



ΠΑΝΕΠΙΣΤΗΜΙΟ ΠΕΙΡΑΙΩΣ

UNIVERSITY OF PIRAEUS

DEPARTMENT OF DIGITAL SYSTEMS



DEMOKRITOS

INST. OF INFORMATICS AND TELECOMMUNICATIONS



**OPERATING REGULATION OF THE INTER-INSTITUTIONAL GRADUATE STUDIES PROGRAM
"ARTIFICIAL INTELLIGENCE"**

**OF
DEPARTMENT OF DIGITAL SYSTEMS
OF THE SCHOOL OF INFORMATION AND COMMUNICATION TECHNOLOGIES,
OF UNIVERSITY OF PIRAEUS
AND
INST. OF INFORMATION AND TELECOMMUNICATIONS
OF NCSR "DEMOCRITOS"¹**

¹ The official version of this regulation has been published in the Hellenic Government Gazette, which takes precedence over this translated version, in any occasion.

Article 1

General

The Department of Digital Systems of the School of Information Technology and Communications of the University of Piraeus, and the Institute of Informatics and Telecommunications of NCSR "Demokritos", organize and operate the Inter-Institutional Master's Program (IIMSc) entitled "Artificial Intelligence" (Artificial Intelligence) in accordance with the provisions of this regulation and the provisions of Law 4957/2022 (A'141).

Article 2

Object – Purpose

The IIMSc focuses on Artificial Intelligence as a distinct field of computer science and offers courses covering a wide range of science and modern technologies, following current needs and trends. It also provides the solid theoretical and practical background for its graduates to apply and improve existing, as well as develop new and innovative methods of Artificial Intelligence, advancing science and technology in this particular and particularly important field.

The purpose of the IIMSc is to provide students with a solid background, well-qualified knowledge and necessary skills to utilize existing techniques and develop new/innovative Artificial Intelligence techniques and methods, recognizing the particularities of the problems they face, understand and recognize the strengths, limits and limitations of techniques and methods, always in relation to the problems that they address, within the framework of rules of ethics and good use of technology, promoting science for the benefit of humans and the needs of Greek and European society.

Article 3

Postgraduate Degree

The IIMSc awards a Master's Degree (MSc) in "Artificial Intelligence" (MSc in Artificial Intelligence).

Article 4

Structure and Bodies of the IIMSc

1. Competent bodies for the establishment, organization and operation of the IIMSc according to Law 4957/2022 are:

- a) the Senate of the Foundation,
- b) the Curriculum Committee (CUC),
- c) The Coordinating Committee (CO),
- d) the Director of the IIMSc.

2. The responsibilities of the IIMSc bodies are as follows:

- a) The Senate is the competent body for the academic, administrative and organizational matters of IIMSc. The Senate has the following responsibilities regarding the IIMSc and any others provided for by the University of Piraeus internal operating regulations, as long as these have not been specifically assigned by law to other bodies of the institution:

1. approves the establishment or amendment of the establishment decision of the IIMSc, as well as the content of the program,
2. approves or amends the operating regulation of the IIMSc,
3. approves the extension of the duration of the operation of the IIMSc,
4. approves partnerships with national or foreign institutions or research centers - institutes and technological bodies of article 13A of Law 4310/2014 (A' 258) for the organization of inter-institutional study programs, second cycle, as well as the protocols for academic or research cooperation with local or foreign agencies.
5. constitutes the CUC,
6. decides the abolition of the IIMSc

Also, the Senate exercises all powers related to the IIMSc that are not specifically assigned by law to other bodies.

(b) The Curriculum Committee (CUC), at IIMSc, exercises the powers of the Department Assembly in other MSc's. The number of members and the composition of the Curriculum Committee (CUC) are defined in the Cooperation Protocol of the involved bodies in the IIMSc and is constituted by the Senate of the University of Piraeus, following the recommendations of the Assembly of the Department of Digital Systems and the Board of Directors of the Institute of Informatics and Telecommunications of NCSR "Demokritos".

The Assembly of the Department of Digital Systems is responsible for appointing faculty members of the Department of Digital Systems who are members of the Curriculum Committee.

One (1) member is designated by the CUC as the Director of the IIMSc. The President of the CUC is the Director of the IIMSc who comes from the Department of Digital Systems, which has the administrative support of the program and is elected by the CUC. In special cases, required for the proper functioning of the IIMSc, after a reasoned decision of the CUC, the President and/or Director takes over an A' or B' level Researcher from the Institute of Informatics and Telecommunications. By decision of the CUC, the Coordinating Committee (CO) of the IIMSc is established, with a two-year term, in which the Director of the IIMSc and four (4) of the members must participate of the CUC. The term of the curriculum committee is two years.

The CUC:

- Decides on the annual call for student candidates for the IIMSc, appoints the members of the Graduate Student Candidate Selection Committee, as well as the examiners for the graduate student selection process, where/when this is required.
- Decides on the Internal Regulation of the IIMSc.
- Validates the list of names of newly admitted graduate students and their registration in the IIMSc.
- Decides the distribution of the teaching work among the lecturers of the IIMSc and the lectures' courses assignments.
- Decides on the invitation of Visiting Professors to cover the teaching needs of the IIMSc in accordance with the current legislation.
- Decides the supervisor and the members of the three-member MSc thesis examination committee.

- Examines student issues, such as applications for suspension of studies, extension of studies, recognition of courses from other postgraduate education programs, replacement of courses of this IIMSc program with courses of other Master's Degree Programs.
- It verifies the successful completion of the studies in order students to be awarded the MSc Degree.
- Decides on expelling postgraduate students.
- It decides the timetable for conducting the courses, per semester of study.
- Decides the place and manner of conducting the courses in collaboration with the administration of the Institute of Informatics and Telecommunications of the EKEFE "Demokritos" and the administration of the University of Piraeus.
- It decides on the modification of the study program, the redistribution of courses between academic semesters, as well as issues related to the quality upgrade of the study program.
- Performs the prescribed evaluations of courses and lecturers by the students, gathers information and registers them.
- Recommends to the Senate of the University of Piraeus the amendment of the decision establishing the IIMSc, as well as the extension of the IIMSc's duration.
- Approves the report of the IIMSc following the recommendation of the CO.
- Is responsible for any other matter that arises in the IIMSc and competently recommends to the competent bodies of the IIMSc.
- Exercises any other authority provided for by the provisions herein.

c) The Coordinating Committee (CO) consists of the Director of the IIMSc and four (4) other members that undertake teaching work at IIMSc. The members of the CO are determined by the CUC for a two-year term, parallel to the term of the Director (circular par 7). Emeritus Professors of the Department or cooperating Departments may participate in the CO as long as they provide teaching work at the IIMSc. The members of the CO are not entitled to remuneration or any compensation for the performance of the responsibilities assigned to them and related to the performance of their duties.

The CO is responsible for monitoring and coordinating the operation of the IIMSc program and in particular:

1. prepares the initial annual budget of the IIMSc and its amendments, as long as the IIMSc has resources according to article 84, and recommends its approval to the Research Committee of the Special Research Funds Account (E.L.K.E.) of the University of Piraeus,
2. prepares the report of the program and recommends its approval to the CUC,
3. approves the expenditure of the IIMSc,
4. approves the granting of scholarships, remunerative or non-remunerative, in accordance with what is defined in the founding decision of the IIMSc and the R operating regulation of postgraduate and doctoral studies of the University of Piraeus,
5. recommends to the CUC the distribution of teaching workload, as well as the assignment of teaching work to the categories of lecturers in article 83 of Law 4957/2022,
6. recommends to the CUC the invitation of Visiting Professors to meet the teaching needs of the IIMSc,
7. prepares a plan for the modification of the curriculum, which it submits to the CUC,

8. recommends to the CUC the redistribution of the courses between the academic semesters, as well as issues related to the quality upgrade of the curriculum.
9. exercises any other authority provided for by the provisions of this Regulation

d) The Director of the IIMSc comes from the faculty members of the Department of Digital Systems by priority at the rank of Professor, or Associate Professor, and is appointed by decision of the CUC for a two-year term, with the possibility of renewal without limitation. In special cases, required for the proper functioning of the IIMSc, after a reasoned decision of the CUC, the Director takes over an A' or B' level Researcher from the Institute of Informatics and Telecommunications. The Director of IIMSc is not entitled to remuneration or any compensation for the performance of the responsibilities assigned to them and related to the performance of their duties.

The Director of the IIMSc has the following responsibilities:

1. chairs the CO, as well as the CUC, draws up the agenda and convenes their meetings,
2. recommends the issues concerning the organization and operation of the IIMSc to CUC,
3. is responsible for drawing up the draft budget of the program, which it submits to the CO for approval,
4. recommends to CO and the other bodies of IIMSc and of the University issues related to the effective operation of the IIMSc,
5. is Scientific Manager of the program in accordance with article 234 of Law 4957/2022, and exercises the corresponding responsibilities,
6. monitors the implementation of the decisions of the IIMSc bodies and this operating regulation, as well as the monitoring of the execution of the IIMSc budget,
7. exercises any other competence, which is defined in the decision establishing the IIMSc.

By decision of the E.L.K.E of the University of Piraeus, a deputy Scientific Manager of the project/program may be appointed, if this is deemed necessary, following a decision of the CUC.

The administrative and secretarial support of IIMSc is undertaken by the Secretariat of the Department of Digital Systems of the University of Piraeus and the Secretariat of the IIMSc. The administrative employees who support the IIMSc outside of their working hours, as well as those who have been assigned work related to IIMSc, may be paid for the services they provide.

Article 5

Categories of admissions

IIMSc accepts holders of a first cycle of studies degree of the country or of recognized institutions abroad, in accordance to the provisions of Greek Law.

The IIMSc accepts a maximum of thirty-five (35) students per academic year and no less than ten (10).

The members of the categories of University staff (members of Teaching Research Staff (D.E.P.), Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.D.I.P.) and Special Technical Laboratory Staff (E.T.E. P.) of the Department) as well as administrative employees of the University, who meet the conditions of the previous paragraph, may, upon their application, be accepted as supernumeraries, and only one per year, as long as they hold a relevant first cycle degree of the home country or of recognized institutions abroad, in accordance with the Institution's Internal Regulation.

Article 6

Criteria and Candidates Selection Procedure for the IIMSc

1. The selection of candidates to the IIMSc is made in accordance with the current legislation and with the provisions of this operating regulation.
2. By decision of the CUC of the IIMSc an announcement for the admission of postgraduate students to IIMSc is published and posted on the website of the collaborating organizations, as well as on the website of the IIMSc. All the relevant details are listed in the notice (dates and place of submission of the application, necessary supporting documents that must accompany it, etc.). The relevant applications together with the necessary supporting documents are submitted to the Secretariat of the IIMSc, within a deadline specified in the announcement and may be extended by decision of the CUC.
3. The required supporting documents submitted by each candidate are as follows:
 - Application form, as provided online
 - Curriculum vitae in Greek or in English, accompanied with the necessary evidence of professional or research activity declared
 - Certified copy of BSc or MD degree. If the BSc and/or the MD degree is from a higher education institution outside of Greece, recognition by the Hellenic National Academic Recognition Information Centre (DOATAP) is required. According to the Greek law, the initial contact with DOATAP after a candidate applies for postgraduate studies is made by the Program's Secretariat(*).
 - Transcript of records in Greek or English with your GPA, certified by a competent authority.
 - Photocopy of the graduation certificate with an official Greek or English translation, certified by a competent authority.
 - Final year Thesis (if it applies, and in case it can be provided in Greek or in English)
 - Scientific publications (if they do exist)
 - Any other evidence regarding your research/professional activity related to Artificial Intelligence
 - ID card type photograph
 - Photocopy of passport or ID card
 - Proof of competence and fluency in English language of level B2 or higher (according to the Council of Europe)
 - Two reference letters regarding candidate's academic potential

- Formal Declaration (following [the link\(link is external\)](#) or with a certification of a valid signature at KEP, or Police Department in Greece) where it will be declared by the candidate that the supporting documents submitted and deposited in his file are correct.

The CUC by its decision may define additional supporting document(s).

The exact procedure is described in the announcement.

4. Candidates who hold a first-cycle degree from foreign institutions must provide either a certificate of recognition from DOATAP, or a degree to verify whether the foreign institution is included in the National Register of Recognized Foreign Institutions, as well as in the National Register of Degrees Types from recognized foreign institutions. Diplomas from abroad are submitted and accepted in accordance with the written provisions.
5. Exceptionally, applications are accepted from candidates who do not have a degree from those defined in the article at the deadline for submitting applications. In the event of their selection, these candidates will have to provide either a certificate of completion of studies or a certified copy of their degree before their registration in the IIMSc. Otherwise, they are not registered in the IIMSc. The same applies to the certificate of knowledge of the English language.
6. The evaluation of the candidates of the IIMSc is carried out by a corresponding Candidate Evaluation Committee (CEC), which consists of faculty members of the department of Digital Systems and researchers (permanent and post-doctoral associates with a project or work assignment contract) of the Institute of Informatics and of Telecommunications of NCSR "Demokritos". The CEC is established by a decision of the CUC.
7. The Secretariat of the IIMSc, to which the files with the necessary supporting documents for each candidate are submitted, files the files with a protocol number, checks whether they contain all the necessary supporting documents, sorts them and delivers them to the CEC.
8. The CEC:
 - a) Draws up a complete list of those who have submitted an application.
 - b) Rejects candidates who do not meet the criteria of relevance to the subject of the IIMSc or the minimum criteria in case such have been set by the CUC or their file is incomplete in terms of any supporting document.
 - c) Invites to an interview those candidates who are decided to be invited. The interview is conducted by members of the CEC.
 - d) Organizes any internal examinations for the candidates, if deemed necessary.
 - e) Ranks the candidates and submits its proposal for final approval to the CUC.
9. The approval of the students' registration is defined by the CUC.

The selection criteria as well as the details of the application of these criteria (points, coefficients, etc.) are made known to the candidates with the announcement of the IIMSc. The following list indicates some of these:

- Degree(s) of relevant degree(s)
- Average grade in all undergraduate courses related to the subject of the IIMSc the applicant has succeeded
- Performance in a relevant degree or diploma thesis
- Knowledge of a foreign language or languages
- Possession of a relevant degree from A' or B cycle of study
- Type and scope of relevant work and/or research experience
- Oral interview
- Letters of recommendation from university faculty members, or researchers and/or from an employer
- Additional criteria defined by a decision of the CUC

The score of the candidates in the above criteria is added to the overall score of their candidacy, with the minimum acceptance criterion being the possession of a relevant degree.

10. The CUC may set up a Committee for (Additional Internal) Examinations, following the proposal of the CEC for all or some candidates. The material and time of these examinations are determined by the CEC.
11. Successful candidates must register at the Department's Secretariat by a deadline to be set by the CUC. In the event of a tie, the students with the highest degree in a relevant B' cycle of study are selected. If no such a degree exists, then the degree in a relevant to the IIMSc program A' cycle of study is considered, up to the maximum number of admissions to the IIMSc, as defined by this regulation. In the event of a tie in this final case, all the tie(s) are selected.
12. Those admitted are informed in writing by the Secretariat of the IIMSc and they are invited to respond, also in writing, within a deadline determined by the CUC, whether or not they accept their admission to the IIMSc. Failure to respond by selected candidates within this deadline is tantamount to a refusal acceptance. If there are refusals of acceptance from selected candidates, the Secretariat of the IIMSc invites, if any, runners-up, based on their order in the approved evaluation table, to enroll in the IIMSc program.

Article 7

Duration of study – Terms of Study

1. The duration of studies for the awarding of the MSc Degree is defined in three (3) semesters, which also includes the time for preparing the diploma MSc thesis.
2. Each student is entitled to one academic semester in addition to their intended duration of study, in order to complete their thesis. In case the student joins an internship program of one academic semester, the additional semester begins after the end of the internship.

3. The maximum time allowed to complete the studies is set at four (4) academic semesters and provision can be made for exceptionally exceeding the time to complete the studies for serious reasons after the student's application with a decision of the CUC.
4. With his/her application, the postgraduate student can request a justified temporary suspension of studies for two consecutive semesters, if he/she has not completed the first two semesters of studies, or for at least one and at most two consecutive semesters, in the event that he has completed his study time in the first two semesters of studies and is in the third semester. The semesters of suspension of the student status are not counted towards the prescribed maximum duration of normal studies. At the end of the suspension period, the student attends the courses of the semester in which he/she would have studied if he/she had not been granted suspension. The studies are extended for the academic semesters the suspension lasted.
5. If during the period of suspension of studies of each student the curriculum or the duration of studies of the IIMSc is modified, then:
 - The student will follow a study program with the same number of credits he/she had when enrolled at IIMSc;
 - The student will attend courses according to the correspondences between new and old courses made by CUC.

Article 8

Curriculum

1. The IIMSc begins in the fall or spring semester of each academic year.
2. A total of ninety (90) credits (ECTS) are required to obtain the MSc Degree.
3. During their studies, postgraduate students are required to attend and pass postgraduate courses, do research and write scientific papers, etc., as well as to prepare an MSc thesis.
4. Courses are taught in-person (with physical presence) and through distance education. The organization of the educational process with distance education methods ensures the accessibility of people with disabilities and special educational needs. The University of Piraeus maintains an electronic platform accessible to people with disabilities, through which asynchronous distance education services are provided for all MSc programs.
5. The courses are organized in semesters, take place on a weekly basis and are conducted in the Greek language (as the official language) or in the English language (if there is at least one non-Greek speaking person in the audience). The writing language of the thesis can be Greek or English.

The course schedule is structured as follows:

1st Semester

Modules: One(1) introductory (I) and four (4) compulsory (C)		
<i>α/</i>	<i>Course title</i>	<i>ECTS</i>
(I)	Fundamentals and Background on Artificial Intelligence	5
(C)	Machine Learning	5
(C)	Knowledge Representation and Reasoning	5
(C)	Intelligent Agents and Multiagent Systems	5
(C)	Algorithmic Methods in Artificial Intelligence	5
(C)	Ethical and Trustworthy Artificial Intelligence: Theoretical approaches and Practical applications	5
Total ECTS 1st Semester		30
2nd Semester		
Modules: Two (2) compulsory (C) και two (2) optional (O).		
<i>α/α</i>	<i>Course title</i>	<i>ECTS</i>
(C)	Deep Learning	7.5
(C)	Artificial Intelligence Applications	7.5
(O)	Natural Language Processing	7.5
(O)	Scalable Artificial Intelligence Methods	7.5
(O)	Machine Learning on Multimedia Data	7.5
(O)	Robotics	7.5
Total ECTS 2nd Semester		30
3rd Semester – Writing of MSc Thesis		
<i>α/α</i>	<i>Thesis writing</i>	<i>ECTS</i>
(C)	MSc Thesis	30
ECTS 3rd Semester		30

6. The study program of the IIMSc can be reformed, following the decisions of IIMSc competency bodies and any change shall be included in this regulation.
7. Corresponding courses of the old curriculum with courses of the new curriculum, after a reformation, are decided by the CUC.

Article 9

Terms of Study - obligations and rights of postgraduate students

1. Postgraduate students have all the rights and benefits provided for students of the A' cycle of studies, except for the right for free textbooks. The University of Piraeus and NCSR "Demokritos" ensure equal access to the premises of the institutions for students with disabilities or special educational needs, as well as the accessibility of infrastructure, services, physical and digital, equipment and educational material.
2. Postgraduate students are invited to participate and attend in all educational activities, e.g. research group seminars, laboratory visits, conferences/workshops with a subject related to that of the IIMSc, lectures or other scientific events of the IIMSc etc.
3. Postgraduate students are required to:
 - Attend and participate in all the activities of each course, as defined in the relevant syllabus and sign the relevant attendance register.
 - To be provided in time with the necessary books and scientific material, via the internet and photocopies of scientific articles that cover the teaching material.
 - To respond consistently to all the prescribed performance evaluation tests that have been planned in the context of each course (appearing for exams, submitting assignments within the prescribed dates, etc.).
 - To participate in the evaluation process of the IIMSc
 - To comply with the regulations of the IIMSc
4. Postgraduate students participate in the educational courses conducted by the library of the University of Piraeus, concerning: strategies for searching for information sources and evaluation of results (validity, timeliness, relevance), compilation of bibliography and standards of bibliographic references, ethics of information (avoidance of plagiarism) and self-deposit of Diploma theses in DIONI Institutional Repository.
5. The IIMSc may provide a number of excellence scholarships per academic semester to full-time students, determined by decision of the CUC, based on their average performance in the semester's courses, exclusively. The amount of each scholarship cannot exceed the amount of one semester's tuition fees.

If there are more than one with the same score as above, a draw will be made between them before the CUC.

In the case of remunerative scholarships, the criteria for them are decided by the CUC and any obligations of the scholars are determined by a decision of the CUC.

The amounts of these scholarships are entered in the budget of the IIMSc.

Scholarships can also be awarded with a reduction in the cost of tuition for the next semester of studies.

6. For each course there is a maximum absence limit per student which amounts to 20% of the total number of scheduled teaching hours. In case of exceeding this limit, the student is considered to have failed this course. In the event that the percentage of student absences exceeds 20% per course / or in all courses, the issue of the student's deletion arises. The matter in question is examined by the CO, which provides an opinion on the matter to the CUC.
7. It is possible to expel a student from the IIMSc by decision of the CUC. Reasons for expelling a student include the following:
 - I. Copying in exams or in writing assignments or in solving exercises, showing inappropriate behavior and other misdemeanours inconsistent with the status of a student.
 - II. Using ideas, methods and results or copying part of the work of other scientists without mentioning them in their MSc thesis or other works.
 - III. Exceeding the absence limit in at least one (1) lesson. This limit amounts to 20% of the total number of teaching hours per subject.
 - IV. Failing an exam in at least one (1) course during the repeat exam period.
 - V. Unsuccessful revision of the master's thesis.
 - VI. Failure to comply with any of the obligations referred to in Article 6 and 8 hereof, without serious justification.
 - VII. Elapse of a period of one (1) academic semester after the end of the student's specified duration of studies to receive the postgraduate diploma without a successful examination or re-examination of the postgraduate diploma thesis he undertook to prepare, with the exception of par. 2 of article 6.
 - VIII. Refusal of the student to pay the prescribed tuition fees for the semester or failure to pay the tuition fees within the deadlines set by the CUC.
8. By decision of the CUC, an extension of the prescribed time limit of (vii) may be granted upon application by the interested party and only for serious and unwarranted reasons, such as official reasons and health reasons. In any case, the interested party's application must be accompanied by the relevant supporting documents.
9. For their participation in the IIMSc in "Artificial Intelligence", postgraduate students pay tuition fees amounting to 4,500 euros. Any adjustment of the amount of the tuition fees can only be made for subsequent academic years by decision of the CUC, and is subject to the approval of the competent bodies of the University of Piraeus, according to the written provisions. In case of withdrawal or expelling of a student from IIMSc, tuition fees paid are non-refundable.

The tuition fee is paid as follows:

- Upon admission to the IIMSc: 500 euros
- At the beginning of the 1st semester and upon registration at the IIMSc: 1,000 euros
- At the beginning of the second semester: 1,500 euros
- At the beginning of the 3rd semester: 1,500 euros

10. The selected candidates are required to pay as a pre-registration fee (advance payment) the amount of 500 euros which is offset against the tuition fees of the first semester. If the candidate withdraws, the advance payment is non-refundable and available for the purposes of the IIMSc Only applicants who are exempted from tuition fees in accordance with current legislation will have their pre-registration fee refunded. Candidates, if selected and after accepting their selection by paying the amount required by the IIMSc, or if they leave the IIMSc for any reason, are not entitled to a refund of the amounts they had paid for their participation in the running costs of the program.

11. Students are required to pay the tuition fees of each semester on time during the period of registration or renewal of registrations determined by the CUC and announced by the Secretariat.

12. The exemption from the tuition fees is done in accordance with the written provisions, after a procedure that is carried out within a specific time frame and that is decided by the CUC before the registration period.

Registered students of the Master's Program (M.P.S.) -who are not citizens of third countries (Clarification: A third country is any country that is outside the European Economic Area (EEA). The EEA countries are the 28 states- members of the European Union, as well as Iceland, Norway and Liechtenstein.) may study for free (or with a 50% discount on tuition fees) at IIMSc, as long as they meet the financial or social criteria in accordance with the provisions of article 86 of Law 4957/2022 and ministerial decisions under items 104375/Z1/29/8/2022 and 108990/Z1/8/9/2022.

A condition for the granting of the right to study for free due to economic or social criteria is the fulfilment of excellence conditions during the first cycle of studies, which corresponds at least to the possession of a grade equal to or higher than seven and a half with excellent out of ten (7.5/10), on the ten-point rating scale.

The total number of students studying for free or with a 50% tuition discount cannot exceed the number corresponding to thirty percent (30%) of the total number of registered students per academic year. The submission of applications for the free study per IIMSc is carried out after the completion of the student registration process at the IIMSc

The examination of the criteria for exemption from tuition fees is carried out by the CUC. This exemption is provided exclusively for studying in one (1) MSc organized by a national institution.

13. The academic calendar, as well as the lectures' timetable, are drawn up, within the framework of the academic calendar of the University of Piraeus, under the

responsibility of the Director of the IIMSc and approved by the CUC. At the beginning of each period, the lectures' timetable of the period is announced, which includes the days and times of teaching the courses, the dates of other events or obligations, etc.

14. Each candidate, before registering, must take cognizance of this operating regulation and declare in writing that he/she accepts the rules of operation of the IIMSc.

Article 10

Internships – Practical training

A basic condition for the student's choice to join an internship program is the successful attendance of the courses of the two semesters.

The practical training of the students of IIMSc is carried out in accordance with the corresponding regulation of the IIMSc.

Article 11

Academic advisor

For each postgraduate student, an academic advisor is appointed by the CUC, following a proposal by the CO, in accordance with the academic advisor regulation.

Article 12

Mobility

The mobility of the students of IIMSc for studies or internship is carried out in accordance with the mobility regulation of the IIMSc

Article 13

Exams - Accreditation

1. Attending the courses/workshops etc. is mandatory. In the event of an obstacle to the conduct of some teaching hours, the re-scheduling of these hours are announced. The date and time of re-scheduling are posted on the IIMSc website.
2. If the evaluation is done with final exams, these exams can be carried out either after the completion of each academic semester or after the completion of the teaching of each course or the completion of each educational activity. The repeat examination for each course of the 1st and 2nd semesters of studies is defined as the examination of the month September of each year.
3. If a graduate student fails the re-examination of a course or courses, so that according to what is defined in this regulation it is considered that he/she has not successfully completed the program, he/she is re-examined, upon his application, by a three-member committee of lecturers of the IIMSc, the

members of which have the same or related subject as the subject being examined and are appointed by the CUC. The lecturers and examiners of each course, according to the teaching assignments, are excluded from the Committee.

4. The final evaluation and score in the individual courses of the IIMSc is determined by the lecturer, who can organize written or oral exams at his discretion or rely on assignments or laboratory exercises. Grading is done on a scale of 0-10: from 0 to 4.99 fails and from 5 to 10 passes. The grades of the courses are submitted to the Secretariat of the IIMSc within thirty (30) days from the end of the examination period.
5. In the 3rd semester of the Program, any student must prepare a postgraduate diploma thesis (MSc thesis).
6. The MSc thesis is part of the academic subject of the MSc and must demonstrate advanced theoretical knowledge, practical skills, critical thinking, ability to analyze and synthesize problems and research ability of the master's student. It may refer to empirical, theoretical or applied topics and be carried out in collaboration with a private or public body dealing with related subjects.
7. At the end of the second semester, the lecturers of IIMSc submit to the Director of the IIMSc lists of thematic areas for MSc theses, which are made public to the students under the responsibility of the Director of the IIMSc. The postgraduate students choose a thematic area and supervisor, where with his/her consent, they submit a relevant application to the Secretariat of the IIMSc. The CUC makes an effort for, as far as possible, the equal distribution of MSc theses among the lecturers of IIMSc, designates the three-member examination committees of the MSc theses and submit a relevant proposal to the CUC for approval. The deadlines within which the applications for the preparation of MSc theses are submitted by the students are determined by the CUC of the IIMSc.
8. The candidate submits an application, in which the proposed title of the MSc thesis, and the proposed supervisor is indicated. The CO recommends to the CUC the three-member examination committee and the supervisor. The CUC sets up the three-member examination committee for the approval of the work and designates the supervisor.
9. The lecturers of the IIMSc have the right to supervise MSc theses.
10. By a decision of the CUC following a recommendation by the CO, the supervision of MSc theses may also be assigned to members of the Department of Digital Systems, visiting professors or visiting researchers, researchers and special functional scientists of research and technological bodies of article 13A of Law 4310/2014 (A' 258) or of other national or foreign

research centers and institutes that have not undertaken a teaching project in D .P.M.S, provided that they hold a PhD.

11. The members of the MSc thesis committee must have the same or related scientific specialty to the subject of the program.
12. The MSc thesis can be written in English as well as in Greek. In the former case, there should be an extended summary in Greek as well.
13. The submission of the MSc thesis for examination requires that the student has been successfully examined in all the courses of the IIMSc. The examination of each MSc thesis includes its summary presentation and the demonstration of any systems developed in the context of it, before the corresponding three-member examination committee and audience. The three-member examination committee grades the MSc thesis on a special form, which is signed by all three of its members and delivered under the responsibility of the supervisor to the Secretariat of the IIMSc, where it is kept.
14. It is permissible to change the thematic area and/or supervisor of the MSc thesis. In the relevant application, the new thematic area of the MSc thesis and/or the new supervisor, with his/her approval, are indicated. The application is examined by the CUC.
15. The examination of the MSc thesis can begin during the examination period of the second semester of the student's studies.
16. MSc theses, if approved by the examination committee, must be posted by the student him/herself, in the "DIONI" Institutional Repository of the University of Piraeus Library, in accordance with the decision of the Senate of the University of Piraeus, while their summaries in Greek and English together with link to the posted full text in DIONI are sent at the responsibility of the student to the secretariat of the IIMSc for posting on the website of the IIMSc.
17. In the event of an unsuccessful examination of the MSc thesis, the three-member examination committee may re-examine it once (1). Re-examination of the MSc thesis can be carried out within a period of one (1) to four (4) months from the date of the unsuccessful examination and referral. In this case, the duration of studies is extended by four (4) months.
18. The CO prepares and the CUC approves a MSc thesis writing guide which is communicated to postgraduate students, and includes instructions for writing the postgraduate thesis, e.g. cover, logo, font, min-max word count, etc.
19. In order to obtain the IIMSc, each postgraduate student must attend and be successfully examined in all the offered IIMSc courses and prepare a post-graduate diploma MSc thesis, accumulating ninety (90) ECTS.

20. The grade of the students' MSc diploma is determined by the grades of the courses and the grade of the postgraduate thesis in a manner decided by the CUC. The grade, under the responsibility of the Secretariat, it is registered in the student's personal file.
21. The writings must be kept under the supervision of the lecturer for 1 year. After the expiry of this time, the writings cease to be valid and are destroyed, unless relevant criminal, disciplinary or any other administrative procedure is pending. Their destruction is best done in the University of Piraeus or NSCR "Demokritos" document shredders and the products of destruction recycled.
22. With the internal regulation of the University of Piraeus a) the alternative methods for the assessment of students with disabilities and special educational needs b) the welfare measures for the assessment of students who are proven to be sick or recovering from a serious illness during the examination period, are regulated.

Article 14

Teaching assignments – lecturer's at the IIMSc - lecturers' obligations

1. The teaching work of the IIMSc is assigned, by decision of the CUC upon recommendation of the CO, in the following categories of teachers:
 - a) members of Teaching Research Staff (D.E.P.), Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.D.I.P.) and Special Technical Laboratory Staff (E.T.E. P.) of the Department or other Departments of the same or another Higher Educational Institution (A.E.I.) or Higher Military Educational Institution (A.SEI.), with additional employment beyond their legal obligations, if the IIMSc has tuition fees,
 - b) emeritus Professors or retired members of the Faculty of Education. of the Department or other Departments of the same or another A.E.I.,
 - c) cooperating teachers,
 - d) commissioned teachers,
 - e) visiting professors or visiting researchers,
 - f) researchers and specialist functional scientists of research and technological bodies of article 13A of Law 4310/2014 (A' 258) or of other research centers and institutes at home or abroad,
 - g) scientists of recognized prestige, who have specialized knowledge and relevant experience in the field of IIMSc
2. The assignment of the teaching work of the IIMSc is carried out by a decision of the CUC, following a recommendation of the CO of the IIMSc.
3. All categories of teachers may be paid exclusively from the resources of the IIMSc. It is not allowed to pay a fee or other benefit from the state budget or the public investment program. By decision of the competent body of the IIMSc regarding the assignment of the teaching work, the amount of each teacher's fee is determined.

4. By decision of the Assembly of the Department of Digital Systems, following the recommendation of the CUC, an auxiliary teaching project may be assigned to the doctoral candidates of the cooperating institutions, under the supervision of a professor of the IIMSc.

5. Among the duties of the teachers at IIMSc are the following:

- i. Adherence to the timetable for teaching and conducting the workshops, taking care to inform the students in time in the event of an obstacle.
- ii. Determining the contents of the courses or the areas taught within the courses in accordance with current scientific developments.
- iii. Submission before the start of each semester to the Director of the IIMSc of descriptions of the courses they teach in the predetermined structure as well as relevant bibliography.
- iv. Cooperation with the Director of the IIMSc and the teachers of the specialization to coordinate the material to avoid overlaps between courses, as well as the coordination of the students' workload.
- v. Preparation and delivery to the students of the educational material they use during the teaching of the course. The educational material is intended for the exclusive use of the students of the course. Use of the educational material for any other purpose is not permitted without the written consent of the instructor.
- vi. Care for the consolidation of the theoretical part of each course with high-level practical training.
- vii. Taking care of the organization - within the course- of educational visits, lectures by invited speakers or other events in cooperation with local, regional or national social, cultural and productive bodies.
- viii. Checking the attendance of the students in all kinds of educational activities of the course and certifying it by keeping an attendance record and delivering it to the Secretariat of the IIMSc.
- ix. Care for the transparent and objective evaluation of student performance in the courses they teach, as well as delivery of the score within the prescribed deadlines.
- x. Undertake supervision of MSc theses, if possible, according to the students' choices.
- xi. Updating the course website on the Department's website.
- xii. Maintaining adequate office hours and/or accepting e-mail communication so that it is easier for students to communicate with them about matters related to their studies and the courses they teach.
- xiii. Adherence to the procedures provided by the Quality Assurance Plan of the IIMSc.

6. The CUC appoints a coordinator of each course, who determines, in collaboration with the other teachers of the course:

- I. The teaching sequence of the knowledge areas of the course,
- II. The way to evaluate student performance in each teachable independent field of knowledge of the course and

- III. The weight of each taught independent cognitive field in the final grade of the course.
7. It is the responsibility of the coordinator or the lecturer of each course (as long as no coordinator has been appointed) that the score report of the course examination is delivered to the Department Secretariat.

Article 15

Diploma

1. The Postgraduate Diploma (MSc) is a public document. Its template is defined by a decision of the Senate. The MSc is drawn up in the Greek language. In case of operation of an English-language MSc, the MSc is drawn up in Greek and in any other language expressly mentioned in the founding decision of the MSc.
2. MSc's lead to a level 7 qualification according to the European Qualifications Framework (EQF) and the National Qualifications Framework (NQF).
3. The MSc awarded by the IIMSc signed by the Rector, the Director of IIMSc and the Secretary of the Department which has the administrative support of the IIMSc.
4. The degree of the MSc is characterized as follows: from 5 to 6.49 GOOD, from 6.50 to 8.49 VERY GOOD and from 8.50 to 10 EXCELLENT
5. The book of postgraduate students is signed by the Secretary of the Department, the Director of the IIMSc and the Rector of the University.
6. A Diploma Supplement in Greek and English is attached to the MSc Diploma in accordance with the provisions of article 15 of Law 3374/2005 (A' 189) and the ministerial decision under references Φ5/89656/B3/13-8-2007 (B' 1466) .

Article 16

Graduation Ceremonies

1. Students who have successfully completed their postgraduate studies, swear in a graduation (oath) ceremony, before the Rector or the Vice-Rector as a representative of the Rector, the Dean of the School, the President of the Department and the Director of the IIMSc. Swearing-in is not a constituent type of the successful completion of the studies, but it is a necessary condition for the awarding of the diploma.
2. For reasons of force majeure and by applying to the Secretariat of his Department, the graduate may request the granting of the degree without participating in the swearing-in ceremony or request to participate in a subsequent swearing-in ceremony. Before taking the oath or being released from it, the graduates may be given a relevant certificate for the successful completion of their studies.

3. The text of the oath for graduates who obtain the MSc Diploma is defined by a decision of the Senate. Graduates who do not wish to take a religious-type oath are permitted to simply invoke their honour and conscience.

Article 17

Infrastructure of the IIMSc and Management of Financial Resources

1. For the proper functioning of the IIMSc, teaching and seminar rooms, auditoriums equipped with audio-visual media, and workshops will be made available by the cooperating institutions.

2. The financing of the IIMSc it can come, in addition to tuition fees, from: donations, benefits, bequests, sponsorships, research programs, EU programs, or other international organizations, and other sources, as provided by the current legislation.

3. For the preparation and execution of the budgets, the Director of the IIMSc is assisted by administrative staff appointed by E.L.K.E. of the University of Piraeus, as well as by the administrative-financial support staff of the IIMSc.

4. The overall budget of the IIMSc is drawn up in accordance with the written provisions. It is possible to provide the administrative-financial and technical support of the IIMSc by members of the administrative and technical staff of the University of Piraeus, outside of their working hours, as well as by external partners who are assigned work related to IIMSc.

Article 18

Evaluation of IIMSc

At the end of each semester, an evaluation of each course and each lecturer is carried out by the postgraduate students. The certification of IIMSc is done by the National Authority of Higher Education, in accordance with the current legislation. In this context, the overall evaluation of the work carried out by each IIMSc, the degree of fulfilment of the objectives set at its establishment, its sustainability, the absorption of graduates in the labour market, the degree of its contribution are evaluated in research, its internal evaluation by postgraduate students, the feasibility of extending its operation, as well as other data regarding the quality of the work produced and its contribution to the national strategy for higher education. For the continuation of the operation of IIMSc, its periodic certification is required every five (5) years as part of the periodic evaluation/certification of the Digital Systems Department.

Article 19

Transitional provisions

Any issues that are not regulated in this Regulation, will be regulated by decisions of the competent bodies in accordance with the current legislation.

This decision to be published in the Government Gazette.

Piraeus, May 16, 2023

The rector

Professor Michael Sfakianakis