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Decision No. 20195513
THE SENATE OF THE UNIVERSITY OF PIRAEUS (Session 13th / 27-6-2019)

Internal Regulation of the University of Piraeus

Having considered:

1. The provisions of Article 5 paragraph 2 of Law 3469/2006, as in force.
2. The provisions of Articles 8 "Internal Regulation", 13 "Senate", 14 "Rector's Council", 15 "Rector - Vice Rectors", of Law 4485/2017 "Organization and operation of higher education, provisions for research and other provisions", Government Gazette A' 114 / 4-8-2017, as currently in force.
3. The Decision No. 201656/Z1/21-11-2017 (Government Gazette 617/Vol.YODD/23-11-2017) of the Minister of Education, Research and Religious Affairs (ADA: 72E34653PS-VTΨ) regarding the election of the Rector and three (3) Vice Rectors of the University of Piraeus, corrected by Government Gazette 670/Vol.YODD/12-10-2017.
4. The Decision No. 20176990/11-12-2017 (Government Gazette 4550/Vol. B'/21-12-2017) of the Senate of the University of Piraeus (ADA: 7DFO469B7T-OKD) concerning the determination of the area of responsibility and specific competencies of the three (3) Vice Rectors of the University of Piraeus and the succession order of the Rector.
5. The Decision No. 20183390/1-6-2018 of the Rector on the subject "Formation of a committee for the drafting of the Organization and Internal Operating Regulation of the University of Piraeus".
6. The Document No. 20185936/8-10-2018 of the Vice Rector of Administrative Affairs, Academic Affairs, and Student Welfare with the subject "Formation of a working group for the drafting of a draft Internal Operating Regulation of the University of Piraeus".
7. The Act No. 20186181/16-10-2018 for the Reconstitution of the Senate of the University of Piraeus for the academic year 2018-2019 (ADA: ΩΘΛΕ469B7T-ΟΟΩ).
8. The Document No. 20192482/1-4-2019 from the Vice Rector of Administrative Affairs, Academic Affairs, and Student Welfare to the Rector, transmitting a draft of the Institution's Internal Regulation.
9. The Decision of the Rector's Council dated 3-4-2019 (Session 9th) of the University of Piraeus with the subject "Internal Regulation of the Institution".
10. The Decision of the Senate dated 30-5-2019 (Session 12th) of the University of Piraeus with the subject "Internal Regulation of the Institution".
11. The fact that the implementation of the provisions of this decision does not cause any expenditure to the state budget,

We unanimously decide:

We approve the Internal Regulation of the University of Piraeus as follows:

CHAPTER A: EMBLEM – SEAL

The University of Piraeus has as its emblem a specially shaped frame vertically divided into two equal parts. One part depicts the head of Poseidon bearing a trident on a background of deep blue color, and directly below the head of Poseidon, there is an indication of sea waves composed of four waves. The head of Poseidon, the trident, and the waves are white in color.



The other part depicts an open book on a deep red (burgundy) background. The open book is white in color, and its outline is deep blue. The open book is placed between two Greek capital letters "Π" (P), also colored deep blue.

The book symbolizes the mission and purpose of the University, which is the transmission of knowledge as...

an eternal process symbolized by the continuous wave motion, while the head of Poseidon holding a trident symbolizes the dynamism of a University located at the country's main port.

It has an official round seal in accordance with the provisions of Article 6 paragraph 3 of Law 48/1975, on which the outer circle bears the inscription "HELLENIC REPUBLIC," the second circle bears the inscription "UNIVERSITY OF PIRAEUS," and in the central circle is depicted the Greek flag surrounded by a laurel branch.

On the seals of the Schools, the title of the respective School is additionally indicated.

On the seals of the Academic Departments, the title of the School and the title of the Academic Department are both additionally indicated.

The above-mentioned seals are used for the needs of the services, Schools, and Academic Departments of the University.

In addition to the above, the University of Piraeus also possesses a raised metallic seal with a diameter of approximately 4.5 centimeters, which at its center depicts the head of Poseidon with the name "POSEIDON" inscribed at the bottom, and around the circle the words "UNIVERSITY OF PIRAEUS." This seal is used for sealing diplomas and documents of all three study cycles.

In its international relations, the University of Piraeus is named as "UNIVERSITY OF PIRAEUS."

CHAPTER B - STRATEGIC PLANNING AND SOCIAL ACCOUNTABILITY

The Senate is responsible for setting the strategy, developing, and specifying the necessary actions for the development of the Institution at local, national, European, and international levels, and for shaping its distinct profile within the framework of its mission, following a proposal by the Rector's Council. It also defines the specific directions for the academic strategy and development of the Institution, after consulting the Deans of the Schools. Based on this input, the Rector's Council drafts planning agreement proposals. The Senate approves these plans and monitors and supervises the implementation of the agreements on an annual basis.

Vision of the University of Piraeus

The Vision of the University of Piraeus is:

To be an institution of international prestige in the modern academic landscape and to be recognized for:

- excellence in education and research,
- the production and dissemination of cutting-edge knowledge,
- Its leading role in shaping values and addressing contemporary scientific, social, and economic challenges.

Mission of the University of Piraeus

The mission of the University of Piraeus, within the framework initially assigned to it by the Hellenic State, is to educate, to produce new knowledge, to cultivate the minds of youth, and to promote the values of freedom, democracy, and public service in the affairs of Greece.

Specifically, its mission is:

- To generate and transmit knowledge through research and teaching, and to prepare students for its application across all areas of economic and social life.
- To provide high-level higher education and contribute to lifelong learning through modern teaching methods, including distance learning, based on scientific and technological research at the highest quality standards in accordance with internationally recognized criteria.
- To promote excellence in education and the utilization of knowledge with the aim of shaping scientists with values.
- To develop and support research for addressing challenges in cutting-edge fields.
- To contribute to the advancement of entrepreneurship and the development of innovation.
- To promote outward orientation and collaboration with academic, research, social, and other institutions for the development of the Institution and society.
- To serve as a reference point, a field for fertile dialogue, and a space for the free development of ideas for the local and national economic and social ecosystem.

Within the framework of this mission, the University provides quality and comprehensive education aligned with current trends in science, technology, and international scientific practice, with the following objectives:

- The production, dissemination, and application of cutting-edge knowledge, the expansion of its scientific domains in economics, society, and technology, and the continuous adaptation of its curricula to scientific developments and societal needs, adhering to the principles of scientific ethics.
- The provision of high-level university education and training to its students for this purpose.
- The strengthening of human resources and the development of a favourable environment that creates the conditions for the success of students, academic, and administrative staff.
- The enhancement of research and innovation, contributing to the development of the European Higher Education and Research Area, as well as a closer linkage of applied research with production.
- Outward orientation and internationalization through the expansion and intensification of international networks and strategic partnerships with academic and other institutions, jointly shaping developments in the European and international academic arena and actively participating in the global community's efforts for development and prosperity.

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- Upgrading and expansion of infrastructure and services to achieve an optimal material and technical environment and the efficient operation of the Institution.
- Strengthening the connection with the local community and enhancing the social impact of the Institution's actions through the development of synergies for the continuous improvement of provided education and research, the adoption and promotion of sustainable development goals, and social cohesion.

CHAPTER C - ORGANIZATION OF THE INTERNAL FUNCTIONING OF THE INSTITUTION

ARTICLE 1: Academic Structure – University Bodies

The University is composed of Schools. Schools are divided into Departments, and Departments into Sectors. Educational and/or Research Laboratories may be established and operate within the University to support its educational and research functions. Each Laboratory belongs to a Sector, Department, or School. Their organization and operation are regulated by their Internal Regulations. The bodies of the University are classified into single-person and collective bodies.

The single-person bodies are:

- a) The Rector
- b) The Vice Rectors
- c) The Deans of the Schools
- d) The Presidents and Vice Presidents of the Departments
- e) The Heads of Sectors

The collective bodies are:

- a) The Senate
- b) The Rector's Council
- c) The General Assembly of the School
- d) The Deanery of the School
- e) The Assembly of the Department
- f) The General Assembly of the Sector

ARTICLE 2: Single-Person Bodies

The Single-Person Bodies of the University perform the duties and responsibilities provided for by the applicable legislative provisions, the Organization, and the Internal Regulation of the Institution:

1. RECTOR

- a. The Rector is the head of the Institution, supervises the proper functioning of its services, represents the Institution, and performs the duties and responsibilities of the position.

- b. Convenes the Senate and the Rector’s Council, prepares the agenda, presides over their sessions, and ensures the implementation of their decisions. Appoints a member of the Senate or the relevant Vice Rector as rapporteur for matters to be discussed in the aforementioned bodies, and presents matters for which no other rapporteur has been designated.
- c. By decision published in the Government Gazette, determines the order in which the Vice Rectors replace him when he is absent or temporarily unable to perform his duties, and, with the approval of the Senate, defines the area of responsibility and specific duties of each Vice Rector.
- d. May attend meetings of all collective bodies of the Institution without voting rights and convene any collective body of the Institution when it unlawfully fails to make decisions, presiding over its proceedings without voting rights.
- e. Prepares and revises the annual report on the activities and overall functioning of the Institution, which is submitted to the Senate for approval.
- f. The Rector also has any other responsibilities provided by applicable legislation.

2. VICE RECTORS

The duties of Vice Rector at the University of Piraeus, in accordance with applicable legislation, are performed by three (3) Vice Rectors, each responsible for the following areas:

- a. Research and Lifelong Learning
- b. Finance, Planning, and Development
- c. Administrative Affairs, Academic Affairs, and Student Welfare – who also supervises the administrative staff of the Institution

The areas of responsibility and specific duties of each Vice Rector are defined by a Rector’s decision, published in the Government Gazette following the Senate's approval.

3. DEAN

- a. With authorization from the Department Assemblies and the General Assembly of the School, the Dean may play a coordinating role regarding organizational, educational, and research matters.
- b. Convenes the General Assembly of the School and the Deanery, prepares the agenda, appoints a member of the General Assembly or the Deanery as rapporteur of the matters, presides over their proceedings, and presents topics for which no other rapporteur has been designated. Ensures implementation of the decisions made by the General Assembly and the Deanery.
- c. Oversees the implementation of the Study Regulations of the Departments and compliance with the law, the Organization, and the Internal Regulation.
- d. Heads the services of the Deanery.
- e. Drafts an annual activity report, which is submitted to the General Assembly of the School for approval.

4. PRESIDENT OF THE DEPARTMENT / VICE PRESIDENT OF THE DEPARTMENT (Chair /Vice chair)

- a. Heads the services of the Department and supervises its proper functioning and the...
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...compliance with the laws, the Organization, and the Internal Regulation.

- b. Convenes the Department Assembly, prepares the agenda, appoints a member of the Assembly as rapporteur for the topics, presides over its proceedings, submits topics for which no rapporteur has been designated, and ensures implementation of its decisions.
- c. Convenes the Administrative Council, prepares the agenda, presides over its sessions, and ensures implementation of its decisions.
- d. Oversees the implementation of the curriculum, including educational activities.
- e. Represents the Department in the Senate and must inform the Assembly of the Senate’s discussions and decisions.
- f. The Vice President replaces the President in the event of absence for any reason or temporary impediment, and in the event of resignation or vacancy until the completion of the remaining term, exercising the duties and responsibilities provided by applicable legislation, the Organization, and the

present Internal Regulation of the Institution, and any tasks assigned by authorization of the Department Assembly.

5. HEAD OF SECTOR

- a. The Head of the Sector carries out the duties assigned by authorization of the Sector's General Assembly of the Department.
- b. Convenes the General Assembly of the Sector and prepares its agenda.
- c. Presides over the General Assembly of the Sector and presents topics for which no other member of the General Assembly has been designated as rapporteur.
- d. Ensures implementation of the decisions of the Sector's General Assembly.
- e. Forms committees to study or handle specific matters within the competence of the Sector.
- f. In the event of absence or impediment, the Head of the Sector is replaced by the most senior faculty member (DEP) of the Sector. In the case of identical appointment dates to the relevant rank, a draw is conducted in the presence of the Sector's General Assembly.
- g. All other duties and responsibilities of the Single-Person Bodies are provided in the applicable legislation, the Organization, and the present Internal Regulation of the Institution.

ARTICLE 3: Collective Bodies

The Collective Bodies of the University perform the duties and responsibilities provided by the relevant provisions of applicable legislation, the Organization, and the Internal Regulation of the Institution:

1. SENATE

The Senate, as the highest governing body of each Higher Education Institution (HEI), also constitutes the supreme body for determining the strategy and the educational, research, and social policy of the University of Piraeus. The functioning of the Senate is defined in all details by the Senate itself and it exercises the responsibilities provided by the applicable legislation, the Organization, and the present Internal Regulation.

The Senate has the following responsibilities, as well as any others provided by current legislation:

- a) Sets the strategy and develops and specifies the necessary actions for the development of the Institution at the local, national, European, and international levels, and for shaping its distinct identity within the scope of its mission, following a proposal from the Rector's Council.
- b) Determines the specific directions for the Institution's academic strategy and development, based on which the Rector's Council prepares a draft of programming agreements. The Senate approves these plans and monitors and oversees their implementation on an annual basis.
- c) Has general supervision over the functioning of the HEI.
- d) The Senate meets throughout the academic year for its matters of competence regularly, and also exceptionally whenever deemed necessary by the Rector. The Senate is chaired by the Rector, or in their absence or impediment, by one of the Vice Rectors according to the order of succession.
- e) The Rector, as chair of the Senate, ensures its proper, transparent, and effective functioning, in accordance with academic ethics.
- f) The duties of Secretary are carried out by the Head of the Senate and Rector's Council Secretariat.
- g) Minutes are kept at each Senate meeting by the Secretary, and the Rector ensures the implementation of its decisions.
- h) Approves the annual report of activities and overall operation of the Institution.

2. RECTOR'S COUNCIL

- a) The Rector's Council meets throughout the academic year and during summer recess as needed, both regularly and exceptionally, whenever deemed necessary by the Rector. It is chaired by the Rector or, in their absence or impediment, by one of the Vice Rectors according to the order of succession.

- b) The Rector's Council exercises the responsibilities provided by the provisions of current legislation, the Organization, and the present Internal Regulation of the Institution. It also exercises the powers delegated to it by the Senate.
- c) Prepares the draft of the programming agreements, based on which the Senate defines the development directions of the Institution.
- d) Prepares and revises the Institution's annual regular financial budget and final financial report, as well as the respective...

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... Public Investment Program submits them for approval to the Senate and oversees the implementation of the relevant decisions of the Senate. The budget allocates funds to the educational, research, and other activities of the Institution within the framework of the corresponding programmatic planning agreement.

- e) Is responsible for the observance of the laws, the Statute, and the present Internal Regulation.
- f) The duties of Secretary are performed by the Head of the Secretariat of the Senate and the Rector's Council.
- g) Minutes are kept at every meeting of the Rector's Council by the Secretary under the responsibility of the Rector. The decisions are communicated to the Senate and posted on the University's website.

3. GENERAL ASSEMBLY OF THE SCHOOL

- a) The General Assembly (G.A.) of the School convenes regularly at least once per year following an invitation by the Dean and extraordinarily whenever necessary.
- b) The duties of Secretary are performed by the Head of the School's Secretariat, appointed in accordance with the applicable provisions.
- c) The General Assembly of the School has the responsibilities assigned to it by law, the Statute, the Internal Regulation, as well as those not assigned to other bodies of the School.
- d) For other matters concerning the convening and operation of the General Assembly of the School, the provisions of Article 7 of this Internal Regulation shall apply.

4. DEANERY

- a) It has general oversight of the operation of the School and its Departments.
- b) It outlines the general educational and research policy of the School and its development path within the policy framework of the Institution and conducts a regular assessment of related activities.
- c) It expresses an opinion on the programmatic planning of the Institution insofar as it pertains to the School.
- d) It outlines the general educational and research policy of the School and its development path within the policy framework of the Institution and conducts a regular assessment of related activities.
- e) The remaining general responsibilities of the Deanery are provided for in the applicable legislation, the Statute, and the present Internal Regulation of the Institution.
- f) The Deanery convenes following an invitation by the Dean of the School at least four times per academic year and extraordinarily when necessary.
- g) The duties of Secretary are performed by the Head of the School's Secretariat.
- h) For other matters regarding the convening and operation of the Deanery, the provisions of Article 7 of this Internal Regulation shall apply.

5. DEPARTMENT ASSEMBLY

- a) It defines the general educational and research policy of the Department and its development path within the framework of the policy of the School and the Institution.
- b) It provides an opinion on matters of Curriculum Organization and drafts the Department's Internal Regulation in alignment with the guidelines of the Institution's Internal Regulation.
- c) The Department Assembly has all other responsibilities provided by the applicable legislation, the Statute, and the present Internal Regulation.

- d) The Department Assembly convenes following an invitation by the Department Chair at least four times per academic year.
- e) Each Department of the University submits, through the Deanery, a report of activities to the Rectorate concerning the educational and research activity carried out during the concluded academic year. This report is drafted based on a template proposed by the Senate in line with its general decisions. It is approved by the Department Assembly in its final session of the year, following proposals by the Sectors. It is not necessary for the report to include an individualized assessment of the work of the academic staff. This obligation begins with the academic year following the publication of this Internal Regulation.
- f) The duties of Secretary are performed by the Department Secretary, appointed in accordance with applicable provisions.
- g) The Secretary of the body keeps the minutes of each meeting, which are signed by the Chair and the Secretary. The minutes include a summary of discussions, reports, and proposals, and the decisions are recorded accurately. Dictated elaborations are not included in the minutes unless submitted in writing during the same session. The use of a recording device may be decided by the Department Assembly.
- h) For other matters concerning the convening and operation of the Department Assembly, the provisions of Article 7 of this Internal Regulation shall apply.

6. ADMINISTRATIVE BOARD

- a) The Administrative Board submits recommendations to the Department Assembly on matters within its remit and examines issues referred to it by the Assembly. It also has authority over all matters, except those under the Assembly’s jurisdiction, for which the applicable legislation requires the provision of an opinion or submission of a proposal or recommendation at the Department level.
- b) The Administrative Board (A.B.) of the Department convenes following an invitation by the Department Chair, regularly once every two months, and extraordinarily whenever deemed necessary by the Chair.
- c) The duties of Secretary of the A.B. of the Department are performed by the Department Secretary.

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- d) For all other matters related to the convening and functioning of the Administrative Council, the provisions of Article 7 of the present Internal Regulation shall apply.

7. GENERAL ASSEMBLY OF A SECTOR

- a) The Sector's General Assembly convenes, upon invitation by the Director of the Sector, obligatorily at least four (4) times per academic year and extraordinarily when deemed necessary by the Director.
- b) The duties of Secretary of the Sector's General Assembly are performed by a member of the Special Technical Laboratory Staff (EDIP), Special Teaching Staff (ETEP), or a member of the administrative staff of the Department’s Secretariat. The Secretary is appointed by decision of the Sector Director.
- c) The General Assembly of the Sector submits proposals to the Department Assembly, coordinates the activities of the Sector within the framework of the Department Assembly’s decisions, and exercises any other responsibilities provided for in the Statute, the present Internal Regulation, and the applicable legislation.
- d) For all other matters related to the convening and functioning of the Sector's General Assembly, the provisions of Article 7 of the present Internal Regulation shall apply.
- e) The remaining responsibilities of the collective bodies are provided for in the applicable legislation, the Statute, and the present Internal Regulation of the Institution.

ARTICLE 4: Election of Single-Person Governing Bodies – Election Procedure for the Appointment of The Rector – Vice Rectors – Dean – Department Chair And Deputy Chair – Sector Director

The eligibility requirements for the appointment of single-person governing bodies, their term of office, and the related election procedure are governed entirely by the applicable legal framework.

1. ANNOUNCEMENT OF ELECTIONS FOR RECTOR – VICE RECTORS

The election notice for the appointment of the Rector and Vice Rectors is issued by the serving Rector three (3) months before the end of their term. If this deadline is not observed, the authority to issue the notice is transferred to the Senate, and if it remains inactive for fifteen (15) days, the authority then passes to the Minister of Education, Research, and Religious Affairs. The Rector or the Senate, as appropriate, is responsible for posting the election notice on the Institution's website and taking all necessary steps to ensure its widest possible dissemination.

2. ANNOUNCEMENT OF ELECTION FOR DEAN

The election notice for the appointment of the Dean is issued by the serving Dean three (3) months before the end of their term. If this deadline is not observed, the authority passes to the Rector. The Dean or the Rector, as applicable, ensures the posting of the announcement on the websites of both the Institution and the respective School, and takes all other necessary steps for the widest possible dissemination of the notice.

3. ANNOUNCEMENT OF ELECTION FOR DEPARTMENT CHAIR AND DEPUTY CHAIR

The election notice for the appointment of the Department Chair and Deputy Chair is issued by the Dean three (3) months before the end of the terms of the current Chair and Deputy Chair. If this deadline is not observed, the authority passes to the Rector. The Dean or the Rector, as appropriate, ensures the posting of the notice on the websites of both the Institution and the relevant School and takes all other necessary steps for its widest possible dissemination.

4. ANNOUNCEMENT OF ELECTION FOR SECTOR DIRECTOR

The election notice for the appointment of the Sector Director is issued by the Chair of the respective Department three (3) months before the end of the term of the current Director. If this deadline is not observed, the authority passes to the Dean of the School. The Chair or the Dean, as appropriate, ensures the posting of the notice on the website of the Department or School and takes all other necessary steps to ensure its widest possible dissemination.

5. ELIGIBILITY REQUIREMENTS FOR CANDIDATES FOR RECTOR – VICE RECTORS

The Rector is elected from among full Professors (first rank faculty members) of the Institution, for a term of three (3) academic years. A Vice Rector is elected from among full Professors or Associate Professors of the Institution for the same term.

Eligibility for candidacy for the offices of Rector and Vice Rector is granted to those in full-time employment at the time of the election and during the previous three years. Faculty members who are due to retire due to reaching the mandatory retirement age during the term in question are not eligible to run. No person may simultaneously be a candidate for both positions.

A person may not be elected to or serve in the offices of Rector or Vice Rector for more than two (2) terms in total.

The Rector and Vice Rectors may not simultaneously hold any other single-person office at the same or another Higher Education Institution, with the exception of roles as Directors of Postgraduate Programs, Laboratories, or Museums. The offices of Rector and Vice Rector are incompatible with any professional occupation outside the Institution.

Candidacies for the offices of Rector and Vice Rector must be submitted, within the deadline specified in the election notice, to the Rector or the Senate if the authority to issue the notice has passed to it.

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6. ELIGIBILITY REQUIREMENTS FOR DEANSHIP

The Dean is elected from among the full-time faculty members of the School, holding the rank of Full Professor or Associate Professor, for a term of three (3) academic years.

Faculty members who are scheduled to retire due to reaching the maximum age limit during the term of the announced position are not eligible to run.

A Dean may be elected for a second consecutive term and for a maximum of two (2) terms in total.

The Dean may not simultaneously hold any other single-person office at the same or another Higher Education Institution (HEI), with the exception of the positions of Director of a Postgraduate Program, Laboratory, or Museum.

Applications for candidacy for the office of Dean are submitted by interested individuals within the deadline specified in the call for elections, to the Dean or the Rector, if the authority for the call has been transferred to the latter.

7. ELIGIBILITY REQUIREMENTS FOR DEPARTMENT CHAIR AND DEPUTY CHAIR

The Chair or Deputy Chair of a Department is elected from among full-time faculty members of the Department who hold the rank of Full or Associate Professor, for a term of two (2) academic years. If there are no faculty members of the top two ranks, Assistant Professors may also be candidates. In the absence of candidacies, the Department Chair is appointed by the Senate from among the existing faculty members of the Department, giving priority to those of the top two ranks and up to the rank of Assistant Professor. The start and end dates of the term are specified in the call for elections.

Faculty members who are scheduled to retire due to reaching the maximum age limit during the announced term are not eligible to be candidates.

A Chair may be elected for a second consecutive term. In such a case, they may not be re-elected until two (2) years have passed since the end of the second term. A person may not be elected Chair for more than four (4) terms in total.

The Department Chair may not simultaneously hold any other single-person office at the same or another HEI, except for the positions of Director of a Postgraduate Program, Laboratory, or Museum. Applications for the offices of Chair and Deputy Chair are submitted by interested individuals within the deadline stated in the call for elections, to the Dean or the Rector, if the authority has passed to the latter.

8. ELIGIBILITY REQUIREMENTS FOR SECTOR DIRECTOR

The Director of a Sector is elected from among the full-time faculty members of the Sector, up to the rank of Assistant Professor, for a term of one (1) academic year. In the absence of candidates, the Director is appointed by the Department Assembly from among the faculty members of the Sector.

A Director may be elected for a second consecutive term. However, they may not be re-elected until two (2) years have passed since the end of their second term. A Director may not serve for more than four (4) terms in total.

9. ELECTORAL BODY FOR THE ELECTION OF RECTOR – VICE RECTORS – DEAN – DEPARTMENT CHAIR AND DEPUTY CHAIR

The electoral body for the election of the Rector and Vice Rectors consists of:

- (a) All faculty members of the Institution (first electoral group), and
- (b) All members of the Special Teaching Staff (EEP), Special Technical Laboratory Staff (E.DI.P.), Special Support Teaching Staff (ETEP) and administrative personnel of the Institution (second electoral group).

The electoral body for the election of the Dean consists of:

- (a) All faculty members of the relevant School (first electoral group), and
- (b) All members of EEP, E.DI.P., and ETEP of the same School (second electoral group).

The electoral body for the election of the Department Chair and Deputy Chair consists of:

- (a) All faculty members of the relevant Department (first electoral group), and
- (b) All members of EEP, E.DI.P., and ETEP of the same Department (second electoral group).

The electoral body for the election of the Sector Director consists of all faculty members and all members of EEP, E.DI.P., and ETEP of the relevant Sector.

Members of the first electoral group (faculty members) may participate in the electoral body even if they are absent from their position, regardless of the reason, provided the absence does not entail suspension or prohibition from performing their duties. This does not apply to members of the second electoral group.

10. SUBMISSION OF CANDIDACIES – DECLARATION OF CANDIDATES – ELECTORAL REGISTERS

Candidacies are submitted to the competent body of the HEI and the body responsible for issuing the call for elections, as applicable, either in person, through an authorized representative, electronically, or by post, in accordance with the applicable legislation.

Candidates may withdraw their candidacy up until the start of the election process. Withdrawal must be submitted via a written declaration addressed to the body to which the candidacy was originally submitted. Applications for candidacy and withdrawals are recorded by the relevant services of the HEI to ensure the date of submission is documented.

For the declaration of candidates, the election authority examines whether the legal requirements for candidacy are met and whether any eligibility impediments exist, and proceeds to announce the candidates within the timeframe stipulated by law.

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Only those registered in the electoral rolls may exercise the right to vote. Elections are conducted on the basis of these rolls. The electoral rolls are prepared and maintained by the competent personnel department of the institution and are approved by the Rector. The electoral rolls are finalized twenty (20) days prior to the date of the elections.

11. ELECTION ADMINISTRATION BODIES

a. The Central Electoral Committee (C.E.C.) for the election of the Rector, Vice Rectors, Dean, Department Chair, and Deputy Chair. The C.E.C. acts as the electoral committee when elections are held in a single electoral district. By its decision, the C.E.C. may stipulate that elections be held in multiple districts. In such cases, the C.E.C. appoints a three-member electoral committee from faculty members (of any rank) of the institution or the respective academic unit, for each district. These committee members are substituted by an equal number of alternates, all appointed by lot conducted by the C.E.C.

b. The Electoral Committee for the election of Sector Directors, which takes place in a single electoral district.

c. For the election of the Rector and Vice Rectors, the C.E.C. is composed of seven or five regular members, with an equal number of alternates. These members must be faculty members of the institution and are appointed by decision of the Rector’s Council, upon the Rector’s recommendation, at least ten (10) working days before the voting day. The Chair of the C.E.C. is the senior-most faculty member of the highest rank. Upon receiving the candidates’ applications, the C.E.C. examines eligibility, declares candidacies within two (2) working days of its formation, oversees the voting process, and announces the result.

d. For the election of the Dean, the C.E.C. is composed of five members, with an equal number of alternates, appointed by decision of the Dean at least five (5) working days prior to the election. Members must be faculty of the School. If the deadline is not met, the authority passes to the Rector. The Chair is the most senior faculty member of the highest rank. After receiving applications, the C.E.C. verifies eligibility, declares candidates within two (2) working days, supervises the election, and announces the result.

e. For the election of Department Chair and Deputy Chair, the C.E.C. is composed of three members, with an equal number of alternates, appointed by the Dean at least five (5) working days before the election. Members must be faculty of the Department. If the deadline is not met, the authority passes to the Rector. The Chair is the senior-most faculty member of the highest rank. The C.E.C. verifies eligibility upon receiving applications, declares candidacies within two (2) working days, supervises the voting process, and announces the result.

f. For the election of Sector Director, the Electoral Committee is formed at least five (5) working days prior to the election, by decision of the body responsible for issuing the election call. It consists of three faculty members of the respective Sector, with an equal number of alternates.

Election bodies must ensure the genuine and unimpeded exercise of voting rights. They may authorize, in writing, other staff members of the institution to assist in organizing and conducting the voting for

greater efficiency. Election bodies are also responsible for complying with the relevant legislation and resolving any issues that arise during the process, in accordance with current laws, these regulations, and the institution's established procedures.

12. ELECTION – RUNOFF ELECTION FOR RECTOR – VICE RECTORS – DEAN – DEPARTMENT CHAIR AND DEPUTY CHAIR – SECTOR DIRECTOR

a. The Rector, Dean, Department Chair, and Deputy Chair are elected if they receive an absolute majority of valid votes. The valid votes received by each candidate are calculated as the sum of the following:

(a) The number of valid votes from members of the first electoral group who voted for that candidate; and

(b) The number of first-group voters multiplied by the number of valid votes from second-group voters for that candidate, further multiplied by 0.2 and divided by the total number of members in the second group.

If the sum results in a decimal, it is rounded down if less than 0.5, or up if 0.5 or more.

b. If no candidate receives an absolute majority as described above, or in the case of a tie, a repeat election is held on the next working day between the candidates with the highest number of votes...

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If no candidate receives an absolute majority or in the case of a tie, the electoral process is repeated on the next working day between the two candidates who placed first and second, or between those tied for first place.

c. If a tie occurs again in this second round of voting conducted by ballot, the election is repeated once more by ballot. If the first ballot round fails for a reason other than a tie or if an absolute majority is not achieved, the Central Electoral Committee is obliged to conduct the election via electronic voting within an exclusive deadline of seven (7) working days from the day following the failed election.

d. If again no candidate receives an absolute majority or in the case of a tie, the election is repeated, again via electronic voting, on the next working day between the two leading candidates or those tied in the first place.

e. In the event of another failed election, the process is repeated once more via electronic voting on the next working day, at which point the candidate who receives the relative majority of valid votes is elected. In case of a tie, the decision is made by drawing lots before the Central Electoral Committee.

f. If there is only one candidate, they are elected if they receive at least one-third (1/3) of the valid votes from the first electoral group. The specifics of the electronic voting procedure are determined by a decision of the Minister of Education, Research, and Religious Affairs.

g. As for Vice Rectors, the three candidates who receive the highest number of valid votes, based on the above calculation method, are elected. In the event of a tie for the last electable position, the process is repeated as described above.

h. For the election of the Rector and Vice Rectors, and the appointment of the Vice Rectors, a confirming act is issued by the Minister of Education, Research, and Religious Affairs and published in the Government Gazette.

i. For the election of the Dean, Department Chair, and Deputy Department Chair, a confirming act is issued by the Rector and published in the Government Gazette.

j. The election of the Sector Director is conducted using a single ballot paper listing all candidates. In the event of a tie, the winner is selected by drawing lots, carried out by the Department Chair or the Dean, as appropriate. A record of the election or draw is prepared. A confirming act is issued by the Rector and published in the Government Gazette.

k. Where a draw is required during the electoral process, it is conducted using opaque slips bearing the names of the candidates, in a number equal to the number of candidates. The draw is held publicly, and the result is recorded in the official minutes, signed by the committee members before whom the draw took place.

12. ELECTORAL DISTRICTS AND ELECTORAL COMMITTEES

The Central Electoral Committee (C.E.C.) acts as the electoral committee when elections are conducted in a single electoral district. Except for the election of the Sector Director, which is always held in a single electoral district by the respective Electoral Committee, the C.E.C. may, by its decision, stipulate that elections be held in multiple districts. In that case, the C.E.C. appoints a three-member electoral committee from faculty members of all ranks within the institution or academic unit for each district. These members are replaced by an equal number of alternate members. All regular and alternate members are appointed by lot, conducted by the C.E.C.

13. BALLOTS – ELECTORAL ENVELOPES

- a. Elections are conducted using printed, rectangular ballots made from white paper of uniform dimensions, as specified by the election authority. Black font is used on the ballots. White ballots, identical in size and material, are also provided at each district by the respective electoral committee.
- b. Uniform electoral envelopes made from opaque white paper are used. In elections where the electorate is divided into two voting groups, white envelopes are used for the first group and blue for the second group.
- c. The election of the Rector and Vice Rectors is carried out using two separate unified ballots—one listing all Rector candidates and the other listing all Vice Rector candidates. Voters indicate their preference for only one candidate in each category by marking next to their name. The same rule applies for all other single-seat electable offices.

14. VOTING

- a. Voting is direct and secret, held on the date and time specified by the body responsible for issuing the call for elections and in the location determined by the election administration body. By decision of the election authority, the electoral districts, polling stations, and the distribution of voters across districts are designated.
- b. Voting takes place in the presence of the relevant electoral committee.

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c. Two ballot boxes are used for the election of the Rector and Vice Rectors. Similarly, two ballot boxes are used for the election of the Department Chair and Deputy Chair. Before the voting begins, the electoral committee verifies that the ballot boxes are empty and seals them with wax. Voters appear at the polling station and present themselves to the electoral committee, which confirms their identity and verifies their registration on the electoral roll. The electoral committee provides the voter with the ballots (unified candidate ballot and blank ballot) along with the electoral envelope, which is sealed and initialled by the committee’s chair at the time it is handed over to the voter.

15. CLOSURE OF VOTING – BALLOT COUNTING AND SORTING – BALLOT VALIDITY

- a. At the end of the designated voting time, the chair of the electoral committee announces the conclusion of voting. The doors are then closed, the ballot boxes unsealed and opened, and the envelopes counted by ballot box and by color. Next, the envelopes are opened by color, and the ballots of each elector group are sequentially numbered with whole numbers. Their validity is checked, and they are initialled by the chair of the electoral committee, who also notes the designation of the electoral district on each ballot.
- b. Upon completion of the counting, each electoral committee prepares a report (ballot counting report for the electoral district), a copy of which is provided to the candidates, their representatives, or alternates, upon request—even prior to submission to the Central Electoral Committee (C.E.C.), in the case of elections conducted in multiple districts.

16. OBJECTIONS

- a. Objections against the validity of the elections may be submitted by:
 - (aa) Any voter registered in the institution’s electoral roll, and
 - (ab) A candidate in the election at the institution, their representative, or alternate.

Objections must be submitted in writing to the relevant electoral committee or the C.E.C. before the election report is drawn up, without interrupting the voting process. The competent electoral committee rules on the objections with a reasoned decision.

b. Grounds for objections include, in particular:

(ba) The absence of legal qualifications or the existence of disqualifications for candidates who have been declared, and generally any violation of legal provisions during candidate nomination;

(bb) Violations of legal provisions during the voting process, vote counting, or candidate declaration;

(bc) Invalid or incorrect ballot counts and incorrect sorting of votes.

17. ELECTORAL COMMITTEE MINUTES – RESULTS TABLE

a. The electoral committees of each district must maintain a ballot counting report, which, in addition to standard information, must include:

(aa) The number of registered voters in the electoral district,

(ab) The number of voters who cast a vote,

(ac) The number of blank and invalid ballots,

(ad) The number of valid ballots,

(ae) The number of surplus envelopes that were randomly removed and the content of their ballots,

(af) Any objections concerning the voting or counting and the committee's decisions on them.

b. Electoral committees must also maintain a voting protocol showing compliance with the electoral process from start to finish, including any objections and the corresponding decisions.

c. The above reports are drafted by the respective electoral committee, signed by its chair and members, and delivered to the C.E.C. for the centralized tallying and sorting of ballots.

d. For the election of candidates, after verifying the information provided by the district committees, the C.E.C. draws up the final report (election report). For the election of Sector Directors, the report is drawn up by the respective committee. The report may also be prepared electronically. It includes:

* The total number of valid votes received by each candidate,

* The weighted vote calculation (for Rector, Vice Rectors, Dean, Chair and Deputy Chair), and

* The final ranking of candidates in descending order.

e. After counting and sorting, the committee signs the election report, initials the electoral roll, and ensures immediate communication of the election results to the body responsible for calling the election, to the relevant legal authorities for issuing the formal appointment, and to the academic community via posting at the institution.

18. RESIGNATIONS – VACANCIES – REPLACEMENTS OF SINGLE-PERSON GOVERNING BODIES

a. **Rector:** If the Rector resigns, is otherwise removed, or if their election is annulled...

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If during the first two (2) years of the term of office, the Rectoral office becomes vacant, elections for the position of Rector are conducted by the Senate for the remaining duration of the announced term. The new Rector's term is considered complete. The preceding provision does not apply if the election takes place during the third year of the announced term and a person different from the incumbent is elected as Rector. Until the new Rector assumes office, or in the event the Rector resigns or is unable to serve for any reason during the final year of the term, or in case of absence or temporary impediment, the duties of the Rector shall be carried out by the Vice-Rector, according to the order of substitution designated by the Rector, in accordance with the applicable legislation. A Vice-Rector who refuses to substitute for the Rector in accordance with the above provision is dismissed from the office of Vice-Rector. The Vice-Rector who assumes the Rector's duties, as well as any Vice-Rector dismissed under the preceding provision, is replaced as stipulated in the current legislation. If, for any reason, the substitution of the Rector becomes unfeasible for a period exceeding thirty (30) days, the duties of the Rector shall be assumed by the most senior member of the faculty of the highest academic rank. In the case of appointments to the same rank on the same date, a draw shall be conducted before the Senate. The Minister of Education, Research and Religious Affairs shall issue the corresponding confirmation act, which shall be published in the Government Gazette.

b. VICE-RECTOR:

If a Vice-Rector resigns or is unable to serve for any reason, the vacated position shall be filled by the next candidate in the electoral ranking, for the period remaining until the end of the term of the resigning or deceased Vice-Rector, by decision of the Senate. In the absence of a next candidate in the electoral ranking, or in the event the election of the Vice-Rector is annulled:

a) If the need arises within the first two (2) years of the Rectoral Authorities' term, elections for Vice-Rector shall be conducted by the Rector for the remainder of the term. If the Rector remains inactive for ten (10) working days, the elections shall be conducted by the Senate, and if it too remains inactive for fifteen (15) days, this authority shall pass to the Minister of Education, Research and Religious Affairs.

b) If no one expresses interest in the position of Vice-Rector or the need arises during the last year of the aforementioned term, the vacant position shall be filled by the most senior member of the faculty of the highest academic rank and, in the absence thereof, by the most senior faculty member of the rank of Associate Professor.

Until elections are held or duties assigned as stated above, or in the event of absence or temporary impediment, the duties of the resigned or deceased Vice-Rector shall be performed by the Rector. In all cases, the Minister of Education, Research and Religious Affairs shall issue the corresponding confirmation act, which shall be published in the Government Gazette.

c. DEAN:

If the Dean is absent or temporarily unable to perform their duties, they shall be substituted by the most senior Department Chair of the School, based on the date of publication of the confirmation act of election to that position. In the case of equal seniority among Chairs, the Dean shall be substituted by the most senior among them holding the highest academic rank, and, in the absence of such members, by the most senior member of Associate Professor rank. If there is equal appointment date in the respective rank, a draw shall be conducted before the School's General Assembly. If the Dean resigns or is unable to serve for any reason or their election is annulled during the first two (2) years of their term, elections for a new Dean shall be conducted by the Rector within fifteen (15) working days from the vacancy. Until the new Dean assumes duties, or in case of resignation, inability, or annulled election during the final year of the term, the Dean's duties shall be performed by the most senior faculty member of the highest rank within the School. If there are several equally senior faculty members, a draw shall be conducted before the General Assembly of the School. The Rector shall issue the corresponding confirmation act, published in the Government Gazette.

d. DEPARTMENT CHAIR:

The Deputy Chair substitutes for the Chair in case of absence for any reason or temporary impediment, as well as in the event of resignation or inability to complete the remainder of the term.

e. SECTOR HEAD:

In the event of absence or impediment, the Sector Head is substituted by the most senior faculty member of the Sector. In the case of equal appointment dates in the relevant rank, a draw shall be conducted before the Sector's General Assembly.

ARTICLE 5: Formation of Collegial Bodies

The conditions and procedure for the formation of collegial bodies are entirely governed by the applicable legal framework.

a. For the lawful formation of a collegial body, it is required that all members (regular and alternate) provided by law be appointed by formal act. The appointment of the same person to multiple roles is not permitted unless explicitly provided by law. If certain members are elected or designated by third parties and these members have not yet been elected or designated by the competent bodies, the formation is lawful provided that the election or designation has been duly requested in writing in a timely manner, and the remaining members are sufficient to meet the quorum requirement.

- b. Unless otherwise specified by law, collegial bodies shall consist of at least three (3) members.
- c. The chair and the secretary of the collegial body shall be appointed, along with their alternates, in accordance with current legislation and the act of its establishment.
- d. If the collegial body is composed exclusively of elected members, the chair, the secretary, and any other members assigned specific duties, along with their alternates, shall be elected by secret ballot from among the members of the collegial body.
- e. Any unlawful acquisition of the capacity under which a person is appointed as a member of a collegial body does not affect the legality of the body's formation.
- f. A collegial body may operate for no more than three months if any of its members are lost or resign for any reason or lose the capacity under which they were appointed, provided that the remaining members are sufficient to constitute a quorum during meetings.
- g. When the law stipulates a term for members of a collegial body, replacement of a member before the expiration of the term is only permitted for reasons related to the performance of their duties, which must be documented in the relevant act.

The formation of the University's Collegial Bodies, according to the provisions of current legislation, is as follows:

1. SENATE

The Senate is composed of:

- a) The Rector
- b) The Vice-Rectors
- c) The Deans of the Schools
- d) The Department Chairs
- e) Student representatives constituting 10% of the total number of members in categories a to d. Student representatives must include at least one (1) undergraduate and one (1) from among postgraduate students and PhD candidates (where applicable). These representatives and their alternates are elected for a one-year term by the student body of the respective category of the Institution, through direct, secret, and universal suffrage.
- f) Three (3) representatives, one (1) from each category of the institution's EEP (Special Educational Staff), EDIP (Laboratory Teaching Staff), and ETEP (Special Technical Laboratory Staff)
- g) One (1) representative of the institution's administrative staff
- h) The representatives mentioned in f and g, along with their alternates, are elected by the respective staff categories of the institution for a two-year term, through direct, secret, and universal suffrage from a unified ballot per category, with eligibility for one (1) re-election.
- i) The Senate is considered legally constituted and may operate even if the representatives of the students, EEP, EDIP, ETEP, and administrative staff have not yet been elected.

2. RECTOR'S COUNCIL

The Rector's Council is composed of:

- a) The Rector
- b) The Vice-Rectors
- c) One student representative, nominated from among the elected students participating in the Senate
- d) The administrative staff representative serving in the Senate

The Rector's Council is legally constituted and may function even if the student or administrative staff representative has not been nominated. In the event of a tie, the opinion supported by the Rector prevails.

3. SCHOOL GENERAL ASSEMBLY

The General Assembly of the School is composed of:

- a) The Dean
- b) The faculty members (DEP)
- c) Student representatives constituting 10% of the total number of members listed in a and b. Student representation must include at least one (1) undergraduate and one (1) from among postgraduate students and PhD candidates (where applicable).
- d) The aforementioned student representatives and their alternates are elected for a one-year term by the student body of the respective category of the School through direct, secret, and universal suffrage.
- e) Three (3) representatives, one (1) from each category of EEP, EDIP, and ETEP staff of the School, elected with their alternates for a two-year term, eligible for re-election, from a unified ballot per category through direct, secret, and universal suffrage by the corresponding category of staff in the School.
- f) The School General Assembly is considered legally constituted and may operate even if the representatives referred to in points c and d have not yet been appointed or elected.

4. SCHOOL COUNCIL (KOSMITEIA)

The School Council is composed of:

- a) The Dean of the School
- b) The Department Chairs
- c) Student representatives constituting 10% of the total number of members listed in a and b. Representation must include at least one (1) undergraduate and one (1) from among postgraduate students and PhD candidates (where applicable). These student representatives and their alternates are elected by students of the corresponding category of the School, through direct, secret, and universal suffrage, for a one-year term.
- d) Three (3) representatives, one (1) from each category of EEP, EDIP, and ETEP staff of the School, elected with their alternates by direct, secret, and universal suffrage of the relevant staff category members.

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- e) The School Council is considered legally constituted and may function even if the representatives mentioned in points (c) and (d) have not been elected.
- f) Undergraduate students shall not vote on matters concerning second and third cycle studies.
- g) If the School comprises only one Department, the School Council consists of the Dean (who also serves as Department Chair), the Heads of Sectors, five (5) faculty members elected by the School's General Assembly, two (2) student representatives (one undergraduate and one from among postgraduate students and doctoral candidates, where applicable), and three (3) representatives—one from each category of EEP, EDIP, and ETEP staff of the School.
- h) If the School comprises only two (2) Departments, the School Council consists of the Dean, the Department Chairs, the Sector Heads—who, if fewer than three (3), are supplemented up to three by faculty members of the relevant Department elected by the Department Assembly—two (2) student representatives (as above), and three (3) representatives, one from each category of EEP, EDIP, and ETEP staff. If the Department lacks Sectors, three (3) faculty members elected by the Department Assembly shall participate in the School Council.
- i) The student and staff representatives of the EEP, EDIP, and ETEP categories are elected in accordance with provisions under points (c) and (d), and the School Council is considered legally constituted and may operate even if these representatives have not been elected. Details regarding the implementation of this paragraph shall be determined by Rectoral decision published in the Government Gazette.

5. DEPARTMENT ASSEMBLY

The Department Assembly consists of:

- a) The faculty (DEP) members of the Department, as follows:
 - * If their number is thirty (30) or fewer, all participate.
 - * If their number exceeds thirty (30), then thirty (30) representatives participate, allocated across the Sectors proportionally based on the number of faculty in each Sector.

b) The Chair and Vice-Chair of the Department, and, where applicable, the Sector Heads, who are not counted among the thirty (30) faculty members listed above.

c) Student representatives comprising 15% of the total members from points (a) and (b), and in any case, no more than ten (10). There must be at least one (1) undergraduate representative and one (1) from among postgraduate students and doctoral candidates, where applicable. These representatives and their alternates are elected for a one-year term through direct, secret, and universal suffrage by students in their respective categories.

d) Three (3) representatives—one from each category of EEP, EDIP, and ETEP staff of the Department—elected for a one-year term, with the possibility of re-election, via a single ballot per category and through direct, secret, and universal suffrage by the respective staff category members.

The Department Assembly is legally constituted and may operate even if the representatives under points (c) and (d) have not been elected. Undergraduate students shall not vote on issues related to second and third cycle studies.

6. DEPARTMENT ADMINISTRATIVE COUNCIL

The Administrative Council of the Department consists of:

a) The Chair and Vice-Chair of the Department

b) The Heads of Sectos

c) One (1) of the three (3) elected representatives from the EEP, EDIP, and ETEP staff, nominated by their peers.

The Department Administrative Council is considered legally constituted and may operate even if the representative in point (c) has not been nominated.

7. SECTOR GENERAL ASSEMBLY

The Sector General Assembly consists of:

a) The Sector Head

b) The faculty (DEP) members of the Sector

c) Student representatives comprising 15% of the total members from points (a) and (b), and in any case, no more than ten (10). There must be at least one (1) undergraduate and one (1) from among postgraduate students and doctoral candidates, where applicable. These representatives and their alternates are elected for a one-year term through direct, secret, and universal suffrage by students of the respective categories of the Department.

d) Three (3) representatives—one from each category of EEP, EDIP, and ETEP staff of the Sector—elected for a one-year term, with the possibility of re-election, from a single ballot per category through direct, secret, and universal suffrage by the members of the respective staff category of the Sector.

e) The Sector General Assembly is considered legally constituted and may function even if the representatives mentioned in points (c) and (d) have not been elected.

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ARTICLE 6 - Election of Representatives to Collegial Bodies

The process for the election of representatives to collegial bodies is entirely governed by the applicable legislative framework.

1. ELECTION OF REPRESENTATIVES OF EEP, EDIP, ETEP, AND ADMINISTRATIVE STAFF TO COLLEGIAL BODIES:

a. The representatives of EEP (Special Teaching Staff), EDIP (Laboratory Teaching Staff), ETEP (Special Technical Laboratory Staff), and administrative employees in the collegial bodies of the Institution are elected, along with their alternates, by all members of the respective category of staff of the institution or the relevant academic unit.

b. The election is conducted via direct, secret, and universal suffrage and is announced by the Rector, the Dean, or the Department Chair, depending on whether it concerns representation in the Senate, the School (General Assembly and School Council), or the Department (Department Assembly and Sector General Assembly). The announcing authority appoints a three-member electoral committee composed of staff from the respective category, with alternates. If there are not enough eligible staff

in the specific academic unit, the committee may include members from the same category in another academic unit of the Institution, or otherwise from members of other categories (EEP, EDIP, ETEP). Candidacies, withdrawals, and objections concerning candidate registration are submitted to the electoral committee through the Institution’s competent personnel service and are officially recorded.

c. All other aspects are governed accordingly by the current legislative provisions as reflected in this Internal Regulation, especially regarding the preparation of electoral rolls, the competent body for eligibility checks and candidate registration, the time and place of voting, the ballot format, voting and vote-counting procedures, election record drafting, deadlines and procedures for lodging and resolving objections, and conducting a draw where provided.

2. ELECTION OF STUDENT REPRESENTATIVES TO COLLEGIAL BODIES:

a. Student representatives in the collegial bodies of institutions are elected along with their alternates from the total student body with voting rights, in accordance with current legislation, per category:

- (a) undergraduate students,
- (b) postgraduate students, and
- (c) doctoral candidates.

b. The election process is conducted annually on a common date, announced by the competent student union bodies. Students vote to elect their representatives using three (3) separate ballot boxes, corresponding to participation at the Department level (Department Assembly and Sector General Assembly), the School (General Assembly and School Council), and the Senate. If the School has only one Department, the election uses two (2) ballot boxes. Candidates may stand for election in all ballots for the Department, School, and Senate, provided they are enrolled in the corresponding unit.

c. The election is carried out via direct, secret, and universal suffrage, announced by the student bodies, which are responsible for forming an electoral committee for each Department, School, and Institution. Committees are composed of students and their alternates and are responsible for the proper conduct of the electoral process. Candidacies, withdrawals, and objections concerning candidate registration are submitted to the relevant electoral committee and officially recorded.

d. All other matters regarding the above are governed by the applicable legislation, as reflected in this Internal Regulation, especially concerning the compilation of electoral rolls, the competent body for checking the eligibility of personnel and students (active/inactive), candidate registration, the time and place of voting, ballot formatting, voting and vote-counting procedures, drafting of the election record, deadlines and procedures for lodging and resolving objections, and conducting a draw where applicable.

ARTICLE 7 - General Rules of Operation for Individual and Collegial Bodies

The general rules for the operation of individual and collegial bodies are governed by applicable legislation, the Institution’s Statutes, and the Internal Regulation.

1. IMPARTIALITY OF ADMINISTRATIVE BODIES:

a. Administrative bodies, whether individual or collegial, must guarantee impartial judgment in the exercise of their duties.

b. Individual authorities and members of collegial bodies must refrain from any action or process constituting participation in decision-making, providing opinions, or making proposals when:

- a) They have a personal interest connected to the outcome of the matter;
- b) They are spouses or relatives by blood or marriage—directly without limitation, or collaterally up to the fourth degree—with any party involved;
- c) They have a particular bond, special relationship, or enmity with the parties involved.

c. Any authority or member of a collegial body who believes there are grounds for recusal must immediately inform the superior authority or the chair of the collegial body, respectively, and refrain from any further involvement.

The superior authority or the collegial body shall decide as soon as possible.

d. A request for exemption of an individual body or a member of a collegial body may be submitted by interested parties at any stage of the procedure. The request is submitted to the superior authority, to the chair of the collegial body, or to the decision-making body, as appropriate. Otherwise, the provisions of the final sentence of the preceding paragraph apply accordingly.

e. Exemption may also be ordered ex officio by the superior authority or the collegial body.

f. The provisions of the preceding paragraphs do not apply in cases where so many members declare abstention or request exemption that the remaining members do not constitute the legally required quorum.

2. MEETINGS – FUNCTIONING OF COLLEGIAL BODIES:

The procedure for convening meetings to discuss matters and make decisions within the collegial bodies of the Institution (Senate, Rector's Council, School General Assembly, School Council, Department Assembly, Department Administrative Council, and Sector General Assembly) is as follows:

a. The body is convened by the Chair, who also prepares the Agenda (H.Δ.) for the meeting.

b. The collegial body convenes lawfully when more than half of its appointed regular members participate as either regular or alternate members (quorum). Quorum must be maintained throughout the meeting. If, during the first meeting, a quorum is not met, the body is reconvened no earlier than twenty-four (24) hours later, at the same place and with the same agenda. In this reconvened meeting, a quorum exists if at least one-third (1/3) of the appointed regular members participate, and in any case, not fewer than three (3) regular or alternate members. In three-member collegial bodies, all three (3) regular or alternate members must be present to form a quorum.

c. The Chair determines the date, time, and location of the meetings and invites both regular and alternate members to participate. In the case of the Senate, at its first meeting of each academic year, a fixed weekday and time is designated for regular sessions, provided there are items to discuss. In exceptional cases, the Senate may meet at a different time and day, by decision of the Chair.

d. Convening the collegial body for a meeting is mandatory if at least one-third (1/3) of the total number of its regular members submit a written request to the Chair, specifying the matter to be discussed.

e. The agenda is drawn up by the Chair, taking into account any proposals submitted by members of the collegial body.

f. Only items included in the agenda are discussed during the meeting. Exceptionally, matters not included may be discussed if all regular members are present and agree to their discussion.

g. The meeting invitation, which includes the items on the agenda, must be communicated by the Secretary to the members of the collegial body at least forty-eight (48) hours before the meeting. This may also be done by phone, telegram, fax, or other suitable means, provided it is recorded in a special log, including the date and signature of the person who issued the invitation. In urgent cases, this timeframe may be shortened, but the invitation must be in writing and include the reasons for the urgency. An invitation is not required if meetings are held on scheduled dates previously decided and communicated to the members. No invitation is required either if a member has declared their inability to attend beforehand or if the Chair is aware of such a circumstance. The Chair or another designated member, or the legally responsible rapporteur, presents the agenda items. Items are discussed in the order listed unless a majority of the present members decide to change the order. The Chair may invite members of the academic community to attend the meeting for clarification purposes; these individuals depart after providing the requested information.

h. Proposals or recommendations are put to a vote if there is no consensus among members entitled to vote. Voting is usually by a show of hands. A roll-call vote may be conducted by decision of the Chair or upon request by any member. In such cases, the vote proceeds in alphabetical order, following a draw. During discussion, the Chair gives the floor to any member requesting it and sets a reasonable time for each speaker.

i. Decisions of the body are taken by absolute majority of valid votes cast by the members present, unless otherwise specified by law. The body decides on all procedural matters.

j. If more than two proposals are put to a vote and none obtains an absolute majority, voting is repeated between the two proposals with the most votes. In the case of a tie involving more than two proposals, further voting rounds determine the finalists...

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j. If more than two proposals are submitted for a vote and none receives an absolute majority, the vote shall be repeated between the two most favored proposals.

k. The Chair may adjourn the meeting for a short break. With the consent of the body, the meeting may be adjourned for a longer period, provided it resumes on the same or the following day.

l. If one-third of the members of a collegial body submit a written request, the Chair is obligated to include the specified issue for discussion in the next session.

m. The Secretary records the minutes of each session. Certified copies of minutes may be issued by the Chair to those with a legitimate interest, as provided by applicable law. The minutes briefly summarize proposals, discussions, and accurately record decisions. Oral statements are not included unless submitted in writing during the same session.

n. The minutes must include:

- a) The time and place of the meeting,
- b) The members present and their titles or roles,
- c) The members absent,
- d) Whether quorum requirements were met,
- e) The agenda items and related proposals,
- f) Summarized remarks of each member who spoke,
- g) The form and results of voting and decisions taken,
- h) Minority opinions,
- i) Any invited individuals who contributed to the discussion of specialized topics not foreseen by the relevant provisions.

o. Decisions of collegial bodies are executed by the Chair upon adoption.

p. Collegial university bodies are deemed lawfully constituted and functional even if representatives of the EEP, EDIP, ETEP, student body, and administrative staff, as required by law, have not been appointed. All members of collegial bodies must attend and remain throughout the session. Absence is allowed only for justifiable reasons, communicated in writing or by another suitable means to the Chair before or during the session. Members may only leave after the conclusion of an item and before the next begins. In cases of unjustified absence or departure, the Rector, through the Rector's Council, may impose disciplinary sanctions under current regulations.

q. The Rector may attend any collegial body session without voting rights.

r. The Rector may convene any collegial body of the Institution when it unlawfully fails to take decisions. In such cases, the Rector presides over the session without voting rights.

s. The Senate, by an absolute majority of its full membership, may take specific measures to address urgent matters when other administrative collegial bodies are unable to function or decide.

t. Alternate members are called to replace absent or unavailable regular members of the same category, unless no such designation exists.

u. If a regular member who was not invited is absent from the session, the meeting is unlawful, even if the respective alternate participated instead. If irregularities occur in summoning a member, the meeting is lawful if that member attends and raises no objection.

v. The legality of the composition of a collegial body is not affected by the alternation of participating members across consecutive meetings.

w. Members who are spouses or related by blood or marriage up to the fourth degree may not participate in the same session.

x. Meetings are confidential unless otherwise stipulated by law. The presence of individuals other than members and the secretary (or those specifically designated by law) is not permitted during discussion. The collegial body may, however, invite individuals for the purpose of providing information or

documentation, who must leave before discussion begins. In Senate meetings, representatives of faculty associations (DEP, EEP, EDIP, ETEP) and other deemed necessary persons or bodies may be invited to attend without voting rights.

y. When the law mandates a public meeting, the time and location must be announced at least forty-eight (48) hours in advance by appropriate means to ensure public access. This must be confirmed in the official minutes.

z. The Chair opens and closes sessions, directs proceedings, ensures legal compliance, and oversees the orderly functioning of the collegial body.

aa. Collegial bodies may also convene using electronic means (e.g., teleconference). In such cases, a decision by the Minister of Interior, Public Administration and Decentralization shall define the meeting location, quorum verification methods, confidentiality safeguards, and procedures for minute-keeping and voting.

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3. DECISIONS OF COLLEGIAL BODIES

a. Decisions of collegial bodies, unless otherwise provided by law, are taken by absolute majority of the present members. If such a majority cannot be achieved, the vote is repeated until an absolute majority is formed, with the obligatory accession, each time, of the member(s) holding the weakest opinion to one of the prevailing options. In any case, in the event of a tie, the vote of the Chair prevails, unless the vote is secret, in which case it is repeated once more, and any further tie is deemed as a rejection. A member who abstains or casts a blank vote is considered absent.

b. If the discussion of an issue spans more than one meeting, the decision is made by those present in the final session, provided that members not present in earlier sessions are fully briefed on the essential discussion points. This briefing must be confirmed through a declaration by those members and recorded in the minutes.

c. Voting is open, unless otherwise stipulated by law.

d. Minutes are drafted for each session of the collegial body and must include: the names and roles of attending members, the location and time of the session, the topics discussed (with concise yet comprehensive summaries), the form and result of the vote, and the decisions taken.

e. The minutes must also record minority opinions, and in the case of open voting, the names of those expressing them.

f. If the session's purpose is to express a non-binding opinion, the minutes must include all individual views submitted and put to vote.

g. Minutes are prepared by the Secretary and ratified by the Chair.

h. The signature of the Chair or their deputy suffices for the legal validity of every act of the collegial body.

ARTICLE 8: Meetings of Collegial Bodies during Holidays and Temporary Suspension of Operations or Educational Activities of the Institution

The Senate, or the Rector's Council following delegation by the Senate, has the authority to decide on the temporary suspension of institutional operations or academic activities for extraordinary reasons, such as safety issues or natural disasters, as well as to ensure the operation of collegial bodies during holiday periods.

CHAPTER D: SPECIAL ACCOUNT FOR RESEARCH FUNDS (ELKE)

At the University of Piraeus, a Special Account for Research Funds (ELKE) is established and operates for the management and utilization of funds dedicated to scientific research, education, training, technological development, and innovation, as well as for the provision of related services in support of the University's mission.

The purpose of ELKE is the management and allocation of funds originating from any source, including internal resources, intended to cover all types of expenses necessary for the implementation of research, educational, training, and development projects; continuing education programs, seminars, and conferences; provision of scientific, technological, and artistic services; execution of specialized and

clinical studies; testing, measurement, laboratory analyses; provision of expert opinions; preparation of technical specifications on behalf of third parties; and design and execution of scientific, research, cultural, and developmental programs and other related services for the benefit of the University.

The Research and Management Committee of ELKE is its governing body, distinct from the University's central administration. It is formed by decision of the Rector and comprises representatives from all Departments, with the Vice-Rector for Research acting as Chair. Each Department's representative and their alternate are designated by the Department Assembly at least two months before the expiration of the current committee's term.

The ELKE administrative office is staffed according to need, either by University personnel (scientific or other), made available by Senate decision upon proposal of the Research Committee, or by new personnel hired directly by the Research Committee and remunerated from ELKE's resources.

CHAPTER E: LIBRARY AND INFORMATION CENTER

ARTICLE 9: Title and Mission

The University of Piraeus operates a unified Central Library as an autonomous and decentralized unit titled "Library and Information Center" (B.I.KE.P.). Its administrative level is defined in the University's Statute.

The primary mission of the Library is to meet the academic community's needs for up-to-date scientific information. To fulfill this mission and its broader role, the Library implements intermediate objectives, which it adapts, improves, modernizes, and revises whenever and wherever necessary....

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...as needed. Its mission is to support and promote the educational and research activities of the Institution, contribute to the retrieval, management, provision, and dissemination of specialized information to the wider national and international community, and actively participate in all activities related to education and culture.

ARTICLE 10: Collections

1. The collection of the Library and Information Center (B.I.KE.P.) reflects the history of the University of Piraeus and thematically encompasses all academic fields taught at the University's Departments. The types of material include:

a) General and specialized reference materials such as Encyclopedias, Dictionaries, Bibliographic Catalogues, University Yearbooks, user manuals for electronic devices, etc., in both electronic and print form; b) Printed and electronic scientific books, scholarly journals, and academic textbooks; c) Doctoral dissertations and postgraduate theses completed at the University, in print and digital form; d) A collection of European publications (books and journals) forming part of the European Documentation Center's collection, in print and/or electronic format; e) Books donated—especially rare and historical editions; f) Audiovisual material, CD-ROMs, and DVDs; g) Electronic databases with audio, image, bibliographic, or full-text content, either online or in CD-ROM format; h) Software packages (word processing, graphics, statistical analysis, etc.) and other related materials.

2. The Library maintains digital repositories including:

a) The Institutional Repository "Dione," which stores, indexes, preserves, and provides access to postgraduate theses and doctoral dissertations from University departments. Access is determined by each author's license. The collection is enriched daily.

b) The "KETlib" repository of the European Documentation Centers of Greece, containing material of European interest produced by Greek scientific and political bodies and EU institutions.

c) The Research Repository "Pandora," which collects and showcases the total research output of the scientific and research staff of the University of Piraeus.

3. Collection Development Policy and Strategy:

B.I.KE.P.'s criteria for collection development include:

a) Content quality; b) Comprehensive, representative, and up-to-date coverage of selected thematic categories; c) Collection completeness; d) Availability of fundamental and essential literature in all knowledge fields e) Types of materials (books, journals, etc.); f) Languages in which the material is

written or translated; g) Level of specialization of thematic categories; h) Acceptable number of copies per item; i) Cost of the selected material; j) Policies regarding interdisciplinary topics, special collections, and reference materials; k) Policy on acquisition or access-only material.

The collection development strategy aims to:

a) Thoroughly cover Greek publications on subjects of special interest to the academic community (e.g., Management, Economics, Shipping); b) Representatively cover all scientific fields taught at the University of Piraeus, including current trends in technology; c) Timely enrich the collection to meet current needs and foster new scholarly pursuits and future perspectives.

4. Donations are accepted provided they enrich the collection and align with the Library's mission.

* For small donations, the Library Head decides;

* For large donations, the Head and the Scientific Committee review the matter and submit recommendations to the Senate, which decides on acceptance and terms.

The Library selects which materials to include based on availability, relevance, rarity, and scientific merit.

It does *not* retain:

a) Popularized books (e.g., best sellers); b) Duplicates of materials already in the collection; c) Outdated textbooks.

It may accept after review:

a) Journal issues that are missing from subscribed titles; b) Complete journal series; c) Books on secondary topics for the University; d) Donations of Special Collections. Rare books are accessible to the public during library hours.

5. Exchanges may be conducted with collaborating libraries in Greece or abroad.

The Library may exchange publications of the School, duplicate journal issues, and extra book copies.

It actively supports open access to scholarly publishing and participates in national and international initiatives to promote open access policies for the benefit of scientific communication.

ARTICLE 11: Services

1. Services provided by BI.KE.P. include:

a) Information on the Library, its materials, and services, as well as subject-specific information from subscription and open-access databases; b) Information is available via email, telephone, or in person; c) Research support; d) Lending services;

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e) Lending of printed, audiovisual, and electronic materials for use; f) Interlibrary loan of books to and from other libraries upon written agreement; g) User training through special seminars on using BI.KE.P., its services, and the electronic information resources it provides.

2. The main functions through which BI.KE.P. offers services to its users are:

a) Access to the BI.KE.P. online catalog as well as catalogs of other libraries; b) Access to subscription-based and open-access databases and information resources via the internet; c) Acquisition of materials not held by BI.KE.P., either through purchase or interlibrary loan; d) Ordering of scientific articles and books via national and international networks of academic libraries; e) Photocopying of printed materials from the library collection, in accordance with applicable copyright laws; f) Periodic publication of bibliographic bulletins for newly acquired materials (books, audiovisual content, etc.); g) Publication of user guides for utilizing BI.KE.P.; h) Organization of training seminars in cooperation with undergraduate and postgraduate faculty for using BI.KE.P. and its resources; i) Seminars on effective search strategies and identification of reliable subject-specific sources for papers, theses, research projects, etc.; j) Open access to BI.KE.P.'s repositories and resources for members of the University of Piraeus.

ARTICLE 12: Users and Members

1. BI.KE.P. users are categorized as either University members or external users.

2. All active members of the University of Piraeus community are automatically considered members of the library. This includes:

* Faculty members (DEP) and all categories of teaching staff,

- * Doctoral candidates, officially enrolled undergraduate and postgraduate students,
- * Scholarship holders, exchange students, participants in Erasmus or other bilateral/international cooperation agreements signed by the University of Piraeus,
- * All categories of University employees.

Also eligible are emeritus, honorary, and visiting professors of the Institution.

3. External users include:

- * Alumni of the University of Piraeus,
- * Specialized researchers in academic fields,
- * Students from other higher education institutions and private colleges,
- * Members of the broader educational and scientific community,
- * Residents of the region where the University is located,
- * Companies and organizations (e.g., publishers, municipalities, cultural institutions, libraries),
- * Partners with whom the University has signed cooperation agreements.

BI.KE.P. also serves anyone seeking specialized information held in its collections. Membership may be granted to other population groups outside the University upon recommendation from BI.KE.P. and approval by the Senate.

The type of cooperation and administrative details between cooperating parties are regulated by mutual agreement, signed by the official representative of the organization owning the library and the Director of BI.KE.P.

4. Membership Registration

University of Piraeus members must register with BI.KE.P. following current procedures and accept the library's operational regulations and applicable data protection laws.

Registration is recorded in BI.KE.P.'s automated system, and a membership card with a unique barcode is issued.

Membership is terminated when the user's relationship with the University ends (graduation, retirement, end of collaboration).

In all cases, users must return borrowed materials or equipment. The appropriate services notify BI.KE.P. in a timely manner, which checks for any outstanding obligations and informs users for settlement prior to their departure.

Additionally, postgraduate students and doctoral candidates must deposit their thesis or dissertation in digital form in the Institutional Repository "Dione" using the self-archiving process and grant the necessary personal copyright license.

ARTICLE 13: Lending Rules

1. BI.KE.P. operates as a lending library for its registered users. Lending procedures depend on the material type and the user's status. Lending applies to books in the Main Collection (ΚΣ) and the "Eudoxos" collection and is permitted only upon presentation of a valid academic ID or BI.KE.P. membership card.

2. The number of items loaned per user and the duration of the loan vary by user category. Renewals are allowed once, provided the item has not been reserved by another user in the meantime. Postgraduate students may also borrow items from the special bibliography defined by the Master's Program and available in multiple copies in BI.KE.P. Lending terms are determined by each graduate program.

3. Users must return items by the specified due dates. Otherwise, they are suspended from using BI.KE.P. services for twice the duration of the overdue period....

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.....users who repeatedly delay the return of borrowed materials are barred from borrowing for the entire academic semester. Damaged or lost items must be restored or replaced, respectively. If the item cannot be sourced from the market, it is replaced with a thematically relevant item of equivalent value.

4. Interlibrary Loan: This service is intended for members engaged in research activities, such as faculty (DEP), doctoral candidates, postgraduate students, and, in some cases, undergraduate students. It also

applies to collaborating libraries with a notification from the library's supervising authority. The service involves the temporary loan of documents or the delivery of journal articles or conference proceedings between academic and research libraries in Greece and abroad. Users interested in using the interlibrary loan service must complete a special request form with their personal and the full bibliographic details of the article or book.

5. BI.KE.P. is obligated to maintain confidentiality regarding user data and library use.

6. Non-Circulating Materials:

Materials that cannot be borrowed but are available for on-site consultation include:

- * Journals
- * Reference materials (e.g., dictionaries, encyclopedias, maps, Government Gazettes)
- * Rare items (manuscripts and other valuable archival materials)
- * Non-print media (CDs, video tapes, optical discs, etc.), unless they are an integral part of a book in the main collection.

ARTICLE 14: Rules for Use of Space, Materials, and Equipment

1. To ensure smooth operation of the reading room and library stacks and to maintain a comfortable, quiet environment for study, users must adhere to the following basic rules:

- * Maintain silence throughout the Library premises.
- * Do not bring food or beverages.
- * Smoking is strictly prohibited by law in all public spaces.
- * Turn off mobile phones.
- * Take care of personal belongings.
- * Use the appropriate reservation forms in the reading room if temporarily leaving or intending to continue using the same material the next day. Otherwise, staff will reshelve the material the same day.
- * Handle materials with care and return them in the same condition as received.
- * Respect the space, equipment, and materials of BI.KE.P.
- * Respect and comply with current copyright laws concerning the use of materials.

2. The use of electronic information resources follows responsible use policies as set by providers and copyright regulations.

3. Use of shared equipment is allowed for all University of Piraeus members and external users only for educational, research, and academic purposes.

- * Installation, use, or creation of programs other than those already installed by BI.KE.P. is strictly prohibited.
- * Use of equipment for illegal actions or any activity causing harm to others is prohibited (e.g., unauthorized access attempts, interference with network services, access to offensive digital content, sending harmful emails).
- * Users are responsible for the integrity of the equipment they use. Any faults or missing components must be reported to BI.KE.P. staff.
- * Staff may temporarily revoke equipment access rights if a user fails to comply with the above rules.

ARTICLE 15: Acquisitions and Technical Processing of Materials

1. BI.KE.P. must be continuously enriched with new print, audiovisual, and electronic materials. Enrichment proposals may be submitted by:

- * Teaching staff of the University of Piraeus
- * Library staff
- * Emeritus professors
- * Students, following consultation with a faculty member (DEP) of the Institution.

2. Orders are collected by the appropriate BI.KE.P. department, checked, and systematically recorded.

3. After acquisition, items undergo technical and thematic processing in accordance with international standards and are entered into the BI.KE.P. information system and collaborating union catalogs.

4. Users may search for materials through the system's OPAC and meta-search engines installed onsite or online.

5. Worn print materials are withdrawn and either rebound or restored.
6. At regular intervals (not less than three and no more than seven years), BI.KE.P. reviews and withdraws outdated materials from its collection.
 - * If the item is unique in the collection, it is transferred to a closed stack.
 - * If multiple copies exist, one is retained and the rest are made available to other libraries, following approval by the Library Committee and the Senate.

ARTICLE 16: Evaluation Of Services

BI.KE.P., in order to monitor the quality of its services and to plan...

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 ...its further development establishes and implements evaluation methods.

ARTICLE 17: Operating Hours

The Library and Information Center (BI.KE.P.) is open to the public from Monday to Friday, from 08:00 to 20:00 during the official academic period. During the remainder of the year, the operating hours are determined by the competent administrative service.

ARTICLE 18: Revision of the Library Regulation

BI.KE.P., in collaboration with the Library Committee (E.B.), may propose a revision of the regulation (at most once per academic year) to the Senate, based on substantiated proposals and justified requests from the academic community and BI.KE.P. staff.

ARTICLE 19: Library Committee

The Senate appoints a Library Committee (E.B.) with a three-year term to support the work of BI.KE.P. It consists of faculty (DEP) members—one from each School—a representative of undergraduate, postgraduate, and doctoral students (with their alternates), and the Director of the Library.

One of the DEP members is appointed Chair.

The Library Committee:

- * Acts as a liaison between BI.KE.P. and the academic departments;
- * Is convened by its Chair once every two months or exceptionally when requested by the Director of BI.KE.P.;
- * Prepares and revises the internal operating regulation of BI.KE.P.

CHAPTER F: SPECIFIC ISSUES OF OPERATION OF COUNCILS AND COMMITTEES

ARTICLE 20: Quality Assurance Unit (MODIP)

The Quality Assurance Unit is the central coordinating body for all quality assurance and evaluation procedures within the Institution. The MODIP of the University of Piraeus is established by Senate decision. Its operation is governed by the applicable legislation. The Senate has approved the Internal Quality Assurance System (IQAS) and the Quality Assurance Unit (MODIP) of the University of Piraeus (Government Gazette 1497 B' 02-05-2018).

ARTICLE 21: Center for Training and Lifelong Learning (KEDIVIM)

A Center for Training and Lifelong Learning (K.E.DI.VI.M.) is established at the University of Piraeus. K.E.DI.VI.M. is a unit of the University that ensures coordination and interdisciplinary collaboration in the development of training, continuing education, vocational training, and lifelong learning programs. In line with the University of Piraeus' strategic implementation, K.E.DI.VI.M. aims to promote the linkage between vocational education and training and modern socio-economic realities. It seeks to contribute qualitatively to increasing employability, enhancing mobility, ensuring equal opportunities in the knowledge society, and strengthening social cohesion.

ARTICLE 22: Technical and Financial Council

The establishment and composition of the Technical and Financial Council are governed by applicable legal provisions.

ARTICLE 23: Student Counselling and Support

Student counselling and psychological support services are provided by specialized administrative staff to facilitate students' smooth integration into higher education and to address challenges they may face. The goal is both to support the successful completion of their studies and to assist with their transition into the labor market and the development of a successful career.

ARTICLE 24: Safety Technician and Occupational Physician

To protect the health and safety of employees—and the university community in general—the University, by decision of the competent authority, assigns the duties of the Safety Technician and Occupational Physician, as defined by applicable law, to a qualified and certified individual or contracts with External Protection and Prevention Services (EX.Y.P.P.), in accordance with current legislation.

**CHAPTER G: LABORATORIES, MUSEUMS, AND RELATED UNITS
(Archives, Study Rooms, Collections)**

1. Laboratories belong to a Department or Sector (if such exists). They may belong to a School if:
 - a) there is documented interest from faculty (DEP) members of different Departments within the same School, and
 - b) the School's Dean's Office approves this following agreement by the relevant Department Assemblies.
2. Laboratories are established by Rectoral Act published in the Government Gazette, following a Senate decision based on a recommendation by the Department Assembly or the General Assembly of the Sector or the School Dean's Office.

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* Depending on the unit to which the laboratory will belong, the recommendation must be accompanied by the Internal Regulation of the Laboratory, which is included in the Rector's Act.

3. Renaming, merging, abolishing, or any other modification of laboratories, as well as amendments to their Internal Regulations, are possible through the same procedure.
4. Each Laboratory is headed by a faculty member (DEP) of the corresponding academic field, who belongs to the academic unit (Sector, Department, or School) to which the Laboratory is attached. The term of the Director is three (3) years and may be renewed. The role of Laboratory Director is compatible with holding another individual or collective position within the University. Candidates approaching mandatory retirement age during the term cannot stand for election. In the event of absence or impediment, the Director is replaced by the most senior DEP member of the same Laboratory, starting from the highest academic rank down to Assistant Professor.
5. Three (3) months prior to the end of the Director's term, the position must be officially announced by decision of the Head of the academic unit to which the Laboratory belongs. The election procedure is governed by the current legislation.
6. Members of DEP, EEP, EDIP, and ETEP are assigned to laboratories per applicable legislation. In case of abolition, division, or merging of laboratories, the reassignment of EEP, EDIP, and ETEP. members is also governed by current legislation. Additionally, the placement of ETEP. members is determined by duties as defined by the competent body, depending on the academic unit and their formal qualifications.
7. If a laboratory is abolished, its equipment and facilities are allocated—if the lab belongs to a School, by decision of the Dean's Office; if to a Department, by the Department Assembly—to relevant units within the School, Department, or Sector.
8. Museums and related units, such as archives and collections, belong to a Sector, Department, School, or University. Provisions of paragraphs 1 through 7 apply analogously to museums and related units.

CHAPTER H: NAMED CHAIRS

1. By decision of the Rector—issued upon recommendation of the Dean’s Office and approved by the Senate—a named chair in a specific academic field may be established and operated within a School for teaching and research purposes.
2. Establishing a named chair requires a donation from a natural or legal person, domestic or foreign, to cover the teaching and scientific activities associated with the chair. If the donor does not specify the academic field, the field is determined by the University Senate. The institution selects the instructor and determines the term of appointment.

CHAPTER I: UNDERGRADUATE STUDIES – REGULATION OF UNDERGRADUATE STUDIES

ARTICLE 25: Organization of Course Teaching

1. Undergraduate studies are organized in semesters and follow the curriculum designed by each Department Assembly and presented in the respective Study Guide. The academic year is divided into two semesters—Fall and Spring—each comprising at least thirteen (13) full weeks of instruction. The number of examination weeks is determined by the Rector’s Council and recorded in the Academic Calendar.
2. Extension of a semester is permitted only in exceptional circumstances to fulfill the minimum required number of teaching weeks. This extension may not exceed two (2) weeks and requires a Rector’s decision based on a Dean’s Office proposal. If, for any reason, fewer than thirteen (13) weeks of teaching take place for a course, the course is considered not taught and is ineligible for examination. Any such examination is null and void, and the grade is not counted toward awarding the degree.
3. Departments may include a Thesis (Bachelor’s Dissertation) in the curriculum, which may begin in the 7th or 8th semester. The thesis is undertaken by final-year students under the supervision of a professor, lecturer, or EDIP member assigned autonomous teaching duties. Conditions and procedures for assigning and completing theses are defined in the Department’s Study Regulation. Each Department may set minimum and maximum numbers of theses per supervisor to ensure both effective supervision and equitable distribution of academic duties.
4. Student attendance of classes, tutorials, laboratory work, and study rooms follows the weekly schedule and the Department’s Study Regulation.

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 Students, both at undergraduate and postgraduate level, are entitled to use laboratory facilities, libraries, reading rooms, and other equipment of their respective Departments, in accordance with the decisions of each Department.

ARTICLE 26 : Structure of Undergraduate Study Program

1. Undergraduate studies are conducted according to the study program. This includes the titles of compulsory, elective-compulsory, and optional courses, their content, weekly teaching hours allocated to each form of educational activity, as well as their chronological sequence and interdependence. The study program specifies the intended learning outcomes of each course, educational activity, or internship, and their corresponding credit units. These learning outcomes serve the purpose of acquiring qualifications according to the National Qualifications Framework and the Qualifications Framework of the European Higher Education Area. The duration of the Undergraduate Study Program is eight (8) semesters, distributed over four (4) academic years.
2. Undergraduate studies lead to a qualification at Level 6, in accordance with the European Qualifications Framework (EQF) and the National Qualifications Framework.
3. First-cycle study programs may include foreign language learning courses.
4. To meet the needs arising from student exchange programs with other countries, each Department may decide to offer certain courses in English or another official EU language. In such cases, examinations will be conducted in the language in which the course is taught.

5. Each Department Assembly may decide on the percentage ratio between compulsory and elective courses and on how these are substituted, in accordance with applicable legislation. It may also determine the percentage of elective-compulsory courses relative to the total number of courses required for the degree.
6. The content of the study program is approved by the Senate, following a proposal by the Sector (if applicable) and with the consent of the Department Assembly.
7. Undergraduate study programs may include, with recognition of corresponding credit units, courses provided by faculties of other domestic or foreign institutions, following the signing of a special cooperation protocol between the two institutions.
8. For those who have participated in international or European education programs through University programs, the time spent attending the educational program and the corresponding grades—converted to the University’s grading scale—are mandatorily recognized as actual study time, in accordance with the relevant educational agreement and the official academic transcript, pursuant to applicable regulations. Grades from foreign higher education institutions must be evidenced by an original official document, legally translated into Greek.
9. By decision of the Rector’s Council, the University may organize Greek language programs for foreign students or foreign language programs for Greek students, in addition to the mandatory foreign language required for their degree. The same decision will regulate relevant matters, such as services provided by these programs, operational procedures, and student responsibilities and obligations.
10. First-cycle study programs may be organized, wholly or partially, exclusively for citizens of non-EU countries and only in collaboration with the International Hellenic University (IHU), in a foreign language, by Senate decision issued upon a recommendation from the Department Assembly or the Dean’s Office with the consent of the involved Departments. Issues regarding program operation, student selection, rights and obligations, teaching, instructional staff, and tuition fees are regulated by ministerial decision, in accordance with the applicable legal framework for the IHU. The recommendation and operational framework are evaluated by a special three-member committee appointed by the Ministry of Education, Research, and Religious Affairs.

ARTICLE 27: Class Timetable – Course/Exercise Attendance

1. Courses in the undergraduate study program are taught according to the class timetable prepared by the Directorate of Studies in consultation with the Chair of each Department. It is approved by the Department Chair and the Vice-Rector for Academic Affairs regarding the shared use of facilities. The timetable applies for one teaching semester and is prepared (or revised) at least fifteen (15) days before the semester begins. Once finalized, it is communicated by the Directorate of Studies to the Department Secretariat, which is responsible for informing instructors and students at least fifteen (15) days before classes start. The Directorate of Studies also notifies all University departments and staff responsible for managing...

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 ...supervision or oversight of the buildings where classes and laboratories are conducted (e.g., building managers, classroom supervisors, building security officers, reception personnel, etc.). The class timetable is developed in coordination with other Departments that use shared teaching spaces to ensure the rational coordination of classroom and research/teaching space usage.

If disagreements arise between Departments regarding the use of specific times and spaces for teaching or research, they are definitively resolved by the Rector’s Council.

2. The timetable includes classes and laboratories, teaching rooms, and the weekly distribution of teaching hours within the working days of the week.
3. Attendance of classes (lectures, tutorials, laboratories, study rooms, seminars, etc.) by students is generally optional.
4. If a class cannot be conducted as scheduled, a makeup session is arranged. The date and time of the makeup session are posted on the Department’s website or the e-class platform under the responsibility of the instructor.

5. The University takes measures to facilitate class attendance by students with special needs.

ARTICLE 28 : Credit Units (ECTS)

1. According to current legislation (Articles 14 and 16 of Law 3374/2005 and Ministerial Decision Φ5/89656/B3/13-8-2007), the institution organizes undergraduate study programs based on the European Credit Transfer and Accumulation System (ECTS). This enables study programs to be described by assigning credit units to all independent educational components and activities and allows the transfer and accumulation of successfully completed work in equivalent programs at the same or another higher education institution, both nationally and across Europe.
2. The ECTS system is based on the student workload required to achieve the objectives of a study program, depending on the learning outcomes and the knowledge, skills, and competencies expected upon successful completion.
3. The workload consists of the time estimated to be needed on average by a student to successfully complete all scheduled educational activities and achieve the learning outcomes.
4. Learning outcomes are defined by the respective instructors. Credit units are assigned to each course (lecture, laboratory, seminar, etc.), practical training, thesis or dissertation, and any other component required by the study program to achieve the targeted learning outcomes, based on the nature of each scheduled educational activity.
5. Credit units are awarded to students only after successful examination and demonstrated achievement of the specific objectives or learning outcomes associated with each educational component or activity in the program.
6. The competent body for assigning credit units to each educational component and activity of the study program is the Department Assembly.

ARTICLE 29 : Part-Time Study and Interruption of Studies

1. Students who can prove they work at least 20 hours per week may enroll as part-time students upon request, approved by the School’s Dean’s Office.
2. Students may request to interrupt their studies by submitting an application to the Dean’s Office of their School. Student status is temporarily suspended during the interruption unless the interruption is due to proven health issues or force majeure. The application must be submitted before the semester begins for which the interruption is requested. During the standard four-year program duration, a student may request a study interruption for an even number of semesters (due to course sequencing). After the four years have passed, a student may request interruption for either an even or odd number of semesters. In any case, the total duration of study interruptions cannot exceed the minimum number of semesters required for graduation, unless justified by health or force majeure reasons.

ARTICLE 30: Registration – Student Academic Record

1. At the beginning of each semester, students must register during dates set by the Dean’s Office and declare the courses they choose.
2. At the beginning of each semester, within a deadline determined by the Rector’s Council and listed in the Academic Calendar—not exceeding two (2) weeks—students submit an electronic course declaration to the Department Secretariat for the courses they wish to attend. This declaration is valid under the conditions applying to prerequisite and dependent courses. Students who fail to submit this declaration are not allowed to participate in examinations....

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...In the event a student appears and is examined without having registered for a course, the grade is not counted.

3. Course declarations are submitted electronically. The number of courses or total ECTS credits students may select is determined by the relevant Department. Examinations are conducted only for courses registered in that semester.

4. If an elective course is not taught due to a low number of enrolled students, as per the decision of the Department Assembly, those students may register for a different elective course, even after the standard registration deadline. There is no upper limit on student enrollment in elective courses.
5. The Department Assembly sets the terms and conditions for replacing an elective course in which a student received a failing grade with another elective course.

ARTICLE 31: Examinations – Examination Regulations

1. Examinations are held exclusively after the end of the fall and spring semesters for the courses taught during those semesters. Students are entitled to be examined in both semesters' courses during the repeat examination period in September, which takes place before the start of the fall semester. A prerequisite for conducting examinations is the completion of thirteen (13) weeks of instruction.
2. Students who have completed the standard study duration—equal to the minimum number of semesters required for the degree according to the indicative study program—may be examined during the fall and spring exam periods of each academic year in all outstanding courses, regardless of whether they belong to the fall or spring semester, by decision of the Department Assembly.
3. The examination timetable for undergraduate program courses is prepared by the Directorate of Studies, in coordination with the Chair of each Department, and is approved by the Department Chair and the Vice-Rector for Academic Affairs.
4. Each examination period lasts 4 to 5 weeks. The start and end dates are set by the Rector's Council and included in the Academic Calendar.
5. Special provisions are made for oral examinations of students diagnosed with dyslexia prior to admission, upon request accompanied by supporting documents (certification from a competent authority), submitted to the Department Secretariat.
6. If a student fails a course more than three times, the Dean, upon the student's request, appoints a three-member committee of faculty from the same or a related subject area—or from other Schools if none are available within the School. The committee excludes the course instructor. If the student fails again, they continue their studies and may retake the exam in accordance with applicable legislation.
7. The syllabus includes content announced to students at the beginning and during the semester, including any clarifications or modifications made by the instructor.
8. Examinations may be written or oral, at the discretion of the instructor. For oral exams, the specific time allocations within the exam schedule are determined by the instructor.
9. Each Department may establish an Examination Committee comprising three faculty members (DEP), selected for a two-year term by the Department Assembly. The term may be renewed for another two years. The Examination Committee handles all matters related to proper organization and conduct of exams (e.g., invigilators, rooms, question distribution, scheduling issues, academic dishonesty).
10. The standard exam duration is two hours. A shorter duration may be set by the examiner—no less than one hour—and this must be announced in the examination schedule. Exams must be completed within a maximum of three hours.

11. Rules for conducting examinations

- a. Each examiner may prepare at least two versions of the exam, which are distributed alternately among students.
- b. Invigilators may rearrange students' seats before distributing the questions and at any time if deemed necessary. For large classes, two or more invigilators must be present.
- c. The invigilator or examiner checks student IDs and signs exam papers during the exam. Students must present a student ID and an official document verifying identity. Without valid ID, a student may not take or submit the exam.
- d. Students must bring their student ID, pens, correction tools, calculators (if allowed by the examiner), which may not be borrowed during the exam. The use of mobile phones and related accessories is strictly prohibited...

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... in the Examination room. Sunglasses and hats are also prohibited. The necessity to wear such items must be certified by a public hospital. If students bring such items, or books or notes, they must place them in an orderly manner on the instructor's desk and collect them upon departure. The University

bears no responsibility for their loss. e. The student's name and other required details must be filled out upon receiving the answer sheet, even if the student intends to submit a blank sheet. f. A confirmation of attendance is provided only if the invigilator can confidently verify the identity of the examinee. g. If a student requests to leave the examination room, the invigilator records the time of exit and, upon return, the time of reentry on the answer sheet. Examination materials are distributed and collected together with the answer sheets. h. Supervision and invigilation of examinations is conducted by DEP faculty members, by staff hired under Presidential Decree 407/1980, by Scientific or Laboratory Associates, and by members of DEP., EEP, EDIP, ETEP, as well as postgraduate, doctoral, and postdoctoral researchers. i. Invigilators are required to remove from the examination room any student who violates the above prohibitions. The student's answer sheet will be invalidated. The invigilator ensures the smooth conduct of the examination, takes all necessary measures, and immediately reports any refusal to comply with instructions to the course instructor. Upon the student's refusal to comply, the instructor invalidates the student's script. The course instructor is responsible for ensuring that the examination process is conducted properly and in accordance with the law and internal regulations. j. Invigilators are responsible for preventing plagiarism or cheating and are accountable to the Department administration. k. Examination topics are announced by the responsible DEP member overseeing the exam, or in exceptional cases, by a designated representative or substitute. This person is solely responsible for providing public clarifications on any problems or questions. Examinations are conducted without the aid of books or notes unless explicitly permitted by the instructor due to the nature of the topics, in which case a written announcement must be issued within a reasonable time prior to the exam. l. If issues arise that are not covered by the current Regulation or existing legislation (e.g., power outages, sudden illness of an examinee, etc.), they are resolved by the exam coordinator of the course.

ARTICLE 32: Grading

1. Grading for each course is determined by the instructor, who may, at their discretion, conduct written or oral exams, or rely on assignments or laboratory exercises. 2. The student's final grade is based on their performance in the examinations. Performance in progress tests, assignments, or exercises may also be considered. 3. Performance is assessed using grades assigned during the knowledge evaluation process. Each course, educational activity, or thesis is graded individually in whole or half units. The grading scale ranges from zero to ten. A passing grade is five (5) or higher. 4. Examination results must be entered by the instructor into the designated electronic platform no later than thirty (30) days after the exam date. Results are published in the Secretariat's online information system. The Department Secretary is responsible for ensuring compliance with the above. 5. Students who receive a failing grade may retake the course in the September examination period or a future examination session. If the course is elective, they may replace it with another elective, provided the curriculum allows it and the new course has been duly registered. Re-examination within the same session is not permitted. 6. A student has the right to request from the instructor to review their exam paper and receive justification for the assigned grade, within two months of the results being published. Grade changes after the Secretariat has published the results are allowed only in cases of justified clerical or calculation errors and must be submitted via an official, signed memorandum by the instructor. 7. A student who has received a passing grade in a course may not retake the exam in that course solely to achieve a higher score (regrading). Students may request regrading only if the Department Assembly has established specific eligibility criteria. Such students are examined during the regular or September session along with the rest of the examinees. 8. The grade obtained after regrading, if passing, is final. A second request for regrading is not permitted under any circumstances. During regrading, the course is evaluated as if the student is taking the exam for the first time, with no consideration of the previous grade. If the student fails the regrading exam, the result is considered a failure. The student retains the right to retake the exam in subsequent sessions, but the initial passing grade cannot be reinstated....

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...as the above definitively extinguished right to regrading. 9. In the case of substantiated suspicion of cheating, plagiarism, or any other method of compromising examination results, the grade is not

announced. Regardless of any disciplinary penalties that may be imposed, the student is referred for a re-examination.

ARTICLE 33: Degree Award – Grade

1. A student completes their studies and is awarded a degree when they have successfully passed all required courses of the study program and accumulated the necessary number of credit units. 2. To be awarded a first-cycle (undergraduate) degree, successful completion of at least one foreign language course or proof of foreign language proficiency is required. 3. The graduation date is defined as the date of the last examination in each exam period for each Department. 4. The method for calculating the degree grade is determined by a decision of the Department Assembly and approved by the Senate. The grade is calculated on a decimal scale to two (2) decimal places. 5. The degree grade is accompanied by the following classifications: a) Excellent, for grades from 8.50 (inclusive) to 10.00 b) Very Good, for grades from 6.50 (inclusive) to 8.49 c) Good, for grades from 5.00 to 6.49

ARTICLE 34: Exam Paper Retention

Exam papers must be securely and responsibly retained by the instructor for twelve (12) months. After this period, they cease to have legal effect and are destroyed, unless there is a pending criminal, disciplinary, or other administrative procedure.

It is preferable that destruction be carried out using the institution's document shredding equipment and that the resulting material be recycled.

ARTICLE 35: Course Recognition

1. Students admitted to a Department of the University from the academic year 2012–2013 onward have the right to request recognition of courses they have successfully completed in their previous Department. 2. Course recognition, as outlined in the previous paragraph, is decided by the Department Assembly on a case-by-case basis. Students are exempted from re-examination of the courses or exercises of the receiving Department's curriculum, provided they were covered in their previous Department. 3. The maximum number of courses that may be recognized under points (1) and (2) of this article, along with the specific requirements, is determined by decision of the Department Assembly. 4. Recognition of ECTS credits through the ERASMUS program is permitted. Credit recognition is the process by which the Department Assembly certifies that some of the learning outcomes achieved and assessed at another institution meet the learning outcomes of courses offered by the receiving institution. Given the diversity of programs and institutions of higher education, the credit units and learning outcomes of an academic module in different programs are not necessarily identical. Therefore, a flexible approach is followed when recognizing credits earned at another institution. The Learning Agreement is signed prior to the student's departure so the student knows in advance that the courses completed abroad will be fully recognized upon successful completion.

It is noted that if the student chooses to attend a course that is not part of their Study Program and does not wish for it to count toward their degree, this can be recorded in section 6.1 of the Diploma Supplement.

ARTICLE 36: Study Guide

1. During May–June, the Department Assembly compiles the annual Study Guide, which is made available to students at the start of the next academic year by the Department Secretariat, via posting on the Department's website.

2. According to its minimum required content, the Study Guide must include:

a) The undergraduate study program b) A summary description of course content, including learning outcomes c) Weekly teaching hours d) Credit units e) Method of instruction and assessment f) The full name and academic title of each teaching staff member g) The Special Internal Operating Regulation of the Department, if applicable; otherwise, information regarding the use and operation of lecture halls, laboratories, libraries, technological and electronic equipment, and other relevant details h) Information about the governance of the Institution and the Department i) Information on social

benefits provided to students or specific categories of students, either by the Institution or related organizations...

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...or other entities (scholarships, loans, textbooks and study aids, etc.), as well as any other information deemed necessary by the Department Assembly, i) Reference to the Internal Operating Regulation of the Institution and the Government Gazette (FEK) in which it is published.

ARTICLE 37: Student Mobility – Visiting Students

1. Students from other Higher Education Institutions (HEIs) in Greece or equivalent institutions abroad, participating in educational, European, or research cooperation programs, are registered as visiting students at the University of Piraeus.
2. Visiting students have the same rights and obligations as students of the University of Piraeus for the duration of their stay, in accordance with the approved cooperation program.
3. Visiting students are not entitled to placement or to receive a degree from the University of Piraeus, unless the cooperation program under which they are exchanged provides for the awarding of a joint degree by the cooperating HEIs.
4. For students registered at Greek HEIs, the ECTS credits, duration of study, successful course attendance, and grades at the host institution are taken into account, transferred, and considered to have been achieved at the home institution, provided the courses are included in an approved cooperation program.
5. By decision of the Senate, temporary transfer of a student from one HEI to another within Greece may be permitted for a period not exceeding one academic year. This includes the credit transfer process and regulation of other related matters.
6. The terms and conditions for the recognition of ECTS credits by the host institution, as well as the retention of transferable student benefits at foreign host institutions, are defined by Senate decision.

ARTICLE 38: Internship

The Study Program may include an internship in the academic field of the relevant Department. The purpose of the internship is to familiarize students with the labor market, gain work experience, connect academic studies with professional practice, highlight the interns’ skills, and support students' professional networking. Internships are conducted by students in accordance with current legislation and are carried out based on the Department’s Internship Regulation. They may take place within funded or non-funded programs in companies or, more generally, in public or private organizations related to the students' field of study. If necessary, internship program funding may come from the Institution as well as from private or other entities.

ARTICLE 39: Textbooks – Notes

All undergraduate students of HEIs are entitled to freely choose and receive a number of textbooks equal to the total number of required and elective courses necessary for obtaining their degree, with a maximum of one (1) textbook per course.

A textbook is considered any printed or electronic book, including open-access e-books, as well as printed or electronic academic notes—provided they have been approved annually by the Department Assemblies—, which comprehensively cover the academic subject of a course and include the majority or entirety of its syllabus and content, as defined in the undergraduate study regulations and approved curriculum.

The list of textbooks must include at least one recommended textbook per required or elective course, chosen from those registered in the Central Information System “Eudoxos.” The list is compiled annually based on proposals from the respective instructors or course coordinators, as well as other faculty members in the same or related academic fields.

ARTICLE 40: Teaching Evaluation by Students

Evaluation of teaching is carried out by students through specific questionnaires distributed between the 8th and 13th week of each academic semester. The goal of this process is to document the level of quality and effectiveness of teaching, serving as a criterion for the accreditation of study programs under applicable legislation.

The content of the questionnaires is formulated or revised in line with the guidelines of the Hellenic Authority for Higher Education (HAHE), and reflects the distinctive character, vision, and mission of the Institution.

ARTICLE 41: Entrance Examinations For Degree Holders

The process for the admission (via examinations) of degree holders, as well as the percentage of admitted students...

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... for each Department of the Institution is determined by current legislation. Selection of candidates for admission is done exclusively through entrance examinations with essay-type questions in three subjects, in which candidates must accumulate at least thirty (30) points.

Candidate ranking is based on the total score across all examined subjects. Included in the ranked list are those who achieve a total score of at least thirty (30) points, with a minimum of ten (10) points in each of the three subjects. Candidates are ranked in descending order of total score, up to the limit of the designated percentage. Exceeding this admission quota is not permitted. If vacant admission places remain after the examinations, they may be filled up to the allowable percentage with candidates who have achieved a minimum total of thirty (30) points, regardless of individual subject scores, ranked in descending order of total score. The semester of entry for admitted degree holders is determined by decision of the Department Assembly. The same Assembly may exempt admitted candidates from specific courses or exercises of the curriculum, provided those were fully taught in the candidate's previous Department or School. Conversely, the Assembly may require examination in courses or exercises not deemed to have been fully covered in the prior curriculum.

All admitted candidates must pass all courses of the curriculum except:

- * Those in which they earned a passing grade (10 or more) in the entrance exams, ****provided**** the course corresponds to one in the host Department's curriculum, and
- * Those from which they were officially exempted.

ARTICLE 42: Start and End of Teaching – Academic Calendar

1. The academic year begins on September 1st and ends on August 31st of the following year. Each academic year includes two teaching semesters.
2. Classes are suspended:
 - a) From Christmas Eve through January 7th
 - b) From Holy Monday through the Sunday of Thomas (the week after Orthodox Easter)
3. The University observes holidays on:
 - a) National Day – October 28th
 - b) Polytechnic Uprising Anniversary – November 17th
 - c) Feast Day of Saint Spyridon, patron of Piraeus – December 12th
 - d) Celebration of the Three Hierarchs – January 30th
 - e) National Day – March 25th
 - f) Clean Monday
 - g) May 1st (Labor Day)
 - h) Pentecost Monday
4. Any suspension of educational or broader institutional operations beyond what is stipulated by law may occur only with a Senate decision and only under exceptional circumstances. In emergency cases involving extreme conditions, suspension may be decided by the Rector.

CHAPTER I: POSTGRADUATE AND DOCTORAL STUDIES

ARTICLE 43: Postgraduate Studies

1. The second cycle of studies comprises enrolment in a Postgraduate Program, completed with the awarding of a Postgraduate Diploma. The University is responsible for the establishment, operation, and financial management of Postgraduate Programs. These programs are organized and operated by autonomous Departments that also offer undergraduate degrees. Non-autonomous Departments may participate in interdepartmental or interinstitutional postgraduate programs only in collaboration with autonomous Departments.

2. The objectives of postgraduate studies are:

a) To provide advanced, contemporary knowledge in the specialized subjects of the postgraduate programs.

b) To support both empirical and theoretical research.

c) To closely align study programs with the real needs of Greek enterprises, institutions, the economy, and society at large.

d) To develop an organizational infrastructure promoting collaboration with equivalent postgraduate programs abroad.

e) To adequately train professionals with the knowledge, skills, and competencies to work in the public or private sectors, enterprises, institutions, and public administration, contributing with their expertise to the development of Greek enterprises and the economy overall.

f) To offer both substantial and formal qualifications to students intending to pursue doctoral-level studies.

3. Postgraduate Programs are established by Senate decision following a proposal from the Department Assembly and are published in the Government Gazette.

4. A Postgraduate Studies Committee is established at each institution by Rectoral act. It includes the Vice-Rector for Academic Affairs (as chair) and the Deans of the institution's Schools (as members).

To establish or renew a Postgraduate Program, it is necessary to...

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...have a proposal by the Department Assembly, which is submitted to the Senate through the University's Postgraduate Studies Committee. The proposal is accompanied by:

a) a feasibility study,

b) a detailed operating budget,

c) a report from the relevant Department indicating the existence of essential infrastructure and necessary equipment for the program's operation, along with a justification for any percentage of distance learning included.

If the Committee deems the proposal incomplete, disagrees with its content or accompanying documents, or identifies overlaps in the subject areas addressed by the University's postgraduate programs, it shall return the proposal to the Department Assembly within an exclusive deadline of thirty (30) days with a reasoned decision. Taking into account the Committee's feedback, the Department resubmits the proposal.

If, within a further exclusive thirty (30) day deadline, the Committee again does not accept the proposal, the Department may then submit its proposal directly to the Senate.

5. The Postgraduate Studies Regulation (KMS) of each postgraduate program (P.M.S.) is drafted by decision of the Department Assembly, approved by the Senate, published in the Government Gazette, uploaded on the Department's website, and communicated to the Ministry of Education, Research and Religious Affairs. The Regulation defines all matters concerning the organization and operation of each P.M.S. and the second cycle of studies in the Department, in accordance with current legislation.

6. Postgraduate programs may be organized by multiple Departments of the same or different Higher Education Institutions (HEIs), or by Departments of HEIs in collaboration with research centers and institutes. At least one of the participating Departments must be autonomous. A Special Cooperation Protocol (E.P.S.) is signed between the Departments or between Departments and Research Centers/Institutes, approved by the relevant Senates and collective administrative bodies. The E.P.S. outlines the terms of cooperation, representation of partners, distribution of teaching and research

duties, and proper functioning of the postgraduate program. Interdepartmental or inter-institutional postgraduate programs are established by decision of the relevant Senate(s) and/or the collective governing body of the Research Center, attaching the E.P.S., using the same process as for programs organized by a single Department.

7. Autonomous Departments of the University may collaborate with Departments of recognized equivalent foreign institutions or with international research centers and institutes to establish and operate joint postgraduate programs. The founding decision of the joint P.M.S. is issued by the Senate of the domestic institution in accordance with applicable law. A Special Cooperation Protocol (E.P.S.) is drawn up between the collaborating parties, approved by the relevant Senates and/or competent administrative bodies of the foreign Research Centers/Institutes, and communicated to the Ministry of Education, Research and Religious Affairs.

8. Benefits for postgraduate students—regarding health and hospital care through the National Health System, special student transportation cards, and meals—are governed by applicable legislation.

9. Postgraduate programs lead to a Level 7 qualification under the European Qualifications Framework (EQF) and the National Qualifications Framework (NQF).

10. Administrative and secretarial support for postgraduate programs is provided by the Department's Secretariat.

11. Evaluation of postgraduate programs is conducted through annual internal assessments and external evaluations of academic Departments, in accordance with current legislation and the Internal Quality Assurance System (ESDP). The University's Quality Assurance Unit (MODIP) is responsible for shaping and implementing the ESDP and its procedures.

ARTICLE 44: Doctoral Studies

1. Doctoral studies aim to produce high-quality scientific research and to develop scientists capable of contributing to the advancement of science, research, and its applications. They also serve as a source of academic prestige and international distinction for both Departments and the University as a whole.

2. Doctoral studies constitute the third cycle of studies, which involves the preparation of a doctoral dissertation and concludes with the awarding of a doctoral degree. Academic Departments, whether autonomous or not, are responsible for organizing doctoral studies and awarding doctoral degrees. These studies are organized and conducted by the Departments in accordance with current legislation and relevant regulations and decisions in force.

3. Pursuant to applicable legislation, the Department Assembly drafts the Doctoral Studies Regulation (KDS), which is approved by the Senate, published in the Government Gazette, uploaded on the Department's website, and communicated to the Ministry of Education, Research and Religious Affairs.

4. The KDS defines all matters concerning the organization and operation of the third cycle of studies in the Department.

5. Benefits for doctoral candidates regarding health and hospital care through the National Health System, special student transportation cards, and meals are governed by applicable legislation.

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6. The conferment of the doctoral title upon the candidate is carried out by decision of the Department Assembly, based on the records of the Examination Committee.

7. Doctoral studies lead to a level 8 qualification in accordance with the European Qualifications Framework (EQF) and the National Qualifications Framework (NQF).

8. The administrative support of doctoral studies is provided by the Secretariat of the Department.

9. The evaluation of doctoral studies is conducted through the process of annual internal evaluation and external evaluation of academic departments, in accordance with current legislation and the Internal Quality Assurance System (IQAS). The Quality Assurance Unit (MODIP) of the University is responsible for shaping the IQAS and the procedures for its implementation.

10. According to current legislation, independent university departments may collaborate with departments of institutions abroad that are recognized as equivalent, or with research centers and institutes, for the joint supervision of doctoral dissertations. A Special Cooperation Protocol (SCP) is drafted among the collaborating departments or institutions, specifying the obligations of each party,

the duration of the collaboration, the rights and obligations of participants in the program, the mobility of teaching staff or students, the type of degree awarded, the language(s) of instruction, the scientific fields of the doctoral dissertations, and the administrative and organizational responsibility for the dissertation. Additionally, one supervisor from each collaborating institution is appointed, along with co-supervisors in the three-member advisory committee. The SCP is approved by the relevant Senates or the competent governing bodies of the research centers or institutes and is communicated to the Ministry of Education, Research and Religious Affairs.

CHAPTER IA: GRADUATION CEREMONIES – DEGREES

ARTICLE 45: Graduation Oath for Undergraduate Students

The text of the oath for degree recipients is defined by decision of the Senate. Those who do not wish to take a religious oath may instead make a solemn affirmation based on their honor and conscience. The oath is as follows:

"Having been granted the degree of the University of Piraeus, I solemnly swear and affirm that I shall work for the advancement of the science I have studied, cultivating and passing on the knowledge I have acquired. I shall faithfully and precisely uphold the teachings I received from the University, and I shall exert every effort for the development of the National Economy, avoiding all unjust acts and aspiring to be of service to the Nation and the State."

ARTICLE 46: Graduation Oath for Postgraduate Students

The oath for graduates of postgraduate study programs (Master’s Degree) is determined by decision of the Senate. The standard oath is as follows:

"Having been granted the Master’s Degree of the Department of of the University of Piraeus, I solemnly affirm the following: I shall live with virtue and justice and conduct myself with integrity, setting an example and faithfully adhering in life to the teachings acquired from the University, passing them on to others, thus offering myself as a useful member of the State and of human society."

Graduates who do not wish to take a religious oath may instead affirm the following based on their honor and conscience:

"Having been granted the Master’s Degree of the Department of of the University of Piraeus, I solemnly affirm the following according to my conscience: I shall live with virtue and justice and conduct myself with integrity, setting an example and faithfully adhering in life to the teachings acquired from the University, passing them on to others, thus offering myself as a useful member of the State and of human society."

ARTICLE 47: Graduation Oath for Doctoral Candidates

The oath for doctoral graduates is defined by decision of the Senate. Those who do not wish to take a religious oath may make a simple affirmation based on their honor and conscience. The oath is as follows:

"Having been granted the doctoral degree from the Department of of the University of Piraeus, I accept and solemnly affirm that I shall never cease striving for the advancement of the National Economy and that I shall dedicate myself, with humility of life and moral integrity, to research in my field of expertise."

ARTICLE 48: Degrees – Certificates

1. The Degree is a public document. Its format is determined by decision of the Senate. The degree is issued within two (2) months following the completion of the student’s studies, signed by the Rector, the Department Chair, and the Department Secretary, and bears the seal of the Institution. If the two-month period elapses, the degree is issued with the Rector’s signature only; in the event of the Rector’s unavailability, it is signed by the Vice-Rector for Academic Affairs and Personnel. Every graduate is entitled to receive two copies of their degree and two graduate certificates.

1. A graduate is entitled to receive their degree on parchment upon submitting to the Department Secretariat the relevant fee issued by the Financial Services Office, as determined by the Rector's Council.

2. The Postgraduate Diploma (Master's Degree) is a public document. Its format is determined by decision of the Senate. It is issued in Greek. In the case of English-language postgraduate programs, it is issued in Greek and in any other language explicitly stated in the program's founding decision. The diploma awarded by a program organized by a single department is signed by the Rector, the Department Chair, and the Department Secretary, and bears the Institution's seal.

For interdepartmental postgraduate programs, the diploma is signed by the Rector, the Chair of the Special Interdepartmental Committee, and the Secretary of the department providing administrative support for the program.

For inter-institutional postgraduate programs led by the University of Piraeus, the diploma is signed by the Rector, the Chair of the Special Inter-Institutional Committee, and the Secretary of the department providing administrative support.

For joint postgraduate programs led by the University of Piraeus, the diploma is signed by the Rector, the Chair of the Coordinating Body, and the Secretary of the administratively responsible department. In cases of interdepartmental, inter-institutional, or joint programs, the diploma includes a reference to the cooperating institutions/departments.

3. The Doctoral Degree is a public document and is awarded in the field of study corresponding to the department where the dissertation was carried out. The format of the doctoral diploma is determined by decision of the University Senate. It is signed by the Rector, the Department Chair, and the Department Secretary and bears the Institution's seal. The graduate is entitled to receive the diploma on parchment upon submitting to the Department Secretariat the relevant fee, as set by the Rector's Council. In the event of scientific cooperation between a department of the University of Piraeus and departments of other Greek universities and/or recognized foreign institutions for joint supervision of doctoral dissertations, and unless otherwise specified in the Special Cooperation Protocol, the University of Piraeus issues a separate doctoral diploma making reference to the collaborating institution(s). This diploma is signed by the Rector, the Chair, and the Secretary of the participating department of the University of Piraeus.

4. Students of all three cycles of studies may request a Certificate of Studies, a Transcript of Records, and a Certificate of Completion, in Greek and in English translation, by submitting a request to their department's Secretariat.

Article 49: Conferral of Degrees – Graduation Ceremonies

1. A student who has successfully completed their studies and is eligible to receive a degree must take the graduation oath in the presence of the Vice-Rector or the Dean (representing the Rector), and the Department Chair. Taking the oath is not a formal condition for completing one's studies but is a necessary prerequisite for receiving the degree. The oath is administered during a formal ceremony attended by the graduates, on dates set by the Deans in consultation with Department Chairs. In cases of force majeure, a graduate may request, via an application to the Department Secretariat, to receive the degree without attending the ceremony or to participate in a subsequent one.

In cases of residence abroad (due to studies, employment, health), the graduate may request, by application to their Department Secretariat, to take the oath before Greek consular or diplomatic authorities in the host country. Prior to the oath or exemption from it, graduates may be issued a certificate confirming successful completion of studies.

Graduation ceremonies are held following the February, June, and September examination periods, during periods defined by the Rector's Council and included in the academic calendar.

A Diploma Supplement, in both Greek and English, is attached to the degree.

2. A student who has successfully completed a postgraduate program must also take the graduation oath before the Vice-Rector or the Dean (as representative of the Rector) and the Department Chair. Although the oath is not a formal requirement for successful completion of the studies, it is mandatory for the issuance of the diploma. The oath is administered during a formal ceremony on dates determined by the Deans in consultation with the Department Chairs. In cases of force majeure, the

graduate may request, via the Department Secretariat, to receive the diploma without attending the ceremony or to take part in a subsequent ceremony. In cases of residence abroad (studies, employment, health reasons), the graduate may request to take the oath before Greek consular or diplomatic authorities abroad.

Before the oath or exemption therefrom, a certificate confirming successful completion of studies may be issued. A Diploma Supplement, in Greek and English, is attached to the postgraduate diploma.

3. The Department Assembly, in a public session, confers and declares the candidate a Doctor, in the presence of the doctoral candidate. The Department Chair submits to the Assembly the official record certifying the successful completion of the relevant procedure.

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Following the oral presentation and evaluation of the Doctoral Dissertation, the conferral and declaration of the Candidate as Doctor of the Department takes place. Upon conferral and declaration by the Department Assembly, the Doctoral Candidate may request a Certificate of Successful Completion. A copy of the Doctoral Degree is issued to the Doctor.

CHAPTER IB: STUDENT AFFAIRS

Article 50: Rights and Obligations of Students

1. Students fulfill their academic and examination obligations according to the curriculum of their Department. They collaborate with teaching and research staff for their educational and research needs during days and times announced in print or electronically by the instructors at the beginning of each academic semester. They may also contact Deans and Department Chairs for matters within their authority. Each Department may grant awards and distinctions to students based on its internal operating regulations.

2. Students are entitled to submit requests to the Department Secretariat. Responses to such requests shall be given in due time, in writing or orally, by the competent University staff. Secretariats must be available to receive students on specific days and hours—at least three times per week—to provide necessary information, accept requests, etc., in accordance with university regulations and collective body decisions. Applications may also be submitted electronically.

3. Students, through their legally designated representatives, actively participate in the administrative activities of the University's collective bodies, contributing to the organization and functioning of academic and administrative procedures of the Schools, Departments, and the University in general. Requests for available rooms for student events are handled by the Vice-Rector for Academic Affairs. If no free room is available, one is allocated in consultation with the instructor assigned to that space, provided timely notice is given. Rooms must be returned in proper condition after use so that other functions of the Department or Institution can proceed smoothly.

4. Students must present their student ID when appearing at the Secretariat or during examinations. Before graduation, they must return their student ID to the Department Secretariat. Upon declaration of graduation, a check is performed to confirm the cessation of dining and/or housing privileges and the return of any borrowed library materials.

5. Students have the right to use laboratory facilities, libraries, reading rooms, and other departmental equipment in accordance with department decisions.

6. To facilitate student services and ensure prompt and effective support, students may submit requests and/or complaints through a dedicated communication form available on the university's central website.

Article 51: Teaching Support Office

Each School may establish and operate an autonomous Teaching Support Office, particularly for leveraging new technologies in teaching. The responsibilities and operational matters of this office are defined accordingly.

Article 52: Student Welfare Council

1. A Student Welfare Council operates at the Institution, chaired by the Rector or the Vice-Rector for Academic Affairs, and composed of faculty members and students, as specified in the following paragraphs. Its purpose is to discuss and propose solutions regarding student living conditions and to promote the continuous improvement of the institution's student welfare services, as well as to ensure proper implementation of the relevant decisions of the university's collective bodies.
2. The Student Welfare Council consists of three (3) faculty members and two (2) students. It prepares reports—particularly based on relevant submissions—and formulates proposals for improving student welfare, which are submitted to the Rector.
3. Faculty members are appointed by the Dean of each School—one from each School on a rotating basis—for a non-renewable one-year term. The method for determining representation is set by a single Rector's decision.
4. Student representatives are elected by the association of active students.
The Director or Head of Student Welfare attends Council meetings without voting rights.
5. The Council meets regularly four (4) times per academic year and extraordinarily upon the Chair's invitation or at the written request of one-third of its members.
6. All other operational matters of the Student Welfare Council are governed mutatis mutandis by the relevant articles and provisions of these regulations regarding the functioning of collective bodies.

Article 53: Special Study Councils

1. Each Department shall establish a Special Study Council, formed by decision of the Department Assembly....
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.... chaired by the Department Chair or their deputy, composed of 60% faculty members and 40% students, based on the size of the Department and the following provisions.
2. Faculty members are elected by the Department Assembly, while student representatives are elected by the body of active students of each department.
3. The Special Study Council discusses and proposes solutions for addressing issues related to the department's curriculum.
4. The Council convenes regularly twice per academic year and extraordinarily upon the Chair's invitation or at the written request of one-third (1/3) of its members.
5. All other operational matters of the Special Study Council shall be governed, by analogy, by the relevant articles and provisions of these regulations concerning the functioning of Collective Bodies.

Article 54: Academic Advisors

1. Each May, the Assembly of each Department assigns the role of Academic Advisor to one or more faculty members. Advisors are appointed on a rotating basis for a one-year term, starting on September 1st of each academic year, which may be renewed with the consent of the appointee.
2. Academic Advisors inform, guide, and support students on matters related to their studies and future professional career. They particularly assist first-year students in transitioning from secondary to higher education and provide special support to students facing family, personal, or other difficulties affecting their academic progress.
3. Academic Advisors report on their activities and duties to the Department Assembly.

Article 55: Student Ombudsman

An independent office called the "Student Ombudsman" operates with the purpose of mediating between students and faculty or university administrative services, upholding legality within the framework of academic freedom, addressing mismanagement, and safeguarding the smooth operation of the institution. The Student Ombudsman has no authority over matters of student examinations or grading.

The Student Ombudsman, who heads the office without compensation, may be a current or emeritus professor of the institution and is appointed by the Senate for a one-year academic term, renewable once. If the Ombudsman is an active professor, they may, upon request, be relieved from part or all of their teaching duties during their term.

The Ombudsman investigates cases ex officio or following a student report and mediates with the competent bodies of the institution to resolve them. They may request from university services any information, documents, or other evidence, interview individuals, conduct on-site inspections, and request expert opinions. If it is determined that legality has not been observed in a specific case, that mismanagement is evident, or that the institution's orderly function is disrupted, the Ombudsman prepares a report which is communicated to the faculty member or responsible administrative service involved, as well as the student who filed the report, and mediates by any appropriate means to resolve the issue.

The Ombudsman may file away any report deemed manifestly vague, unsubstantiated, or groundless, and in cases suggesting disciplinary misconduct, they shall refer the case to the competent disciplinary authority. The Ombudsman's Office is supported by an administrative employee appointed by Rector's Act.

CHAPTER IC: Student Welfare – Student Benefits

Article 56: Student Welfare (Meals, Housing, and Health Care)

1. The University ensures the existence of the necessary conditions that allow students to meet their academic obligations, creating appropriate study and living standards. Special attention is given to students with disabilities, who are given priority and appropriate access to all types of services and rights deriving from their student status.

2. Active undergraduate, postgraduate, and doctoral students are entitled to free meals, provided they are pursuing their first degree, in accordance with current legislation, based primarily on their family or personal financial situation and place of residence.

Active students are defined as:

Undergraduate students whose study period has not exceeded the number of semesters required for graduation, plus four additional semesters, according to the indicative curriculum.

Also included are part-time undergraduate students who have not exceeded double the duration of the standard program for their degree.

Postgraduate students whose enrolment has not exceeded the standard duration of the curriculum.

Doctoral candidates within the first four years of their respective doctoral programs.

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The conditions for free meals, as well as the necessary documentation for obtaining and renewing the special meal card, are defined by the applicable legislation and announced by the Department of Student Welfare.

3. Undergraduate students pursuing their first degree are granted an annual housing allowance under specific conditions, in accordance with the applicable legislation.

4. Active first-cycle students who do not already hold a degree are eligible for free accommodation in the Student Dormitories of other Higher Education Institutions (HEIs) in Athens. The terms and conditions for free accommodation are determined by a decision of the Rector's Council, in accordance with the criteria established by each Student Dormitory. Students wishing to apply for free accommodation must submit an application with the required supporting documents to the Department of Student Welfare.

5. According to Article 31 of Law 4452/2017, undergraduate and postgraduate students, as well as doctoral candidates who do not have other medical and hospital coverage, are entitled to full medical and hospital care under the National Health System (NHS), with expenses covered by the National Organization for the Provision of Health Services (EOPYY), pursuant to the analogous application of Article 33 of Law 4368/2016. The issuance of the European Health Insurance Card (EHIC) for the above categories of students who travel to European Union countries, as well as the coverage of any related expenses, continues to be carried out by the Institution's services, under the applicable terms and conditions.

6. During the process of granting social benefits, the processing of personal data is carried out in accordance with the European General Data Protection Regulation (EU) 2016/679, in order to ensure

the confidentiality of personal data and to achieve equal treatment of all applicants without any form of discrimination.

ARTICLE 57: Transportation, Athletic and Cultural Activities

1. Students may electronically apply for an Academic Identity Card throughout the academic year via a specially designed information system. All students are eligible to apply. However, only the Academic Identity Cards of the following categories of students shall include the Special Transportation Ticket entitlement, allowing them the relevant discounts provided by the applicable legislation:

- a) Full-time first-cycle students who are not already holders of a university degree, for the number of years required to complete the degree as defined by the indicative study program, increased by two (2) years.
- b) Part-time first-cycle students who are not already holders of a university degree, for twice the number of years required to complete the degree, according to the indicative study program.
- c) Second-cycle students who are not already holders of a postgraduate degree, for the duration of their studies in accordance with the indicative postgraduate program.
- d) Third-cycle students who are not already holders of a doctoral degree, for four (4) years from the date of their enrolment.
- e) Students from EU member states and third countries who are studying at a domestic HEI under the European Union's Erasmus mobility program, for the duration of their studies at the domestic HEI.

The termination of student status for any reason automatically entails the cessation of the right to hold the Academic Identity Card, which in such cases must be returned to the Secretariat of the respective Department.

2. The University provides the necessary means for the cultural enrichment and recreation of students across all study cycles. It ensures the promotion and support of activities that creatively utilize free time, the promotion of student athletics, as well as the environmental and ecological education of students. It ensures the operation of athletic teams composed of students, the individual or group participation of students in internal, inter-university, and international student championships during the academic year, and the awarding of distinguished athletes by the Rectorate Authorities (according to the decisions of the competent bodies).

3. The University's budget includes a dedicated fund for organizing student educational excursions, for the collective transportation of students to rural and other areas, for the implementation of practical training and the organization of educational visits, even during vacation periods. The academic nature of such excursions is confirmed by the respective Department, which also designates the faculty members who will participate as escorts, as well as members of other staff categories as assistant escorts, along with all other necessary details for the conduct of the training or excursion. The financial support for the excursion is determined by decision of the Rector's Council.

ARTICLE 58: Awards – Scholarships – Compensatory Scholarships

1. Awards – Scholarships

The University may, subject to relevant funding, grant awards and scholarships to its undergraduate and postgraduate students, in accordance with the applicable legislation and the decisions of the competent bodies.

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2. Compensatory Scholarships

The University may, subject to the availability of appropriate funding, grant compensatory scholarships to undergraduate and postgraduate students, under the condition that these students provide part-time work of up to forty (40) hours per month in the institution's services for educational and research activities. The Special Account for Research Funds (ELKE) of the University may also award compensatory scholarships to doctoral and postdoctoral researchers, domestic or foreign, in exchange for their engagement in the implementation of co-financed projects at the respective Higher Education Institution, using resources derived from said programs and in accordance with the conditions set out in their institutional framework.

CHAPTER ID: POSTDOCTORAL RESEARCH

1. The University of Piraeus may, in accordance with applicable legislation, provide scientists with the opportunity to conduct Postdoctoral Research (PDR) in fields that fall within the research interests and academic subjects of the department.
2. PDR is conducted in the academic disciplines offered by the University's Departments and aims to generate high-quality scientific research and to enhance the departments' research activities by scientists capable of contributing to the advancement of science, research, and its applications.
3. The competent bodies for the approval and/or conduct of PDR are the Department Assembly and the Deanery (for visiting postdoctoral researchers), in accordance with the applicable legislation and the current Postdoctoral Research Regulations (PRR) of the University.
4. Eligible to apply for conducting PDR are holders of a Doctoral Degree from a domestic Higher Education Institution or of an equivalent degree recognized by the Hellenic National Academic Recognition and Information Center (DOATAP) from foreign institutions. Applicants must have excellent knowledge of at least one language other than Greek, as well as at least functional knowledge of English.
5. All specific matters related to the approval and conduct of postdoctoral research are determined by the University's current PRR and the applicable departmental PRRs.
6. Postdoctoral researchers may not be remunerated from resources originating from state funding.

CHAPTER IE: UNIVERSITY STAFF

ARTICLE 59: Oath Taking – Assumption Of Duties

1. Members of the Teaching and Research Staff, Special Teaching Staff, Laboratory Teaching Staff, Special Technical Laboratory Staff, as well as Administrative Staff appointed to the University, prior to assuming their duties, take the following oath before the Rector:
"I swear to remain faithful to the homeland, to obey the Constitution and the laws, and to fulfil my duties honorably and conscientiously."
2. If the appointee is a foreign national, they shall take the following oath:
"I swear to remain faithful to Greece, to obey the Constitution and its laws, and to fulfil my duties honorably and conscientiously."
3. Similarly, if the appointee declares that they do not adhere to any religion, or that their religion does not permit the taking of an oath, or if they do not wish to take a religious oath, they shall make the following affirmation:
"I declare, invoking my honor and conscience, that I shall remain faithful to Greece, obey the Constitution and the laws, and fulfil my duties honorably and conscientiously."
4. For the oath taking and assumption of duties, an oath protocol and duty assumption statement shall be drawn up, signed by the Rector and the individual taking the oath. The relevant documents shall be communicated by the competent administrative service to the services and academic units of the Institution.
5. The deadline for assuming duties for those appointed or promoted to the above-mentioned staff categories begins from the date the act of appointment is communicated to the individual concerned, as published in the Government Gazette. Specifically for members of the TRS, those who are appointed or promoted must assume their duties within the legally prescribed timeframe from the publication of the relevant appointment act in the Government Gazette. An extension of the deadline for assuming duties may be granted, for a period specified by the applicable legislation, by decision of the Rector and only when the appointed professor permanently resides abroad on the date of appointment, as evidenced by official documents submitted by the appointee with their application.
6. Acceptance of an appointment to another position by members of the above-mentioned staff categories, in accordance with applicable legislation, constitutes an automatic resignation from their previously held position at the University. The resignation takes effect from the date of assumption of the new duties.

7. Additionally, for appointed members in the aforementioned staff categories to assume their official duties, they must have resigned from any position that, under law, is deemed incompatible with the status into which they are being appointed, promoted, or tenured.

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ARTICLE 60: Bodies Monitoring Compliance with Service Obligations

1. The monitoring of compliance with the obligations of members of the Teaching and Research Staff, Special Teaching Staff, Laboratory Teaching Staff, Special Technical Laboratory Staff, Administrative Staff, and serving Scientific Associates shall be conducted, in accordance with the applicable legislation, by the respective competent control bodies of the relevant academic or administrative organizational unit to which they belong.
2. For adjunct teaching staff and other members associated with the University under any type of service provision or employment contract, the monitoring of their compliance with obligations shall be carried out by the competent authority that issued the assignment or employment contract, in accordance with the applicable legislation. Their monitored obligations, until their departure by any means from the University, include the proper use of technical and other infrastructure, including official insignia, logos, etc.
3. To ensure the smooth functioning of the services and academic and organizational units of the University, the respective control bodies shall inform the Rector or the Vice-Rector responsible for personnel matters.

ARTICLE 61: Procedure for the Announcement, Election, Promotion, Tenure, Renewal of Term, and Appointment of Members of the Teaching and Research Staff

1. The procedure for the election to fill vacancies, for promotion, tenure, and renewal of the term of Professors of all ranks (members of DEP), shall be carried out in accordance with the applicable legislation following a formal announcement of the position (as required by law through an open procedure), subject to the legally stipulated requirements and qualifications as provided by the relevant provisions of university legislation. The announcement concerns either the filling of new positions based on approved budgetary credits or the filling of a position following a member's request for promotion to a higher rank.
2. After its publication in the Government Gazette, the announcement for election or promotion of professors shall be published in the daily press, indicating the deadline for submission of candidacies, which is set at two months from the date of the announcement letter. The announcement is published in three daily newspapers in Athens, two in Thessaloniki, and one in each city where a Higher Education Institution is based, provided corresponding daily newspapers are in circulation. It is also communicated to all HEIs, research centers in the country, and other competent authorities, and is immediately posted according to the legally prescribed provisions, as well as on the website of the relevant HEI.
3. Specifically, in cases of tenure or renewal of the term for Assistant Professors, the procedure shall be conducted in accordance with applicable provisions and through the legally prescribed information system, following an application by the interested party and provided that all legal requirements are met.

ARTICLE 62: Classification of Members of the Teaching and Research Staff

1. Members of DEP are elected as full-time. After completing the legally required period of actual service from their initial appointment, they may be classified as part-time.
2. DEP members may apply for part-time classification by submitting a timely application to the relevant School, in accordance with the applicable legislation and as clarified in the Institution's Regulations, provided they are not subject to incompatibility provisions or suspension of duties. Approval is granted by the Deanery upon documented confirmation that the smooth operation and needs of the School are not hindered, based on a relevant recommendation by the Assembly of the applicant's Department.
3. The application for part-time classification may also be submitted during the academic year, in accordance with applicable provisions, the Institution's Regulations, and this internal regulation,

provided it is submitted at least two (2) months before the start of the academic semester in which part-time service is to begin. In special cases, the application must be submitted at least two months prior to the acceptance of a second salaried position, and in all cases, subject to the decision of the competent authorities.

4. The provisions governing the process for part-time classification, the possibility of holding a second salaried position, and the procedure for granting permits to hold a second salaried position for members of both employment categories are defined by applicable legislation and the Institution's Regulations, under the limitations and provisions of the relevant legal framework for full-time and part-time TRS members.

5. Violation of the obligations of TRS members of any category constitutes a disciplinary offense, the prosecution of which is exercised by the competent disciplinary authorities as defined by law.

ARTICLE 63: Transfer of DEP Members

1. The transfer of DEP members to and from a Department of the same University or of another University and the...

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... corresponding credit transfer of the faculty member being relocated is made possible in accordance with the applicable legal provisions. These pertain, on the one hand, to the procedure of submitting an application by the interested party to the originating Department, the timely issuance of an opinion by the competent collective body, and the related approval by the Senate of the originating University; and on the other hand, to the subsequent submission of an application by the interested party to the receiving Department, with the approval process as provided by law. In formulating the opinion of the originating Department and in the corresponding decision by the Senate, particular consideration is given to the adequate staffing and smooth operation of the Department, while observing the requirements of its autonomy.

2. The decision on the transfer shall be made, in accordance with the terms and conditions set forth by the applicable provisions, by the competent collective body of the Department, convened pursuant to current legislation, and following a report by a three-member proposal committee comprised of faculty members from the same or another Higher Education Institution (HEI), possessing the same or a related academic field as the applicant. In the absence or insufficiency of members with the same field, those with a related field may be appointed, in accordance with the remaining applicable provisions.

3. The procedure for transferring faculty members between Departments of the University of Piraeus is identical to that governing transfers from another university. In this case, in accordance with legal provisions, the Senate approves the transfer after receiving the opinion of the originating Department and the decision of the receiving Department.

ARTICLE 64: Duties, Obligations, Rights and Recognition of Faculty Members

Duties and Basic Obligations of Faculty Members

1. Faculty members of Higher Education Institutions (HEIs) are public officials and enjoy functional independence in carrying out their teaching and research duties, as defined by current legislation.

2. Faculty members may be granted a leave of absence from their duties in accordance with current legislation, the applicable Organizational Charter, and the present Regulations. Teaching hours are to be rescheduled by reasoned decision of the Department Assembly.

3. Applications submitted by faculty members to the Department Assembly regarding leaves, promotions, etc., must be included in the agenda of the next or the following meeting.

4. Each faculty member:

a) Undertakes teaching responsibilities in accordance with the Department's schedule at undergraduate and/or postgraduate level, complying with the minimum required teaching hours as set by law. Teaching duties include not only conducting lectures but also laboratory work, supervision of projects, theses, and doctoral dissertations. The broader educational and research responsibilities also

encompass correcting various student assignments and supervising or monitoring doctoral dissertations. b) Must be available to meet with students regarding academic and research matters during posted office hours, which shall be allocated on at least one day each academic week. These times shall be posted at the beginning of each semester outside the faculty member's office and reported to the Secretariat of the respective Sector or Department, and may also be posted on the instructor's website. c) Conducts research (both basic and applied). d) Is obliged to mention the University of Piraeus in all academic presentations and publications. e) Must actively participate in the administrative activities of collective bodies and contribute to the organization and proper functioning of the educational and research activities of the Department and Sector.

5. The aforementioned obligations must be fulfilled within the University premises, ensuring that the faculty member's additional on-site presence constitutes a substantial contribution to the educational processes. The total minimum hours of weekly presence and their distribution across days of the week are defined by applicable legislation.

6. External professional engagement of faculty members (e.g., holding a second paid position, teaching at another university, part-time professional activity, etc.) is permitted only in accordance with the applicable legislation. This is based on the legal distinction between full-time and part-time faculty members and requires submission of a request and issuance of the relevant authorization by the competent collective or individual institutional bodies.

7. Faculty members are required, in accordance with applicable provisions, to accept appointments as members of Proposal Committees and Electoral Bodies within their own or other HEIs, and to fulfill their administrative and other obligations within the Department and the University, contributing to their efficient and effective operation.

8. Faculty members are required to submit two (2) copies of their doctoral dissertation and three (3) copies of their books and academic works published in scientific journals, edited volumes, conference proceedings, etc., to the University Library. Works in electronic form must be submitted in two (2) copies.

9. Faculty members who retire from service...

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.....vacate the office they occupied and, within two (2) months, return any instruments and materials that had been provided to them.

Rights of Faculty Members

1. Faculty members are entitled to use the University's facilities, laboratories, and technical infrastructure, in accordance with the decisions of the relevant competent university bodies.

2. The administration of the Department and the University is obliged to ensure the provision of appropriate installations and essential infrastructure (office space, office equipment, provision of email addresses, etc.) for all faculty members.

3. All faculty members have the right to participate freely and without obstruction in the collective bodies of the Department and the University, in accordance with the applicable provisions. Faculty members have the right to be informed of the decisions of university bodies. This right is exercised upon submission of a relevant request to the presiding officer of the competent body.

4. Faculty members are provided with healthcare coverage by public insurance and healthcare providers, in accordance with the provisions applicable to public sector employees.

ARTICLE 65: Leave of Faculty Members

Faculty members are granted the following types of leave, in accordance with university legislation and the present regulation:

1. Leave of absence within Greece or abroad for teaching or research purposes related to their academic discipline.

2. In exceptional cases, paid leave of up to ten (10) days is granted by the Dean of the relevant School in which the faculty member serves, and an additional leave of up to twenty (20) days may be granted by the Senate for personal reasons, following a substantiated request by the interested party. The

request is submitted to the Dean of the School and copied to the Head of the Department and the Director of the Sector, where applicable.

3. Leave of up to two weeks per academic semester, consisting of ten working days, is granted for participation in scientific conferences, seminars, short-term teaching at foreign universities, or participation in exchange programs. This is granted by decision of the Department Assembly, which must specify how the teaching hours will be covered. Such short-term leave may also be granted by the Head of the Department or their legal substitute in case of absence, upon authorization by the Department Assembly at the beginning of each academic year. If a faculty member exceeds the allowable number of leave days per semester, the excess may be carried over to the next academic semester.

4. Paid leave of one (1) day per week is also granted for the provision of services to the public sector, etc. Teaching duties assigned at another Higher Education Institution are considered a form of public service and are governed by the relevant applicable provisions.

5. Faculty members are entitled to any other leaves of absence provided for by the applicable legislation in force.

6. Professors of the institution are entitled to a sabbatical with full pay for one year after six years of service or for six months after three years of service. The sabbatical is granted by decision of the Rector, following a recommendation by the Dean and a decision of the School's council, and after a decision of the Department Assembly specifying how the teaching obligations of the applicant will be covered. The application for sabbatical must be accompanied by the proposed plan of scientific activity. After the sabbatical, the professor must submit a report on the implementation of the scientific activity to the competent Vice Rector.

7. The right to take sabbatical leave must be exercised within three years from the completion of a three-year period of service at the institution. The right to sabbatical leave is not forfeited, but it is accumulated with that of the next six-year or three-year period if the leave was not granted within the prescribed timeframe due to reasons not attributable to the applicant, such as rejection of the request by the competent collective body due to obstruction of the proper functioning of the Department or due to service needs.

8. Professors who, during their sabbatical abroad, collaborate without remuneration with higher educational or other institutions abroad, receive the remuneration provided by current legislation, following a report by the competent financial service, in accordance with the provisions of the university's budget.

9. Unpaid leave may be granted to faculty members of the institution, provided it does not impede the smooth functioning of the respective Department and School, upon submission of a substantiated application by the interested party, so that legality and necessity may be easily assessed by the Rector or competent Vice Rector, following a recommendation by the Dean, a decision by the School Council after a proposal by the Department Assembly, and the issuance of a decision by the Rector or the competent Vice Rector. During the period of unpaid leave, the faculty member is responsible for the full payment of all pension, insurance, and other contributions.

10. The total period of unpaid leave granted to faculty members may not exceed three years. According to law, it is not permitted to grant unpaid leave to a faculty member immediately after the completion of a sabbatical.

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11. The travel of the University's faculty members who are part of a project implementation team, either within Greece or abroad, regardless of their contractual employment relationship, and provided such travel is necessary for the execution of each project, shall take place within the limits of the budget approved by the Special Account for Research Funds (ELKE), following approval by the competent authority or supervisor—if the latter is not the scientific manager of the project. The travel costs of the persons involved shall be covered under the project's approved budget, in accordance with applicable legislation. Travel outside the headquarters for any staff engaged in projects funded exclusively by the EU, international organizations, private resources, or the University's own funds does not fall under the scope of Law 4336/2015, as currently in force. These travel expenses (travel costs, accommodation

costs, per diem allowances, and mileage reimbursements) are defined in the ELKE Guide for Management and Funding. The days spent away from headquarters for the needs of an approved project do not count toward the maximum allowable days of travel outside the headquarters that may apply to HEI personnel.

12. Faculty members are granted sick leave in proportion to the provisions of the Civil Service Code and in accordance with the health coverage provided by the competent insurance carrier and the applicable regulations for public employees. Furthermore, maternity and parental leave is granted to female faculty members proportionally to the provisions of the Civil Service Code.

13. Beyond the aforementioned leaves, no other leave may be granted unless specific reasons exist, and only following a specially reasoned decision by the Rector's Council and a substantiated recommendation from the Assembly of the respective Department. In all cases, such leave may not exceed thirty (30) days.

14. The decision granting the aforementioned leaves must be communicated to the competent authority for approval before the requested leave period begins.

ARTICLE 66: Incompatibilities – Suspension of Duties – Disqualification from Participation in Collective Bodies

The provisions governing the violation of incompatibilities, the suspension of duty performance, and disqualification from participation in collective bodies by University faculty members are defined by applicable legislation.

CHAPTER IF: OTHER INSTRUCTORS

ARTICLE 67: Instructors under Presidential Decree 407/1980

1. Scientists of recognized academic reputation may be employed in accordance with the provisions of Presidential Decree 407/1980, as in force, by decision of the competent Rector, under a fixed-term private-law employment contract, following decisions of the Assemblies of the receiving Departments for the implementation of teaching, research, scientific, and organizational work. Their duties and obligations are defined by decision of the competent collective body and their individual employment contracts, in accordance with applicable legislation. These instructors, throughout the duration of their contract and in relation to the work assigned to them, bear responsibilities and obligations equivalent to those of University faculty members, to whom they are salary-aligned based on their qualifications, subject to the limitations imposed by the legislation and these Regulations.

2. The duration of the contract is defined as up to one academic year per case, depending on hiring needs. It may be renewed or extended, but the total duration of employment may not exceed three (3) academic years. The three-year limit applies in the case of renewal or extension of the same contract with the same individual, but does not apply in the case of a new open call or expression of interest under paragraph 1 of article 5 of Presidential Decree 407/1980, in which, apart from those previously employed under similar contracts, other candidates may also participate.

3. The above-mentioned employment may be full-time or part-time.

4. The monthly remuneration (its amount and the procedure for its granting) is determined by applicable provisions and relevant ministerial decisions.

ARTICLE 68: Contracted Teaching Staff

1. Teaching of courses at the University, as well as other teaching and research activities, may be assigned in accordance with applicable legislation through individual private-law fixed-term employment contracts, of one to three academic years in duration, either full-time or part-time, to contracted teaching staff who are scientists holding a doctoral degree, as well as to distinguished professionals with recognized contributions in their field.

2. These contracts may be renewed, but the total service of the contracted teaching staff at the same institution may not exceed five academic years. The maximum five-year term...

...applies to the renewal or extension of the same contract with the same individual, but does not apply in the case of an open re-announcement process or expression of interest for the conclusion of the individual employment contract, in which both those previously hired under similar contracts and other interested parties may participate. Matters concerning the specific qualifications of candidates, the bodies, the procedures for announcement, selection, and recruitment, the method of employment, and any other relevant detail are determined by the applicable regulations in force.

3. The monthly remuneration (its amount and the procedure for its provision) of Contracted Teaching Staff is determined by the applicable provisions and relevant ministerial decisions, in accordance with the legislation in force.

4. Contracted teaching staff are allocated to Schools by the Senate, following a recommendation by the corresponding School Deanery and upon proposal by the Departments.

5. The Department Assembly announces positions for contracted teaching staff. The relevant decision of the Department must be thoroughly substantiated regarding the specific educational needs to be covered, must specify the academic rank equivalent to the announced position, the duration of the contract to be concluded, and whether it involves full-time or part-time employment. All the above must also be included in the respective announcement. The announcement must be posted without delay on the website of the relevant Department or the University, as well as on other sites provided for by the applicable regulations.

6. Applications from interested individuals, along with the required documentation, are submitted to the Secretariat of the respective Department within a strict deadline of 20 days from the date of the last publication of the announcement. Required documents for selection include the curriculum vitae, copies of degrees, academic qualifications, doctoral dissertation, scientific publications, and other documents specified in the announcement as mandatory for submission along with the application.

7. The Department Assembly, according to current legislation, forms the relevant Evaluation Committee within a strict deadline of 15 days from the close of the application period. The Committee consists of three Professors, preferably of the same or a closely related academic discipline, of equal or higher rank than the one corresponding to the position.

8. The three-member Committee, within a strict deadline of 40 days from its formation, submits to the Department Assembly a specially reasoned evaluative report on the work, competence, and overall scientific contribution of the candidate, which includes: i) an opinion on the degree to which candidates meet the required legal qualifications, and ii) a ranking of the candidates.

9. The report is communicated to the candidates no later than 15 days before the session of the body deciding on the selection. Candidates may submit a related memorandum no later than 5 days before the selection meeting.

10. If the 40-day deadline of paragraph 8 passes without action, the procedure continues without the evaluative report.

11. Within a strict deadline of 30 days from the submission of the evaluative report—or after the expiration of the relevant deadline without submission—the Department Assembly convenes to decide on the selection of candidates. The meeting is initiated by the Chairperson. Following relevant discussion, a vote is held during which the members of the collective body must provide specific justification for their vote. At the beginning of the meeting, candidates may be invited to orally present their views on the contents of the report, respond to questions from the Department Assembly members, and then withdraw.

12. The relevant selection decision is forwarded by the Chair of the collective body to the Rector of the respective Higher Education Institution or to the competent Vice-Rector, who is authorized to conclude the individual employment contract with the contracted instructor.

13. The assignment of teaching and other responsibilities to contracted teaching staff is executed via individual private-law fixed-term employment contracts in accordance with paragraph 2 of this Article.

14. Those hired as contracted teaching staff do not participate in the University's collective bodies.

ARTICLE 69: Visiting Professors

1. Distinguished Greek or foreign scientists who hold a position or possess equivalent qualifications to faculty members or Researchers in Research Centers may be invited and may hold the title of Visiting

Professor following their application and decision by the Department Assembly, for the purpose of meeting educational needs. Their stay may not exceed three (3) academic years. By reasoned decision, the Department may assign the teaching of a postgraduate course or seminar to the visiting professor, if the professor so wishes, but in any case not for a period exceeding four (4) academic semesters.

2. For their teaching, the Visiting Professor is remunerated from institutional resources, through ELKE (Special Account for Research Funds), or from European/international mobility or research program funds, or through a sponsorship for that purpose, or from resources secured by the respective Department. In no case may the remuneration burden the University's regular budget, the State Budget, or the ELKE's available cash reserves. The amount of the visiting professor's remuneration is determined...

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...in proportion to the remuneration of the employment contracts provided for in Article 5 of Presidential Decree 407/1980 (Government Gazette A' 112).

3. Visiting Professors carry out their teaching duties within the framework of the relevant decisions of the competent bodies of the Department.

4. Visiting Professors have rights and obligations corresponding to those of Professors, subject to the limitations imposed by applicable legislation, the decisions of the legally competent collective body, and the employment relationship regime governing their engagement with the Institution.

ARTICLE 70: Academic Fellows

1. Scientists of recognized academic standing, holders of a doctoral degree, doctoral candidates, or individuals with exceptional technical experience may be employed as academic fellows by decision of the Assembly and act of the President of the respective Department, to carry out teaching and research work as defined in the contract signed between the academic fellow and the Rector. The contracts concluded under this article are not subject to the provisions of Chapters A, B, and C of Law 2190/1994, but fall under the exemptions of Cabinet Act 33/2009 (Government Gazette A' 280). The announcement of the academic field is made following a proposal by the Sector Assembly, if applicable, and approval by the Department Assembly. The contract duration is determined for a period of up to one academic year per case, depending on the needs of the Department, and may be renewed or extended. In any case, the total duration of the contract may not exceed three (3) academic years.

2. The terms and conditions of the contract are defined by applicable legislation.

3. It is not permitted to employ retired members of the same or another domestic or foreign HEI or pensioners from the broader public sector as academic fellows.

4. Employment may be either full-time or part-time. In the case of full-time employment, the teaching load may not exceed sixteen (16) hours per week, of which a maximum of six (6) hours may concern the teaching of theoretical courses, while in the case of part-time employment the teaching obligation is proportionally reduced.

5. Their compensation is covered by scholarships and resources secured by the Department or from the use of unallocated cash balances of previous fiscal years of the Institution, without an increase in the state funding of the respective HEI, unless such funding derives from co-financed programs.

ARTICLE 71: Retired Professors

1. Professors retiring due to reaching retirement age retain, according to current legislation, the following capacities: (a) member of the three-member advisory committee for doctoral candidates, (b) doctoral supervisor, and (c) participant in the session of the seven-member examination committee for final evaluation and judgment of doctoral dissertations, without voting rights. They also retain their positions on administrative boards of public legal entities or on any type of committee to which they were appointed as Professors prior to retirement, and continue participating in research programs in which they were involved before retirement. Finally, they may teach seminars and postgraduate courses, supervise master's theses, and teach in Lifelong Learning Programs.

2. Retired faculty members may teach in Postgraduate Study Programs (PMS), either in the Department from which they retired or in PMS of collaborating Departments.

3. Emeritus Professors and retired faculty members of HEIs may teach in PMS, in accordance with current legislation and the postgraduate studies regulation.
4. The assignment of courses to retired professors in postgraduate programs and in Lifelong Learning Programs is decided by the Department Assembly.
5. The use of University facilities, infrastructure, and various electronic services should, where possible, be made available to retired Professors to facilitate their participation in the research and educational activities of the respective Departments and the University.
6. Retired members of the same or another domestic or foreign HEI or pensioners of the broader public sector may not be employed as academic fellows.

CHAPTER IG: RIGHTS, OBLIGATIONS, AND DUTIES OF MEMBERS OF SPECIAL EDUCATIONAL STAFF (EEP) AND LABORATORY TEACHING STAFF (EDIP)

ARTICLE 72: Special Educational Staff (EEP) and Laboratory Teaching Staff (EDIP)

Duties – Obligations – Rights

1. Members of the Special Educational Staff (EEP) category carry out special educational and teaching work at the University and are assigned autonomous teaching responsibilities. This category includes teaching staff who teach foreign languages and physical education.
2. Members of the Laboratory Teaching Staff (EDIP) category carry out laboratory-based...

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... teaching work at the University, which consists primarily of conducting laboratory exercises, as well as practical training in applied fields of the respective sciences. Holders of a doctoral degree or members at the terminal rank may be assigned teaching responsibilities, including teaching advanced courses in small student groups under the supervision of the School's Professors, and may also participate in the supervision of theses or other student projects.

3. The positions for this personnel belong to the Institution and are allocated by decision of the Senate to the Departments, Schools, or the Institution, following a proposal by the Rector, Deans, or Department Chairs. By decision of the Department Assembly, the positions of EDIP and EEP members may be allocated to Sectors according to their academic discipline.
4. The formal qualifications for appointment to these staff categories are those provided by applicable legislation.
5. The competent authority for all matters concerning EEP and EDIP members is the Department Assembly. In cases where the positions belong to the School or the Institution, this competence is exercised by the School Assembly or the Senate, respectively.
6. By decision of the respective Department Assembly, EDIP members may be assigned autonomous teaching responsibilities. If the positions belong to the School or Institution, this authority is exercised by the School Assembly or the Senate, respectively.
7. Appointment to the aforementioned staff categories is made through a position announcement and selection of candidates by the Assembly of the Department, School, or Senate, depending on the academic unit to which the position belongs. The terms and conditions for the announcement of these positions, as well as the selection process and periodic evaluation of this personnel, are temporarily regulated—until the University’s Organizational Charter is published—by the regulatory decision of the Senate dated 15-12-2016 (Government Gazette 4520/B’/30-12-2016).
8. The election, advancement, transfer, and any administrative change concerning EEP and EDIP categories are subject to legality control by the Rector and within the legally prescribed deadlines, in accordance with current legislation.
9. Holding a position as an EEP or EDIP member constitutes exclusive employment, except where otherwise clearly specified by law. Approval for leave to engage in work beyond their statutory duties at the University may be granted upon application by the interested party and a reasoned decision of the competent collective body, depending on the academic unit to which the EEP or EDIP member belongs, and issuance of the corresponding rectoral act.

10. The duties of EEP and EDIP members, as assigned to them under applicable legislation by the competent bodies of their unit, specifically include: a) Provision of specialized educational-teaching and laboratory-applied teaching work for which they were hired and according to their staff category. b) Assessment and grading of students. c) Supervision of students' practical training. d) Holding office hours with students for at least four (4) hours per week on matters related to teaching or clarifications. These hours are distributed across at least two days and communicated to the Department Secretariats, which in turn inform students at the beginning of each semester. e) Preparation of teaching notes, where it is determined that sections of the curriculum are not adequately covered by existing textbooks. f) Participation in the invigilation of exams in their subject area during examination periods. g) Participation in University collective bodies, councils, and committees.

11. EEP and EDIP members are required to be present and work on University premises for a minimum of twenty-two (22) hours per week, distributed across at least four (4) working days, and to deliver a minimum of eight (8) teaching hours per week, comparable to that of faculty members, as well as to perform any other duties in accordance with applicable legislation and their staff category.

12. EDIP members may, following an application and a reasoned decision by the competent collective body—depending on their academic unit—be granted permission to engage in paid private work within research or other projects implemented by the University's ELKE, where the scientific supervisors are faculty members. The terms of service, remuneration, etc., shall be defined in the relevant project agreement with the responsible scientific supervisor.

13. EEP and EDIP members who hold a doctoral degree may be designated as scientific supervisors of programs/projects implemented by the University's ELKE in accordance with applicable legislation.

14. The employment described in paragraphs 12 and 13 shall be rendered in addition to the defined mandatory working hours of EEP and EDIP members.

15. EEP and EDIP members are entitled to leave of absence in accordance with applicable provisions. Maternity and parental leave are granted to EEP and EDIP parents proportionally to the provisions of the Civil Service Code.

16. EEP and EDIP members may enrol in Postgraduate Study Programs (PMS) of the University, in accordance with applicable legislation and the respective operational regulation....

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...where they may, upon application, enrol as supernumerary students exempt from tuition fees, limited to one per year per Postgraduate Study Program (P.M.S.). For enrolment in a P.M.S., the work performed must be relevant to the academic fields addressed by the program.

17. Issues relating to disciplinary proceedings (disciplinary bodies, disciplinary councils, disciplinary offenses, etc.) are governed by the applicable provisions in force.

ARTICLE 73: Procedure for the Announcement Of Positions, Selection and Appointment to EEP And EDIP Positions – Periodic Evaluation

1. The procedures for announcing, selecting, and periodically evaluating members of the EEP and EDIP categories at the University of Piraeus are governed, on a temporary basis until the publication of the University's Organizational Charter, by the regulatory decision of the Senate dated 15-12-2016 (Government Gazette 4520/B'/30-12-2016) and are subject to the provisions of Article 29, paragraphs 1, 2, 3, 4, 5, and 6 of Law 4009/2011, as amended.

2. The selection of members of the EEP and EDIP categories at the University of Piraeus is conducted through an open procedure, following a public announcement of the position. The Department Assembly, the General Assembly of the School, or the Senate of the University of Piraeus—depending on the unit to which the position belongs—decides on the announcement of the relevant position. The decision to announce a position must be fully justified in terms of its necessity, the category, the subject area, the statutory formal qualifications required, and any additional specific qualifications.

3. The announcement is issued by the Sole Administrative Authority of the University, following the relevant decision by the Department Assembly, General Assembly of the School, or the Senate. It is published in the Government Gazette and announced twice in two daily newspapers of Athens,

Thessaloniki, Piraeus (where the University of Piraeus is based), and other cities hosting higher education institutions in the university sector.

4. The announcement must specify:

- a. The category of staff (EEP or EDIP) for which the position is announced.
- b. The educational category (University-level or Technological-level), the entry-level rank of appointment, and the academic unit to which the position belongs.
- c. The formal qualifications required under applicable provisions for the announced position, any specific qualifications, the supporting documents that must be submitted by applicants, the exclusive deadline in the following paragraph for submission of the relevant applications and documents, the procedure and method for filling the position, and any other detail deemed necessary to fully inform candidates.

The formal qualifications for EEP and EDIP positions are specified in paragraphs 1(c) and 2(c) of Article 29 of Law 4009/2011, as in force.

5. Applications and the relevant required documentation must be submitted to the Secretariat of the competent academic unit by the interested parties within a strict deadline of thirty (30) days from the day following the final publication in the daily press.

6. Required documents to be submitted along with the application include:

- a) Copies of degrees and other academic qualifications. If degrees are awarded by a foreign HEI, equivalency or recognition certificates issued by DOATAP (or DIKATSA) must also be submitted, recognizing them as equivalent and corresponding to those awarded by Greek institutions.
- b) A complete curriculum vitae and a summary of qualifications.
- c) Any scientific or published work, which must be accompanied by the relevant copies or publication pages.
- d) Specifically for EEP and EDIP positions, a certificate showing the title of the doctoral dissertation or the postgraduate thesis, if applicable.
- e) Other documents required in the announcement to be mandatorily submitted with the application. Foreign-language documents must be accompanied by official translations and bear an authenticity stamp for the signature and position of the signatory.

All documents must be numbered and placed in a special folder.

7. Supplementation of the submitted documents is allowed only if it concerns clarifications requested additionally by the competent evaluation committee and relates to documents submitted within the deadline.

8. Within fifteen (15) days from the end of the submission deadline, the Secretariat of the competent academic unit records in a list, in alphabetical order, the full names of candidates and the documents submitted as derived from their applications and documentation. The list is forwarded, along with each candidate's file, to the competent evaluation committee described in the next paragraph.

9. Within fifteen (15) days from the deadline for application submissions, a three-member evaluation committee is formed by decision of the competent collective body, depending on the academic unit that announced the position. The committee comprises:

- a) Two (2) Professors of any rank from the same or a closely related academic field as the one of the announced position, and
- b) One permanent member of the corresponding staff category from the academic unit that announced the position, of the same or a related academic discipline.....

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...of the field relevant to the announced position. In the event that no such member exists within the respective academic unit, then the third member of the committee must be from the same personnel category and from a related academic field within the School. If no such member exists in the School, the appointment is made by the University from among personnel of the corresponding category in the same or a related field. If no such member exists within the University, the committee is completed by a member from the same category at another educational institution with the same or a related field of expertise. In this case, the appointment of the representative from the corresponding personnel category must occur within ten (10) days from the submission of the relevant request to the respective

educational institution, as proposed by the academic unit to which the position belongs, and in any case no later than the thirty (30) day deadline stipulated in paragraph 5 of this article. If the appointment cannot be made or is not made within forty (40) days, then the third committee member shall be a professor of any rank from the relevant academic unit with the same or a related subject field. In the same decision establishing the three-member selection committee, the competent collective body may also decide to invite the candidates to attend the session for the purpose of presenting their views orally and answering related questions posed by the members of the body. In all cases, the candidates must leave the room before the beginning of deliberation.

10. The above-mentioned selection committee must submit, within an exclusive deadline of twenty (20) days from the expiration of the deadline of paragraph 8 of this article, a written recommendation report to the competent collective body. This report must include: a) a list of candidates in alphabetical order with their formal qualifications recorded, b) a detailed presentation and evaluation of the candidates based on the committee's substantive assessment of how well they meet the legal requirements and any additional qualifications stated in the announcement, and c) a ranked evaluation list of the candidates.

11. The above-mentioned recommendation report shall also be delivered to the candidates via the secretariat of the relevant academic unit within the deadline set in paragraph 10 of this article. Candidates may submit a memorandum to the body responsible for the announcement of the position within five (5) days from the date of its delivery.

12. If the deadlines for both the submission of the committee's recommendation report and the candidates' memoranda expire without action, the procedure continues without these documents. In such a case, the competent collective body proceeds to rank the candidates with justification in order to reach a final evaluation decision as provided in the following paragraphs (13–16).

13. Within an exclusive deadline of fifteen (15) days from the submission of the committee's report or after the expiration of the deadline of paragraph 10 of this article, the competent collective body convenes to decide on the appointment. Depending on the unit that announced the position, this body may be the Department Assembly, the School's General Assembly, or the Senate of the University of Piraeus, convened by the Chair of the Department, the Dean, or the Rector respectively.

14. The members of this body include those legally defined for its composition, along with three members from the same personnel category and subject area (or a closely related one) as the position announced, who belong to the relevant academic unit. These three members, including the permanent member who participated in the selection committee, are appointed by decision of the competent body. If the unit has fewer than three such members, additional members are appointed from the same personnel category and field from other academic units of the University.

15. To carry out the substantive evaluation of the candidates, the competent body considers all the materials in the candidates' dossiers, the committee's written report, and any submitted memoranda. It confirms which candidates meet the formal qualifications for the position, excludes those who do not, and proceeds to evaluate all remaining candidates.

16. a) To select a candidate, an absolute majority of the present members of the quorum-valid body is required, as defined in paragraph 1 of Article 14 of Law 2690/1999, while also complying with the impartiality requirements of that law and the provisions of Article 19(3)(d) of Law 4009/2011, as currently in force.

b) If no candidate achieves an absolute majority, a second vote is held between the two candidates who received the highest number of votes in the first round.

c) In case of a tie, the vote of the presiding officer prevails.

d) Blank votes and abstentions are not counted in the result. Those who cast blank votes or abstain are not counted in the total of participants for that vote.....

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... without this having any effect on quorum matters.

e) A separate vote is also held to designate the second most suitable candidate, if one exists.

f) The work of the competent selection body is concluded with the drafting of the relevant report, which is submitted to the Rector of the University of Piraeus within an exclusive deadline of ten (10) days from the adoption of the relevant decision.

17. The candidate ultimately selected for the announced position is appointed by an act of the Rector of the University of Piraeus, issued within an exclusive deadline of one (1) month from the submission of the report, and published in the Government Gazette.

18. If the first selected candidate does not accept the appointment, or the appointment act is revoked, or there exists an objective impediment to the appointment, the second most suitable candidate, if designated, is appointed. If the second candidate also does not accept the appointment, or their appointment is revoked, or an objective impediment exists, the position is re-announced.

19. A re-announcement of a position under paragraph 3 of this article may occur in the following cases:

a. If no applications are submitted in response to the announcement.

b. If the selection process is duly declared void due to lack of suitable candidates for the announced position.

c. If the selected candidate does not assume their duties for any reason or submits a declaration under Law 1599/1986 to the University of Piraeus, stating they do not accept the appointment.

20. The re-announcement must be made within an exclusive deadline of two (2) months from the date one of the conditions under points a, b, or c above is confirmed, and provided that the necessary funding remains in place under the applicable provisions. Re-announcement may also involve a different educational category (PE or TE) or different teaching duties, in the case of EEP members, or laboratory/applied teaching duties in the case of EDIP members.

21. The EEP and EDIP personnel categories are evaluated every five years based on the quality of the work they provide. Time spent on unpaid leave, following the individual's request, is not counted toward the five-year period. The evaluation is conducted by the Department Assembly, the School's General Assembly, or the Senate, depending on the unit in which the evaluated individual serves. The same bodies appoint an evaluation committee consisting of two (2) professors of any rank with a related academic field and one member from the same personnel category as the individual under evaluation, with a relevant academic field and of the same or higher rank. If no such member exists in the academic unit, one is sought from another academic unit.

22. The evaluation is based in particular on an activity report covering the last five years, prepared by the evaluated individual.

23. An evaluation report is prepared, which also takes into account student evaluations of teaching, if available.

24. Members of the above categories who receive an exceptionally negative evaluation are re-evaluated within one (1) year from the negative evaluation.

25. The provisions of this article (paragraphs 1–24) constitute temporary regulations established until the publication of the University's Organization, by decision of the Senate dated 15-12-2016 (Government Gazette 4520/B'/30-12-2016).

26. The provision regarding periodic evaluation applies to all members of the aforementioned categories, regardless of the rank they hold.

ARTICLE 74: Special Technical Laboratory Staff (ETEP) – Duties, Obligations and Rights

1. Members of the Special Technical Laboratory Staff (ETEP) provide infrastructure services in the overall functioning of the Higher Education Institution (HEI), offering specialized technical laboratory services to support the educational, research, and applied work of the Institution, in accordance with the applicable legislation.

2. In the context of the Institution's overall functioning to fulfill its educational, research, and applied mission, ETEP members provide services and perform additional duties assigned to them by the legally competent bodies. This provision remains in force until the issuance of the presidential decree provided for in Article 29(6) of Law 4009/2011 or a relevant legislative act.

3. The positions of this staff category belong to the Institution and are allocated by decision of the Senate to the Schools, upon recommendation of the Rector or Deans. The School Council allocates ETEP positions to Departments, and the Department Assembly may further allocate them to Sectors and

Laboratories, according to specific needs. In special cases, the positions may belong directly to the Institution or the School.

4. The formal qualifications required for appointment to these positions are those specified in the applicable legislation.

5. The competent body for all matters concerning ETEP members of the Institution is the Department Assembly. In cases where positions belong to the School or the Institution, this authority is exercised by the School Assembly or the Senate, respectively

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6. Appointment to positions in the ETEP category is carried out through a public call for applications and the selection of candidates by the Assembly of the Department, the School's General Assembly, or the Senate, depending on the academic unit to which the position belongs. The terms and conditions for the announcement of these positions, as well as the selection and periodic evaluation procedures for this staff, are temporarily regulated until the publication of the University's Organization by the regulatory decision of the Senate dated 15-12-2016 (Government Gazette 4520/B'/30-12-2016).

7. Election, promotion, transfer, and any other administrative changes concerning ETEP staff are subject to legality checks by the Rector, within the time limits provided by law, in accordance with the applicable legislation.

8. Holding a position in the ETEP category constitutes exclusive employment. Permission to engage in work beyond their statutory obligations at the University may be granted upon the member's request and following a reasoned decision by the legally competent collective body, depending on the academic unit to which the ETEP member belongs.

9. The definition of the specialized technical laboratory services performed by ETEP members is made by the legally competent body, depending on the academic unit to which they belong and according to their formal qualifications, following a relevant act by the Rector. A prerequisite for issuing such an act is a legality check by the Rector and confirmation of the proven relevance of the formal qualifications to the assigned duties.

10. The placement of ETEP members in established laboratories is carried out by Rector's act, following legality review and a decision by the competent collective body of the relevant academic unit, in all cases in accordance with their formal and specialized qualifications and the nature of the laboratory's activities.

11. ETEP members are required to be present at the University premises for a minimum of twenty-six (26) hours per week, distributed over five (5) working days, with continuous morning attendance. Until the issuance of the Presidential Decree provided for in Article 29(6) of Law 4009/2011 or the enactment of relevant legislation, their working hours shall be monitored by the competent authority. If deemed necessary for the academic unit's needs, ETEP members may be scheduled for afternoon shifts, within their set weekly hours, based on a documented decision by the relevant collective body. The schedule is determined by the competent authority.

12. ETEP members may be assigned, by Rector's act and under current legislation, independent teaching responsibilities in a related subject area aligned with their documented qualifications. This is subject to a decision by the academic unit to which the member belongs and under the supervision of a faculty (DEP) member. Such assignments fall within the prescribed working hours (as per paragraph 11) and are allowed only if the member's other obligations and duties are proven to be fulfilled, as defined by law and reflected in the academic program.

13. Until the issuance of the Presidential Decree as provided in Article 29(6) of Law 4009/2011, ETEP members are entitled to paid leave for private work, sick leave, blood donation, maternity and parental leave, child illness, school participation, etc., according to the Civil Service Code. Educational leave and transfers are governed by the applicable legal framework.

14. ETEP members are entitled, under the applicable law, to all forms of support for training and further education relevant to the nature of their services. Specifically, for participation in postgraduate programs, such facilitation is granted under current legislation and provided it does not hinder the fulfilment of their duties and the further education is relevant to the University's services.

15. ETEP members may enrol in postgraduate programs (P.M.S.) of the University, in accordance with the law and the relevant program regulations. They may apply for admission as supernumerary students and be exempt from tuition fees, limited to one person per academic year per program.
16. Disciplinary issues concerning ETEP members are governed by the applicable legislation.
17. ETEP members are entitled to healthcare coverage by the competent insurance institutions in accordance with applicable legal provisions.

ARTICLE 75: Procedure for Position Announcement, Selection, and Appointment to ETEP Positions – Periodic Evaluation

1. The procedures for the announcement and selection of members of the ETEP category at the University of Piraeus are temporarily governed, until the publication of the University's Organization, by the Senate's regulatory decision of 15-12-2016 (Government Gazette 4520/B'/30-12-2016), and are subject to the provisions of Article 29, paragraphs 1 to 6 of Law 4009/2011, as currently in force.
2. The selection of ETEP members at the University of Piraeus is conducted through an open procedure following a public call for applications. The Department Assembly, the School's General Assembly, or the Senate...

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...of the University of Piraeus, depending on the academic unit to which the position belongs, decides on the announcement of the corresponding position. The decision to announce a position must be fully justified in terms of its necessity, the staff category, the subject area, the legally required formal qualifications, and any specific additional qualifications.

3. The announcement is issued by the University's Single-Member Governing Body following the relevant decision of the Department Assembly, the School General Assembly, or the Senate, as applicable. It is published in the Government Gazette and announced twice in two daily newspapers of Athens, Thessaloniki, and Piraeus—where the University of Piraeus is based—as well as in other cities where higher education institutions of the university sector operate.

4. The announcement shall specify:

- a) The educational category (P.E., T.E.), the entry-level appointment rank, and the academic unit to which the announced position belongs.
- b) The formal qualifications required under applicable regulations for the position and any additional specific qualifications, the supporting documents to be submitted by candidates, the exclusive deadline for submission of applications and supporting documents (as defined in the following paragraph), the manner and procedure for filling the position, and any other details deemed necessary to fully inform candidates. The formal qualifications for ETEP positions are defined in paragraph 3(g) of Article 29 of Law 4009/2011, as currently in force.

5. Applications and the relevant legal supporting documents must be submitted to the secretariat of the competent academic unit by interested parties within an exclusive deadline of thirty (30) days from the day following the last publication in the daily press.

6. The supporting documents that must accompany the application include:

- a) Copies of degrees and other academic qualifications. In the case of degrees issued by foreign higher education institutions, candidates must also submit the relevant equivalency acts or certificates from DOATAP (or DIKATSA), which certify that the degrees are recognized as equivalent and corresponding to those granted by Greek institutions.
- b) A complete curriculum vitae and a concise presentation of qualifications.
- c) Any scientific and published work, which must be accompanied by physical copies or publication sheets.
- d) If the ETEP member holds a postgraduate or doctoral degree, a certificate indicating the title of the doctoral dissertation or the thesis, depending on the degree.
- e) Any other documents specified in the announcement as mandatory to be submitted with the application. Foreign-language documents must be accompanied by official translations and bear a seal authenticating the signature and identity of the signatory. Documents must also be numbered and placed in a special folder.

7. Supplementation of the submitted documentation after the application has been filed and officially recorded is permitted only for clarifying information requested by the relevant evaluation committee, and only concerning supporting documents submitted within the deadline.

8. Within fifteen (15) days from the expiration of the submission deadline, the secretariat of the competent academic unit records, in an alphabetical list, the full names of the applicants and their submitted documents as derived from their applications and supporting materials. This list, along with each applicant's file, is forwarded to the competent evaluation committee described in the following paragraph.

9. Within fifteen (15) days from the end of the application period, a three-member evaluation committee is formed by decision of the competent collective body of the academic unit that announced the position. The committee consists of:

a) Two (2) Professors of any rank in the same or a closely related field as that of the announced position, and

b) One permanent member of the corresponding staff category from the academic unit that announced the position, in the same or closely related subject area.

If such a member does not exist in the relevant academic unit, the third member must be from the same personnel category and subject area of the School. If none exists in the School, then a member from the same category and subject is appointed by the University. If no such member exists within the University, the committee is completed with a member from the same category of another educational institution with the same or closely related subject area as that of the announced position. In this case, the appointment of the representative from the respective personnel category must occur within ten (10) days from the submission of the relevant request to the respective institution, based on a proposal by the academic unit involved, and in any case no later than thirty (30) days as defined in paragraph 5 of this article. If it is not possible to appoint, or if no appointment is made within forty (40) days, then the third member shall be a professor of any rank from the relevant academic unit with the same or a related subject area as that of the announced position.

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During the formation of the three-member evaluation committee, the competent collective body may also decide to invite the candidates to its meeting for selection purposes, in order to present their views orally and respond to relevant questions from the members of the body. In all cases, the candidates must leave the room before the start of the deliberation.

10. The above-mentioned evaluation committee shall, within an exclusive deadline of twenty (20) days from the end of the deadline referred to in paragraph 8 of this article, submit a written recommendation report to the corresponding collective body, which must include:

a) a list of candidates in alphabetical order along with their formal qualifications,

b) a detailed presentation and evaluation of the candidates based on the committee's assessment of the extent to which they meet the legally required and any additional qualifications specified in the announcement, and

c) a ranked evaluation list of the candidates.

11. The above-mentioned recommendation report shall also be delivered to the candidates via the secretariat of the respective academic unit, within the deadline set out in paragraph 10 of this article. Candidates may submit a memorandum to the competent authority that issued the job announcement, within five (5) days from the date of receipt.

12. If the deadlines for the submission of both the recommendation report by the committee and the candidates' memoranda lapse without any action, the procedure continues without them. In that case, the competent collective body proceeds, with justification, to the ranking of the candidates in order to reach a final evaluative judgment as described in the following paragraphs (13–16).

13. Within an exclusive deadline of fifteen (15) days from the submission of the recommendation report by the three-member committee—or after the deadline set out in paragraph 10 has passed without result—the competent collective body convenes to decide on the appointment. Depending on the unit that issued the job announcement, this body is the Department Assembly, the School General

Assembly, or the Senate of the University of Piraeus, convened by the Chair of the Department, the Dean of the School, or the Rector, respectively.

14. This body includes the members legally required for its valid composition, as well as three members of the same personnel category and in the same or a related field of expertise to that of the announced position, who belong to the respective academic unit. These three members, including the permanent member who participated in the evaluation committee, are appointed by decision of the competent authority. If fewer than three such members serve in the academic unit, the number is supplemented by members from the same personnel category and in the same or related field from another academic unit of the University.

15. To conduct a substantive evaluation, the competent body takes into account all the documentation in the candidates' files, the recommendation report of the three-member committee, and any memoranda submitted by the candidates. It determines which candidates meet the formal requirements of the announced position, excludes those who do not, and proceeds to evaluate the remaining candidates.

16. a) Selection of a candidate requires an absolute majority of the present members of the convened body, which must be in quorum in accordance with paragraph 1 of Article 14 of Law 2690/1999, observing the provisions of said law regarding impartiality, and Article 19(3)(d) of Law 4009/2011, as currently in force.

b) If no candidate receives an absolute majority, a second vote is held between the two candidates who received the most votes in the previous round.

c) In the event of a tie, the vote of the presiding officer of the body prevails.

d) Blank votes and abstentions are not counted in the voting result. Those who vote blank or abstain are not included in the number of participants for that specific vote, without this affecting the quorum.

e) A separate vote is also held to designate the second most suitable candidate, if applicable.

f) The work of the competent selection body is concluded with the drafting of the relevant minutes, which are submitted to the Rector of the University of Piraeus within an exclusive deadline of ten (10) days from the adoption of the respective decision.

17. The candidate ultimately selected for the announced position is appointed by an act of the Rector of the University of Piraeus, issued within an exclusive deadline of one (1) month from the submission of the relevant minutes, and published in the Government Gazette.

18. If the first selected candidate does not accept the appointment, or the appointment act is revoked, or an objective impediment to the appointment exists, the second most suitable candidate, if designated, shall be appointed. If the second candidate also does not accept the appointment, or the appointment is revoked, or an objective impediment exists, the position shall be re-announced.

19. Re-announcement of the position, following the procedures of the above paragraphs, is possible in the following cases:

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a. If no applications were submitted following the initial call.

b. If the selection process was justifiably declared void due to the lack of a suitable candidate.

c. If the selected candidate, after being appointed, did not assume their duties for any reason or submitted a declaration pursuant to Law 1599/1986 to the University of Piraeus declining the appointment.

20. The aforementioned re-announcement must occur within an exclusive deadline of two (2) months from the date on which one of the conditions (a, b, or c) is confirmed, provided that the relevant funding remains in place in accordance with applicable provisions. Re-announcement of the position is also possible in a different educational category (PE or TE).

21. The provisions of this article (paragraphs 1–20) constitute temporary regulations established until the publication of the University's Organization, according to the regulatory decision of the Senate dated 15-12-2016 (Government Gazette 4520/B'/30-12-2016).

22. ETEP members are evaluated at the same time they are considered for grade advancement. Those serving at the highest grade level are evaluated every five years by the competent body of their academic unit.

ARTICLE 76: Leave of EEP and EDIP Members

EEP and EDIP. members may take leave in accordance with the applicable provisions for faculty members (DEP), and in any case according to the current legislation, following approval of a relevant request by the legally competent body of the unit to which the EEP or EDIP member belongs.

ARTICLE 77: LEAVE OF ETEP MEMBERS

1. Until the issuance of the Presidential Decree provided for in Article 29, paragraph 6 of Law 4009/2011, as in force, the competent authority for approving and granting leave (for private work or paid employment, sick leave, blood donation, maternity, parental leave, child illness, school participation, etc.) to ETEP members is the body of the unit to which the member belongs.

2. As for educational leave and transfers, ETEP members are subject to the provisions of Presidential Decree 147/2009, and in all cases, the applicable legal framework in force at the time.

ARTICLE 78: TRANSITIONAL PROVISION

The provisions of Articles 72 to 77 of Chapter IZ remain in force until the issuance of the Presidential Decree referred to in Article 29, paragraph 6 of Law 4009/2011, or the enactment of relevant legislation.

CHAPTER IH: ADMINISTRATIVE STAFF

ARTICLE 79: RIGHTS, OBLIGATIONS, AND DUTIES

1. The administrative staff is governed by the provisions concerning public servants and employees of Legal Entities under Public Law (NPDD), as applicable, and by special provisions of university legislation.

2. The responsibilities of each administrative unit are defined in the Organization of Administrative Services. Responsibilities not foreseen in this Organization but arising from new or changing procedures required by university operations, in accordance with the applicable legislation, are defined by the Senate, following a reasoned proposal by the Rector or the competent Vice-Rector. By Rector’s decision, additional duties may be assigned to administrative staff in special cases where an evident functional need exists.

3. The appointment of department heads and administrative personnel to the service and academic units of the Institution is carried out by a reasoned decision of the legally competent collective body, in accordance with the operational needs of the respective units.

4. The start and end times of administrative staff working hours may be modified by a reasoned decision of the Rector’s Council. Monitoring of working hours (arrival and departure times) is conducted by the competent Department of Administrative Personnel.

5. Appropriate equipment is provided by the relevant administrative service to auxiliary personnel (messengers, cleaners, etc.) and technical personnel (electricians, plumbers) of the University, to ensure health and safety in accordance with the provisions of applicable legislation.

ARTICLE 80: Training – Further Education

1. The University provides care and every possible facilitation to its administrative staff for training or further education, in accordance with applicable legislation. Such training may be general or specialized in the staff member’s service area. For participation in training programs, approval from the immediate administrative supervisor is required to ensure that the employee’s duties are not disrupted. One administrative employee per academic year per postgraduate program (PMS) may be granted free admission to a PMS of the Institution.

2. Short-term training leaves of up to ten (10) working days per calendar year may be granted by the University’s human resources management service upon a substantiated request by the interested party and provided...

...that the training/retraining program is related to the responsibilities of the position.

ARTICLE 81: Leave

1. Administrative staff are entitled to regular leave of absence in accordance with the provisions of the Civil Service Code or other provisions applicable to personnel employed at the University under public or private law contracts, either fixed-term or indefinite. Taking into account the services provided and the general operation of the Institution during the summer break, administrative staff are required to take the majority of their annual leave during that period, amounting to no less than two-thirds of their annual entitlement.

2. In the event that the full annual leave is not taken or granted during the summer period, the remaining portion must be scheduled for use by the end of the calendar year. In exceptional cases, it may be granted during the first quarter of the following year.

3. In all cases, in order to ensure the smooth operation of the Higher Education Institution during the leave period, a security staff presence is maintained at the University. The composition of this security staff is determined by the Rector or the Rector's Council in accordance with legal provisions and the current Internal Regulation.

ARTICLE 82: Staff Evaluation

Administrative staff are subject to evaluation according to the provisions currently in force for civil servants and employees of Legal Entities under Public Law (NPDD).

CHAPTER IJ: CONFERMENT OF HONORARY ACADEMIC TITLES

ARTICLE 83: Emeritus Professors – Procedure and Criteria for the Award of the Title of Emeritus Professor

A. General

According to Article 8(2)(g) of Law 4485/2017, as currently in force, the criteria and procedure for awarding the titles of Honorary Doctor, Emeritus Professor, and Honorary Professor are determined by the Internal Regulation of the Institution. Also, according to Article 21 of the same law, the Department Assembly is responsible for recommending the awarding of these titles to the Senate. As stipulated in Article 13 of Law 4485/2017, the Senate has the authority to confer these titles.

B. Emeritus Professor

General prerequisites for awarding the title of Emeritus Professor to a candidate who has retired from service at the rank of Full Professor include the following:

a. The candidate must have performed outstanding service in the academic department of the University and have made a personal contribution to the scientific, research, and teaching mission of the department.

b. The candidate must be a model of integrity, conduct, and dignity in fulfilling their duties and must not have been involved in actions incompatible with the role of an academic professional.

C. Procedure and Criteria

1. A fundamental requirement for awarding the title of Emeritus Professor to a professor who is retiring from service at the rank of Full Professor is that the individual must:

a. Have at least ten (10) years of actual service in the Department at the rank of Professor or Associate Professor, or

b. Have at least fifteen (15) years of total service at the Institution, including at least five (5) years of actual service at the rank of Professor or Associate Professor within the School.

2. Exceptionally, in cases involving distinguished professors with exceptionally high academic contributions and achievements, the above time requirements may be waived if a thoroughly substantiated recommendation is submitted.

3. The procedure for awarding the title of Emeritus Professor begins with a proposal by at least three (3) faculty members (DEP) of the respective Department, submitted through the Department Chair to

the Department Assembly. Upon submission of the proposal, the nominee is informed and their consent is obtained.

4. The Department Assembly convenes to review and assess the contributions and achievements of the professor proposed for emeritus status.

5. In assessing the nominee's work and contribution, the Department Assembly considers the nominee's scientific and research activities. Specifically, it evaluates the candidate in relation to:

a. Their contribution to shaping scientific and social awareness and providing students with the tools for sound academic and professional training.

b. The generation and dissemination of knowledge through research and teaching, utilizing modern teaching methods.

c. Their contribution to the functioning and reputation of the Department, the School, and the University at large.

6. The Assembly also evaluates whether the professor has excelled in a significant portion of the following areas during their time as a member of the Department.

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a. International presence in overall scientific and research activity, as well as international recognition, as documented by citations in reputable international databases.

b. International awards or works recognized as contributions to the advancement of science, depending on the discipline, particularly at the international level.

c. Research work of high visibility within the academic community.

d. Teaching in undergraduate and postgraduate programs and enhancement of the taught content.

e. Authorship of high-quality publications in reputable international journals, with emphasis on those with high impact.

f. Supervision of doctoral dissertations successfully completed.

g. Activities or collaborations that promote the Department, the School, and the Institution.

h. Authorship of scientific books or monographs.

i. Noteworthy administrative work within the Department, the School, or the Institution in general.

7. Based on the above, the Department Assembly prepares a substantiated recommendation regarding whether or not to award the title of Emeritus Professor to the nominee. If the recommendation is positive, it should also concisely summarize the work and contributions of the proposed candidate.

8. The decision of the Assembly's recommendation is made by absolute majority of the present members, provided there is quorum, in accordance with the provisions governing collective bodies. If the decision is positive, the Assembly's minutes are submitted to the Senate of the respective university, which is the competent collective body to confer the title of Emeritus Professor.

9. The title of Emeritus Professor may be revoked through the same procedure by which it is awarded, for serious reasons.

D. Rights – Obligations

The Emeritus Professor has the rights and obligations defined by the provisions of university legislation and the regulatory documents of the University of Piraeus. For retired Emeritus Professors who teach in undergraduate or postgraduate programs of the University of Piraeus, and in accordance with current legislation, the Department Assembly, upon assessing departmental needs and space availability, may grant them either a private office or shared office space with other faculty members of the Department, subject to approval by the Rector.

ARTICLE 84: Honorary Professors

1. The Senate confers the title of Honorary Professor following a recommendation from the Assembly of the relevant Department. By Rector's decree, published in the Government Gazette, a professor from another higher education institution who has distinguished themselves in science may be awarded the title of Honorary Professor, following a decision by the Department with a two-thirds (2/3) majority of all Assembly members. The title may be revoked by the same procedure, for serious reasons.

2. The investiture is conducted in a public session of the Department Assembly, attended by the Rector and the Dean of the School. The Department Chair reads the Assembly's resolution, followed by a speech by the Honorary Professor.
3. Honorary Professors have the same rights and obligations as Emeritus Professors.

ARTICLE 85: Honorary Doctorates

1. Honorary doctoral degrees are conferred as a mark of distinction on individuals—Greek or foreign—who have excelled in science, literature, or the arts, or who have rendered significant service to the Nation or to the University of Piraeus.
2. The title of Honorary Doctor is conferred by the Senate of the University upon recommendation from the Assembly of the relevant Department and is formalized in a resolution. The Department Assembly's decision must be supported by a substantiated proposal from three of its members and approved by a majority of at least two-thirds (2/3) of its members.
3. The investiture ceremony is held in public, attended by members of the Senate and the Department Assembly conferring the title. The investiture resolution is read aloud, followed by a presentation of the honoree, who then delivers a response speech.
4. The Honorary Doctor is awarded a diploma printed on parchment, signed by the Rector, the relevant Dean, and the Department Chair, and sealed with the University's seal.
5. The title of Honorary Doctor may be revoked for serious, specific reasons by the Assembly of the Department that conferred the title. The revocation decision must be supported by two-thirds (2/3) of all Assembly members.

CHAPTER K: Excellence – Recognition of Faculty Members

1. Commendations and scientific honors for research and teaching achievements received by faculty members (DEP) from internationally recognized academic or scientific bodies with a long-standing presence in their respective fields are acknowledged by the University's competent bodies. These distinctions are taken into account during evaluations for advancement, tenure, or the assumption of higher administrative duties. Consequently, further promotion and support of the scientific and teaching work of awardees is considered appropriate, in ways proposed by the collective bodies of the Department and the University, provided these means do not conflict with existing legal provisions.
2. A relevant guide is prepared by decision of the Senate...

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 ... for Rewards and Facilitation of University Professors, which sets the criteria for additional benefits, from the Institution's own funds, for faculty members (DEP) distinguished for their research or educational achievements. These benefits may include: scholarships for their doctoral candidates, coverage of expenses for organizing or participating in conferences, laboratory supplies, publication costs in scientific journals, patent registration fees, funding for basic research within their scientific team, and monetary awards for significant scientific publications, with amounts varying based on the scientific impact of the journal in which the publication appeared. Similar additional benefits and facilitations may also be provided for attracting faculty members from foreign universities.

CHAPTER KA: CEREMONIAL AND PROTOCOL RULES

ARTICLE 86: Matters of Ceremonial and Protocol Character

1. The official colors established for the University of Piraeus are deep blue and deep red (burgundy).
2. The commemorative medals of the University of Piraeus must bear its emblem.
3. The official attire and its colors are defined as follows:
 - a) For the Rector and Vice-Rectors: the official gown (toga) is a full-length tunic made of deep blue fabric. Each of the two front panels bears, along their entire length, a strip of deep red (burgundy) fabric, accompanied on each side by two narrow golden bands. On the left chest, the University's emblem is affixed on an elegant base. The Rector's gown bears a deep red strip on the cuffs and three golden bands, while the collar features embroidered olive leaves on both sides. The Vice-Rectors' gowns

feature two narrower golden bands enclosing a narrower deep red strip, and on the collar, only the right side bears an embroidered olive leaf.

b) For the Deans of the Schools: the gowns feature one narrower golden band enclosing a narrow deep red strip.

c) For the Department Chairs: the gowns have narrower strips along both front panels and on the cuffs, colored according to the Department from which the Chair or DEP representative originates.

d) For Honorary Doctors: the gown is black, made from alpaca silk, with a single golden braid running from the shoulders down the full length of the gown. The interior is lined with deep red silk. On the right shoulder is a loop for fastening the ceremonial sash. During the conferment ceremony, the removable deep red ceremonial sash is attached, embroidered on the front and back with the University's emblem and trimmed with a golden braid. The honorary doctor's cap features three gold-embroidered green olive leaves.

e) The gown is accompanied by a blue cap with a thin deep red band around the perimeter. For the Rectoral authorities, the front of the cap bears a small golden emblem of the University; for Department Chairs, it bears an emblem in the color of their Department.

f) For postgraduate students: the gown is black, made of standard fabric. Their caps are the typical graduation caps, with a tassel in the Department's color or dual-colored for Departments with multiple postgraduate programs. The ceremonial sash reflects the color of the Department.

g) For doctoral candidates: the gown features narrow strips on the front panels and a band in the Department's color on the cuffs. Their caps also feature tassels in the color of the Department.

4. The colors established for the University's Departments are as follows:

- * Department of Business Administration: white
- * Department of Economics: red
- * Department of Statistics and Insurance Science: light green
- * Department of Banking and Financial Management: yellow
- * Department of Industrial Management and Technology: light blue
- * Department of Maritime Studies: light cyan
- * Department of Informatics: green
- * Department of Digital Systems: cypress green
- * Department of International and European Studies: violet (lilac)
- * Department of Tourism Studies: orange

5. The official attire is worn within the University during official celebrations, degree conferral ceremonies, and the awarding of doctoral and honorary doctoral degrees. Outside the University, it is worn by representatives during official ceremonies held domestically or abroad.

6. By decision of the Rector's Council, additional celebrations and ceremonies may be designated during which the official attire is to be worn, both within and outside the University.

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CHAPTER KB: ACADEMIC ETHICS AND TRANSPARENCY

ARTICLE 87: Ethics Committee

1. The Ethics Committee of the University of Piraeus is established in accordance with Article 47 of Law 4485/2017 and is composed of the Deans of the University and the Vice-Rector for Administrative Affairs, Academic Affairs, and Student Welfare. The Vice-Rector presides over the Committee, and in case of absence or impediment, the senior Dean acts as deputy.

2. The composition of the Committee members is formalized by Rector's decision. Its term of office is four years and is additionally governed by the provisions of Law 2690/1999 concerning collective bodies.

3. Members of the Ethics Committee do not receive remuneration or any other compensation for their participation, pursuant to applicable legislation.

4. The Committee convenes once per academic semester and on an ad hoc basis when necessary.

5. According to current legislation, the Committee has the following responsibilities:

a) It drafts a “Code of Ethics and Good Practice” on academic, administrative, and research matters (including bioethics rules, etc.), which is approved by the Senate and incorporated into this Regulation.

b) It ensures compliance with and application of the ethics rules by all members of the University and determines violations of those rules.

c) It compiles an annual general report on the enforcement, application, or need for revision of the ethics rules, which is submitted to the Rector and communicated to the Senate at the beginning of each academic year.

d) It investigates, either ex officio or upon written complaint/report by students, DEP members, EEP, EDIP, or ETEP staff, researchers, visiting instructors, or administrative personnel, any issues within its competence, in order to determine breaches of the Code of Ethics or to investigate incidents following an order from the Rector.

If a violation of the Code is found or a disciplinary offense is discovered during investigation, the Committee submits a relevant report to the Rector, who evaluates the matter and proceeds with the legally prescribed actions.

6. For each case, the Chair appoints a rapporteur from among the Committee members. If there are reasonable indications of a Code of Ethics violation, the Chair, following the rapporteur’s recommendation, sets a specific date and time for a hearing before the Committee. The person concerned is summoned in writing at least twenty (20) days before the hearing, with a brief mention of the alleged rule violated and the related facts.

During the hearing, the individual has the right to be represented or accompanied by a person of their choosing and to submit a memorandum within a reasonable deadline granted by the Chair. The rapporteur and the person concerned may each summon up to three (3) witnesses to support their positions. The list of witnesses is shared with the person concerned and the Committee at least ten (10) days before the hearing, and they are formally summoned by the Committee at least five (5) days prior.

After the hearing, the Committee issues a reasoned finding on whether or not a violation of the Code of Ethics occurred.

ARTICLE 88: Ethics-Related Matters

1. All members of the University are required to report to the legally competent authorities any violation of ethical conduct they become aware of, whether or not they are involved and regardless of the consent of the person concerned. The competent authorities must investigate the report using all available means and methods they deem necessary to clarify the matter and, if a violation is substantiated, must inform the University community.

2. The matter is handled by the University’s Ethics Committee following a recommendation from the competent authorities and a cross-examination of the involved parties (complainant, alleged violator, and affected member). The Committee’s decision is submitted to the Senate, which may also request criminal prosecution of the violator if it deems necessary.

3. The Ethics Committee may, at its discretion, take steps to restore the reputation and standing of any member of the academic community against whom proceedings were initiated, provided that no hearing was deemed necessary or the Committee ultimately issued a negative finding, but the case was widely publicized and is likely to have harmed the interests of the individual concerned.

ARTICLE 89: Academic Ethics Rules

1. Undergraduate and postgraduate students, doctoral candidates, all categories of teaching and research staff as defined by general or special provisions, all categories of assistants and scientific collaborators under general or special provisions, visiting professors, honorary and emeritus professors...

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...and the administrative staff of each category of the Institution, under general or special provisions, constitute members of the academic community who are bound by the following rules as well as those previously stated.

2. Members of the academic community are prohibited from using or refraining from using, or threatening directly or indirectly to use or not use, their authority to serve purposes other than those for which such authority has been granted.
3. Members of the academic community shall not obstruct other members from exercising their rights and responsibilities.
4. Members of the academic community must use the University's facilities in accordance with their intended purpose and the regulations governing their use.
5. Outside the University premises, when members of the academic community act in that capacity, they must conduct themselves in a manner that preserves the University's reputation. In any other case, they shall not misuse their status to serve any interest improperly.
6. Members of the academic community must ensure a high standard of teaching and research is maintained.
7. Members of the academic community shall promote dialogue while respecting academic freedom. They shall contribute to the advancement of collective research and foster a spirit of collaboration. In all cases, they must truthfully acknowledge the direct or indirect contributions of others to their scientific research or general academic work.
8. Members of the academic community are obliged to declare any conflict of interest concerning the final outcome of specific research in which they are involved.
9. The planning and submission of leave requests by University staff shall be carried out in a manner that does not disrupt the smooth operation of services and academic units.
10. Members of the academic community shall support the work of the Ethics Committee.

ARTICLE 90: Disciplinary Provisions for Members Of The Academic Community – Disciplinary Councils

Violation of the applicable provisions of legislation concerning Higher Education Institutions, violation of the decisions of University bodies, and violation of the rules of conduct expected of members of the academic community—so as not to disrupt democratic functioning or undermine the prestige of the Institution and its members—constitutes a disciplinary offense in accordance with current legislation. This applies to DEP, EEP, EDIP, ETEP, and any other member of the academic community engaged or affiliated academically, educationally, or in research activities with the Institution.

It also applies to undergraduate and postgraduate students, participants in other educational programs of the Institution (such as lifelong learning programs), and doctoral candidates. The disciplinary provisions concerning administrative staff are defined by the Civil Service Code and other applicable legislation.

The formation and operation of disciplinary councils for the above-mentioned members of the academic community, the classification of disciplinary offenses, penalties and sanctions, limitation periods, disciplinary procedures, competent bodies, and oversight of compliance with established rules are defined by applicable law.

The Secretariat of each Department maintains a personal file for every student, recording any disciplinary sanctions imposed.

CHAPTER KC: OTHER OPERATIONAL MATTERS

ARTICLE 91: Use and Protection of Facilities and Equipment – Protection of Staff and Students

1. The use of University facilities and equipment by students, faculty members (DEP), other staff, and affiliated researchers or external collaborators (where authorized by the relevant single-member or collective University body) must serve the educational, operational, and developmental needs of the Institution. Use of other areas not under the responsibility of specific Schools or Departments requires approval by the appropriate administrative authority of the University.
2. Use of University facilities by non-University entities is permitted only with the approval of the competent administrative or single-member governing body.
3. All members of the academic community are obliged to safeguard and protect the University's buildings, infrastructure, and equipment so as not to undermine or restrict the lawful right of any member of the academic community to use and benefit from them.

4. Departments may establish or operate specialized, officially designated research and teaching laboratories founded and operating under the current legislation. These may also include general-purpose laboratories to support the educational and research needs of the Departments. Oversight of the proper operation of these laboratories is exercised, as provided by law, by the competent collective body of the Department.

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5. The University operates a network of general-use horizontal computer laboratories (PC Labs). The operation of these labs is governed by their applicable Operational Regulation, where specified, as well as the applicable legislation and the current University Statute.

6. The University's network and communication services are lawfully provided by the competent Network Management Center, in accordance with the current University Statute.

7. For the orderly and efficient operation of each building or building complex, the following personnel are appointed by the appropriate University bodies and services:

- a) Custodian(s), where required
- b) Doorman/Doormen, where required
- c) Guard(s), where required
- d) Night watchman/watchmen, where required
- e) Cleaner(s), where required
- f) Electricians (electrical installation technicians), where required
- g) Plumbers (plumbing installation technicians), where required
- h) Specialized technical staff (e.g., boiler technicians), where required.

8. For the more effective protection of the institution and its property, the University Rector's Council may decide to hire additional personnel solely responsible for security, cleanliness, and maintenance of the internal and external areas of the building or building complex and its equipment, in cases where the previously mentioned staff are deemed insufficient. If hiring the above personnel categories is not feasible, such services may be provided by specialized contractors in accordance with applicable public procurement legislation. The procedures for contracting, evaluating, and monitoring these services are governed by the applicable legislation and the current University Statute.

9. Security at the University, as provided by the responsible members of the administrative or other staff (custodians, guards, night watchmen), is maintained during working days and hours. The competent collective or single-member University body may, by decision, modify operations during holidays. The safeguarding of University facilities and infrastructure is subject to civil liability regulations, in accordance with current legislation (for non-working days).

ARTICLE 92: Health and Safety Matters

1. Healthcare services are provided to University students in accordance with the provisions of current legislation.

2. To ensure the provision of health and safety, a Medical Office operates within the University, staffed by specialized personnel in accordance with applicable legislation and the Institution's Statute.

3. The Institution's personnel (members of DEP, EEP., E.D.I.P., ETEP and administrative staff) are entitled to healthcare through the competent insurance agencies in accordance with the provisions governing employees in public sector entities.

ARTICLE 93: Personal Data Protection Matters

The University applies the provisions on personal data protection as defined by current legislation and the European General Data Protection Regulation (GDPR).

ARTICLE 94: Compliance with University Legislation

All activities of the University of Piraeus—carried out by staff members, students, and collaborating external partners and defined by the current University Statute—are governed by applicable legislation and this Internal Regulation. The decision-making criteria and procedures of the competent collective

and single-member bodies of the University and its Departments or Divisions must be substantiated and characterized by impartiality.

ARTICLE 95: Engagement with Society and Related Institutions/Entities

The University of Piraeus aims to function as an active link between Greek society and the broader European and international environment. It engages in collaborations with social, cultural, and productive entities from both the public and private sectors, domestically and abroad, and promotes the fruitful exchange of scientific knowledge, specialized professional experience, and technical know-how, with the ultimate goal of advancing social well-being within the framework of supporting democratic institutions.

ARTICLE 96: Procedures for Accepting Donations – Bequests

The solicitation or acceptance of gifts or benefits by the University’s administrative or academic staff, which could, directly or indirectly, impose or be perceived to impose compromises in the execution of their duties, shall be avoided. Symbolic gifts of minor value offered for promotional purposes (advertising), as part of hospitality, or as tokens of mutual respect or...

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..... of greater value are delivered to the Rectorate, where they are accepted on behalf of the University, in accordance with the procedures set by the competent collective or individual authority of the University. The evaluation of whether to accept donations or benefits in material or monetary form, or any form of tangible or intangible immobilization, rests with the Rector. In order to conduct this evaluation, the Rector may request assessment reports regarding the donation from specialized scientists or professionals.

ARTICLE 97: Academic Asylum Issues

The purpose of academic asylum at the University of Piraeus is to safeguard the free and unobstructed conduct of teaching, research, expression, and the circulation of ideas by the members of the academic community of the University of Piraeus, in the broader context of preserving respect for those participating in the above. Academic asylum applies in spaces where teaching and research are conducted, in accordance with the provisions of current legislation.

CHAPTER KD: ADMINISTRATIVE OPERATIONS ISSUES

ARTICLE 98: Document Management

To ensure effective management of internal and external written communications and the efficient handling of cases, the University operates a digital document management system (including electronic protocol systems, etc.) under the supervision of the legally competent authority. This system is maintained by the competent administrative departments (as defined by the current University of Piraeus Organizational Charter) and the respective academic units. Additionally, an archive of electronic correspondence is maintained. Technical and logistical support and upgrading of the above systems, in compliance with applicable law and technological advancement, is ensured by the University’s competent IT and technical support services (as defined by the current Organizational Charter), or may be assigned in whole or in part to specialized external partners by the legally competent authority, in accordance with applicable law.

ARTICLE 99: Legal Service – Handling of Legal Cases, Legal Representation – Case Assignment, Document Circulation

1. The management, handling, and resolution of the University’s legal affairs is conducted by its Legal Service, which, according to the University’s Administrative Services Charter, consists of the University’s Legal Counsel and the lawyers employed by the Institution.
2. The recruitment and filling of the positions of Legal Counsel and Lawyers are carried out in accordance with the provisions of the University’s Administrative Services Charter and the Code of

Lawyers, under which they are governed. For lawyer recruitment, the provisions of Law 1649/1986, as currently in force, apply supplementarily. They are connected to the University via a salaried mandate to provide legal services and are remunerated with a fixed monthly fee, as determined by current legislation.

3. The Legal Counsel, when absent or impeded, is replaced by the most senior lawyer of the Legal Service or, if none exists, by an external lawyer appointed by the Rector's Council.

4. The Legal Counsel, who supervises the operation of the Legal Service, assigns cases to the serving lawyers, provides legal opinions, and represents the University before any court when deemed necessary or upon instruction from the Rector.

5. The lawyers of the Legal Service, in addition to assisting the Legal Counsel in general advisory work and collaborating with them on assigned legal matters and cases of the University, also represent the University before all authorities and courts (civil, administrative, criminal). For this purpose, the University's services provide them with the necessary documents for handling specific cases, which serve as powers of attorney.

6. The Legal Counsel may convene meetings with the serving lawyers to discuss matters within the Legal Service's purview.

7. By reasoned decision, the Rector's Council may assign specific extrajudicial or judicial cases to external lawyers, by concluding a relevant contract which also defines their remuneration.

8. The legal services of employed lawyers are also provided for cases conducted and falling under jurisdictions outside the University's headquarters. However, the Rector's Council may assign such cases to a locally competent lawyer by concluding a contract with them, which stipulates their remuneration.

9. The Legal Service advises administrative departments when legal difficulties arise during the handling of specific matters.

10. Services that, due to a legal issue, are or have become responsible for it, must both collect and promptly deliver to the Legal Service all necessary materials for defending the University's interests and promptly transmit...

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...any legal document served to the University must be accompanied by a report on the subject matter.

11. The Legal Counsel shall inform the Rector about the progress of the University's legal affairs.

12. The Legal Counsel or a University lawyer designated by them, following prior invitation and briefing on the matter to be discussed, may attend a council or committee meeting to provide an opinion on strictly legal issues.

CHAPTER KE: FINANCIAL MATTERS

The framework for monitoring and the annual audit of the implementation of the concluded Programmatic Planning Agreements is defined and carried out by the legally competent bodies of the University, in collaboration with the relevant organizational units and administrative services of the Institution, in accordance with applicable legislation and the current Organizational Charter.

CHAPTER KST: FINAL PROVISIONS

1. This Internal Regulation shall come into effect upon its publication in the Government Gazette. The Senate is the competent body for amending the provisions of the Internal Regulation, in accordance with the procedure prescribed by law, and for resolving interpretative issues.

2. The Internal Regulation is a dynamic document. Every two years, a discussion may be held to supplement or amend its articles. Given that this Internal Regulation is being drafted for the first time, the first such discussion will take place one year after its approval.

3. The Assembly of each Department may regulate specific matters through its own Internal Regulation, which must not conflict with the provisions of this document.

4. From the effective date of this Internal Regulation, all general or specific provisions that regulate the subjects of this Regulation in a different manner are repealed.

5. For general matters not addressed by this Regulation, the Senate shall decide. For specific matters also not addressed herein, the respective Departments shall decide.

This decision is to be published in the Government Gazette.

Piraeus, 25 July 2019

The Rector

ANGELOS KOTIOS