



ΠΑΝΕΠΙΣΤΗΜΙΟ ΔΥΤΙΚΗΣ ΑΤΤΙΚΗΣ

ΤΜΗΜΑ ΜΗΧΑΝΟΛΟΓΩΝ ΜΗΧΑΝΙΚΩΝ

ΠΡΟΓΡΑΜΜΑ ΜΕΤΑΠΤΥΧΙΑΚΩΝ ΣΠΟΥΔΩΝ

**Sustainable Energy Systems - Αειφόρα Ενεργειακά
Συστήματα**

A12(EN)

**«Κανονισμός σπουδών, πρακτικής άσκησης, κινητικότητας,
εκπόνησης εργασιών του ΠΜΣ στα ΑΓΓΛΙΚΑ»**

**“Regulation of studies, internships, mobility, preparation of
assignments of the MSc”**

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Article 1

Organization of Studies

The purpose of the MSc is to provide a high-level postgraduate education in the scientific field of Sustainable Energy Systems. The MSc provides the PSs the possibility to acquire knowledge and expertise in the field of sustainable development of energy systems, through the teaching of eight (8) courses and the preparation of a Master's Thesis (MScTh). The MSc, through the two specializations offered (Renewable Energy Systems and Sustainable Energy Systems Design), focuses and aims to provide high-level, innovative and modern specialization to professions related to the development of sustainable energy systems and new trends in them.

Aiming to that, in the first semester, students attend three courses. The two courses purpose is to strengthen the basic knowledge of PSs required, to acquire the necessary epistemological background of the sustainable energy systems design. The third course introduces them to the field of research methodology and prepares them for the organization of research within the framework of the MScTh. Also, in this course, students acquire the necessary theoretical background for writing comprehensive research proposals and papers.

In the second semester, students attend two in-depth courses on environmental and financial aspects of planning sustainable energy systems. The third course of the second semester is an optional course, enabling the PSs to choose one of the three courses offered -depending on their orientation and interest.

In the third semester, PSs attend two elective/ specialization courses depending on the direction they will choose. The courses of the specializations are designed so that the PSs acquire the skills needed to cope with the modern demands of their professional and/or academic careers.

In the fourth semester, the PSs attend a course dedicated to the elaboration of their dissertation, during which the bibliographic review and the development of the MScTh implementation methodology is carried out. The course concludes with the presentation and examination of the MScTh, carried out by a three-member committee of professors. Upon completion of the MSc, the PSs will be able to:

- develop leadership skills and competencies for senior and top management positions of responsibility in companies operating in related sectors,
- analyze problems, synthesize solutions, and benchmark alternative approaches,
- work harmoniously in a team, present research results accurately in written or oral form,

- have developed and demonstrated an awareness of the ethics and rules of research, of the individual, social, economic, and environmental dimensions, and consequences of its results,
- develop their research interests to continue their studies in the third cycle of doctoral studies in the field of energy systems,
- contribute to shaping the future direction of the industry linked to the broader concept of sustainable energy systems,
- address current energy issues and the future of the energy industry, through the integration of technologies with management strategies,
- develop problem-solving skills and the ability to apply these skills to developing innovative solutions for the practical needs of society.

Article 2

Number of Entrants, Criteria and Method of Selection

The maximum number of admissions to the MSc "Sustainable Energy Systems" is set at sixty (60) students per year, thirty (30) students in the specialization Sustainable Energy Systems Design and thirty (30) students in the specialization Renewable Energy Systems and the minimum number of admissions is set at fifteen (15).

Criteria and Method of Selection of Admission:

I. Call for expression of interest

Candidates are informed by the call for expression of interest of the MSc, which is published on the websites of the MSc, the Department, the UNIWA and any other appropriate medium. The call for expressions of interest shall contain all relevant information (dates, place of submission of the application, necessary supporting documents to accompany it), as well as the criteria for evaluating the candidates' applications concerning the necessary supporting documents, the application procedure and the deadline for submission of applications.

The call for expressions of interest shall state:

- 1) the conditions for participation of MSc candidates in the selection process,
- 2) the categories of graduates and the number of applicants,
- 3) the selection procedure and criteria for the selection of MSc candidates,
- 4) the deadlines for submitting applications,
- 5) the supporting documents required,
- 6) any other detail deemed necessary to facilitate the selection process of the candidates for the selection of MSc students.

The applications and the required supporting documents shall be submitted to the MSc Secretariat, in paper or electronic form, within the deadline set in the call for expressions of interest and may be extended by decision of the Mechanical Engineering Department Assembly.

II. Candidate Evaluation Committee (CEC)

The selection of applicants is made by a three-member Candidate Evaluation Committee (CEC) which consists of faculty members of the Department of Mechanical Engineering.

The Committee has the following responsibilities:

- i. Evaluation of all submitted supporting documents (the verification of the completeness of the supporting documents is carried out by the Secretariat of the MSc).
- ii. verification of linguistic competence.
- iii. conducting personal interviews.

The supporting documents for candidates are:

- 1. Application for admission to the MSc.
- 2. Copy of degree/diploma or certificate of completion of studies.
- 3. Academic Transcript.
- 4. A detailed curriculum vitae listing in detail the candidate's qualifications and any research or professional activities.
- 5. Evidence of research or professional activity.
- 6. At least two (2) letters of recommendation.
- 7. Copy of additional qualifications (e.g. Master's degree).
- 8. Publications in peer-reviewed journals.
- 9. A two-sided copy of the identity card.
- 10. Copy of a certificate of English language proficiency. Proficiency is certified by a recognized qualification (e.g. a qualification from an educational institution in an English-speaking country or an English-language study Program, Advanced Certificate in English, TOEFL certificate with a score of at least 570 points, IELTS certificate with a score of 7.0 and above, State Certificate of Attainment in Languages (level C2)).
- 11. Additional qualifications, scholarships, special seminars, postgraduate degrees, supplementary education degrees, etc.

Graduates from English-speaking universities are exempted from the requirement to produce a language certificate. Knowledge of other foreign languages will be taken into account.

On completion of the evaluation procedures, the relevant CEC will draw up the list of successful and unsuccessful candidates in order of merit, according to the selection criteria and the weighting factors for each criterion. Successful candidates are those who have obtained a ranking in the order of merit up to the maximum number of students admitted. Candidates who have obtained a ranking in the order of merit above the maximum admission threshold are considered to be runners-up, with the right to enroll if the top-ranked candidates do not accept the place or do not enroll within the deadline.

In the event of a tie, all tied candidates will be admitted, provided that they do not exceed the maximum number of admissions set out in the call for expressions of interest. If the maximum number of admissions to the MSc is reached, the candidate with the highest degree will be admitted.

The final ranking of the candidates based on the list of criteria of the Program and the proposal for the selection of candidates based on this ranking are submitted to the Department Assembly for ratification.

III. Candidate selection criteria:

CODE	DESCRIPTION	GRAVITY
K1	Degree or diploma Grading in courses related to the academic subject of the PMS Diploma thesis, where this is provided for in the 1st study cycle	30%
K2	Any writing and/or research activity of the candidate	10%
K3	Research or professional experience of the candidate or documented employment in a relevant field or in a related subject	10%
K4	Interview	40%
K5	Adequate knowledge of at least one foreign language in addition to the language of the MSc	10%

$$\text{Grade} = K1 \times 0.3 + K2 \times 0.1 + K3 \times 0.1 + K4 \times 0.4 + K5 \times 0.1$$

IV. Selection process

The required supporting documents must be submitted within the deadlines specified in the respective call for expressions of interest.

The MSc Secretariat receives the applications and the necessary supporting documents submitted by the MSc candidates, which are provided for in the call for expression of interest each time and compiles a list of MSc candidates, which it forwards to the CEC. The supporting documents submitted by the candidates must have been submitted by the deadline, as provided for in the relevant call for expressions of interest. Late applications are not accepted.

The candidate evaluation process includes two stages:

In the first, applications are evaluated based on the completeness and validity of the required supporting documents submitted, which is a necessary condition for qualification to the next stage.

During the second stage of the process, the candidates are invited to an interview before the CEC. The aim is to establish which candidates are capable of effectively meeting the requirements of the MSc, taking into account motivation and interest, but also their overall composition and scientific competence in relation to the subject of the postgraduate Program.

Upon completion of the evaluation procedures, the CEC prepares a complete list of all candidates, ranks the candidates, makes the final selection and draws up the provisional list of successful candidates, which is validated by the DA. It is posted in accordance with the provisions on personal data protection, on the MSc website and in the announcements of the Department.

An objection against the provisional list of provisional students can be made within five (5) working days from the date of announcement of the lists. The objection must be specific and is finally judged by the Three-member Committee of faculty members of the Department who have undertaken a postgraduate project, which is defined by a decision of the DA.

After the expiry of the objection period and the final decision of the objection committee, the final list of provisional students is posted according to the procedure for posting the provisional list.

The successful candidates are invited to respond in writing or electronically (email) within five (5) days from the posting of the final table as defined in the call for expressions of interest to accept their inclusion in the MSc Program and its operating conditions, as described in this regulation operation.

If there are refusals, the Secretariat informs the next candidates in the evaluation order from the final list of successful applicants.

V. Registration in the MSc

Successful applicants must register at the MSc secretariat by the deadlines set by the competent bodies in the call for expressions of interest. For reasons of extreme necessity, it is possible to register a postgraduate student after the deadline by decision of the CC after a reasoned request of the interested party. The admitted PS can be updated from the website of the Department and/or from the MSc Secretariat.

Article 3

Categories of Candidates

In the MSc, graduates or diploma holders of Tertiary Education Institutions of the country or of similar Institutions abroad are accepted in accordance with the provisions of the current legislation. In particular, the MSc accepts, after selection, graduates or diploma holders of Departments of Technology and Sciences or graduates of other related Departments of Higher Education Institutions (HEIs) of the country or abroad, with proven knowledge of the English language. Exceptionally, Graduates of other specialties who demonstrate an appropriate level of Technology knowledge may be accepted.

Final students of Departments can also submit an application, provided that they have presented the Certificate of Completion of their Studies before the date of validation of the list of successful candidates. In this case, a copy of their degree or diploma is provided before the start date of the Program.

Also, students of foreign Institutions which are not yet included in the National Register of Recognized Institutions abroad of the Interdisciplinary Organization for the Recognition of Academic Titles and Information (DOATAP) may also submit an application. In the event that a Foreign Foundation is not posted on the DOATAP website, the Department applies the procedure in accordance with what is defined in paragraph 4 of article 304 of Law 4957/2022.

Otherwise, the student will be deleted, without any claim from the student for a refund of the money that may have been deposited.

The competent Secretariat of the Department checks whether the institution awarding the title of a foreign institution belongs to the National Register of Recognized Institutions abroad and whether the type of this title belongs to the National Register of Types of Study Titles of Recognized Institutions posted on the DOATAP website.

Article 4

Duration of Studies - Suspension of Studies

4.1. Duration of study

The duration of the studies leading to the awarding of the Master's Degree of the Program is defined in four (4) academic semesters and the additional time is structured in two (2) semesters, each lasting thirteen (13) weeks of teaching which includes the time for the preparation and submission for judgment of the MScTh.

The permitted duration of completion of the obligations to obtain the MSc Degree is from four (4) (minimum) to six (6) academic semesters (maximum). However, in exceptional cases, suspension of studies may be granted for up to two (2) semesters with the recommendation of the CC and decision of DA and this time is not counted in the total required duration of awarding the MSc Degree certificate.

The duration of the MSc courses per semester of study is at least thirteen (13) weeks, which corresponds to 30 ECTS. The time for writing the MScTh cannot be less than six (6) months and more than eighteen (18) months.

The MSc is completed with the award of MSc Degree Certificate, level seven (7) of the National and European Qualifications Framework, in accordance with article 47 of Law 4763/2020.

The successful completion of studies is established by the successful performance in the MSc courses and the successful preparation of the MScTh.

4.2. Suspension of studies

The PS can -with his application- request a justified suspension of studies (e.g. military service, illness, absence abroad, etc.) provided he presents the relevant supporting documents. The decision is made by DA following the proposal of CC. The semesters of suspension of student status are not counted towards the prescribed maximum duration of normal studies. The right to suspend studies may be exercised once or in parts for a period of at least one (1) academic semester, but the total duration of the suspension may not cumulatively exceed two (2) academic semesters. Students who are suspended from studies lose their student status for the entire duration of the suspension. The PS upon his return to studies is still under the status of studying at the time of his registration as PS.

Article 5

Curriculum

The MSc begins in the winter and/or spring semester of each academic year. The successful examination in all courses of the study Program, the successful preparation of the MScTh are necessary conditions for the awarding of the MSc Award Certificate.

The detailed course schedule per semester as follows:

The courses per semester for the Renewable Energy Systems specialization are distributed as follows:

Course	T	Q	ECTS
Foundations of Energy	M	1	10
Renewable Energy Conversion Technologies	M	1	10
Research Methods & Project Planning	M	1	10
Total 1st semester ECTS (a)			30
Environmental & Social Impact Assessment	M	2	10
Sustainable Energy Economics	M	2	10
Distributed Generation, Energy Storage & Energy Management	O	2	10
Design and Management of Sustainable Energy Buildings	O	2	
Sustainable Transportation	O	2	
Total ECTS 2nd semester (b)			30
Wind/Hydro/Marine Energy Systems	E	3	15
Solar/Bio/Geo Energy Systems	E	3	15
Total ECTS 3rd semester (c)			30
Dissertation	M	4	30
Total 4th semester ECTS (d)			30
Total ECTS of four (4) academic semesters (a+b+c+d)			120

The courses per semester for the Sustainable Energy Systems Design specialization are distributed as follows:

Course	T	Q	ECTS
Foundations of Energy	M	1	10
Renewable Energy Conversion Technologies	M	1	10
Research Methods & Project Planning	M	1	10
Total 1st semester ECTS (a)			30
Environmental & Social Impact Assessment	M	2	10
Sustainable Energy Economics	M	2	10
Distributed Generation, Energy Storage & Energy Management	O	2	10
Design and Management of Sustainable Energy Buildings	O	2	
Sustainable Transportation	O	2	
Total ECTS 2nd semester (b)			30
Optimization of Energy Systems	E	3	15
Technology and Business Strategy – Energy Policy	E	3	15
Total ECTS 3rd semester (c)			30
Dissertation Part B	M	4	30
Total 4th semester ECTS (d)			30
Total ECTS of four (4) academic semesters (a+b+c+d)			120

Table Abbreviations:

- T: Type of course (M=mandatory/ compulsory, O=optional, E=Elective)
- Q: Semester (1=Winter, 2=Spring)
- ECTS: Credit units

Article 6

Master's Thesis (MScTh)

The PS is obliged to prepare and successfully support the MScTh in the corresponding semester of studies referred to in this Internal Regulation. The subject of the MScTh must be included in the scope of the MSc.

In particular, MScTh drafting issues are defined by the MSc Regulation of MScTh, which includes the following:

1. the educational purpose of MScTh,
2. the stages of submitting the MScTh,
3. the fields of research interest,
4. the stages of carrying out the MScTh,
5. the procedure for changing the MScTh title,
6. the good practices of writing the text and reading the MScTh online or in print,
7. the study and finding of bibliographic sources,
8. the writing of research papers,
9. the MScTh evaluation criteria,
10. the change of supervisor, etc.

Article 7

Student assessment – Exams

At the beginning of each semester and before the start of the MSc courses, it is determined by a decision of the DA after a suggestion by CC and the academic calendar of the MSc is announced to the PSs. The MSc academic calendar lists the starting and ending dates of the semesters, holidays, as well as exam dates.

The CC draws up and announces in time the timetable of the examinations of each examination period no later than ten (10) days before the beginning of the examinations.

The evaluation of the students and their performance in the courses they are required to attend within the framework of the MSc is carried out by written or oral exams or by the preparation of assignments throughout the semester. The evaluation method is described in the outline of each course. The performance in each course is assessed by the lecturer(s) and graded using the applicable, for undergraduate students, grading scale. Specifically, the points given range from zero (0) to ten (10). Passing grades are five (5) and higher. In order to deal with emergency needs or circumstances

resulting from force majeure, electronic means may be used for the evaluation of courses, provided that the integrity of the evaluation process is ensured.

The lecturers must take the required care for the examination of Students with Disability (SWD). Both SWD students and lecturers can contact the SWD Professors - Advisors of the Department.

Examinations for SWD are carried out in a climate of respect and acceptance of individuality.

In order for the PS to improve their performance, re-examination is possible in a single course, in which it has been successfully examined, in an examination period that includes the specific course.

If the student fails more than three (3) times in the same course, he may request, with his application to the Director of the MSc, to be evaluated by a three-member committee, which consists of teaching staff from the same or another Department of the UNIWA, with the same subject-knowledge or related to that of the subject to be examined, in which the professor of the subject cannot participate. If the Director of the MSc does not appoint the members of the committee within one (1) month from the submission of the application, the student may request their appointment from the President of the Department.

Article 8

Student Rights and Obligations - Postgraduate Student Removal

8.1. Postgraduate Student Rights

PSs may use the existing infrastructure of the UNIWA which includes classrooms properly equipped with modern teaching aids and computers, the Library, and the facilities of the Department of Mechanical Engineering.

PSs who have no other medical and hospital care are entitled to full medical and hospital care in the National Health System (NHS) with coverage of the relevant costs by the National Health Service Provision Organization (EOPYY) pursuant to Article 33 of Law 4368 /2016 (A' 83), as amended and in force.

PSs are entitled to free meals based on their individual and family financial situation and their locality.

PSs can claim external funding of their studies from various Foundations or bodies of the public and private sector and Research Institutes.

PSs may be financially covered by funded research programs in which they participate. The relevant details are defined by a decision of the CC, after a proposal by the Director of the MSc.

PSs can participate in the student exchange programs (e.g. ERASMUS) of the University or in other research programs of foreign HEIs, within the framework of the Department's transnational agreements with similar institutions and enroll in them as guest students.

The Department of Mechanical Engineering is required to ensure mandatory accessibility to proposed programs and instruction or other accommodations for persons with disabilities and/or special educational needs. These facilities, in accordance with the applicable legislation, should be defined by the Department in detail (e.g. mode of examination, access to teaching areas, laboratories, etc.).

8.2. Obligations of Graduate Students

PSs have the following obligations:

- To attend the courses of the current curriculum without interruption.
- Submit the required assignments within the specified deadlines.
- Attend the prescribed examinations.
- Declare responsibly that the MScTh is not the product of plagiarism, either in whole or in part.
- Pay the prescribed fees as specified in the Internal Regulations of the MSc.
- Respect and comply with the Regulations of Postgraduate Studies, the decisions of the bodies of the MSc, of the Department and of the UNIWA, as well as respect and comply with the academic ethics.

They are required to participate and attend seminars, discussions, conferences/meetings with a subject related to the MSc, lectures or any other scientific event of the MSc. The PSs may perform adjunct teaching duties in first cycle Programs of study by decision of the competent body of the MSc. PSs shall issue an academic identity card through the Electronic Service for Acquiring Academic Identity of the Ministry of Education and Religious Affairs.

8.3. Postgraduate Student Deregistration

The deregistration of a PS is made after a relevant recommendation of the CC of the MSc to the DA and a relevant decision is taken. The decision shall be notified within 15 days to the PS concerned, and he/she shall have the right to submit an appeal

within fifteen (15) days from the date of its issuance. The appeal shall be finally decided by the above-mentioned bodies.

The DA, following the recommendation of the CC, may decide to delete a PS on the following grounds:

1. Faulty fulfillment of the obligations of the PS, as described in the Internal Regulations of the UNIWA.
2. Failure to pay the prescribed tuition fees (in any case, a student who has not met his/her financial obligations is not entitled to receive either a certificate of completion of studies or the MSc).
3. Disciplinary misconduct, such as violation of academic ethics and, in general, any violation of the applicable legislation and the Internal Regulations of the UNIWA.
4. Request for deletion of the PS himself.
5. Has repeatedly failed the examination of a course or courses as specified in the Internal Regulations.
6. Has not renewed his enrollment or has not attended classes for two (2) consecutive semesters.
7. Has committed the offence of plagiarism or an offence falling under the law on intellectual property (Law 2121/1993).
8. For any other reason deemed necessary.

In case of permanent discontinuation of studies or deregistration of a PS for any reason, the fees already paid will not be refunded.

Article 9

Master's Degree (MSc Award Certificate-MScAC)

The MScAC is a public document. The graduate of the MSc may be granted, before the award, a certificate of successful completion of the MSc and an Academic Transcript with the corresponding credit points (ECTS).

A Diploma Supplement is attached to the MSc, which is an explanatory document and is not a substitute for the official title of study or the detailed course evaluation. The Diploma Supplement shall be attached to the MScAC and shall provide information on the nature, level, general context, content and status of the studies successfully completed by the person named on the original of the diploma. The Annex does not make any evaluative judgements and there are no statements of equivalence or equivalence or proposals for the recognition of the MSc abroad. The Diploma Supplement is issued automatically and without any financial charge in Greek and in English, and must meet the authenticity requirements for the degree awarded. The date of issue of the Diploma Supplement does not necessarily coincide with the date of award of the MSc, but can never be earlier than that date.

$$B = \frac{B_1 \cdot \Pi_1 + B_2 \cdot \Pi_2 + \dots + B_v \cdot \Pi_v}{\Pi_1 + \Pi_2 + \dots + \Pi_v}$$

where B1,B2....Bv are the grades of all courses that the MF has successfully taken and B1,B2....Bv are the credit units corresponding to each course.

Upgradable grades are five (5) and higher. The rating scale for evaluating the performance of the PSs is defined from zero (0) to ten (10) as follows:

- **Excellent:** from eight and fifty (8.50) to ten (10),
- **Very Good:** from six and fifty (6.50) to eight and forty-nine (8.49),
- **Well:** from five (5) to six and forty-nine (6.49) or
- **It is rejected:** from zero (0) to four and ninety-nine (4.99).

Article 10

Teachers of Master's Degree Programs

Educational Staff

The teaching work of the MSc is assigned, following a decision of the CC, to the following categories of professors:

- 1) faculty members of the Department or other Departments of the UNIWA or other HEIs or Military HEIs, with additional employment beyond their legal obligations,
- 2) Emeritus Professors or retired faculty members of the Department or other Departments of the UNIWA or of other HEIs,
- 3) associate professors,
- 4) appointed lecturers,
- 5) visiting professors or visiting researchers,
- 6) researchers and special functional scientists of research and technological institutions of article 13A of Law No. 4310/2014 (A' 258) or other research centers and institutes of the country or abroad,
- 7) scientists of recognized prestige, who have specialized knowledge and relevant experience in the subject of the MSc.

The assignment of the teaching work of the MSc is carried out by decision of the competent body, following the recommendation of the CC, if it exists, otherwise by the Director of the MSc or the Curriculum Committee of Studies (CCS) may assign ancillary teaching work to doctoral candidates of the Department or the Faculty, with

a subject related to the provided ancillary teaching work of the MSc, under the supervision of a lecturer of the MSc, upon recommendation of the CC.

The right to supervise the Dissertation is held by the lecturers of the categories (α) to ($\sigma\tau$) of paragraph 1, provided that they hold a doctoral degree. By the decision of the competent body of the MSc, the supervision of dissertations may be assigned to faculty members of the Department who have not undertaken teaching work in the MSc.

All categories of lecturers may be remunerated exclusively from the resources of the MSc. No remuneration or other benefits may be paid from the state budget or the public investment Program. The decision of the competent body of the MSc to award the teaching assignment shall determine the amount of the remuneration of each lecturer. In particular, lecturers who have the status of faculty members may be paid additionally for work they provide to the MSc, provided that they fulfil their minimum legal obligations as defined in par. 2 of article 155 of Law 4957/2022. The last subparagraph shall apply mutatis mutandis to the members of the ERC, the HQA and the HPEE, provided that they fulfil their minimum legal obligations.

The obligations of the lecturers include, among others, the definition and description of the course, the provision of relevant bibliography, the definition of the way of examining the course, the communication with the postgraduate students.

The MSc may, by decision of the CC and/or the CCS, apply the institution of the Academic Advisor.

The purpose of this institution is to provide advice to postgraduate students during their studies on academic issues in an individualized manner. The expected result is to facilitate postgraduate students in completing their studies while at the same time utilizing their particular skills and interests in the educational and research process. The Academic Advisor chooses how to approach and advise the students assigned to him/her in each academic year.

Article 11

Academic Advisor

One faculty member is appointed by the DA, following a proposal from the CC, as an academic advisor for each PS. The academic advisor monitors the progress of the PS, provides specific information about the MSc and the correlation of the studies with his/her scientific background and perspective, discusses with the PS his/her future plans for his/her academic and professional development, advises him/her on the improvement of his/her work in relation to the requirements of the Department, on the use of the University's resources and infrastructure and, in general, on academic,

organizational or administrative issues and may recommend issues concerning the PS to the CC.

The academic advisor does not necessarily undertake the supervision of the MScTh or Internship of the PS.

The academic advisor is responsible for the management of the complaints - objections of the PS, which he/she forwards to the Director of the MSc for settlement - resolution of the problem by the CC.

Article 12

Administrative, Technical and Financial Support

The secretarial and administrative support of the MSc and the bodies operating within it is provided by the MSc Secretariat, which is specifically staffed for the administrative support of this Program. The secretariat may be staffed with permanent and/or temporary personnel through a recruitment procedure charged to the budget of the MSc. The secretariat of the MSc shall be responsible for the secretarial support of the MSc.

Indicatively, the MSc Secretariat shall undertake:

1. the preparation of the admission procedure for candidates and the provision of all necessary information and documents for their participation in the Program,
2. keeping the financial records of the Program,
3. the secretarial support of the Secretariat of the CC,
4. the registration of marks and anything else arising in the context of the operation of the Program.

The administrative support of the MSc is provided at the facilities of the UNIWA. The existing infrastructure of the UNIWA will cover the needs of the MSc (building facilities, laboratories, lecture halls, laboratory and special equipment, libraries, internet use, software with modern and asynchronous tele-education capabilities). The additional specific equipment needed will be provided, where appropriate, from the resources of the specific Program.

Administrative staff supporting the MSc Programs outside their working hours at the University, as well as those who have been assigned work related to the MSc Programs, may be remunerated for additional work (beyond their contractual obligations of their main employment) that they provide.

Article 13

Auxiliary teaching project of postgraduate students

By decision of the DA or the CCS of the MSc, it is possible to approve the participation of postgraduate students, doctoral candidates and postdoctoral fellows in the provision of supplementary teaching work in first or second cycle study programs. The UNIWA may grant remunerative scholarships to postgraduate students with the obligation to support the educational process and provide auxiliary teaching work. Auxiliary teaching work is defined as assisting the members of the Teaching and Research Staff in the exercise of their teaching duties, training students, conducting tutorials, laboratory exercises, supervising examinations and correcting exercises.

Article 14

Plagiarism

The PS is required to indicate appropriately whether he/she has used the work and opinions of others. In addition, PS who have used the services and assistance of Artificial Intelligence (AI) for the preparation of work assigned to them in the context of the MSc and/or MSc, should include in the preamble of the text a "Statement on the use of generative AI and AI-assisted technologies in the writing process", where they will state which tool they used and for what purpose.

Plagiarism is considered a serious academic offense. Plagiarism is considered to be copying someone else's work, as well as using someone else's work, published or not, without proper attribution. Copying any documentary material, even from the candidate's studies, without reference, may constitute grounds for a decision by the Board of Trustees to expel the candidate. In the above cases, the selection board may decide to remove the candidate from the list, after allowing him/her to express his/her views on the matter orally or in writing.

Any misconduct or breach of academic ethics shall be referred to the CC to address the problem. Misconduct shall also include misconduct in the form of copying or plagiarism and, more generally, any breach of the provisions on intellectual property rights by an academic staff member when writing coursework or preparing the Master's thesis.

Article 15

Awarding of degrees - oaths

The PS who has successfully completed his/her postgraduate studies is sworn in at a public swearing-in ceremony, before the Rector or the Vice Rector as the

representative of the Rector and the President of the Department, which takes place after the end of each examination period, at a date and time determined by the Rector in collaboration with the Presidents of the Departments. The oath is not a component of successful completion of studies, but it is a necessary condition for the award of the degree. For reasons of force majeure (e.g. health reasons, residence or work abroad, military obligations) and with a request to the Secretariat of his/her Department, the graduate may request the award of the degree without participating in the swearing-in ceremony or request to participate in a subsequent swearing-in ceremony. Exemption from the requirement to attend a swearing-in ceremony shall be approved by the Chair of the Department. Prior to the swearing-in ceremony or exemption from it, graduates may be given a certificate of successful completion of their studies.

A degree awarded may be revoked or canceled if it is shown that the legal and institutional conditions for its award did not exist at the time it was awarded. The revocation or annulment is made following a decision of the DA, which is communicated to the Rector of the institution.

Article 16

Other Provisions

Any matter that arises in the future that is not covered by the relevant legislation or this Regulation, will be dealt with by decisions of the competent bodies and where necessary by amending the Regulation.

ANNEX

Organization of distance learning

The organization of the educational process of the MSc Program "Sustainable Energy Systems" may also be carried out using distance learning methods. The teaching of the courses may be partly carried out by distance education methods, following the mixed system of education, where the educational process is carried out by combining distance education with face-to-face education, in accordance with Article 88 of Law 4957/2022, Ministerial Decision no. 18137/Z1, Government Gazette 1079/28-2-2023 and Article 9 of the Standard Regulation of the operation of the MSc of the PADA (Government Gazette 4861/2-8-2023). The distance teaching of the courses of the MSc can be set up to 80% as provided by the relevant legislation.

In addition, the examinations and public support of the Postgraduate Diploma Theses may be conducted in person or remotely within the framework of the MSc, in accordance with the relevant legislation. Distance examinations shall be conducted in accordance with the guidelines and rules of the Institution in a manner that ensures the integrity of the procedure and the protection of students' personal data and after the students have declared their acceptance of the conditions of the examination.

For distance education, the modern digital platforms (e.g. e-class, Moodle, MS Teams, etc.) of the UNIWA are used, which include modern and asynchronous digital classrooms and tools. The UNIWA, the Department of Mechanical Engineering and the MSc have the appropriate technical infrastructure of modern and asynchronous tele-education (laptops, webcams, etc.) and software to meet the educational needs of postgraduate students. Microsoft Teams is used for modern distance education with parallel support from the educational platforms e-class and Moodle.

Each MSc PS receives a single password for all e-learning services upon enrolment in the Program. The single password refers to the username and password. The MSc Secretariat, in accordance with the procedures of the University and the Network Support Department, takes care of issuing these personal passwords, which are sent to the students. For security reasons, the passwords are secret and strictly personal for each user.

All course material may be offered digitally, including texts, slides, graphs, charts, graphics, photographs, videos, diagrams, illustrations, simulations and generally all kinds of files. This educational material is subject to copyright and is governed by national and international copyright provisions, with the exception of the expressly recognized rights of third parties.

It is expressly forbidden to record, videotape, audio record, in any way whatsoever, as well as to reproduce, republish, copy, transmit, publish, translate, modify the material of the courses conducted at a distance, in part or in summary, without the express prior written consent of the instructor. In case of violation of the above prohibition, criminal prosecution and the procedure for the imposition of all legal sanctions and claims will be initiated immediately, in accordance with the provisions on Intellectual Property. The above excludes the simple monitoring and "downloading" of the learning material for strictly personal use of the students for study, exercises/assignments and MScTh.

In case the instructor intends to video record an electronic lecture or other modern educational activity (practical exercises, laboratory group), before the recording starts, the participants of the PSs are informed so that they can consent or even have the possibility to deactivate the camera, their microphone or even leave the meeting.

All personal data in electronic format shall be stored on the servers of the UNIWA or its external contractors. All processing operations are carried out following Commission Decision (EU, Euratom) 2017/46 on the security of the European Commission's communication and information systems.

The external partners are bound, in respect of each processing operation of your data on behalf of UNIWA, by a specific contractual clause as well as by the confidentiality obligations resulting from the transposition of the General Data Protection Regulation into the law of the EU Member States (General Data Protection Regulation, Regulation (EU) 2016/679).

To protect personal data, UNIWA implements a series of technical and organizational measures. The technical measures shall include appropriate actions to address cyber security, the risk of data loss, data corruption or unauthorized access, taking into account the risk involved in the processing and the nature of the personal data processed. The organizational measures shall, inter alia, restrict access to personal data to authorized persons only, who must by law have knowledge of them in order to carry out the processing.

Access to personal data shall be granted to UNIWA staff responsible for carrying out the processing by the 'need to know' principle. Such staff shall be bound by legal obligations and, if necessary, by additional confidentiality agreements. Access to personal data is also granted to the staff of external partners in charge of testing web services on behalf of the UNIWA. The data collected shall not be disclosed to third parties except to the extent and for the purpose that may be required by law.

For the technical support, maintenance and upgrading of the distance education infrastructure, the UNIWA operates the Software Support and Development Department, the Network Support Department, the Technical Support and Equipment Maintenance Department- Help Desk.