

## ***DOCTORAL STUDY PROGRAMMES - REGULATION***

### ***Article 1 - Introduction***

The Third-Cycle Doctoral Study Programmes offered by the University of Western Macedonia (UoWM) involve original scientific research in major academic fields, as well as in relevant UoWM disciplines. The specific Doctoral Study Programmes include compulsory preparation of a Doctoral Thesis in a discipline-related subject.

Doctoral Research aims at state-of-the-art scientific research culminating in publication of a thesis and promotion of research competence with a view to contributing to educational and scientific advancement.

Doctor of Philosophy (PhD) degrees are academic awards certifying original scientific research and substantial contribution to the development of knowledge and individual disciplines. PhD holders contribute to enhancing research, business, and academic potential both in Greece and abroad.

PhD research brings prestige and recognition both to individual Departments and the University, as they foster the expansion and growth of research and aim at disseminating research findings. Doctoral Research Regulations are drawn up under Law 4957/2022, article 91, by decision of the competent Department Assembly, are approved by the Senate, and following publication in the Government Gazette, they are posted on Department websites, and notified to the Ministry of Education and Religion.

Department Assemblies determine the number of PhD candidates to be supervised by academic staff members, according to discipline-specific needs, and the number of the Department academic staff members (Professors, Associate and Assistant Professors), who may supervise or co-supervise eight (8) Doctoral researchers. In addition, in special cases (i.e., supervisors are unavailable), when academic staff members are invited to undertake other members' supervisory work, by decision of the Assembly, the number of

supervised PhD candidates may change. In co-supervision cases, a Special Cooperation Protocol is drawn up.

Departments may also offer Doctoral study degrees with discipline-related paper collection research. In this case, PhD candidates should publish an additional Q1 (SCIMAGO, SCOPUS) paper, in which they are the first authors, whereas supervisors are co-authors. The number of author/co-authors must not exceed five (5).

Doctoral Theses should be structured as follows:

- Introduction
- Literature review
- Published papers (PAPER)
- Conclusions, and
- Further research suggestions

### *Article 2 – Doctoral Study Programmes*

Doctoral study programmes and regulations are drawn up by decision of the University Senate, following a recommendation by the Department Assembly.

Doctoral research may be carried out in Greek or other language and includes the following two options:

#### **OPTION A - Doctoral Study Programmes:**

1. Compulsory Doctoral Thesis
2. Two published papers in international journals, Q1, Q2 or Q3, SCIMAGO (SCOPUS).
3. A peer-reviewed paper and presentation at international conferences (Proceedings).
4. Additional commitments (candidate and supervisor's deliverables, i.e., regular progress reports, etc.)
5. Successfully pursuing a course.

\*The two (2) published papers in international journals, Q1, Q2 or Q3, SCIMAGO (SCOPUS), will be acceptable, provided that:

- a. PhD candidates are first authors
- b. Supervising professors are co-authors
- c. The number of author/co-authors does not exceed five (5).
  - c1. In case the number of authors exceeds five (5), PhD candidates and supervisors should be authors and co-authors, respectively, of at least four (4) papers published in a prestigious, international journal (Q1, Q2 or Q3, SCIMAGO (SCOPUS) ranking).

**OPTION B - Doctoral Study Programme with learning outcomes and credits:**

It involves courses and other educational and research activities with respective learning outcomes. The specific option requires 180 credits:

1. Compulsory Doctoral Thesis: **60 credits**
2. Two published papers\* in international journals (Q1, Q2 or Q3 SCIMAGO (SCOPUS): **30 credits** (each)
3. A peer-reviewed paper and presentation at international conferences (Proceedings): **30 credits**
4. Additional commitments (candidate and supervisor's deliverables, i.e., regular progress reports, etc.)
5. Successfully pursuing courses (discipline-specific lectures, laboratory sessions, or seminars) or other educational or research activities (PhD candidates may engage in the educational process as academic scholars in first- and second-cycle programmes): **30 credits**.

In detail, courses/educational or research activities involve:

- A compulsory 39-hour course (PhD), i.e., Research Methodology: **6 credits**
- Teaching assistantship in undergraduate courses (lectures or laboratory sessions): **6 credits**
- Two lectures at Greek universities. Lecture plans must be approved by supervisors: **6 credits**

- A lecture at a university abroad. Lecture plans must be approved by supervisors: **6 credits**
- Discipline-specific presentation at 39-hour educational seminars: **6 credits**
- Contribution to a 39-hour (minimum) discipline-specific Summer School: **6 credits**
- Elective courses from the University course curricula (i.e., Gender Equality, Sustainable Development– Diploma Supplement): **6 credits\***

\* The required two (2) published papers in international journals, Q1, Q2 or Q3, SCIMAGO (SCOPUS) will be acceptable, provided that:

- a. PhD candidates are first authors
- b. Supervising professors are co-authors
- c. The number of author/co-authors does not exceed five (5).
  - c1. In case the number of authors exceeds five (5), PhD candidates and supervisors should be authors and co-authors, respectively, of at least four (4) papers published in a prestigious, international journal (Q1, Q2 or Q3 SCIMAGO (SCOPUS) ranking).

*\* PhD candidates can choose up to 5 different modules or two or three times the same modules depending on how they have planned to complete the remaining 24 credits (ECTS).*

The new study programme per option and the respective ECTS are demonstrated below.

Option A' - Doctoral Study Programme			Option B' - Doctoral Study Programme with learning outcomes and credits		
Course/ Activities	Hours/ Workload	ECTS	Course/ Activities	Hours/ Workload	ECTS
PhD Thesis	-	-	PhD Thesis	-	60
One published paper in an international journal (Q1, Q2 or Q3 SCIMAGO (SCOPUS))	-	-	One published paper in an international journal (Q1, Q2 or Q3 SCIMAGO (SCOPUS))	-	30
	-	-	One published paper in an international journal (Q1, Q2 or Q3 SCIMAGO (SCOPUS))	-	30

Peer-reviewed paper and presentation at international conferences (Proceedings)	-	-	Peer-reviewed paper and presentation at international conferences (Proceedings)	-	
			Compulsory 39-hour Course (PhD), i.e., Research Methodology		6
			Academic scholars in first- and second-cycle courses (lectures, laboratory sessions)	-	6
			Two lectures at Greek universities. Lecture plans must be approved by supervisors	-	6
			A lecture at a university abroad. Lecture plans must be approved by supervisors	-	6
			Discipline-specific presentation at 39-hour educational seminars	-	6
			Contribution to a 39-hour (minimum) discipline-specific Summer School		
			Elective courses of the University course curricula (i.e., Gender Equality, Sustainable Development–Diploma Supplement)	-	6
					6
			<b>Total</b>		<b>180</b>

The exact number of ECTS of each option may be determined by the University Departments, according to their specific needs and profile, provided that the total number of ECTS is 180.

University departments cater for two options:

- Doctoral study programme in Greek (option A or B)
- Doctoral study programme in other language (option A or B)

Doctoral study programmes with learning outcomes and credits involve doctoral researchers who are registered after 01-09-2023.

### *Article 3 - Eligibility*

Applicants for PhD research in Greek or other language may be those who:

- 1) hold a Bachelor's Degree of a Greek Higher Education Institution (HEI) or a recognised HEI abroad.
- 2) are holders of a Master's degree of a Greek or foreign Higher Education Institution (HEI), or graduates of at least five-year undergraduate course of three hundred (300) credits of the European Credit Transfer and Accumulation System (ECTS). The selection process of successful PhD applicants is carried out by decision of the relevant Department Assembly.
- 3a) hold a certificate of competence in at least one foreign language (B2 level).
- 3b) by decision of the Department Assembly, are certified with language competence (B2 level) after exams organised by the Department.

### *Article 4 - Candidate selection process*

1. Calls for PhD applications in Greek or other language take place once each academic year, during September - November or whenever appropriate, and are posted on the Department website. In detail, they include:

- application deadlines,
- academic study fields and number of admissions per discipline,
- supporting documents accompanying applications.

2. Those who meet PhD degree regulation requirements may apply to the Department Assembly for a PhD thesis. Applications include the following information:

- Doctoral Thesis title/research area,
- a short statement of the relevant thesis topic,
- thesis language, which may be other than Greek, by consent of the Three-Member Committee,
- a supervisor, whose specialist research area or work is relevant to the proposed Doctoral Thesis.

Applications are accompanied by a detailed curriculum vitae, and the requisite documents, as detailed in the regulation, which provide evidence of the requirements described in par.1 and of other requirements per case.

Competency in English (B2 level) is compulsory. The Department Assembly may decide upon other languages apart from English, as long as this is an academic requirement. Additional language certificates are positively assessed.

Applications are examined and ranked in terms of research relevance by the Department Assembly, who then appoint three-member committees per application category, comprised of the Department academic staff members. The committees examine all accompanying documents and invite applicants to an interview. Subsequently, the committees draw up a detailed reasoned statement to be submitted to the Assembly. Unless no recommendations about supervisors are made by applicants, these are made by the competent committee and are submitted for approval to the Assembly.

The Department Assembly consider the committee opinion about supervisors and make a reasoned statement of approval or rejection of the specific applications for either PhD study programmes in Greek or PhD programmes in other language. The statement also includes a decision on the Doctoral Thesis language as well as other requirements (course attendance, commitments relevant to research activities, etc.).

#### ***Article 5 – Publication of PhD Admissions***

After the Department Assembly has appointed a Three-member Advisory Committee, the names of successful PhD applicants and members of the Three-member Advisory Committee, as well as the thesis title and a brief summary are posted on the Department website. Candidates' conference and scientific journal paper titles, carried out during their doctoral studies, are also posted on the Department website.

#### ***Article 6 -Doctoral Thesis Language***

Doctoral thesis can be written in Greek as well as in a foreign language the candidate holds a certificate for. Doctoral study programmes taught in a foreign language offered in

the framework of UoWM internationalisation scheme is also an option for UoWM Departments.

#### ***Article 7 - Change of thesis title/academic study area or language***

Change of the title/ academic study area or language of doctoral theses is possible with a documented recommendation of the Three-Member Advisory Committee and approval by the Department Assembly.

#### ***Article 8 - Duration***

The duration of studies for a doctoral thesis cannot be less than three (3) calendar years from the date the Three-Member Advisory Committee has been appointed. The maximum period of study is six (6) years, whereas, upon PhD candidates' request, the Department Assembly with the consent of the Three-Member Advisory Committee may approve an extension of study for exceptional circumstances. The maximum period of extension of study and the specific issues relating to the right to extend the period of study are specified in the Doctoral Study regulations of the Department.

#### ***Article 9 - Obligations and rights of PhD candidates***

According to current legislation, eligible for admission to Doctoral studies are holders of a Master's Degree who also meet the requirements specified in the Doctoral Study Internal Regulation of the relevant Department.

During thesis preparation and prior to its defence, according to the Doctoral study programme they have chosen (Option A: Doctoral study programmes offered by Departments, Option B: Doctoral study Programmes taught in a foreign language) PhD candidates are obliged to:

- 1) cooperate with their supervisor and the members of the Three-Member Advisory Committee to support the preparation of their thesis,
- 2) submit a written annual report regarding their thesis progress as well as presenting it in person to the Three-member Advisory Committee,



- 3) provide teaching assistantship upon suggestion of their supervisor to meet the needs of the First and Second Cycle courses of the Department, as well as administrative work (i.e., invigilation),
- 4) attend courses as well as engage in the Department educational or research activities, if required. The courses and educational or research activities must correspond to a minimum of thirty (30) credits (ECTS). In this case, course titles, content, weekly teaching hours, course relevance and number of credits should be specified. A detailed description is also required to identify the educational or research activities PhD candidates are invited to participate in,
- 5) make a presentation, either physically or virtually (teleconference), of a peer-reviewed paper in at least one (1) international conference,
- 6) have published work, namely, at least two (2) papers in a thesis-related topic in a prestigious, international journal (Q1, Q2 or Q3, SCIMAGO (SCOPUS) ranking). The specific papers will be acceptable, provided that:
  - PhD candidates are first authors
  - Supervising professors are co-authors
  - The number of author/co-authors does not exceed five (5).
  - In case the number of authors exceeds five (5), PhD candidates and supervisors should be authors and co-authors, respectively, of at least four (4) papers published in a prestigious, international journal (Q1, Q2 or Q3 SCIMAGO (SCOPUS) ranking).
- 7) submit to the Administration Office, prior to thesis defence, a plagiarism statement declaring that their thesis has been their own work based on their personal study research.
- 8) respect and comply with the decisions of the Department and UoWM bodies.

Non-compliance with all the above without a serious and reasoned statement, as well as  
a) infringement of the relevant provisions regarding disciplinary offences by the

competent disciplinary bodies, and b) offences falling under the law on intellectual property (law 2121/1993) during thesis writing are reasons for a PhD candidate's deregistration.

During thesis preparation and prior to its defence, PhD candidates have the rights of postgraduate students and any other right defined by the Doctoral Study Programme Regulations. PhD candidates may participate in University research projects/programmes and be granted scholarships in the context of co-financed, self-financed or other projects/programmes to financially support their doctoral research.

#### ***Article 10 – Fully funded scholarships/compensatory scholarships - Criteria***

UoWM grants scholarships to PhD candidates for academic excellence, as well as compensatory scholarships for services or contribution to research and development projects.

The scholarships are funded either by the Special Research Funds Account or UoWM self-financed programmes, by research and/or development programme funds, which are financed by private, international, and own resources (Law 4957/2022, article 230), as well as by co-financed projects of the Corporate Agreement for the Development Framework (E.S.P.A., in Greek), sponsorships, donations of legal and natural entities, or Department resources.

Candidates should:

- have completed the 1<sup>st</sup> or 2<sup>nd</sup> or 3<sup>rd</sup> year of doctoral studies,
- not be employed in the public or private sector or granted a scholarship from other grantors for the specified period.

Upon invitation, eligible PhD candidates can apply for a scholarship submitting all the necessary supporting documents.

Depending on the funding source, the competent bodies are appointed for the selection process (i.e., Special Research Funds Account (SRA), Departmental Assembly, etc.).

#### **a) Academic Excellence Scholarships**

Academic Excellence Scholarship criteria include:

- progress report/recommendation from the Three-Member Advisory Committee
- research impact
- published papers
- contribution to educational/laboratory/research processes
- personal or family financial status

#### **b) Compensatory scholarships**

Academic scholars should:

- work forty (40) to eighty (80) hours per month at the School or Department they are enrolled in, if requested,
- abide by the School or Department regulations regarding attendance,
- meet submission deadlines for all required scholarship documents.

In case candidates do not comply with required obligations scholarships are terminated.

#### **Scholarship Granting procedures**

Scholarships are paid to beneficiaries in installments, according to a statement of the candidates' exact number of working hours, to be signed by the School Dean or the Department Head and stamped by the School or Department Administration Service.

#### **Selection criteria for compensatory scholarships:**

- progress report/recommendation from the Three-member Advisory Committee
- research impact
- published papers
- contribution to educational/laboratory/research processes
- personal or family financial status
- social criteria (i.e., orphans, families with many children, families with three children, serious health problems, disabilities, single-parent families, student siblings studying in another city, etc.).

The maximum amount for compensatory scholarships is €650 for 80 hours.

The Department Assembly may assign teaching assistantship paid per hour to PhD candidates in the First and Second Cycle Study Programmes.

Teaching assistantship involves assisting Academic Staff members with lectures, tutorials, laboratory practice, exams, and correcting papers.

Maximum compensation per hour is €8.12, paid by private, own, and international University resources.

### ***Article 11 - Teaching assistantship assignment and maximum compensation***

PhD candidates engage in the educational process with teaching assistantship to support undergraduate and postgraduate students of the Department.

More specifically, they:

- invigilate exams
- assist with tutorials
- assist with laboratory practice
- assist with courses
- assist with course material development
- correct project work and exercises
- co-supervise Master's theses with their supervisor, without being involved in final assessments.

Exam invigilation is compulsory for PhD candidates who should be informed about invigilation schedules by the Administration Office. In case they are unavailable, they should name a replacement and inform the instructor.

By decision of the Senate, up to three PhD candidates per Department can be paid with compensatory scholarships for teaching assistantship. Teaching assistantship with compensation is announced by the Department and PhD candidates' selection is carried out by decision of the Department Assembly. The announcement involves academic or social selection criteria specified by the Assembly. PhD candidates' names for teaching assistantship are included on the Course Timetable. Teaching assistantship with a

compensatory scholarship amounts to 12 euros per hour and 20 hours per week maximum.

Overall, supervisors are responsible for ensuring that teaching assistantship does not prevent PhD candidates from their duties.

### ***Article 12 - Conditions for suspension and resumption of studies***

Upon the PhD candidates' request, the Department Assembly may decide, with the consent of the Three-member Advisory Committee, upon the extension of the maximum duration regarding thesis preparation for exceptional circumstances.

The maximum period of extension of study and the specific issues relating to the right to extend the period of study are specified in the Doctoral Study regulations of each Department.

The duration of studies for a doctoral thesis cannot be less than three (3) calendar years from the date the Three-Member Advisory Committee has been appointed. The maximum period of study is six (6) calendar years.

PhD candidates may apply for study suspension for up to two years in total, provided they have not exceeded the maximum duration of studies.

### ***Article 13 - Doctoral Thesis supervision***

Doctoral theses may be supervised by:

- a) Academic staff members, i.e., full professors, associate professors, assistant professors, as well as in-service lecturers of the relevant or other HEI.
- b) 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> rank researchers of research centres according to Law 4310/2014, article 13A, and Law 4485/2017, article 39.1, including the research centres of the Academy of Athens and the Biomedical Research Foundation of the Academy of Athens.

Academic staff members are eligible to supervise or co-supervise a total of eight (8) Doctoral theses. In case of co-supervision, a Special Cooperation Protocol is drawn up between the cooperating Departments.

### **Three-member Advisory Committee**

a) The Department Assembly assigns to the supervisor under recommendation the supervision of a doctoral thesis and appoints a Three-member Advisory Committee authorised to superintend and support it.

b) The Three-member Advisory Committee's specialist research areas, or research interests are related to the Doctoral thesis to be prepared. The supervisor and the members of the Three-Member Advisory Committee are not entitled to remuneration or other compensation for supporting the preparation of the doctoral thesis.

c) The members of the Three-member Advisory Committee may be, in accordance with Law 4957/2022, article 94, par. 1, Academic Staff members (full, associate, or assistant professors) of the Department or other Departments of the same or another HEI, Emeritus Professors and retired Academic Staff, Teaching Research Staff members in Higher Military Educational Institutions and Higher Ecclesiastical Academies, or Professors of relevant recognised institutions abroad, holders of a doctoral degree, researchers (rank A, B or C) in research centres (Law 4957/2022, article 94.1), including the research centres of the Academy of Athens and the Biomedical Research Foundation of the Academy of Athens, as well as scientific staff of the Hellenic Survey of Geology & Mineral Exploration (E.A.G.M.E. in Greek), under Law 4602/2019 (A' 45), article 25, provided they hold a doctoral degree and their research activities are related to the subject of the Doctoral thesis, or work in recognised research centres or institutes abroad with the same or related specialist research area to the Doctoral thesis in question.

d) The Three-Member Advisory Committee should include at least one (1) Academic Staff member (full, associate, or assistant professor) of the relevant Department. Retired Academic Staff members in the three-member advisory committee may not exceed one (1).

### **Replacement of supervisors**

1. The Department Assembly may appoint a replacement until the completion of the Doctoral thesis for any member of the Three-Member Advisory Committee, or the

supervisor, when they are unavailable or unable to fulfill duties, upon request of the Three-Member Advisory Committee members, PhD candidate, or supervisor.

2. If supervisors or members of the Three-Member Advisory Committee transfer to another Department of the same or another Higher Education Institution (HEI) or retire, they may continue to supervise a Doctoral thesis, on their own consent. The degree is conferred by the HEI and the Department where the Doctoral thesis started.

#### *Article 14 - Assessment - Doctoral degree Awards*

1. Upon completion of a Doctoral Thesis and submission of the last research progress report to the Three-member Advisory Committee, Doctoral candidates apply for a PhD thesis defence presentation, as prescribed in the relevant regulation. The Department Head must examine whether all criteria detailed in par.2 are met by candidates and forward the decision to the Quality Assurance Unit (QAU) for review. Following QAU's approval, a decision is forwarded to the Department to set up a Seven-member Examining Committee.

The Department Assembly, after examining the written positive recommendation of the Three-Member Advisory Committee, appoints a Seven-Member Examining Committee to assess Doctoral Theses. Members of the Seven-Member Examining Committee are assigned the members of the Three-member Advisory Committee and four (4) additional members, appointed according to the relevant Law. The specific members should provide evidence of their research impact measured in the SCOPUS database. First- and second-degree relatives of PhD candidates are not allowed to be members of the Seven-member Committee. At least four (4) of the seven (7) members of the Examining Committee must be UoWM academic staff members, whereas up to two (2) committee members may be from universities abroad; those may also be members of the Three-member Advisory Committee.

2. Required criteria depend on the individual PhD degree programme, as detailed in articles 2 and 9 of the current Regulation.

3. In case a recommendation, as prescribed in par.1, is not submitted to the Department Assembly or in case of a negative decision, the specific procedure may be repeated upon the candidate's request, in accordance with the relevant Regulation.
4. Thesis assessment takes place at the latest within 60 days from the date of appointment of the Seven-Member Examining Committee by the Department Assembly and after copies of the Thesis have been forwarded to the committee members. If the two-month deadline has expired, the Seven-Member Examination Committee must be reappointed by the Department Assembly on the supervisor's recommendation.
5. PhD thesis defence presentations are made by candidates to the Seven-member Examining Committee, who can raise questions. Thesis presentations may also be made by teleconferencing, in case not all examination committee members are physically present, as prescribed in the current legislation. After presentations, the Seven-member Examining Committee hold meetings in private, assess the thesis in terms of quality, comprehensiveness, original thinking, and contribution to scientific knowledge, and accordingly, approve or withhold a Doctoral Degree award. Doctoral degree awards require the consent and positive Thesis assessment by at least five (5) members. Candidates are required to send printed or electronic copies of their thesis to the members of the Seven-member Examining Committee at least thirty (30) days prior to the date of the PhD defence presentation.
6. On approval, the Seven-member Examining Committee assess theses and award grades (GOOD, VERY GOOD or EXCELLENT), whereas, in case of exceptional academic performance, and following a committee's decision, Doctoral Researchers are conferred a PhD degree with Honours ("Summa cum Laude").
7. Thesis examination processes are coordinated by supervisors (academic staff members).
8. Upon the date of approval of a PhD thesis by the Seven-Member Examining Committee, PhD candidates are awarded a Doctoral degree, also confirmed by the Department Assembly.



### *Article 15 - Industrial doctorates*

They involve industry-focused Doctoral research carried out by candidates who meet registration requirements for a PhD degree with an academic participant and a company or industry in Greece, aiming at generating state-of-the-art research findings to strengthen innovation capacity.

The participant company or industry appoints a representative to:

- provide expert guidance to PhD candidates
- represent the company/industry in meetings of the Three-Member and Seven-Member Advisory Committees, without the right to vote.

Participant companies/industries conclude a cooperation protocol with the HEI participant and the PhD candidate, specifying the terms of cooperation for a PhD thesis, the relevant research to be carried out as well as the use of university equipment for generating research outcomes; overall, cooperation protocols detail the rights and obligations of the contracting parties.

In addition, companies/industries provide facilities to enable research to be carried out in whole or in part, on the condition that University and Doctoral study internal regulations are observed. Finally, they partially or fully fund industrial doctorate research and the Doctoral candidates' social security contributions, unless this is funded by the Special Research Funds Account (SRFA), whereupon contributions may be charged to the budget of the financed project. Industrial doctorates can also be co-funded by the Development and Resilience Facility and by companies or industries with seats or branches in Greece.

### *Article 16 – Further information*

Below are various useful documents (Appendix II) for PhD candidates:

- Doctoral Thesis application
- Application for change of Thesis topic
- Application to the Three-member Advisory Committee for submission pending extensions
- Approval or rejection of submission pending extension

- Application for supervisor replacement
- Detailed PhD candidate progress report
- Annual PhD candidate progress report
- Application for appointment of a Seven-member Examining Committee
- Application for thesis defence presentation
- Application for Doctoral degree award