-long T.U. or fail to attend the exams must re-enroll in the T.U. and have all the tuition and educational obligations therein.

Students who are not entitled to participate in the exams of a Module, must repeat the Module in the following academic year/semester with full educational and financial obligations.

Special provisions (see below) apply to final-year students of undergraduate S.P. with semester/term-long T.U. and final-year students of post-graduate S.P. with term-long T.U..

The H.O.U. Administration decides the tuition fees (study and exam fees). T.U. for which students have obtained the right to sit the final exams are not counted towards the total number of T.U. in which they enroll with full obligations per semester/term, in accordance with the organization of the study program and its prerequisites, under the condition that the total academic credits does not exceed the limit defined in the institutional framework.

Students who have obtained the right to sit the final exams of a T.U. and who re-enroll in it are not obligated to participate in the Group Counseling Meetings (G.C.M.) or prepare Written Assignments (W.A.), and are examined based on the teaching material of the current academic period (semester or term).

The aforementioned provisions do not apply to students who have requested and obtained suspension of studies. Even if they have obtained the right to participate in the final examination, these students must re-enroll in and attend the T.U. they have not successfully completed, and have full educational and financial obligations.

Final-year students enrolled in undergraduate S.P. with semester/term-long T.U. and final-year students enrolled in post-graduate S.P. with term-long T.U. have the option (if they so choose) to sit exams, once per T.U., in the 3rd examination period without paying the relevant tuition fee.

The term *final-year student* denotes students enrolled in undergraduate S.P. of the H.O.U. who have completed the minimum years of study, and have enrolled during this period in all the T.U. of the S.P. required to obtain their diploma and have not achieved a passing grade in one or more of these. The 3rd examination period is offered to students who will complete their studies in the S.P. after successfully sitting their examinations in the aforementioned T.U.

The term *final-year post-graduate student enrolled in post-graduate S.P. with term-long T.U.* denote students enrolled in all the T.U. required to obtain their Post-graduate Specialization Diploma and have not achieved a passing grade in one or more of these. The 3rd examination period is offered to students who will complete their studies in the post-graduate S.P. after successfully sitting their examinations in the aforementioned T.U., provided that they successfully defend their post-graduate diploma thesis (P.D.T.) or complete any T.L.U., as specified.

Students who wish to exercise the aforementioned right of participation must submit a relevant declaration of participation.

The examination topics are of equivalent form and difficulty, and within the syllabus of the final and repeat examinations of the previous examination period, and must be prepared by the Coordinators at least three (3) days before the examination date.

Students who suffer from specific learning disabilities and serious health issues, which are proven through the relevant documents, may be examined orally by a two-member committee consisting of adjunct faculty members, in accordance with the applicable legislation. The Coordinator and involved adjunct faculty members must be informed in a timely fashion of such cases.

For other reasons for which students can prove that they cannot participate in the examinations as organized:

Students who have declared their inability to sit the programmed examinations for serious reasons, after submitting the necessary supporting documents (such as official medical certificates, work permits, birth or death certificates etc.) may participate in the subsequent examination period without financial obligations, by decision of the H.O.U. administrative bodies. The relevant request must be submitted in a timely manner to the H.O.U. Administrative Services and in any case no later than ten (10) days after the conclusion of the final/repeat examinations of the current academic term or semester, otherwise the request is automatically rejected.

4.2. Examination Topics

The examination topics are finalized by the Coordinator of each T.U., after cooperation with the teaching staff. Indicative answers and evaluation criteria must be provided for the topics, in addition to indicative grading methods and/or criteria. The assessment criteria are meant to ensure the greatest possible uniformity and similarity in examination essay assessment, and must be provided to the teaching staff immediately after the conclusion of the examination. The examination sheet must have numbered topics, in addition to the number of topics that require a correct answer to achieve full marks and the possibility of selecting among them. The header of the relevant document must contain the full information of the T.U. under examination in addition to its date of examination. Examination topics must not be repeated for three full calendar years. After the announcement of the grades, and in any case no later than ten (10) days after the date of the repeat examination, the topics and indicative answers of the final and the repeat examination (but not the indicative grading method and criteria) to them are posted by the Coordinator to the educational platform, at the T.U. webspace. The

examination is graded on a scale of 0 to 10, with 10 being full marks. The educational material of the T.U. must be sufficient for students to effectively answer the questions posed in the examination.

4.3. Examination Organization and Process

The administrative department of the university to which the Senate has assigned the relevant competence is responsible for carrying out the examination procedure. As a rule, examinations are carried out on non-work days and times, unless objectively impossible. H.O.U. faculty members, adjunct faculty members, and in exceptional cases and wherever it is deemed necessary, administrative staff, may participate in the examinations as invigilators. Invigilators may not participate in the examination process only for serious reasons and only if previous written authorization has been given by the Coordinator and the S.P. Director for adjunct faculty members, by the Dean for faculty members, and by the Head of Administrative Services for administrative staff. The competent administrative body of the H.O.U., in cooperation with the Coordinator, drafts the final list of invigilators per examination center, and the Supervisor appoints an adjunct faculty member to be responsible for the examination procedure per examination center. Each examination hall must have a sufficient number of invigilators to maintain a ratio of 1 invigilator per 30 examinees. On the day of examination, for the better coordination of the examinations, the responsible adjunct faculty member must be present at the examination center at least 60 minutes earlier than the beginning of the examination, and the other invigilators must be present at least 30 minutes earlier.

Each T.U. Coordinator must have provided the examination topics in a timely and confidential manner to the adjunct faculty member responsible for carrying out the examinations at each examination center. examinees are examined in the way indicated by the invigilators. Before the examination topics are handed out, the invigilators must check

examinees' identity cards and student identity cards, and each examinee must sign the examination participation list. Examinees who do not have their student identity card must sign an affidavit (on plain paper) in which they state their status as a member of the H.O.U. community and with their Registration Number (R.N.) and declare that they do not have their student identity card. The university reserves the right to confirm the relevant information.

During the examination, examinees are not permitted to have anything with them apart from the necessary material and books for the examination (in case of an open-book examination). Examinees must not have with them any item that may infringe on the impartiality of the procedure. Examinees who fail to comply with the above regulations are not permitted to sit the examination.

Examinees are not permitted to leave the examination hall until turning in their answer sheet, with the exception of cases of force majeure. Throughout the examination process, examinees must conform to the instructions of the invigilators, and remain under their supervision. Before the examination topics are handed out, examinees must be informed of the penalties for copying or talking or collaborating. Invigilators are responsible for the proper conduct of the examinations, proper supervision and imposition of penalties. Invigilators may, without prior warning, note the names of examinees who are caught copying or talking (during the examination) or whose behavior infringes upon the proper conduct of the examination. In these cases, the examinee's examination sheet is initialed by the invigilator. Examinees whose sheet was initialed by an invigilator retain the right to participate in the subsequent examination period, but their infringement is noted in their personal file in the Student Register and, should it be repeated (in the examination of any other T.U.), they are referred to the Dean's Office for imposition of further penalties. Examinees may not request clarification during the examination. In exceptional cases, and only if an examinee judges it absolutely necessary, they may request clarification from an invigilator. If

the invigilator deems it necessary to provide clarification, the clarification is provided orally in such a way as to be audible to the other examinees. The invigilator must also inform the T.U. Coordinator so that the latter may provide instruction for the other examination centers.

The duration of the examination is determined by decision of the T.U. teaching staff at the beginning of the academic semester/term, and may not exceed three (3) hours. Deviation from the above provision requires a special Senate decision following a documented recommendation of the Dean's Office of the School. Any supplementary material for the examination topics (e.g. glossary, term explanations, etc.) deemed necessary to be provided to the examinees must be included as an annex to the examination sheet. Examinees may not participate in the exams after thirty (3) minutes have passed from their beginning, and may not leave the examination hall before sixty (60) minutes have passed since the examination sheets were handed out. Examinees are informed every hour of the remaining time until the end of the examination. Examinees must also be informed 15 and 5 minutes before the end of the examination.

The mobile phones of the invigilators, Coordinator, and S.P. Director must be switched on (on silent mode), in case an adjunct faculty member runs into an issue. Within three (3) days from the examination date, examinees may submit comments or observations on the conduct of the examinations to the T.U. Coordinator. The S.P. Director must also be made aware of any such comments.

The Dean or their deputy may visit the examination centers during examinations.

Each adjunct faculty member receives examination papers that correspond to the examinees they invigilated, and transfers any papers that correspond to other adjunct faculty members to them, in the way the T.U. Coordinator and competent administrative body indicate. The C-P must, after correcting the final examination papers within ten (1) days and within five (5) days of the repeat examinations, post the grades to the electronic platform of the T.U. Examinees may not request improvement

of the grades they achieved in the final and repeat examinations, unless otherwise stated in the S.P. An archive of examination sheets must be maintained for one year by the C-P, and in case of their retirement, by the T.U. Coordinator. In cases of serious deviations from the designated examination procedure and, following a written complaint, the S.P. Director may, after examining the facts, refer the issue to the Dean's Office of the School and propose penalties for the offenders.

Finally, with regard to students attending individual units, it is clarified that during the scheduling of the Group Counselling Meetings (GCM) by the competent administrative staff and in order to ensure a better formulation of the GCM programme, no overlaps will be taken into account, as long as the predefined structure of the programme is not followed, in the dates of GCM of individual units of the same programme that a student may attend.

5. Group Counseling Meetings (G.C.M.)

Over the period of remote teaching of a T.U., Group Counseling Meeting (G.C.M.) are organized on the basis of a relevant decision of the University Senate. These meetings are held on non-working days and hours, unless not possible for objective reasons and in special and exceptional cases. The number of meetings is at least three (3) for S.P. with semester-long T.U. and at least five (5) for S.P. with term-long T.U., and the duration of each meeting is four (4) hours. In cases of electronic classes the duration of each G.C.M. may be reduced, while their number is increased correspondingly. In the case of L.Th.U. that offer face-to-face or distance laboratory training of more than two (2) days, the number of G.S.M. shall be at least two (2) for semester-long courses and three (3) for annual courses and their duration shall be between two (2) and four (4) hours each. In the case of L.Th.U. that offer face-to-face or distance online practice for one (1) day, then the same requirements as for Th.U. apply and the day of laboratory practice counts towards the total number of

G.S.M.. The T.U. Coordinator must send to the C-P of each T.U. an 'agenda' with the content of the subjects to be discussed at the G.C.M. beforehand. The 'agenda' must also be sent to the S.P. Director.

Finally, with regard to students attending individual units, it is clarified that during the scheduling of the Group Counselling Meetings (GCM) by the competent administrative staff and in order to ensure a better formulation of the GCM programme, no overlaps will be taken into account, as long as the predefined structure of the programme is not followed, in the dates of GCM of individual units of the same programme that a student may attend.

The Dean's Offices of the Schools and the Senate are the competent bodies to decide any issues not regulated by the present Regulation of Studies.

ANNEX I

"PLAGIARISM GUIDE"

1. Introduction

The Hellenic Open University is committed to the ideals of academic ethics and respects intellectual property. All members of the academic community of the HOU are expected to conduct their academic work responsibly and conscientiously. In this context, this document attempts to highlight the importance of intellectual property and to provide all the necessary guidelines to avoid plagiarism, especially during the preparation of students' written work and thesis, in order to follow the ethical rules concerning the acknowledgement of the contribution of other scholars and researchers, with all relevant references to the sources used for their preparation.

The responsible use and exploitation of bibliographical sources is a matter of the highest scientific honesty and responsibility, which we owe to all those who, through their writings or ideas, have promoted our thinking and contributed to the understanding of the issues under study. Although the issue of plagiarism is not a current phenomenon, the rapid development and the expanded use of the Internet in the educational process makes plagiarism more frequent and the issues raised by it more topical than ever. The following framework of guidelines aims to avoid both intentional and unintentional plagiarism, while highlighting the importance of academic ethics in the research and writing of academic papers.

2. What is plagiarism?

plagiarism: the misappropriation of foreign intellectual creation.¹

The word plagiarism comes from the Latin word *plagiarius*, which means kidnapper. When someone commits plagiarism, it is like stealing someone's ideas, not just their ideas. Simply put, plagiarism is the **use of the ideas and words of others without a**

¹ Babiniotis, G. (2002). Dictionary of the Modern Greek Language, p. 1019.

clear identification² of the source of this information. Note that it makes no difference whether the failure to acknowledge the source is intentional. Any lack of acknowledgement, even unintentional, is considered plagiarism.

Plagiarism is never acceptable in academic writing. The rapid growth and exploitation of the potential of the World Wide Web highlights as a major issue the process by which electronic content is copied and appropriated from the Internet without acknowledging the original source. This modern phenomenon is called Cyberplagiarism. Every form of information requires identification (citation/reference). A common misconception is that only the exact copying of words from a source constitutes plagiarism, but the requirement for source identification is much broader. More specifically, it is important to understand that both the sources of ideas - opinions, theories, facts, etc. - must be identified. - as well as words.

In this spirit, in this document you will find information on the content of the term plagiarism, the ways in which you can avoid it, as well as the "penalties" that apply when it is detected and who it affects. **The text focuses on plagiarism as it occurs in students' written work, but the concepts discussed can be applied to any type of academic document.**

3. The types of plagiarism

3.1 Plagiarism of an entire source and partial copying

There are two main types of plagiarism: **(a) whole-source plagiarism** and **(b) partial copying.**

Whole-source plagiarism refers to when the entire work of a third party appears to be the result of your own work. The most common example is when a student "puts their name" on a paper written by someone else. Plagiarism of an entire source also applies

² By clear acknowledgement we mean that the reference/reference must be made within the text and the relevant source must be fully cited at the end of the paper in the Bibliography.

to cases of a theoretical approach, a research methodology, a blueprint or a scientific theorem.

The category of whole source plagiarism includes cases of submission as your own/your own:

- A paper prepared by a fellow student/friend,
- work that you have 'bought' from and prepared by a third party,
- an article published in another source, such as a journal or on the Internet.

Partial copying refers to when exact words or exact content from a source are inserted as part of your work *without proper identification of that source*. The category of partial copying includes:

- copy and paste from an electronic source,
- copying from a printed source,
- verbatim repetition of a conversation, the content of an interview, etc.,
- inserting a photograph, a diagram, a video or any other type of multimedia.

3.2 Intentional and unintentional plagiarism³

There is an important difference between a deliberate attempt to deceive through plagiarism and unintentional plagiarism. Because writing a paper can be an act of collaboration, students who have no prior relevant experience may confuse collaboration and plagiarism. These same students, because of their inexperience, may submit papers with copied parts, with no intention of cheating. In this case, two important rules must be followed in order to avoid unintentional plagiarism:

- Any form of help you receive from another, or an idea or plan from a third party, must be acknowledged within your work.

³ See also section 4.

- If you have questions or doubts about what information needs to be acknowledged and what does not, you should contact your department's Teacher Advisor (TA).

3.3 The paraphrasing

Many people believe that expressing a text or an idea in "their own words" avoids the issue of plagiarism. There is a formal term that refers to expressing third party ideas in "your own words" - it is called "paraphrasing". Often the purpose of paraphrasing is to simplify or present a summary of an author's ideas, making those ideas more understandable. Paraphrasing is acceptable and necessary for writing your papers, but even in this case it is necessary to cite the original source from which the ideas/information you are paraphrasing comes from, even in the case where they have been expressed in significantly different ways. Είναι σημαντικό να είσαστε ιδιαίτερα προσεκτικοί όταν παραφράζετε μέρη ενός κειμένου. Simple paraphrasing, where some words are replaced with other synonyms or the order of the sentence is changed, is essentially equivalent to direct copying of the author's words. Such an attempt is not enough to be considered a genuine paraphrase of the idea and is considered a form of plagiarism. Beyond that, mere paraphrasing suggests that the student has not developed a thorough understanding of the topic.

3.4 The self-plagiarism

Self-plagiarism is a contemporary ethical dilemma in the academic world and concerns the reuse of all or part of an older work in the context of a new one. The American Psychological Association (APA) distinguishes plagiarism from self-plagiarism, emphasising that *"while plagiarism generally refers to the practice of appropriating the words and ideas of others, self-plagiarism refers to the practice of an individual presenting as new previously published work"*.⁴ As part of your studies, you are required to radically rework any material you may have written in the past and wish to reuse. This practice ensures that you are not committing self-plagiarism and that this material corresponds to the purpose of the new work.

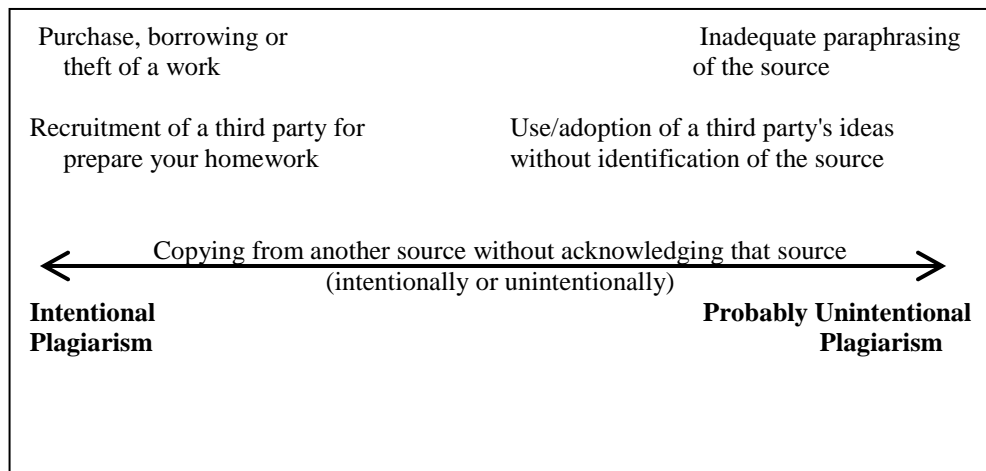
⁴ APA (2021). APA Style – Plagiarism. Retrieved from: <https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism>

4. How to avoid plagiarism

It is often assumed that all those who commit plagiarism are deliberately trying to deceive. The truth is that much of plagiarism is due to carelessness or lack of understanding of the concept.

The following diagram represents plagiarism on an axis.

Figure 1: Actions considered as plagiarism



As a significant part of plagiarism can be unintentional, the best way to avoid it is to develop good habits of academic behaviour and writing and become familiar with the concepts of plagiarism:

- Make sure you have enough time to try to achieve a good result. Students who try to write a paper at the last minute are more likely to commit plagiarism because rushing makes them careless. Lack of time is also the primary motive for deliberate plagiarism intended to deceive.
- Reread your paper with a view to revising it. Through revision you can correct parts of the text that are the result of plagiarism.
- Check your text for errors. Checking can help you identify references that you may have omitted. Take special care to ensure that all sources cited within the main text of a paper are fully presented in the bibliography at the end of the paper. The absence from the bibliography of sources cited within your papers constitutes plagiarism.

Using the ideas of others is an important part of academic work. Such use is only considered plagiarism when the original source is not properly acknowledged. Unintentional plagiarism is still often related to the way you take notes. The purpose of your notes should be to record all information that can be used in the final document you submit for grading. But too often you may not know whether you will actually use a piece of information until you write your paper - hours, days or even weeks later. When the time comes to use your notes, you may have forgotten their origin, whether you have copied the author's exact words, whether you have paraphrased them, or whether you have written down your own explanation of the information. If the source of the information is not recorded in detail, it is very likely that you will be unable to clarify these issues, falling into unintentional plagiarism. The following strategies can help you avoid these problems when taking notes (written or electronic):

- Always include details of the source (authors, date of publication, title, etc.) together with the information you obtained from that source.
- Use quotation marks ("...") when copying text verbatim from a source. You can also use a different color font (or pen) or some other coding that allows you to identify the exact copy of material.
- Several people recommend that you copy in your notes the text you want exactly as it appears in the source you are using. However, it is difficult to use a slightly paraphrased text later when you write your paper, with a real risk of plagiarism. Others, however, suggest that the best way to take notes is to paraphrase the text and the ideas you use from the beginning, so that you can be sure you are writing your own explanation of the ideas in your own words. The decision is of course a personal one for each student. The important thing is to avoid plagiarism.

Care should also be taken when using original text in your work:

- All quotations, i.e. quotes from other authors' works, must be clearly and accurately stated. The correct use of quotation marks is particularly important to avoid plagiarism. Words that are an exact copy of the original text should always be quoted and the page from which the quote is taken should be noted.

- The use of quotation marks is recommended in the case of definitions or when the author's original wording expresses the idea so well that a better formulation is not possible. Unfortunately, however, students who are not confident in their writing tend to use unaltered text too often within their papers, believing that they cannot improve on the author's expression. Even in the case where all the sources of the unaltered text have been acknowledged by the student, the student can be accused of plagiarism as their personal contribution is zero.
- The length of the quotation of original text should be short, usually up to two lines of text with as few words as possible. In general, the quotation of original text should be kept to a minimum and should in no case exceed 5-10% of the total length of a paper.

5. The effects of plagiarism

5.1 Who is harmed by plagiarism?

- **Student:** Plagiarism is an act that interferes with learning, which is the most important reason why a student enrolls in a university.
- **Other students:** Those students who work hard to complete their work can rightly feel wronged by those who do not put in the same effort and who attempt to gain an advantage in their grades by cheating.
- **Faculty:** Lecturers devote valuable time and effort to preparing written assignments in their meetings with students and in correcting them. Because of this, a lecturer may rightly feel that he or she is treated with disrespect by those who plagiarize.

5.2 What is harmed by plagiarism?

- **The student-faculty relationship:** plagiarism turns the student-faculty relationship into a violation-control relationship, which significantly hampers the learning process.
- **The educational climate:** Plagiarism replaces the desire and effort to learn with a lack of trust or even cynicism.

- **The reputation of the university:** Prospective employers will be reluctant to hire graduates from a university whose students have a reputation for plagiarism.
- **The value of HOU degrees:** students who are plagiarised graduate without having acquired significant knowledge and skills, reducing the value of the degrees offered by the HOU.

Overall, you should remember that both written assignments and theses are academic documents. Academic writing is essentially a multi-faceted ongoing dialogue between individuals, schools of thought and theories. Consequently, academic writing cannot be limited to the formulation of practical issues and hypotheses and the sterile presentation of research data. It is an important form of social interaction in the scientific community, characterised by the norms, expectations and relationships between its members. The use and citation of literature sources is a clear expression of academic writing as a social interaction.