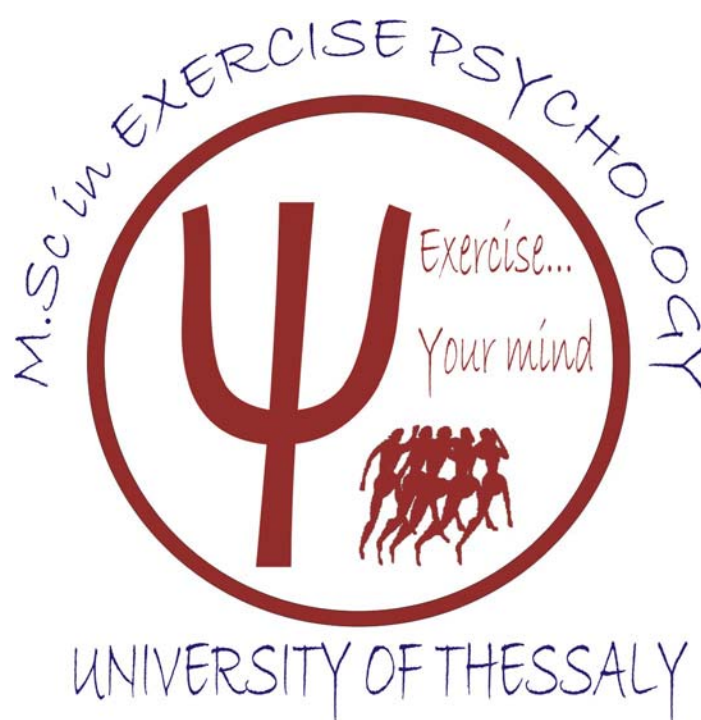


University of Thessaly
Department of Physical Education and Sport

Postgraduate Program of Study
Psychology of Exercise

Study guide



Trikala, 2008

Table of Contents

	Page
Foreword	2
General regulations	3
Aims and objectives	3
Postgraduate degrees	3
Learning outcomes	3
Duration	4
Master of Sciences degree	4
Doctor of Philosophy degree	4
Boards	4
Committees	5
Technical support	5
Internal regulation	5
Master of Sciences	5
General information	5
Selection of students	6
Course outline	8
Dissertation	10
Practicum	11
Evaluation	11
Doctor of Philosophy	12
Selection of students	12
Course outline and procedures	12
General information on the Postgraduate program of study	13
Registration	13
Class attendance	13
Representation of students	13
Code of conduct	14
Website	14
Funding	14
Expenses	14
Scholarships	15
Teaching staff duties	15
Student duties	15
Evaluation of the program	16
Revision of the Postgraduate Program of Studies	16

Foreword

In this study guide the structure and the regulations of the Postgraduate Program of Studies “Psychology of Exercise” are presented. The program is the first of its kind in Greece and among the firsts in Europe, and will contribute to fulfilling the need for individuals with expert knowledge, counseling skills, and professional expertise in issues pertaining to the psychology of physical activity, sports, and quality of life. Subsequently, the program is primarily addressed to individuals interested in sport sciences, physical education, recreational physical activity, and health education, as well as individuals interested in working with athletes, children and regular exercisers, trainers, coaches, and physical education teachers.

Aims

The aim of the program is to offer high level education in the area of exercise and sport psychology. The program places emphasis on research and Practice for the development of professional expertise. Students will acquire necessary knowledge and skills for the understanding of human behaviour in physical activity and sport settings and using effectively their knowledge for the promotion of exercise, health, quality of life, and sport performance.

Students will acquire the necessary knowledge and competencies that will enable them to understand human behaviour in exercise and sport contexts and to apply effectively their knowledge to enhance physical activity, health, well-being, and high performance in the areas of public health and sports.

European Perspective

The structure and the content of the course have been carefully designed after reviewing the most successful respective programs and consulting experts worldwide. The program is part of a unique European Network of 11 Universities, responsible for the European Masters of Sport and Exercise Psychology. The European masters aims at bringing together elite exercise and sport psychologists from around Europe in a multicultural environment that also provides opportunities for double degrees, for students choosing to complete part of their studies in a university from the network.

Teaching staff

The teaching staff consists of members of the Department of Physical Education and Sport Sciences of the University of Thessaly, invited members of the European Master of Exercise and Sport Psychology, and invited experts from around the world. The teaching staff has internationally recognized research, has organised European and World congresses, includes elected members of European and International societies of Sport and Exercise Psychology, editors and members of editorial boards in recognized journals, and have experience in applied sport psychology.

The members of the staff of the department of Physical Education and Sport Sciences of the University of Thessaly welcome the postgraduate students and express their best wishes for ‘happy studies’.

The MSc Director
Athanasios Papaioannou , Professor

General regulations

The Department of Physical Education and Sport of the University of Thessaly organises the Postgraduate Program of Studies (PPS) entitled “Psychology of Exercise”, according to the regulations of the law 3685/16-7-2008.

Aims of the Program

The PPS of the Department of Physical Education and Sport aims to advance the study of human behaviour in exercise and sport settings and the application of relevant knowledge for the promotion of health and quality of life. Psychology of exercise and sport focuses on the understanding of psychological phenomena that take place in sport, physical activity, and exercise, and involves the study of human behaviours, emotions, and cognitions, based on theories and methods used in psychology, sport sciences, education and health.

Postgraduate Degrees

The PPS of the Department of Physical Education and Sport of the University of Thessaly awards the following degrees:

- 1) Master of Sciences in Psychology of Exercise (MSc)
- 2) Doctor of Philosophy in areas related to the broader discipline of Psychology of Exercise, Sport, Physical Activity, and Health (PhD).

Learning objectives

1. Master of Sciences in Psychology of Exercise (MSc)

The program prepares students both for professional work and for doctoral programs in sport and exercise psychology.

The Master’s degree is awarded to students who:

- Have demonstrated knowledge and understanding in the area of sport and exercise psychology, which provides a basis for originality in applying ideas for the promotion of people’s physical activity, health, well-being, and high performance in the public health or sports areas, often within a research context.
- Can apply their understanding of sport and exercise psychology in new or unfamiliar sport and exercise settings or within broader contexts to enhance people’s exercise activity, health, well-being, and high performance.
- Have the ability to integrate knowledge and handle complexity of human behaviour in sport and exercise settings.
- Can formulate judgements with limited information, which however reflect the social and ethical responsibilities linked to the application of their knowledge and judgements.
- Can communicate their conclusions about human behaviour in sport and exercise contexts, to sport and exercise psychology specialists and non-specialist audiences clearly and unambiguously.
- Have the learning skills to allow them to continue to study in the field of sport and exercise psychology in a manner that may be largely self-directed or autonomous.

2. Doctor of Philosophy (PhD)

PhD is an academic degree certifying that the holder has been trained and is capable of conducting original research and producing knowledge.

The PhD degree is awarded to students who:

- Have demonstrated systematic understanding in the area of sport and exercise psychology and expert knowledge of the research methods related to the field.
- Have demonstrated ability to stimulate, design and carry out quality research in the field of physical activity and sport.
- Have made a significant contribution to the literature through publishing original research in peer-refereed journals (at least one)
- Are capable of critically analyze, evaluate and produce original ideas on issues pertaining to the psychology of physical activity and sport.
- Can transfer effectively knowledge and applications that emerge from the contemporary literature
- Are capable of promoting within the academic and professional frameworks technological, social, and cultural advances in the field of sport and exercise psychology.

Duration of programs

1. For the MSc degree the minimum duration of studies is set to four semesters one of which is intended for the Master's dissertation. Maximum duration is set to 10 semesters.
2. For the PhD degree the minimum duration of studies is set to 6 semesters and the maximum to 14 semesters.

Requirements for obtaining the MSc degree

For the MSc degree 120 ECTSs¹ are required which can be achieved through

- Successfully attending 9 modules (8 ECTSs each, minimum total 72 ECTSs), and seminars (minimum total 5 ECTSs).
- Successfully completing applied practice (Practicum; 13 ECTSs)
- Completing a Master's dissertation (original research) under the supervision of a member of the teaching staff (30 ECTSs).

Requirements for obtaining the PhD degree

For the PhD degree 180 ECTSs are required, which are obtained through

- Successfully attending 5 advanced level modules (40 ECTSs).
- Successfully completing applied practice (20 ECTSs).
- Completing a PhD thesis (120 ECTSs). The viva (final presentation) is open to public.

Boards

Responsible for the organisation and the operation of the PPS are the:

1. Teaching Staff General Assembly.
2. Coordinative Committee for Post-graduate studies
3. Director of the Postgraduate Program

¹ One ECTS corresponds to 25-30 hours of academic work, including attending lectures, seminars, and workshops, studying, preparing assignments, taking exams, and conducting research.

Committees

The following committees have been also appointed:

1. Students' Selection committee
2. Program of Study and Evaluation committee
3. Financial committee
4. Examiners committee
5. Ethics committee

Facilities

The department provides lecture rooms supported by electronic networks, and wireless internet access.

The department also operates the following officially legislated laboratories that are relevant to the field of the PPS:

- Exercise and Quality of Life Laboratory (Law Article 465/5-3-2004)
- Centre for Research and Evaluation of Physical Performance (Law Article 180/9-8-2000)
- Sport and Exercise Management Laboratory (Law Article 355/18-3-2005)

Students have access to a library offering more than 5000 book titles and approximately 10.000 periodical titles on-line, a Computer lab, a tele-conferencing room, and sporting facilities.

Internal regulation

Issues not covered by this study guide are solved by the Teaching Staff General Assembly, which also reserves the right to make alterations to the regulations of the PPS in future time.

Master of Sciences degree (MSc)

General information

Yearly, the department publishes to the press and the website of the department the announcement for the PPS for the coming academic year.

Those interested have the right to submit their application within the period specified by the announcement. Applications should be accompanied by the requisite documents. Applications not accompanied by the requisite documents will not be considered at all.

The PPS accepts graduates from Physical Education and Sport Sciences departments, Psychology departments, Pedagogy departments, as well as other relevant established departments and institutions from Greece and abroad (according to the article 5 paragraph 12 of the law 2916/2001; FEK 114A').

The PPS accepts a maximum of 20 students per year. The exact number of students for each year is decided by the General Assembly. Foreign students holding scholarship are accepted in addition pending on the decision of the General Assembly. The tuition fees are determined by the General Assembly for each academic year.

Selection Criteria

The selection of candidates is based on a point system that takes into account (a) the number of points the candidates collect based on the CV criteria decided by the General Assembly (50%) and (b) the results of the exams (for Greek graduates) or interview (for international candidates) that may be conducted in person or by distance (e.g., electronically) (50%)

Applications and accompanying documents are submitted to the registry of the department and forwarded to the Students' Selection Committee. The committee is responsible to:

- Check for the timely submission of the applications.
- Check the relevance of the degree. Candidates should possess a degree in physical education and sport sciences, or a degree in psychology, or a degree in pedagogy, or a degree in a relevant area of studies (according to the article 5, paragraph 12 of the law 2916/2001) from a domestic or a foreign officially recognized department (the degree should be recognised by the Hellenic National Academic Recognition Information Centre).
- Check the language efficiency of candidates. The knowledge of English language is documented (at minimum) with a First Certificate in English. Graduates from an English speaking University are excluded from the aforementioned criterion.
- Evaluate the submitted documents and calculate scores for each candidate based on the following point system.

Point system

(see Table 1 for a summary)

Degree grade (maximum 30 points).

In the case of 10-point scale Degrees, the grade of the degree is multiplied with 3 (e.g. a degree of '8' receives 24 points). In case other scales are used the points are adjusted accordingly (the candidates have to provide official information regarding the grading system).

Dissertation – Bachelor thesis (maximum 5 points).

This should be certified by the institute that awarded the degree. The number of authors should be clearly stated. In case of more than one authors the points are divided accordingly (5 / number of authors).

Relevant working experience (maximum 5 points).

Every complete year of professional experience is granted 1 point. Therefore, 60 months of full-time employment is required to achieve maximum (5 points).

Applicants should submit official documents certifying their working experience.

Publications in scientific journals (maximum 35 points).

Publications should be relevant to the area of exercise and sport psychology and published in peer-reviewed journals. Articles in press should be accompanied by the acceptance letter from the editor. Candidates can submit up to four published papers. Points are granted as follows:

- Journals cited in established data bases, with impact factor ≥ 1 :
1st author 30 points; 2nd author 10 points; 3rd author and thereafter 5 points.

- ii. Journals cited in established data bases, with impact factor from .1 to .99
1st author 20 points; 2nd author 10 points; 3rd author and thereafter 5 points.
- ii. Journals cited in established data bases, without impact factor:
1st author 15 points; 2nd author 7 points; 3rd author and thereafter 5 points.
- Journals not cited in established data bases or professional journals:
1st author 5 points; 2nd author 4 points; 3rd author and thereafter 3 points.

Presentations in Scientific congresses and conferences (maximum 15 points).

The total of oral and poster presentations that are considered is four. Applicants should submit copies of the front page of the proceedings and the pages where the abstract appears. Points are granted as follows:

- International Congresses and Conferences (e.g. ISSP, FEPSAC, ECSS):
1st author 5 points; 2nd author 3 points; 3rd author and thereafter 2 points.
- Greek congresses and conferences:
1st author 3 points; 2nd author 2 points; 3rd author and thereafter 1 point.

Participation in funded Research project (maximum 4 points).

Applicants should submit a certificate from the institute or the research committee granted the project. A 12-month contract is required to obtain the maximum points. If the candidate has participated for less than 12 months the points are calculated based on the formula (months/12) * 4 (e.g. for a 3 month participation the candidates receives $3/12 * 4 = 1$ point).

English fluency (maximum 6 points).

Candidates are required to have First Certificate in English (as described in the selection criteria), which however is the minimum requirement (receives no points). Higher level certificates are granted points as follows (for certificates not included in the following list candidates should submit documents proving their equivalence with any of the below).

Three (3) points are awarded to candidates holding the following certificates

- Certificate in Advanced English (CAE) – University of Cambridge
- Advanced Level Certificate in English (ALCE) – Greek-American Association
- Certificate in Advanced Communication – Edexcel International London Examination (or other public institute)
- Test of English for International Communication (TOIEC) – Educational Testing Service / Chauncey, USA – grade over 785
- International English Language Testing System (IELTS) – University of Cambridge Local Examination Syndicate (UCLES); The British Council; IDP Education Australia IELTS Australia grade 6-7
- Business English Certificate - Higher – University of Cambridge Local Examination Syndicate
- Public Certificate of Language grade C1
- TOEFL grade between 180 and 212

Six (6) points are awarded to candidates holding the following certificates

- Certificate of Proficiency in English (CPE) – University of Cambridge or University of Michigan
- Certificate in Proficient Communication – Edexcel International London Examination (or other public institute)
- International English Language Testing System (IELTS) – University of Cambridge Local Examination Syndicate (UCLES); The British Council; IDP Education Australia IELTS Australia grade 7 and above
- TOEFL grade 213 and above
- Public Certificate of Language grade C2

The above points are also awarded to officially recognized equivalent degrees from other countries.

Candidates holding higher degrees from English-language institutes are also granted 6 points.

Second ‘First Degree’ (maximum 15 points for four-year programs).

Degrees from domestic or international Highest or Higher Educational Institutes in relevant areas. Points are calculated as follows: 1.5 * grade

Post-graduate Degree (maximum 30 points).

Candidates holding post-graduate degrees from domestic or international institutions are awarded points as follows:

- PhD, Doctarate, PEd, PharmD, etc. (30 points)
- 2-year or 120 ECTSs Masters degree (MSc, MEng, MA, etc.) (20 points).
- 1-year or 60 ECTSs Masters degree (10 points).

Table 1. Summary of point system.

	Criterion	Maximum Points
1.	Degree grade	30
2.	Dissertation – Bachelor thesis	5
3.	Working experience	5
4.	Publications in scientific journals	35
6.	Congress Presentations	15
7.	Participation in funded research project	4
8.	English fluency	6
	Total	100
9.	Second ‘first degree’	15
10.	Postgraduate degree	30

Course outline for the MSc degree

The program offers 10 modules which are presented in Table 2. In addition, the program offers the seminars described in Table 3. Seminars 1 and 2 are introductory and are offered before the start of the modules. Finally, a dissertation and the practicum (applied practice) should be completed (Table 4).

1. The course runs over four semesters.

2. For the fulfilment of the course 120 ECTS are required. These can be acquired through compulsory and optional modules and seminars and the completion of a master's thesis. The required ECTS are provided as follows:

	Modules	ECTS
1	Research methods and statistics	8
2	Social-Psychological foundations of sport and physical activity	8
3	Psychological skills in physical activities and sports	8
4	Psychology in physical education and youth sport	8
5	Personnel Psychology in sport, education and health organizations	8
6	Exercise and Health Education	8
7	Counselling clinical populations	8
8	Exercise psychology in the elderly	8
9	Promoting Health, Exercise and Recreation programs	8
10	Motor learning, Physical activity and health	8

	Seminars	ECTS
1	SPSS	1
2	Literature search in electronic data bases	1
3	Invited Seminars	2
4	Presenting research and writing-up thesis	2
5	Psychological skills training	3

		ECTS
	Master's thesis	30
	Applied training in exercise and sport psychology	13

- Modules 1, 2, 3 and 4 (Research methods and statistics, Social-psychological bases of exercise and physical activity, and Psychological skills training, and psychology in physical education and youth sport) are compulsory, while the rest are optional. For successful completion of modules attendance is required.
- Students are eligible to choose two modules from other postgraduate programs in replacement of two modules of the program, provided that the modules chosen are related to the sport and exercise sciences domain or to research methods and statistics. Students should apply to the Coordinative Committee for Post-graduate studies (at least one month in advance of the starting day of the modules chosen), provide the outline of the modules and get the approval of the Assembly. If the modules chosen have different ECTS, then the transfer of the ECTS is regulated by the Coordinative Committee in cooperation with the corresponding teaching staff.
- Students not holding a degree in a sport or exercise related domain are required to attend modules from the undergraduate program of study following the recommendations of the Coordinative Committee for Post-graduate studies.
- The minimum duration of each semester is 12 weeks. Each lecture lasts 3 teaching hours. Students are evaluated for each module based on their performance in the module assignments (essays, presentations, exams) according to the guidelines provided for each module.

- Attendance for all modules taken is compulsory. Students missing more than 1/4 of the total hours taught are required to re-attend the module.
- The maximum number of modules students are allowed to attend within a semester is four.
- Modules run in small classes and emphasis is placed on autonomous and cooperative learning. Part or all of the teaching may be delivered in English.
- In addition to the department's staff, professors and experts from domestic and foreign Universities will be often invited to teach, in particular professors from the European University Network² that runs the European Master of Sport and Exercise Psychology.
- Each year 2-3 students will have the chance to participate to the Intensive Course of the European Master of Sport and Exercise Psychology (8 ECTS) and also to attend an 'abroad' semester in one of the Network's Universities. The largest part of the expenses will be covered through the ERASMUS program. In addition, the Postgraduate Program offers as scholarship an additional amount of money, which is decided from the Teaching Staff General Assembly, depending on the number of applicants. Students attending at least one semester and ensure 30ECTS in one of the Network's Universities will obtain 'double degree'. According to the law 3404/2005 and the agreement between the universities the double degree will be awarded from the University of Thessaly and the university where the student attended the 'abroad' semester.

Master's thesis

All students are required to fulfil a research thesis. For each student the Coordinative Committee appoints one supervisor and two advisors, who compose the student's thesis committee. The supervisor must be a member of the teaching staff of the PPS, or member of the teaching staff from the European Master of Sport and Exercise Psychology. Advisors can be members of the teaching staff, or other academics from the department, or other departments (domestic or international). Advisors should possess a PhD in relevant areas and proven academic records in the area of research. The supervisor is responsible for the progress of the thesis. The evaluation of the thesis is made by the thesis committee.

Before the beginning of the 4th semester each student should submit a thesis proposal to the prospective supervisor. At the beginning of the 4th semester the Coordinative Committee appoints the supervisor and the two advisors. The thesis proposal should also be submitted to and approved by the research ethics committee of the department. The final approval of the proposal is given by the supervisor. Students can then commence the data collection, analyses and writing-up of their thesis. Guidelines for

² University of Jyväskylä, Autonomous University of Barcelona, Lund University, Norwegian School of Sport Sciences, University of Leipzig, University of Copenhagen, Leuven Catholic University, University of Montpellier 1, Lisbon Technical University, Halmstad University College.

the presentation of the thesis are provided in the department's website.

The topic of the research thesis should involve contemporary issues of exercise psychology, sport psychology, and psychology of physical education and physical activity. Research should be original. Students are encouraged to present their findings in scientific conferences and publish them in scientific journals. The development of research expertise is essential for students wishing to pursue doctoral studies.

Upon completing the writing-up of the thesis candidates should submit the dissertation to the thesis committee. Candidates should also complete a presentation application addressed to the registry accompanied by a copy of the abstract in Greek and English. The date of the public presentation is decided by the supervisor and the registry announces the event.

The evaluation of the thesis is made by the thesis committee. For the thesis to be approved there should be agreement between two of the three members of the committee. In case the evaluation is positive the candidate should make the amendments required by the board and submit the final draft to the library in hard and electronic copies. In case the evaluation is negative (fail), the Coordinative Committee sets a new date for the re-evaluation of the thesis, at least three months after the first. In case of second failure the candidate is rejected and the registration is terminated.

The approved thesis should be submitted to the library in a print copy and an electronic copy.

Applied Practice (Practicum)

The applied practice takes place under the guidance of an accredited sport psychologist on issues concerning exercise behaviours, health behaviours, sport performance, rehabilitation, and school physical education.

To begin their applied practice students should have completed the relevant seminars aiming at developing their applied skills. The seminars run over the first 2 semesters. The applied practice can commence at the 3rd semester. Students are responsible for ensuring a place and participants for their applied practice.

The combination of applied practice, modules, seminars and research required by the MSc program covers a significant part of the accreditation criteria set by The Hellenic Society of Sport Psychology, for Accredited Sport Psychologists.

Evaluation

The evaluation of the students for each module is made solely and independently by the member of the staff to whom the module has been assigned by the Coordinative Committee, pending on the performance of the student in the module assignments (essays, presentations, examinations) and according to the guidelines provided for each module.

Grades are given on a 10-point scale (for domestic use) which is also transferred from A to F according to the European Credit and Accumulation Transfer System (ECTS).

The minimum grade for passing a module is 5 or E according to ECTS. Students can only fail once in each module. In case of failure students are allowed to be re-evaluated once during the extra examination period (the September of each year). If students fail for a second time, the Coordinative Committee should normally recommend that the student re-attend the module. Failing to pass after re-attending the module results in the termination of the registration.

Doctor of Philosophy degree (PhD)

Selection criteria

Applications for the degree of PhD may be submitted to the secretariat throughout the year. Applications (apart from the documents required by the PPS described in the previous section) should be accompanied by a document completed by the prospective supervisor, who denote his/her intention to undertake the supervision of the applicant. Supervisor can be any member of the department's academic staff holding the position of Professor, Associate Professor, or Senior Lecturer (Assistant Professor, a position requiring a PhD degree and a minimum of two years experience in research and teaching in Highest or Higher Educational or Research Institutions after PhD conferment). The Coordinative Committee evaluates the applications and makes its recommendations regarding the approval or rejection of the application to the General Assembly, which takes the final decision.

Applicants should hold a domestic Master's degree or an equivalent degree from international institutes (recognised by the Hellenic National Academic Recognition Information Centre). Holders of a master's degree who have not fulfilled a master thesis are not eligible to apply.

Degree outline

Requirements for the fulfilment of the PhD degree:

1. Candidates should attend and pass five modules from the PPS master's program or other master programs. PhD candidates are also required to attend specific seminars organised by the Coordinative Committee.
2. Candidates should publish at least two original research articles in established peer-refereed journals. One of the articles should be published in an international journal. The papers should be a product of the doctoral research.
3. For each student the Teaching Staff General Assembly appoints a thesis committee which consists of 3 members (a supervisor and two advisors) and is responsible for the progress of the candidate. The supervisor can be any member of the department's academic staff holding the position of Professor, Associate Professor, or Senior Lecturer (Assistant Professor). The two advisors can be members of the teaching staff of the department, or other departments (domestic or international). Advisors should possess a PhD in relevant areas and proven academic records in the area of research.
4. Candidates should submit their research proposal within one year after their registration. Guidelines for proposals are provided in the department's website. The proposal should be approved by the supervisor and the research ethics committee of the department.
5. During the conduct of the doctoral studies candidates should collect and analyse their data. The rules governing the research procedures are described in the department's website.

6. Upon completion of the data collection and analysis candidates are required to write-up their thesis. Guidelines for the writing-up process are provided in the department's website.
7. The doctoral thesis is judged by an examiners committee consisting of 7 members: the supervisor, the two advisors (provided that they are regular academics), and 4 other academics appointed by the Teaching Staff General Assembly, following the recommendation of the Coordinative Committee. These can be academics with relevant academic positions from the department, or other departments (law 3685/16-7-2008).
8. The evaluation of the thesis is made after the candidates have presented publicly their research. The thesis committee judges the originality of the research, and its contribution to knowledge. For the degree to be awarded at least 5 of the 7 members of the thesis committee should consent. The degree is conferred from the Teaching Staff General Assembly.
9. The thesis is evaluated on a 10-point scale (for domestic use) which is also transferred from A to F according to the ECTS. In case of failure a new evaluation date is set by the Coordinative Committee at least three months after the initial evaluation. In case of second failure the registration of the candidate is terminated.
10. The approved thesis should be submitted to the library in a print copy and an electronic copy.

General information on the Postgraduate program of study

Registration

Students should register every semester within the period specified in the academic calendar. Failure to register in time results in the loss of the semester. In such case, the Teaching Staff General Assembly decides for the continuation of the student's registration thereafter considering the recommendation of the Coordinative Committee.

Tuition fees can be paid in advance, or at the beginning of each semester prior to registration. In case of termination of registration fees that have been paid are not returned.

Student status is obtained upon registration of the student to the PPS. The PPS is a full-time program and students are required to attend all compulsory and optional modules. Under exceptional circumstances the Coordinative Committee can allow part-time attendance or temporary interruption of a student's registration.

Class Attendance

Attendance of all modules is compulsory. Problems related to class attendance are dealt primarily by the module leader, and if required by the Director of the Program and the Coordinative Committee.

Students that fail to attend at least 75% of the hours delivered in each module are not eligible to participate in the exams.

Students having failed to complete attendance of one module may be allowed by the Coordinative Committee to attend this module from the beginning.

Every student has the right to defer attendance of the program or the thesis once.

Student's representation and care

Post-graduate students participate in the Teaching Staff General Assembly by representatives.

Post-graduate students are eligible to accommodation and subsistence benefits according to the relevant legislation.

Code of conduct

The boards and committees of the PPS have the right to impose penalties to students. Depending on the severity of the misconduct these may result in the termination of the registration.

Plagiarism, stealing and inventing data, and any other kind of unethical conduct may result in the termination of the registration.

Research should comply with the ethical rules regarding the respect to the personality and the integrity of participants.

Informed consent should always be obtained from participants.

Website

The official website of the PPS may contain useful information and guidance not included in this study guide. Therefore, it is vital that students frequently visit the site and get necessary updates and announcements.

Decisions and results are announced through the website.

Funding

The PPS is funded through the tuition fees. The tuition fees is decided each year by the Teaching Staff General Assembly.

Expenses

The incomes of the PPS are used for

- Hiring administrative staff
- Equipment and materials, telecommunications, teaching-related expenses, promotion and administrative support
- Travelling expenses and subsistence for invited professors
- Travelling expenses for the teaching staff for research and administrative purposes
- Scholarships and financial support for students
- Expenses for the development of the PPS
- Special expenses following decisions of the Teaching Staff General Assembly

Scholarships

Scholarships are normally provided to support students opting to take part of their studies in one of the European Network Universities for obtaining a double degree. Students interested in studying in one of the European Network Universities should apply to the registry before the end of October each academic year. The application is forwarded to the registry of the respective university and the student can apply for a scholarship upon acceptance. The percentage of students supported through scholarships cannot exceed the 30% of registered students each year. In case the applications exceed the available scholarships, students holding the higher grades by the time the Teaching Staff General Assembly decides on the applications will be awarded the scholarships.

Teaching staff duties

Members of the teaching staff are required to:

1. be approachable, cooperative, and share knowledge and experiences without discriminations.
2. present thorough and precise outlines for the taught modules, including guidelines and references to the contemporary literature.
3. allow student to access their examination papers and essays after the announcement of the marks and offer justification on marks awarded.
4. expand their knowledge and keep informed with the cotemporary literature in order to provide high standard scientific services.
5. promote and defend research ethics, and set clear boundaries with regard to ethical rules.
6. inform timely the Director of the PPS in case he/she can no longer supervise a student, so that the supervision of the student can be assigned to another member of the staff.

Members of the teaching staff who supervise theses are required to:

1. meet regularly and according to the needs of the supervisee, and help them design, organise, and write the research proposal.
2. have the final responsibility for the research topic for each of the supervisees and help them complete their thesis.
3. protect the rights of the students with regard to participation in the research process, their data, their thesis (which is copyrighted to the student), and the future use of the data.

Student duties

Students should:

1. work towards the expansion of their knowledge and keep informed on contemporary issues related to the scientific domain, in order to complete successfully their postgraduate education.
2. defend the value of scientific procedures and respect the ethical rules governing research.
3. accept the regulations of the University of Thessaly.
4. be approachable and cooperative with members of the teaching staff, submit essays in time, and behave with respect to all members of the staff without discrimination.

5. visit frequently the webpage of the PPS to keep informed on issues concerning modules and exams.
6. inform timely the Director of the program in case they are not capable of continuing their studies for any reason, or in case they wish to apply for a temporary interruption of studies.
7. fulfil their financial obligations. Students are required to pay the 1/4 of the total fees on registration and respectively at the end of the 1st, the 2nd, and the 3rd semester.
8. respect the regulations regarding the use of the equipment and the facilities. Using and loaning equipment is regulated by the university rules, and students are responsible for replacing damaged or lost materials and equipment.
9. return upon completion of use the material borrowed by the library or the laboratories in good condition. The PPS has the right to postpone the conferment of a degree until all borrowed materials have been returned or replaced.
10. be aware that all submitted essays or project should be original. In any case, violation of this condition will be punished. The maximum penalty may be the termination of the registration.

Evaluation of the program

Evaluation is a requisite for the development of the PPS and the educational quality.

The evaluation for each module will be carried out by (a) the students attending the module, and (b) the teaching staff.

Students will evaluate through anonymous and confidential questionnaires (a) the quality of the module and the appropriateness of the subjects taught, (b) the quality of teaching and the qualities of the teacher, and (c) the quality of the means, the materials and the equipments that were used. The evaluation will take place during the last week of the semester and the questionnaires will be placed in envelopes that will be handed to the registry directly from the students.

Members of the staff will evaluate the quality of teaching through observation during the semester in one or more occasions based on criteria set by the evaluation committee.

Evaluation of the overall PPS will be carried out from students and members of the teaching staff through anonymous questionnaires at the end of each academic year.

Evaluation of the overall PPS will be occasionally carried out by external evaluators appointed by the Teaching Staff General Assembly, or superior bodies assigned through National and European legislation.

Revision of the Postgraduate Program of Studies

Decisions regarding the revision of the PPS can be taken by the Teaching Staff General Assembly. The director of the PPS in cooperation with the Program of Study and Evaluation Committee has the authority to suggest alterations or revisions to the program.