



**UNIVERSITY OF THE
PELOPONNESE**

**INTERNAL RULES
OF PROCEDURE**

CHAPTER 1: EMBLEM - STAMP

The University of the Peloponnese has Pelopas on a chariot as its emblem. The University of Peloponnese has a round stamp, which has the dimensions and elements provided in the current legislation. In the middle circle, in particular, the indication UNIVERSITY OF PELOPONNESE is written and on the seals of the Schools and the Departments, the title of the School or the Department is also written, respectively. The title of the University in its international relations is given as "University of the Peloponnese" (and abbreviated "UoP").

CHAPTER 2: STRATEGIC PLANNING AND SOCIAL ACCOUNTABILITY

The University of Peloponnese seeks to promote scientific knowledge, offer the highest level of education, and contribute to the dissemination of science in society in a variety of ways based on internationally recognized criteria and practices.

It also seeks to develop the free thought and critical ability and skills of its students, to ensure the professional integration of its graduates, and to create the necessary conditions for the emergence of new researchers and responsible citizens.

The activity of all the bodies of the academic community contributes to the progress of science and research, to the improvement of education, and the constant fulfilment of the leading role of the University in terms of modern scientific, social, cultural, and technological development.

Every activity of the University is based on the principles of democracy, meritocracy, and good management and accountability and aims at the cultivation and promotion of humanitarian ideals and culture.

The University functions as an active link of Greek society with the wider European and international environment. It also supports the continuous promotion of democratic institutions and appropriate practices that contribute to the development and social recognition of science.

In order to achieve the above, and within the framework of its principles and the law, the University seeks and accepts the cooperation with other natural and legal persons.

CHAPTER 3: ORGANIZATION OF INTERNAL OPERATION OF THE INSTITUTION

ARTICLE 1: ACADEMIC COMPOSITION - UNIVERSITY BODIES

The University consists of Schools. The Schools are divided into Departments and the Departments are divided into Sectors.

Educational and/or Research Laboratories or Clinics or Museums may be established and operate at the University to support the educational and

research operation of the Institution. The Laboratories, the Clinics, the Museums, and related units may belong to a Sector, Department, or School.

The issues of their organization and operation are regulated in their Internal Rules of Procedure following the existing provisions.

The bodies of the University are divided into one-person bodies and collective bodies. The one-person bodies are: a) the Rector, b) the Vice-Rectors, c) the Deans of the Schools, d) the Presidents and the Vice-Presidents of the Departments, e) the Directors of Sectors. ¹

The collective bodies are: a) the Senate, b) the Rector's Council, c) the General Assembly of the School, d) the Dean of the School, e) the Assembly of the Department, f) the General Assembly of the Sector.

ARTICLE 2: SELECTION OF ONE-PERSON BODIES

The procedure for the election of the Rector is defined by the existing provisions. A Faculty member of the first level of the University of Peloponnese is elected as a Rector, for a term of office of four (4) years. The start and end dates of the term of office are defined in the notice. A Faculty member of the first level or an associate professor of the University of Peloponnese is elected for the same term of office as Vice-Rector.

The procedure for the election of the Dean and the President of the School is defined by the existing provisions, respectively.

A Faculty member of first level or full-time associate professor of the relevant School is elected as Dean, for a term of office of three (3) years.

A Faculty member of first level or an associate professor of the relevant Department is elected as President or Deputy President of the Department full-time for a term of office of two (2) years, according to the current legislation.

If there are no faculty members of the first two levels an assistant professor can also apply for candidacy.

If there are no candidacies, the President of the Department is appointed by the Senate from among the existing faculty members of the Department, with priority in the first two levels and up to the level of assistant professor. The start and end dates of the term of office are defined in the notice.

ARTICLE 3: ESTABLISHMENT OF THE COLLECTIVE BODIES OF THE UNIVERSITY

The collective bodies are: a) the Senate, b) the Rector's Council, c) the General Assembly of the School, d) the Dean of the School, e) the Assembly of

¹ Throughout the text where the male is mentioned (Rector, professor, researcher, employee, student, etc.) the corresponding use of the female is meant as well as the vice versa unless there is a clear differentiation.

the Department, f) the General Assembly of the Sector. Their composition is defined in the current legislation.

The invitation to the representatives of each category for participation in the collective bodies in which they participate can be done in writing, by e-mail or

by any other appropriate means, which allows the confirmation of the receipt of the invitation.

ARTICLE 4: GENERAL RULES FOR THE OPERATION OF COLLECTIVE BODIES

The convening and meetings of the collegiate bodies of the University are governed by the following rules unless there is a different legal regulation.

a) The collective body shall be convened by its Chairman (or in the event of his / her being unable to attend, is absent or missing by his / her legal representative) by written invitation, which may be distributed by fax or e-mail or by any other appropriate means of confirming receipt of the invitation, indicating the time, place and agenda of the meeting, which shall always be drawn up in collaboration with the Secretary of the institution. The invitation and the agenda with the necessary informational material are distributed to the regular members with the notice to inform their deputies at least two working days before the meeting. This deadline may be shortened in case of urgency, but then the invitation must be in writing and the reasons that made the shortening necessary must be confirmed. For exceptional cases under the responsibility of the President and with a specific written justification, the correct repetition of the agenda is allowed no later than two (2) hours before the time of convening the body. In case of urgency, the invitation can be made by phone or electronically, in which case it is proved by a note in a special book kept by the Secretary. The issues on the agenda are suggested by the President or another member of the body appointed by him/her. The invitation of the members of the collective body is not required when the meetings are held on regular dates, determined by its decision, which is notified to its members.

b) The meetings of the collective bodies, unless otherwise provided by law, are secret. The presence of other persons at the meeting, except for the members and the secretary or any persons specially defined by law, is not allowed. The collective body, however, may invite, for information or provision of evidence, officials or other persons, who leave before the beginning of the meeting. Furthermore, the collective body may, with the agreement of two-thirds of the members present, allow official or other

persons to be present as observers. Observers may be given the floor by the chair, with the consent of the body. The collective body may also arrange that a specific meeting is held in public, in particular for formal meetings. When the law provides for a public meeting of the collective body, the place and time of the meeting shall be announced promptly, and in any case at least forty-eight (48) hours before the meeting, in an appropriate manner, to enable the attendance and presence of interested parties. The observance of publicity must be attested to in the relevant minutes. The meetings are held in appropriate rooms and at a suitable time, so that, as far as possible, the educational work is not hindered.

c) The suggestions are read or developed in writing or orally, respectively, by the legal rapporteurs of each topic.

d) Clarifications may be made on the suggestions by the members of the body to which the rapporteurs answer.

The determination of the day of the regular meetings of the collective bodies is made by a decision of the President.

The collective body meets when invited by its President. The collective body is also convened if requested by the President in writing by one-third (1/3) of all its members, specifying the issue or issues to be discussed. In the latter case, the extraordinary convening of the body is mandatory for the President and must be done no later than ten (10) working days from the submission of the above-written application to the relevant Secretariat of the collective body. The request for the extraordinary convening of the body must also contain the issue or issues of the agenda to which it refers. If at the beginning of the meeting at least half of the members who signed the request are not present, then it is considered that it has been withdrawn and the meeting is cancelled.

In the event that the above number of members of a collective body request the convening of the body or the inclusion of a specific issue on the agenda for discussion and this body is not convened within the deadline or the issue is not included in the agenda by the President, the body is then convened and the agenda is prepared and notified, at the request of the interested parties, by the Dean of the School for the Assembly of the Department or the General Assembly of the Department, or, in any case, by the Rector, who chairs the meeting.

The meetings of the collective body take place in the space designated as the meeting room of this body. The institution may meet by teleconference, if the President and its members decide so with justification, in accordance with applicable law.

At the beginning of the meeting, the President verifies the existence of a quorum. The collective body meets legally when more than half of the regular members (quorum) participate in its composition, as regular or alternate members. The quorum must be present throughout the meeting. If, after sixty minutes from the time of the meeting specified in the invitation, there is no quorum, the meeting must be cancelled and the relevant minutes are written. The body may be convened again, at the earliest in twenty-four (24) hours, at the same place and with the same agenda. At this meeting, there is a quorum if full or alternate members corresponding to at least one-third (1/3) of the total regular members of the body, and in any case, not less than three (3) regular or alternate members participate. In the three-member collective bodies, for the existence of a quorum, the presence of all three (3) regular or alternate members is required.

e) The agenda of the meetings of the collective body is drawn up by the President, subject to the provisions of this article.

f) The issues on the agenda are discussed in the order in which they are listed. With the decision of the majority of those present, the order may be changed. Before the start of the agenda or after the exhaustion of the issues, announcements may be made by the Chairman of the collective body and/or the members of the collective body. The announcements are not discussed and no decisions are made on these.

Meetings:

- a) The rapporteur for the issues on the agenda is the President or the member of the body appointed by the President as rapporteur on a specific issue or who has requested the discussion of the specific issue. Each body may invite to the meeting, for information or clarification on any issue on the agenda, any member of the academic community, or a third person who leaves before the start of the discussion. Concerning the participation of the administrative employees of the Institution, in particular, it is under the approval of the Rector or the Vice-Rector in charge of the administrative services.
- b) Clarifications on the presentations are answered by the rapporteurs. Discussion is free for all members of the body, using reasonable time to develop their views. The time for each placement can be determined by the President.
- c) Following are the rapporteurs' comments, which comment on possible new proposals or amendments.
- d) Suggestions and any proposals or amendments shall be put to the vote if there is no unanimity of the members present with the right to vote.

In the case of unanimity, it is considered that a vote has been taken and that the result is unanimously positive. Voting is transparent and is done by show of hands. Decisions of the institution are taken by an absolute majority of the present members unless otherwise provided by law, the Organization, or the current Internal Rules of Procedure, and an increased majority is required. The roll-call vote is done in alphabetical order, after the letter from which it will start is drawn. The chairman votes last, and in the event of a tie, his/her opinion prevails. Unless otherwise specified, blank votes and abstentions shall not be taken into account in the voting result, in accordance with applicable law. If more than two proposals are put to the vote, without any of the absolute majority of the members present, then the voting is repeated between the two proposals with the highest number of votes.

- e) The body of the collegial body decides on any procedural issue that arises.
- f) The floor is given by the Acting President of the institution as a matter of priority if procedural issues or personal issues arise if he deems that such issues exist. The minutes of the meetings of the institution are kept under the responsibility of the President and his Secretary in printed and electronic form. The Secretary of the collective body may be assisted by other members of the Secretariat of the body. The Secretary is in charge and has the joint responsibility with the President of the observance and the drafting of the relevant minutes, which after their clarification are signed by them and no further validation is needed. The minutes of the meetings of the collective body are valid only when they are signed by the Chairman or his Deputy. The discussions, the proposals submitted, the decisions taken on each issue, summarizing their reasoning, as well as the results of the relevant votes, are recorded in the minutes in a concise but comprehensive manner, and/or as such, if applicable. Special care is taken for the accurate recording of decisions. The members of the institution may request that specific views or justifications for their vote be recorded in the minutes, as well as submit to the Secretary by the end of the meeting a relevant note, which is recorded in the minutes as such provided that it has been read at the meeting of the body unless the body agrees not to read it. Proposals by dictation are not included in the minutes unless submitted in writing. Certified extracts of minutes are issued by decision of the President of the body to any interested party who has a legal interest after a written request in accordance with the provisions. The Decisions of the collective bodies

are implemented by the President, after authorization of the body and before the validation of the minutes, unless a special decision is taken that the implementation of either some or all of the decisions taken at this meeting will take place after a period which will be set or after the validation of the minutes. This decision can be taken at the end of the meeting.

- g) The President may interrupt the meeting for a short break or even permanently. With the consent of the body, the meeting may be interrupted for a longer period, but continuing on the same or the next day at the latest, otherwise, it is deemed to have been permanently stopped.
- h) Members of the university community who in any way hinder the operation of the collective bodies of the Institution, fall into disciplinary misconduct. The relevant procedures of disciplinary control are initiated by the Rector.

The Rector can participate in the meetings of the collective bodies of the Institution to facilitate their work and the better cooperation of the University Authorities.

Where the representation of the students of any circle of studies in the collective bodies of the Institution is provided for, the representatives of the students are elected by all the respective active students, with a single ballot paper and direct, universal, and secret voting.

The students participate, through their legally appointed representatives, actively in the administrative activities of the collective bodies, contributing to the organization and operation of the administrative and educational processes of the Schools, the Departments, and the University in general. The suggestion of the representatives of the undergraduate students, full-time and part-time students, is accepted by the relevant university bodies, provided that in the relevant document of the Board of Directors of the Student Association there is a signature of the President and the Secretary of the Board of Directors and the seal of the Association.

ARTICLE 5: MEETINGS OF COLLECTIVE BODIES DURING HOLIDAYS

The sessions of the collective bodies of the Institution are interrupted during the holidays determined by the Senate. However, in an exceptional case, by a decision of the Senate or, if this is not possible, of the Rector, authorized for this purpose by the Senate by a simple majority, they may meet during this period, following a reasoned request by the President or by 1 / 3 of the members of the collective body.

CHAPTER 4: SPECIAL ACCOUNT OF RESEARCH FUNDS (ELKE)

A Special Account for Research Funds (ELKE), for the management and utilization of funds for scientific research, education, training, technological development, and innovation, as well as the provision of related services, has been established and operates at the University of Peloponnese to achieve its goal.

The aim of ELKE is the management and allocation of funds that come from any source, as well as from its resources, and are intended to cover expenses, of any kind, which are necessary for the needs of conducting research, educational, training, development, as well as on-going training projects, seminars and conferences, the provision of scientific, technological and artistic services, the conduction of specific and clinical studies, the performance of tests, measurements, laboratory tests and analyses, the provision of opinions, the drafting of specifications on behalf of third parties, the design and implementation of scientific, research, cultural and developmental programs and other related services, for the benefit of the University.

The Research and Management Committee of ELKE is the decision-making body of ELKE and is distinct from the governing bodies of the University. The Committee is established by a decision of the Rector and consists of representatives of all Departments and the Vice-Rector for Research, as Chairman. Each representative of the Department is nominated together with his/her deputy by the Assembly of the Department to which he/she belongs, at least two months before the end of the term of the members of the Committee. Each representative of the Department is nominated together with his / her deputy by the Assembly of the Department to which he/she belongs, at least two months before the end of the term of office of the members of the Committee.

The Management of the Financial and Administrative Support Unit (Unit) of ELKE is staffed according to the needs, either by the staff of the University, which exercises responsibilities of financial nature and is available with a decision of the Rector's Council or by staff hired, with a decision of the Commission, with fixed-term employment contracts or project contracts and is paid by the credits of the projects of ELKE.

CHAPTER 5: LIBRARY AND INFORMATION CENTER

At the University of Peloponnese operates as an independent and decentralized service at the level of Management, a single Library entitled "Library and Information Center of the University of Peloponnese (LIIC).

The mission of the unified Central Library is to strengthen and support the educational and research activities of the Institution, its contribution to the management, provision, and dissemination of specialized information to the

wider national and international community, and its substantial participation in every activity for education and culture.

The operation of LIIC is determined by no. 24 / 7.10.2014 decision of the Senate of the University of Peloponnese (APA: 6001469B7Δ-ΠΦ7), with Subject: "Approval of the operating regulations of the Library and Information Center of the University of Peloponnese and any subsequent amendments."

LIIC includes the Central Library and its Branches. Branches of the Central Library are the School Libraries. A precondition for the establishment and operation of Branches of the Central Library of the Institution is the securing by the Institution of the conditions of their uninterrupted operation by the provision of a sufficient number of scientific and other personnel and financial resources. The Branches are administratively part of the Central Library of the Institution and constitute a single unit with it both in terms of human resources and in terms of development policy and financial resource management.

LIIC is managed by its Director. In case the position of the Director is not covered organically, his/her duties are assigned by a decision of the Senate to a specialized member of the Library staff. The Branches are directed by employees of the Library appointed by a decision of the Senate, after a suggestion of the Director of LIIC and a proposal of the relevant Vice-Rector and who have the formal qualifications and perform the duties defined in the Regulations of LIIC.

Undergraduate or postgraduate students have the opportunity to be employed at LIIC, being paid from the Institution's resources. The selection process is determined by a relevant decision of the Senate after a recommendation of the Supervisory Committee of LIIC.

Responsible for the supervision of LIIC of the University is the Supervisory Committee of LIIC, which is appointed by the Senate of the University after the recommendation of the relevant Vice-Rector with a three-year term of office and the possibility of renewal. The Supervisory Committee (SC) consists of five (5) faculty members, one from each School, of whom the President and the Vice-President are appointed, the Director of the unified Central Library, as a voting rapporteur, one (1) librarian, who at the same time writes the minutes of the meetings and finally one (1) representative of the student associations. The student representatives are appointed by the representative of the respective students participating in the Senate. If student representatives have not been nominated or are being nominated, the SC is formed and meets legally with the other members.

The Supervisory Committee of LIIC of the University, in collaboration with its Director, supervises its operation and suggests, through the relevant Vice-Rector, to the Senate the formulation of its overall policy. It is a link of LIIC with the administration of the University and the educational

Departments of the University and promotes the issues of LIIC in the decision-making centres of the Institution. It also distributes the funds of LIIC, after a suggestion of its Director and proposes, through the relevant Vice-Rector, to the Senate the relevant amounts of the annual budget. It drafts and reviews, when necessary, its Internal Rules of Procedure, evaluates the quality of its services to members of the academic community and suggests ways of improving it.

All those who belong to the university community are automatically considered members of the Library and have the right to use all its services upon presentation of their Academic Identity. All those who belong to the university community are automatically considered members of the Library and have the right to use all its services upon presentation of their Academic Identity. When a natural person ceases to be a member of the University of Peloponnese or a student, all relevant privileges cease to apply and is deleted from the automated system

The return of the borrowed material is mandatory. Especially for students, it is a prerequisite for obtaining their degree.

CHAPTER 6: STRUCTURES - COUNCILS - COMMITTEES

In order to achieve the most efficient operation of the Institution, committees of a purely preparatory-advisory nature may be established, by a decision of the Senate, following a proposal of the Rector's Council.

Other advisory committees may be set up, as appropriate, by decisions of the Senate, the Dean's Office, or the Department, if they concern the operation of a School or its Departments. These decisions will provide for the aims of the committees, the number and the method of appointing their members, their composition, their coordination procedures, and the duration of their operation.

The work of each committee is recorded and evaluated by the body of the Institution that establishes each committee.

-QUALITY ASSURANCE UNIT (QAU)

The central coordinating body of the assurance and quality improvement procedures of the University is the Quality Assurance Unit (QAU). Its operation is governed by current legislation.

-TRAINING AND LIFELONG LEARNING CENTER (TLLC)

The TLLC is a unit of the Institution that ensures the coordination and interdisciplinary cooperation in the development of training programs, continuing education, training, and in general lifelong learning. Its operation is governed by applicable law. Its operation is governed by current legislation.

POSTGRADUATE STUDIES COMMITTEE

The Committee for Postgraduate Studies is established at the University and consists of the Vice-Rector for Academic Affairs, who acts as president, and the Deans of the relevant Institution as members. It is the responsibility of the Committee to propose to the Senate the establishment or re-establishment of postgraduate programs but also issues of general interest for postgraduate studies at the University.

- STRATEGIC PLANNING AND DEVELOPMENT COMMITTEE

The Deans of the Schools, the presidents of the Departments, and the Vice-Rector for Finance, Planning and Development participate in the formation of the Strategic Planning and Development Committee. Any change in the composition will be decided by the University Senate. The Commission aims to coordinate and homogenize the actions for the elaboration of the strategic planning both at a central level and at the level of the Faculties and Departments of the University of Peloponnese. The Committee will focus on issues of academic, spatial, regional, and scientific planning and development but also on the synthesis of a unified strategy which will reflect, as far as possible, the proposals of the Faculties and Departments. Under the responsibility of each Dean, a Strategic Planning and Development Committee of the School is created, in which the Presidents of the Departments must participate.

-ETHICS COMMITTEE

The Ethics Committee of the University of Peloponnese is established and operates in accordance with the existing provisions and consists of the Vice-Rector for Academic Affairs and Student Welfare and the Deans of the Schools of the University of Peloponnese.

- RESEARCH ETHICS AND ETHICS COMMITTEE

The Research Ethics and Ethics Committee is established and operates in accordance with the existing provisions.

CHAPTER 7: LABORATORIES, MUSEUMS AND RELATED UNITS (Archives, Study rooms, Collections)

With an act of the Rector, following a decision of the Senate, which is taken upon the recommendation of the General Assembly of the Sector or the Assembly of the Department or the Dean of the School, depending on whether the unit to be established will join a Sector, Department or School, a Laboratory, Museum or related units may be established, in accordance with current legislation. The proposal for the establishment of laboratories, museums, or related units includes their internal rules of procedure. The act

of the Rector, which includes the above Internal Rules of procedure, is published in the Government Gazette.

Each Laboratory, Museum, or related unit is managed by a faculty member, of a corresponding subject, who belongs to the academic unit (Sector, Department or School), to which the Laboratory, Museum or related unit belongs. The term of office of the Director is three (3) years. It is possible to elect the same person as Director for more than one term of office. The status of Director is not incompatible with the status of a one-person body or a member of a collective body of the University.

The Director is replaced, in case of absence or an impediment, by Faculty members of a corresponding subject, of the same Laboratory or the same Clinic, and in particular, by the oldest Faculty member starting from the first level and moving downwards up the level of Assistant Professor.

Three (3) months before the end of the term of office of the serving Director, by decision of the head of the academic unit to which the Laboratory belongs, the position of Director must be advertised. The decision is notified to the members of the electorate, which consists of the Faculty members who participate in the General Assembly of the Sector or the Assembly of the Department or the General Assembly of the School, depending on whether the Laboratory belongs to a Sector, Department or School. Within an exclusive period of ten (10) working days from the day following the date of notification of the invitation, the applications for expression of interest for the position of Director are submitted to the Secretariat of the relevant academic unit. Within an exclusive period of ten (10) working days from the expiration of the deadline of the previous paragraph, the head of the relevant academic unit convenes the electorate, in order to proceed with the election of the Director, by direct and secret voting. The candidate who obtains the absolute majority of valid votes is elected as a director. If no candidate obtains the required majority, the voting is repeated on the same day between the first two (2) candidates, in which case the candidate who receives the most votes is elected. In case of a tie, a draw is held by the head of the respective academic unit in the presence of those candidates tied. A relevant report is drawn up for the election or the draw and a relevant certificate is issued by the Rector and published in the Government Gazette. Until the election and assumption of duties of the new Director, the current Director continues to perform his duties, even if his term of office has expired. If the Director is not present for any reason, the head of the academic unit to which the Laboratory belongs assigns the duties of interim Director to the Deputy Director and immediately advertises the position of Director.

It is possible to abolish, merge, rename, or any other change of the existing Laboratories, Study Centres, Museums and other units, as well as the modification of their Internal Rules of Procedure, following a decision of the Senate, upon the recommendation of the General Assembly of the Sector or

the Departmental Assembly or the Dean of the School, depending on whether the unit belongs to a Sector, Department or School.

In case of abolition of a unit, the instruments and equipment are distributed by decision of the Dean of the School, when the Laboratory belongs to a School, and by decision of the Assembly of the Department, in any other case, in respective units operating in the School, Department or the Sector. In case of abolition, division, or merger of Laboratories, Museums, or related units, the personnel serving in them are moved in accordance with the current legislation.

CHAPTER 8: CLINICS - CLINIC UNITS

Following an act of the Rector following a decision of the Senate, which is taken on the recommendation of the General Assembly of the Sector or the Assembly of the Department or the Dean of the School, depending on whether the unit to be established is to join a Sector, Department or School a Clinic can be established.

The proposal for the establishment of a Clinic must be accompanied by the Internal Rules of Procedure of the unit to be established as well as a proposal signed by the head of the relevant financial services.

The abolition, merger, renaming of the existing Clinics or any other change of the Clinics is possible, as well as the modification of their Internal Rules of Procedure in accordance with the provisions of the current legislation.

In case of abolition of a Clinic, the instruments and equipment are distributed by decision of the Dean of the School, when the Clinic belongs to a School, and by decision of the Assembly of the Department, in any other case, in respective units operating in the School, Department or the Sector, according to what is defined in the respective legislative framework.

CHAPTER 9: TITLED CHAIRS

By decision of the Rector, issued after a proposal of the Dean of the relevant School and consent of the Senate and in accordance with current legislation, a titled teaching and research chair may be established and operate in a School, in a specific field of knowledge.

CHAPTER 10: UNDERGRADUATE STUDIES - REGULATION OF UNDERGRADUATE STUDIES

ARTICLE 1: ORGANIZATION OF MODULE TEACHING

Undergraduate studies at the Departments of the University of Peloponnese are conducted based on the system of semester modules and according to the undergraduate study program prepared by the Assembly of

each Department and reflected in the relevant Study Guide. The educational work of each academic year is structured in two semesters, winter and spring.

At the beginning of the semester, students submit to the Secretariat of the Department a statement containing the modules of the curriculum, which they wish to attend during the specific academic semester. The deadlines for module selections are set by the Department, which also decides on the acceptance or not of overdue module selections. Module selections are made electronically in the information system (e-secretary) of the Secretariats of the Departments. Restrictions on the number of modules and/or the number of credits chosen by students are set by the relevant Department. An examination is done only in a module that has been selected, according to the above, during the specific semester.

The attendance of classes, tutorials, workshops, etc. on behalf of the students is done according to the timetable and the Regulation of Studies of the relevant Department. For this purpose, students are entitled, both at undergraduate and postgraduate level, to use the laboratory facilities, libraries, reading rooms, and other equipment of the respective Departments, according to the decisions of each Department.

ARTICLE 2: STRUCTURE OF UNDERGRADUATE CURRICULUM

The curriculum contains the titles of the compulsory, elective compulsory, and optional modules, their content, their weekly teaching hours, which include each type of teaching work performed, the time sequence or interdependence of the modules as well as the specializations of the teaching staff required for its implementation and the achievement of its learning objectives.

Each curriculum also contains the credits, learning outcomes (knowledge, skills, and competencies) gained from both the whole curriculum and the individual courses or educational activities included in it, and indicates the level of the acquired qualifications in correspondence with the current Higher Education Qualifications Framework. Undergraduate programs are organized in accordance with current legislation.

Following decisions of the relevant Assemblies, approval of the Dean of the relevant School and ratification by the Senate, the organization of Greek language teaching programs for foreign students or a foreign language for Greek students may be provided, in addition to the compulsory foreign language for obtaining their degree, and the relevant issues may be regulated, such as the services provided by these programs, their mode of operation and the duties and all kinds of obligations of the students.

The total number of required courses can range from 38 to 46. By decision of the Assembly of the Department, modules in English may be offered, especially elective modules which would not be easy to offer in Greek or with the aim of expanding the audience.

By decision of the Assembly of the Department, the study guide may prescribe prerequisite modules. When a module has other prerequisites, to register for the module, the student must have succeeded in one or more of the prerequisites, according to the prerequisite rules.

If a module ceases to be offered, by decision of the Assembly of the Department it is replaced for the students who owe it in a way decided by the above body.

In the undergraduate programs, the percentage of the elective modules to the compulsory ones is decided by the Assembly of the Department.

ARTICLE 3: SCHEDULE - ATTENDANCE OF MODULES/EXERCISES

The teaching of the modules of the curriculum is done according to the timetable prepared by the Secretariat of each Department, under the responsibility of the President, so that the flow of the educational process is as continuous as possible. The timetable for the teaching of the modules is prepared before the beginning of the modules of the Winter or Spring semester and is announced to the students by the Secretariat of the Department in any suitable way. The timetable includes the distribution of the teaching hours of the modules of the curriculum in the five working days of the week, the teachers, as well as the classrooms.

ARTICLE 4: CREDITS (ECTS)

The first circle of studies consists of attending a curriculum, which includes modules and educational activities corresponding to a minimum of 240 credits (ECTS), as defined in the relevant Presidential Decree and is completed with the award of a level 6 title of studies of the National and European Qualifications Framework.

The European Credit Transfer and Accumulation System (ECTS) is the system of accumulation and transfer of credits used in the European Higher Education Area. It is a student-centred system based on the transparency of learning outcomes and learning processes. It aims to facilitate the planning, delivery, evaluation, recognition, and validation of qualifications and learning modules as well as student mobility. ECTS credits express the workload required for students to achieve the expected learning outcomes.

The workload consists of the time that a student typically needs to devote to completing all the learning activities (such as lecture attendance, seminars, assignments, internships, independent tutoring, and exams) required for achieving the expected learning outcomes.

According to the current legislation, 60 credits (ECTS) correspond to the workload of one academic year, 30 credits (ECTS) to the workload of one semester, and 20 credits (ECTS) to the workload of one term.

ARTICLE 5: PART-TIME STUDY

According to the current legislation, students who are proven to work at least 20 hours per week can enrol as part-time students, at their application approved by the Dean of the School. The part-time status is subject to any changes that may occur in the current legislation.

ARTICLE 6: REGISTRATION - ACADEMIC STUDENT FILE

The enrollment of newly admitted students takes place within a period determined by the Ministry of Education, Research and Religion. The registration is done in a uniform way for all the Departments and the Schools of the Universities through the information system of the Ministry of Education, Research and Religion. The registration application and the declaration of the necessary data are done exclusively through the information system. Therefore, the student is not required to come to the Secretariat of the Department and during the electronic registration, it is not required to submit supporting documents. Enrollment at the same time in two Departments of the University of Peloponnese and another School or Department is not allowed. Therefore, students who have already enrolled in another Department or Faculty in the past years must be deleted from it. The information system of the Ministry of Education, Research, and Religion enables the automatic deletion request from the previous Department / School. After enrollment, first-year students submit in person or send additional supporting documents by post (e.g., photos, photocopy of police ID, or passport) in order to have their details identified by the Secretariat of the Department in which they entered.

Each student is given by the Secretariat the registration number and personal codes created by the Informatics Department of the University of Peloponnese, in order to have access to the electronic services of the Institution.

ARTICLE 7: EXAMINATIONS - EXAMINATION REGULATION

The exams are held exclusively after the end of the winter and spring terms for the modules taught in the respective terms. The student is entitled to be examined in the modules of both terms before the beginning of the winter term (re-examination period). Students who have completed the full-time study, which is equal to the minimum number of terms required for the award of the degree, according to the indicative curriculum, have the opportunity to be examined in the examination period of the winter and spring terms of each academic year in all the modules they owe, regardless of whether they are taught in a winter or spring term, following a decision of the Assembly of the Department or the School of the University.

The examination program of the modules is prepared, under the responsibility of the President of the Department, in a reasonable period

before the beginning of the examination periods and is announced by the Secretariat of the Department. The examination program includes the distribution of the examination hours of the modules of the curriculum on the five working days of the week, the responsible instructors, as well as the rooms where the examinations will be held.

The Departments are responsible for the smooth conduct and supervision of the examinations. For the written exams, each Department sets the minimum and maximum duration.

Special care is taken for the examination and evaluation of students who submit to the Secretariat of their Department special diagnostic reports as defined by the current legislation. More specifically, in the context of respecting the principle of equal treatment and respect for the diversity of each individual, it is advisable to seek and provide all the necessary, following the submitted reports and legislation, adjustments of examination methods for the fullest possible access to the educational procedure, as indicated below:

- Acquaintance of faculty members with students with disabilities and special educational needs or special learning difficulties and discussion with them about the difficulties they encounter while studying.
- Timely information of students with disabilities and special educational needs or special learning difficulties on the material and the requirements of the module.
- Provision of preparation time (e.g., 10'-15') before the exam, so that the student can become familiar with the questions and the low writing speed is compensated.
- Longer duration during the oral or written examination, if required.
- Exams with the multiple-choice method, where possible.
- Mid-term progress exams instead of a final evaluation.
- Use other alternative examination methods, for example, written assignments, participation in research projects, where required.

ARTICLE 8: GRADING

Module performance is assessed by grades given during the knowledge testing process. Each module, educational activity, or dissertation is graded independently in whole or even half points. The rating scale in the overall student performance is set from zero to ten. The passing grades are five (5) and the grades above it unless otherwise specified in the study regulations, in which case the basis must be set at a grade greater than five (5). The grade in each course is determined by the instructor, who can organize at his / her discretion written and/or oral examinations or rely on intermediate tests, assignments, or laboratory exercises. The assessment way, the weekly teaching hours, the credits, the content, the way of delivery of the course are

described in detail in the module outlines that are included in the Study Guide and are posted on the website of each Department. Students who wish to request a re-examination to improve their grades are given the opportunity, according to the terms and conditions set by the Assembly of each Department.

If the student fails more than three times in a module, according to the current legislation, s/he can at his request be examined in this module by a three-member committee of Professors of the School, who have the same or related subject and are appointed by the Dean. The person in charge of the examination is excluded from the committee. The examination request by a committee is submitted by the student at least one month before the beginning of the examination period. In case of failure in the specific examination, the student is referred again to the original examination way.

In case of copying, plagiarism, or other falsification of the exam result, no grade is announced and, regardless of the imposition of disciplinary penalties, the student is referred for re-examination in a manner and at a time to be determined by decision of the Departmental Assembly. It is pointed out that plagiarism is a misdemeanour of academic ethics, a morally criminal act, and is prohibited. Specific policy issues related to the issue of plagiarism are mentioned in a relevant internal circular approved by the University Senate.

The results of the exams are posted on the Internet Information System of the Secretariats by the instructor. Modules in which the students did not receive a passing grade, they are obliged to repeat them and if they are optional to repeat them or to replace them.

If for any reason there are objections of students who cannot be dealt with in the above context, students contact the Department of Studies which gives an opinion based on the existing provisions and the history of each case to the Assembly of the Department and in special cases to the Senate of the Institution.

ARTICLE 9: DISSERTATIONS

Each Department of the University of Peloponnese has the opportunity to include in the curriculum a Dissertation, which can begin in the 7th or 8th semester. The Dissertation is conducted by the graduate students, under the supervision of a faculty member and Special Teaching Staff (S.T.S.) as well as by members of the category Laboratory Teaching Staff (L.T.S.) and Special Technical Laboratory Staff (S.T.L.S.) as long as they have been assigned independent teaching work, by the Assembly of the relevant Department. The conditions and the procedure for the assignment and conduction of a Dissertation are defined by the Assembly of the Department. Each Department may set a minimum and a maximum number of dissertations that can be undertaken by each supervisor to ensure effective supervision on

the one hand and on the other hand the balanced distribution of the educational work to the members of the Department's teaching staff.

ARTICLE 10: PLACEMENT EXAMINATIONS

The placement examinations are carried out following the current legislation. The procedure is carried out with the participation of the candidates in the written examination of modules, which are selected by the Assembly of each Department. The semester of classification of the graduates in the Departments of the University of Peloponnese cannot exceed the 5th semester of studies. The Assembly of the Department determines the exact semester of admission (between 1st and 5th), the terms, and the conditions. For the positions of entrants that were left vacant during the placement examinations, the provisions of the current legislation apply.

ARTICLE 11: MODULE RECOGNITION

11.1 Module Recognitions according to article 35 of law 4115/2013

Students who are admitted to a Department of the University of Peloponnese, are allowed to recognize modules that have been taught and successfully examined in their Department of origin. The recognition of the modules is carried out by decision of the Assembly of the Department, as the case may be, upon the suggestion of the instructor, while the students are exempted from the examination of the modules or exercises of the curriculum of the host Department taught in the Department of origin and may join a different semester from that of their registration.

11.2. Recognitions of Modules of students from placement examinations

According to the current legislation, the students who have been admitted to the Departments of the University of Peloponnese with placement examinations can be exempted by a decision of the Assembly of the host Department, and after suggestions of the respective instructors, from the obligation to attend and successfully complete other activities and modules of the Curriculum of the Department in which they are classified which are deemed to have been fully or adequately taught in the Department or the School of origin. By the same decision, the enrolled persons are obliged to be examined in modules or other educational activities, which according to the Curriculum are deemed not to have been fully or adequately taught in the Department or the School of origin.

The maximum number of modules that can be recognized in cases 11.1 and 11.2 as well as the required conditions are defined by a decision of the Assembly of each Department.

11.3. Credit Recognition Policy (ECTS) through the Erasmus program

Recognition of credits is the process by which the University of Peloponnese certifies that some of the learning outcomes achieved and evaluated at a Higher Education Institution abroad, meet certain requirements of one of the offered study programs of the University of Peloponnese. By this logic, if the 30 ECTS have been agreed in the Learning Agreement for 6 months, these should be recognized, if the student has successfully completed his / her period of study at the Host Institution. The requirements for awarding 20 ECTS and 60 ECTS are equivalent.

Given the variety of Curricula and Higher Education Institutions, the credits and learning outcomes of an educational unit in different programs are not identical. Therefore, a flexible approach is followed for the recognition of credits taken in another context. "Fair recognition" is sought instead of a perfect match, a process based on the evaluation of learning outcomes.

The Learning Agreement is signed before the student leaves so that s/he knows in advance that the modules s/he will take at the Host Institution will be fully recognized, after their successful completion. It is pointed out that if the student chooses to attend a module, which is not part of his / her Curriculum and does not wish to be counted for obtaining his / her degree, this can be indicated in an appropriate place in the Diploma Supplement.

ARTICLE 12: GUEST STUDENTS

Students from other Higher Education Institutions in the country or similar foreign institutions, in the context of educational or research cooperation programs, enrol as guest students.

The guest students have the same rights and obligations that the students of the Institution have for the duration of their study at the Institution, according to the approved program. The guest students do not have the right of placement or to obtain a degree from the University of Peloponnese, unless the cooperation program, in the context of which they move, provides for the possibility of granting a common degree by the collaborating Institutions.

In the case of students from Greek Higher Education Institutions (HEI), the credits, the time of the study, the successful attendance of the modules, and their grade at the University of Peloponnese are taken into account, transferred, and considered to have taken place at the University of origin, if these modules are included in an approved cooperation program.

The University of Peloponnese provides the possibility of temporary transfer to it of a student from another HEI of the country, for a period not exceeding one (1) academic year, under the terms of the cooperation protocol that should have been concluded between the two HEIs, where the procedure for the recognition of credits will be determined and other relevant issues will be regulated.

With the cooperation protocol, which should have been concluded between the University of Peloponnese and foreign HEIs, the terms and conditions for the recognition of credit units by the host HEI are regulated, as well as the maintenance of all student benefits that can be transferred to a foreign host institution.

ARTICLE 13: INTERNSHIP

Students do an internship in the public or private sector of the country or abroad if it is included in the relevant Curriculum. The terms and conditions of the internship are regulated by the respective Curriculum and by the Internship Office.

Special care is taken to facilitate students with disabilities to carry out internships in an equitable manner with any other student. The benefits that the University of Peloponnese aims at through the implementation of the Internship are:

- Familiarization of the student with the labour market (requirements of employment agencies, management of labour relations, acquisition of professional conscience and ethics, taking initiatives).
- Acquisition of work experience related to the subject of their studies.
- Linking studies to professional employment and finding ways to combine different sciences in their employment.
- Highlighting the skills of the trainees.
- Professional networking of students and connection of their studies with the labour market.

ARTICLE 14: TEXTBOOKS - NOTES

All undergraduate students of A.E.I. are entitled to select and obtain a free number of textbooks equal to the total number of compulsory and elective courses required to obtain the degree.

A textbook is any printed or electronic book, including free access electronic books, as well as printed or electronic academic notes, after their annual approval by the Assemblies of the Departments, which corresponds in a complete way to the subject matter of a module and covers all or most of the material and its content, as defined in the undergraduate regulations, following the approved curriculum of the relevant Department or School. The list of textbooks includes at least one suggested textbook per compulsory or elective module, which comes from the textbooks declared in the Central Information System EYDOXOS and is compiled annually after suggestions of the relevant instructors or persons responsible for every one of them, as well as Faculty members, S.T.S., etc., which hold the position of the same or related subject with the subject matter of the module.

The lectures - notes of the modules taught by the faculty members of all levels, as well as the other members of the teaching staff of each

Department are posted on a properly protected website of the University of Peloponnese.

ARTICLE 15: EVALUATION OF TEACHING WORK BY STUDENTS

At the end of each semester, the modules and the teachers are evaluated, electronically, by the students according to the procedures established by the Institution under the supervision of the Quality Assurance Unit (QAU).

The evaluation of the modules is done through the integrated Information System of the QAU. This system is integrated with the electronic secretariat system of the Institution and each student can evaluate from any computer the modules s/he has selected while maintaining his/her anonymity. Students are notified by the secretariat of the start and end time of the assessment period and receive detailed instructions on how to conduct it, and the duration of the assessment period is two weeks. The assessment form covers the module at least in terms of content, teaching method, and teaching material.

The Internal Assessment Group (IAG) of the Department has access, through the integrated Information System of QAU, to statistical data for the evaluation of the modules which it processes and submits a suggestion to the competent bodies. At the same time, the QAU processes the results of previous evaluation periods and the relevant statistics are posted on its website.

The results of the evaluation are communicated to the OMEA of the Department and each instructor separately. The University Senate can reward the Departments that have the highest student participation in the assessment process.

ARTICLE 16: BEGINNING AND END OF TEACHING - ACADEMIC CALENDAR

The academic year begins on September 1 and ends on August 31 of the following year. The teaching work of each academic year is structured in two semesters. Each semester includes at least thirteen (13) full weeks of instruction. The number of weeks for conducting the examinations is set at three (3) unless otherwise decided by the relevant collective body.

Extension of the duration of one semester is allowed only in exceptional cases, to complete the required minimum number of teaching weeks; however, it cannot exceed two weeks and is done by decision of the Rector, following a proposal by the Dean of the School.

According to what is defined in article 7 of this chapter, the examinations are carried out exclusively after the end of the winter and spring semesters for the modules taught in those semesters, respectively. The

student is entitled to be examined in the modules of both semesters before the beginning of the winter semester during the re-examination period.

According to par. 1 of article 31 of law 4452/2017, the students who have completed the regular study, which is equal to the minimum number of necessary for the award of the semester degree, according to the indicative curriculum, can be examined in the examination periods of the winter and spring semesters of each academic year in all the modules they owe, regardless of whether they are taught in a winter or spring semester, following a decision of the Assembly of the Department or the School of the University of Peloponnese. This possibility is subject to any changes that may occur in the current legislation.

Lessons and exams are interrupted on the following dates:

- The winter semester: October 28th, November 17th, during the Christmas holidays that begin on December 23rd and end on January 6th and January 30th.
- The spring semester: on Clean Monday, March 25, during the Easter holidays that begin on Holy Monday and end on the Sunday of Thomas, on May Day, and on Monday of the Holy Spirit.
- On the day of the Rector's and student elections.
- The day of celebration of the city's patron saint, on which each Department is based.

CHAPTER 11: POSTGRADUATE STUDIES - DOCTORAL STUDIES - POSTGRADUATE RESEARCH

ARTICLE 1: POSTGRADUATE STUDIES

The University of Peloponnese offers Programs of Postgraduate Studies (P.P.G.S.) (which can be single-departmental, interdepartmental, inter-institutional, transnational) which are completed with the award of a Postgraduate Diploma (P.G.D.). The P.P.G.S. cover a variety of scientific fields, thus enabling both the graduates of the Departments of the University of Peloponnese and the graduates of Departments of other Higher Education Institutions of the country and abroad to proceed to the second and third cycle of studies according to what is more specifically provided for in the study regulations of the respective study cycle and the current legislation.

The Regulation of Postgraduate Studies of each P.P.G.S. determines the number and the procedure of selection of entrants, the curriculum, the duration of the study, the special conditions and the procedure of inviting visiting instructors, the obligations for obtaining a Postgraduate Diploma and what is relevant to the conduction of a dissertation as well as any other issue related to the organization and operation of the P.P.G.S.

The dissertations of the Postgraduate Programs of Studies that have been successfully examined are submitted to the Institutional Repository of

the Institution with the possibility of attaching the text-similarity report from the plagiarism detection software, which the teacher is encouraged to perform. They are also published on the internet as free access texts, with the written permission of their author.

ARTICLE 2: DOCTORAL STUDIES

The Departments of the University of Peloponnese encourage innovation and research and offer the possibility of conducting a Doctoral Thesis. The Doctoral Studies of the Departments of the University of Peloponnese are organized and operate following the provisions of the relevant institutional framework as it applies each time.

They aim at the promotion of the original scientific research and lead to the acquisition of a Doctor of Philosophy (PhD), which certifies the conduction of original scientific research and the substantial contribution of the holder to the development of knowledge in the respective scientific field.

The Regulation of Doctoral Studies of each Department operates in conjunction with the current legal framework and briefly describes the procedures governing the application for a doctoral thesis, the selection of doctoral candidates, their registration in the Department where they will conduct their dissertation, the evaluation of the progress of the research, the final review of the doctoral dissertation and the award of the doctoral degree.

The doctoral dissertations that have been successfully examined are submitted to the Institutional Repository of the Institution with the possibility of attaching the text-similarity report from the plagiarism detection software, which the instructor is encouraged to perform. They are also published on the internet as free access texts, with the written permission of their author.

ARTICLE 3: POSTGRADUATE RESEARCH

The University of Peloponnese provides scientists with the opportunity to conduct Postdoctoral Research (M.E.) in fields that fall within the research interests and/or the subject matters of its Departments, following applicable law and current provisions.

Postdoctoral Research has main objectives:

- a) the extension of the results of the doctoral theses of the researchers to new scientific directions of interest to the Departments;
- b) the development of new research areas in the Departments, related to the scientific areas of the dissertations of the researchers;
- c) the contribution to the approach of specific research problems that concern the Departments;
- (d) empowering scientists capable of contributing to the advancement of science, research, and applications;
- e) the promotion of the academic prestige and the international distinction of the University's research work. The framework governing the Postdoctoral

Research at the University of Peloponnese is included in the Government Gazette (Government Gazette 4189 / 30.11.2017) and is subject to amendments following the relevant legislation.

CHAPTER 12: RULES OF RITUAL / CEREMONIAL CHARACTER

ARTICLE 1: GRADUATION - GRADE

The students complete their studies and are declared graduates when they succeed in the modules provided by the respective curriculum and accumulate the required number of credits (ECTS). The Degree grade is determined as defined by the current provisions and is scaled to: "Excellent" from 8.50 to 10, "Very Good" from 6.50 to 8.49, and "Good" from 5 to 6.49. If the passing grade is different from 5, the limits in the above scale are adjusted proportionally. The Degree is issued by each Department according to the general type of Degree of the University of Peloponnese.

The time of acquisition of the degree of each student is considered the date on which the relevant examiner of the last required module for obtaining a degree (according to the official program) certifies, through the posting/publication of the relevant grade, that the student was successfully examined in this module. The degree is awarded within two (2) months from the completion of the student's studies.

The degree is awarded in a special festive graduation ceremony, before the academic Authorities. The schedule of the certification ceremony is announced by the Secretariat of the Department at least one week earlier than the scheduled date. The schedule of the graduation ceremony is announced by the Secretariat of the Department at least one week earlier than the scheduled date. Those students who wish, participate in the ceremony dressed in the robe of the University of Peloponnese. The robe is received by each student on the day of the ceremony, according to the instructions of the Secretariat of the Department. The text of the certification is recited by the top graduate in the Degree grade of the Department (regardless of the date of announcement of the graduate and the duration of the studies). The rest of the graduates repeat the text after the top graduate. Before graduation, the graduate can be given a relevant certificate for the successful completion of his/her studies.

ARTICLE 2: GRADUATION OF 1st CYCLE OF STUDIES GRADUATES

An indicative graduation text for graduates of the first cycle of studies is as follows: "Today, when I become a graduate of the Department of the School of the University of Peloponnese, I give, before the Rector of the University of Peloponnese and the President of the Department, the assurance that I will exercise with conscience, ethics, free will and a sense of justice the rights and

the obligations of being a graduate and that I will serve my science with dedication and consistency.

During my career, I will constantly strive to enrich my knowledge, improve my scientific competence and contribute to the search for scientific truth. "My goal will be to serve my fellow human beings and society in general, guided by the values and principles that inspired my studies at the University."

ARTICLE 3: GRADUATION OF 2nd CYCLE OF STUDIES GRADUATES

An indicative text for the graduates of the second cycle of studies is as follows: "Today, when I become a graduate of the Postgraduate Program of the Department of the School of the University of Peloponnese, I give, before the Rector of the University of Peloponnese and the Dean of the School, the assurance that I will exercise with conscience, ethics, free will and a sense of justice the rights and obligations of being a graduate of the Postgraduate Program of the Department

..... and that I will serve my science with dedication and consistency.

During my career, I will constantly strive to enrich my knowledge, improve my scientific competence and contribute to the search for scientific truth. My goal will be to consistently serve my fellow human beings and society at large, guided by the values and principles that inspired my studies at the University."

ARTICLE 4: CLASSIFICATION OF DOCTORS

An indicative text for graduates of the third cycle of studies is as follows: "As the holder of the doctorate of the Department of the University of Peloponnese, I accept and confess that I will not stop making every effort to the promotion of my science and that I will engage in displaying modesty and ethics in the research of my specialty. " Each Department or School can formulate its own graduation text.

ARTICLE 5: DIPLOMA SUPPLEMENT (DS)

The Diploma Supplement is an explanatory document, the basic content of which is the same for all higher education institutions. It complements and does not replace the official degree or the transcript of the modules offered by the institutions of higher education. It is attached to the title of the degree and provides information on the nature, level, general context of education, content, and status of studies. In the Diploma Supplement, there are no evaluation judgments and there are no statements of

equivalence or correspondence or proposals regarding the recognition of the degree abroad.

The Diploma Supplement is issued automatically by the Secretariat of each Department, without any financial burden, in Greek and English. The date of issue may coincide with or follow the date of awarding the degree, but may not be earlier than that.

ARTICLE 1: STUDENT RIGHTS AND OBLIGATIONS

Students of the University of Peloponnese have the following rights:

- To be informed in a timely and adequate manner about all the issues of academic life that concern them.
- To freely express their views on educational and other issues, within the framework of academic freedom and with respect for the ethics rules.
- To Evaluate the teaching work provided to them.
- To be served by the administrative services of the Institution in a timely and efficient manner.
- To make use of the facilities of the Institution, following the regulations of the Institution.
- To enjoy the social and other benefits arising from the status of a student in general and the specific Institution in particular.
- To be represented in the collective bodies and committees of the Institution and to actively participate in all the activities of the academic community.
- To participate in a student association and in the other organizations and groups that exist within the Institution and to operate collectively, following the regulations of the Institution.
- To receive the legally permitted educational leave during the examination period, if they are working students, for their preparation and participation in them.

The students of the Institution have the following obligations:

- To be informed about the Organization, the Code of Ethics and Good Practice, the Internal Rules of Procedure, and the individual operating regulations of the Institution that concern them and to apply them consistently and responsibly.
- to be informed about the academic calendar and the Curriculum they attend and its requirements (compulsory modules, prerequisite modules, choice of specializations, directions, etc.).
- To be informed about the structure and responsibilities of the administrative services of the Institution.
 - To fully meet all their obligations to the Institution.

- To project and promote the image of the Institution with their academic, cultural, and social activities.
- To observe the established principles of academic ethics and to respect and protect the facilities and equipment of the University and ensure the maintenance of the cleanliness and order of its premises.
- To respect all members of the university community (students, teaching, research, and administrative staff of the Institution).
- To respect all members of the university community (students, teaching, research, and administrative staff of the Institution).
- Not to use the premises and facilities of the University for illegal acts and activities or acts and activities that tarnish the image or good reputation of the University and to defend the University and academic asylum by preventing, as far as possible, persons foreign to the university community from committing illegal or inappropriate operations or activities on the premises and facilities of the University, collaborating for this purpose with the university authorities and the university community in general.

ARTICLE 2: STUDY ADVISORS

The study advisors are professors of the Institution, who provide students, without additional payment, with guidance, counselling, and support services with an emphasis on study and attendance issues, guiding and supporting students in their studies. By decision of the relevant bodies, it is possible in each academic unit of the University, to be appointed as study advisors in rotation (per semester or academic year) all professors, unless there is a reasoned decision of the Assembly of the Department to exempt a member.

ARTICLE 3: STUDENT'S ADVOCATE

The University of Peloponnese has an independent office called "Student Advocate", to mediate between students and professors or administrative services of the Institution, the observance of legality in the context of academic freedom, dealing with the phenomena of mismanagement, and the preservation of the proper functioning of the Institution. The student's advocate is not responsible for student examinations and grades.

The student's advocate, who heads the homonymous independent office without pay, may be a professor or an emeritus professor of the Institution and is appointed by the Senate of the Institution, after the suggestion of the student welfare council, for a term of office of one (1) academic year, with the possibility of renewal, if he so wishes.

The student's advocate investigates cases, ex officio or after a student report, and mediates in the competent bodies of the Institution for their

resolution. S/he can request from the services of the Institution any information, document, or other evidence about the case, examine persons, perform an autopsy and ask for an expert opinion. If s/he finds that in a particular case the legality is not observed, that there are cases of maladministration or the proper functioning of the Institution is disturbed, s/he draws up a report which notifies the professor to whom it concerns or the relevant administrative service and the student who submitted the report and mediates in an appropriate way to resolve the problem. The student's advocate may, by his / her act, file a report that is deemed obviously vague, unfounded, or unsupported, while in case he/she deems that there are indications of disciplinary misconduct, he/she forwards the case to the competent disciplinary body.

The findings of the student's advocate, as well as a report with his/her annual activities, are published on the website of the University, subject to the provisions of current legislation.

If the student's advocate is an acting professor, for as long as his/her term lasts s/he may, at his/her request, which must be approved by the Assembly of the department s/he serves as well as by the Senate, be relieved of part of his/her teaching duties.

The Student's advocate is also assigned the duties of the University Ombudsman. The University Ombudsman is a consultative body and has the authority to exhaust any attempt to compromise the settlement of disputes between members of the academic community of the Institution or between the bodies of the Institution and members of the academic community or third parties and in accordance with the current legislation for HEIs and the present Internal Rules of Procedure of the Institution.

The University Ombudsman, after a report of the interested member or body of the Institution or any third party, investigates the issue within his responsibilities and suggests to the governing bodies of the Institution measures for the out-of-court settlement of the dispute.

S/he prepares a report for each case that has been handled, in the exercise of the duties of the University Ombudsman, which s/he submits to the Senate, as well as an annual report which s/he also submits to the Senate and publishes on the University website, subject to the provisions of the Law.

CHAPTER 14: STUDENT CARE - BENEFITS TO STUDENTS

The students of the University are entitled, according to the more specific terms and conditions provided in the current legislation:

- a) full medical and hospital care in the National Health System (from 01/09/2018 the payments of the expenses are made by EOPYY),
- b) feeding and housing,
- (c) facilities for their travel and the means necessary for their cultural cultivation and entertainment;

- (d) statutory leave from work during the examination period for their preparation and participation.
- e) student housing allowance,
- f) support, facilitation, and service of students belonging to special groups during lectures and examinations;
- g) facilitating participation in sports, cultural and recreational activities through the University Student Club.

The above benefits to students are the responsibility of the Department of Student Welfare. The latter collects and classifies all the legislation and decisions that refer to issues of student care. It monitors the implementation of the decisions of the Senate and the Rector's Office in matters of student care, such as feeding, housing, care, loans, scholarships, excursions, travel, financial aid, books, and generally in any kind of provision to students. It provides administrative support in all activities aimed at serving students in matters of Student Welfare. It takes care of the publishing and distribution process of the feeding card or voucher. It provides administrative support in all activities related to student sports, as well as their participation in various sporting events. It provides administrative support in all activities aimed at promoting the cultural education of students, as well as in the organization of various cultural events in collaboration with the Student Associations. It provides immediate psychosocial support to University students. It investigates and evaluates students' psychosocial problems through epidemiological research. It undertakes psychosocial intervention actions for the student population. It informs students about the overall operation of the Institution, their rights and obligations, assists in their smooth integration into higher education and academic life and supports students with disabilities or students who have difficulty in successfully completing their studies.

ARTICLE 1: MOVEMENTS, SPORTS, AND CULTURAL ACTIVITIES

According to the provisions set out in the preamble to this chapter, student travel in the context of educational activities as well as student sports and cultural activities is the responsibility of the Department of Student Welfare, which in addition provides administrative support: a) in the organization and conduct of student excursions, b) in all activities related to the student sports, as well as their participation in various sporting events, c) in all activities aimed at promoting the cultural education of students, as well as in the organization of various cultural events in collaboration with the Student Associations.

ARTICLE 2: AWARDS - SCHOLARSHIPS - EDUCATION LOANS FOR STUDENTS

The University of Peloponnese may award prizes and scholarships to its students, based on their academic performance, in combination with their

family and social status and their individual or family income. The awards and scholarships aim to highlight exceptional cases of effort, morale, and performance, promote healthy competition between students, and financially support students who stand out under adverse conditions.

Sources of funding may be donations, sponsorships, a percentage of the proceeds from the Institution's fixed activities, and/or extraordinary income from the Institution's cultural and sporting events. The specific conditions for the award of prizes and scholarships, when they are not provided by the sponsor or the donor, will be determined by procedures to be determined by the Senate of the Institution.

ELKE can grant scholarships to all Departments of the University of Peloponnese. These scholarships must be preceded by an invitation, usually at the beginning of each academic year or within the academic year if deemed necessary. Scholarships can be for undergraduate students, postgraduate students, or PhD candidates. Scholarships are awarded due to excellence or taking into account excellence and financial criteria at the same time. Scholarships for excellence include moral support and the granting of small, symbolic material support. On the other hand, scholarships awarded in combination for reasons of excellence and financial criteria include, in addition to moral support, financial or material support to the student, as significant as possible.

First-year students have the right to receive an interest-free educational loan from the country's Credit Institutions, guaranteed by the Greek State. For this purpose, the Greek State may conclude program contracts with the Credit Institutions, in accordance with the existing provisions for public procurement. The loan will be repaid by the students in installments and in each case after the start of their professional employment or the acquisition of individual income.

The conditions for granting the loan to students, which depend on the academic performance of the student, as well as the social and financial situation of himself and his/her family, the procedure and manner of repayment of the loan, as well as any other relevant issue are determined by a joint decision of the Ministers of Finance & Education and Religion, published in the Government Gazette.

The provisions of the current legislation for the granting of student loans apply to postgraduate students and doctoral candidates.

Students of the first and second cycle of studies may be provided by the Institution with reciprocal scholarships with the obligation, on the part of the students, to offer part-time work, up to forty hours per month in the services of the Institution.

The Department (or Directorate) of Student Welfare is responsible for informing students, issuing certificates, and generally the administrative support of all the above procedures by the Institution.

CHAPTER 15: INSTITUTIONAL STAFF

ARTICLE 1: OATH

The assumption of duties by the staff of each category is done according to the law after the legal oath is given. Anyone who does not wish to take a religious oath can invoke his honour and conscience.

ARTICLE 2: OBLIGATIONS OF FULFILLMENT OF OBLIGATIONS

The President of the Department has, on a case-by-case basis, the responsibility of controlling the faculty members for the degree of their compliance with the following obligations. The Rector has the responsibility of controlling the Heads of Departments for the proper implementation of the control procedures of the faculty members.

The audit of faculty members by the President of the Department can either be done immediately when it is found that a faculty member does not meet the obligations or creates problems in the Department with its attitude, or to be part of the annual process of overall evaluation and reporting of the work performed in the Department. In case of direct control, the audited faculty members must give explanations in the first phase to the President of the Department, who, if he does not consider the explanations satisfactory, is obliged to initiate the disciplinary procedure provided by the current legislation.

The President of the Department or the Dean, as the case may be, have the right, before the commencement of any disciplinary proceedings, to seek the opinion of the collective body of which they are in charge if they consider that the explanations of the audited faculty member are unsatisfactory. The collective body may suggest that the following measures be taken against the audited faculty member:

- I. To send him/her a written recommendation with which he will be called to consistently fulfil his obligations.
- II. To ask the Rector to initiate the disciplinary procedure provided by law.

The General Assembly of the Sector may refer the matter to the Assembly of the Department, regardless of the measures it may take if it considers that the seriousness of the issue does not allow its limitation to the level of the Sector only.

The President of the Department and the Director of the Department have the responsibility of controlling the members of S.T.S. for the degree of their compliance with the following obligations. The Rector has the responsibility of controlling the Presidents of the Departments for the correct application of the control procedures of the S.T.S. The President has the responsibility of controlling the Directors of the Sectors.

The President of the Department and the Director of the Department have the responsibility of the control of the members of L.T.S. for the degree of their compliance with the following obligations. The Rector has the responsibility of controlling the Presidents of the Departments for the correct application of the control procedures of the members of L.T.S. The President has the responsibility of controlling the Directors of the Sectors.

The President of the Department and the Director of the Department have, as the case may be, the responsibility of controlling the members of S.T.L.S. for the degree of their compliance with the following obligations. The Rector has the responsibility of controlling the Presidents of the Departments for the correct application of the control procedures of the members of S.T.L.S. The President has the responsibility of controlling the Directors of the Sectors.

The Administrative Staff (A.S.) is governed by the current provisions on Civil Servants and Employees of Legal Entities under Public Law, as well as by the decisions of the administration of the University of Peloponnese. The Heads of the Secretariats of the Departments, the Schools and the Secretariat of the Senate are in charge of the staff of their Secretariats and are accountable to the President of the Department, the Dean of the School and the Vice-Rector for Administrative Affairs for the smooth, efficient and orderly operation of the corresponding Secretariat. For the Disciplinary Council of A.S., the provisions of the Employee Code apply, as it applies each time.

ARTICLE 3: RIGHTS, OBLIGATIONS, DUTIES, AND REMUNERATION OF FACULTY MEMBERS

Faculty members are elected as full-time. After completing three years of actual service at the level of their first appointment, they can join the category of part-time employment, at which time they receive 35% of their regular salary.

Each faculty member fully enjoys the right of academic freedom in research and teaching and has the right to participate in all decision-making processes related to research and teaching issues and issues related to the general operation and administration of the Institution, the School, and the Department, where s/he serves.

No provision of law or other legislation may be interpreted and applied in such a way as to deprive a faculty member of the enjoyment of his or her academic freedoms or to permanently exclude him or her from participating in the relevant governing and decision-making bodies of the Institution or the relevant School or Department.

Faculty members are entitled to use the facilities, equipment, and services of the University (libraries, study rooms, laboratories, network, electronic communications services, etc.), in accordance with the decisions of the relevant university bodies. The administration of the Institution must

ensure the accommodation (housing, office equipment, etc.) of all faculty members and provide technical and administrative support to their work.

Faculty members have the right to participate freely and unhindered in the collective bodies of the relevant Sector, Department, School, and Institution, in accordance with the current provisions. Part-time faculty members do not hold administrative positions.

The faculty members have the right to be informed of all the decisions of the university bodies. This right is exercised upon a relevant request to the Chairman of the relevant body.

The faculty members of the Institution have the opportunity to be appointed as a faculty member of an Institution of Higher Education abroad without resigning from their position in the Institution. Their period of employment may not exceed six months per year. During their employment at the foreign Institution, they do not receive any remuneration from the University of the Peloponnese. The relevant license is issued by an act of the Vice-Rector for Administrative Affairs, after a suggestion of the relevant Department, provided that the operation of the School is not hindered. To issue the above license, the interested party submits an application to the Assembly of the Department to which s/he belongs, to which his/her replacement in his/her teaching work is identified, the educational and research work s/he will undertake at the Foreign Institute, the term of office and the time of his annual employment in it. The request of the interested party is forwarded by the President of the Department to the Board together with the opinion of the Assembly of the Department on the request. The relevant act of the Vice-Rector for Administrative Affairs specifies the educational and research work that will be undertaken by the interested faculty member at the foreign institution, the duration of his term of office, and the time of his annual employment in it.

The faculty members must fully meet their obligations, as defined by the current legislation, these Internal Rules of Procedure, and the collective governing bodies of the Institution.

Each faculty member is obliged to provide independent teaching-educational, research-scientific and administrative work.

The teaching work is provided as defined by the current provisions, according to the needs of each Department at undergraduate and/or postgraduate level. The preparation of the university teaching programs must provide specific possibilities for exercising the above right to teaching (see decision ΣτΕ 338/2011 Section C). The teaching work consists not only in the undertaking of specific teaching hours in modules, workshops, and tutoring but also in the essential guidance of the students for the conduction of undergraduate dissertations, postgraduate dissertations, and doctoral theses. The wider educational work of the faculty members also includes the correction of any kind of student work as well as the supervision or

monitoring of doctoral theses. The faculty members must offer all the teaching hours, as defined by the existing provisions and, depending on the particularities of the School, the Department, or their subject, the required laboratory or other support. In the case of co-teaching, the teaching hours for each faculty member are calculated equally, unless another distribution has been declared to the Department. The total teaching hours are calculated at the postgraduate level as defined by the relevant legislation.

The research work (basic and applied research) includes the occupation of faculty members as scientific managers of research programs. The faculty members are obliged to mention the name of the University in all their scientific presentations and publications, and the reference to the name of the University in a foreign language will be made according to the names approved by the University. Faculty members must submit one (1) copy of their doctoral thesis, as well as one (1) copy of their books and scientific papers in scientific journals, collective volumes, conference proceedings, etc., to the University Library, as well as in electronic form in the relevant repository of the University. They must also update their CV and publications on the Department's website and make annual suggestions for the enrichment of the library.

The faculty members must actively participate in the administrative activities of the collective bodies, councils, and committees of the University, contribute to the organization and proper and orderly operation of the educational, research, and administrative activities of the Department to which they belong, and perform efficiently and on time the administrative work assigned to them.

Faculty members must comply with the minimum presence limit at the university, as defined by the provisions in force, and must meet students for issues related to the educational and research process at times that must be announced. Announcements with the days and times of the students' reception must be posted at the beginning of each semester outside the reception area and on the website of the Department and must be notified to the Secretariat of the relevant Department. Faculty members must also be consistent in communicating with students via email or the e-learning platform on issues related to the educational and research process.

The faculty members must accept their appointment as members of judgments committees and as evaluators in the same or another HEI but also as members of administrative committees, as long as they are not hindered by their other obligations to the University of Peloponnese. They can refuse the above appointment if they already participate as members of judgments committees or as evaluators in more than three elections/promotions. As long as they participate in collective bodies, they must be present throughout the meetings. Absence or departure before the end of the meeting is allowed only

for a serious reason, which is notified to the Chairman along with the relevant documentation.

The extracurricular employment of the faculty members is allowed only under the current legislation, according to the law's distinction into full-time or part-time Professors.

The faculty members who leave the service in any way stop the use of the office in which they were housed and deliver within a month to the relevant services of the University the equipment and materials at their disposal.

The faculty members wishing to work part-time during the next academic year submit a relevant application to the School. In special cases, the application can be accepted during the academic year of its submission, and in any case before the beginning of the academic semesters, when there is an important reason at the discretion of the Assembly of the relevant School.

Part-time faculty members must offer all teaching hours, as defined by the current provisions, and meet students for issues related to the educational and research process.

For the rest, the provisions of the above regarding the rights and obligations of full-time faculty members apply.

ARTICLE 4: LEAVES OF FACULTY MEMBERS

Faculty members may be absent, without having to ask for leave, during periods of interruption of educational, teaching, and examination procedures, provided that they have fulfilled all their educational and administrative duties and have informed the chairpersons of the collective bodies in which they participate. The following leaves are granted to Professors:

- a) By decision of the Vice-Rector for Administrative Affairs, by analogous application of the provisions of the Civil Service Code, the sick leave, maternity leave, parental leave, etc. provided by it
- b) Upon the recommendation of the Dean or the Deanery and the decision of the Vice-Rector for Administrative Affairs, the leaves are provided for in the special faculty-specific legal provisions (scientific, unpaid, patent, etc.).
- c) By decision of the Vice-Rector for Administrative Affairs, upon the recommendation of the Assembly of the Department, a short leave for participation in a scientific conference or a short training program or other research activity up to two (2) weeks per semester.
- d) By decision of the Dean, leave for exceptional personal reasons up to ten (10) days per academic year after a reasoned request of the interested faculty member. A longer leave for the above reasons is under the approval of the Senate and cannot exceed twenty (20) days.

- e) By decision of the Senate, a license for the provision of services to the State, to the Local Authorities, and to legal persons governed by public law, Faculty members are granted leave for up to one (1) day per week.
- f) By an act of the Rector, upon the recommendation of the Dean, regardless of the provisions on leaves and provided that the smooth operation of the relevant School is not hindered, permission for a faculty member to be employed in a Chair of Greek Studies at a Foreign Higher Education Institution for a period of up to 3) years.
- g) The time of employment in Chairs of Greek Studies in foreign Higher Education Institutions, as well as the time of unpaid leave, during which the faculty member is proven to be employed in a foreign Higher Education Institution, is included in the time required for the promotion of the faculty member in the same University.

CHAPTER 16: RIGHTS, OBLIGATIONS, AND DUTIES OF MEMBERS OF S.T.S. L.T.S S.T.L.S.

ARTICLE 1: S.T.S.

The members of the category of Special Teaching Staff (S.T.S.) perform special educational work at the Institution and may be assigned independent teaching work.

The teaching staff that teaches foreign languages or the Greek language as a foreign, Physical Education, design, as well as fine, applied and performing arts belongs to this category.

The members of S.T.S. must fully meet their obligations, as defined by current legislation, the Organization, the present Internal Rules of Procedure, and the collective governing bodies of the Institution.

ARTICLE 2: L.T.S

The members of the category of Laboratory Teaching Staff (L.T.S) perform laboratory-applied teaching work, which consists mainly in conducting laboratory and clinical exercises, as well as conducting practical exercises in the fields of application of the relevant sciences. Furthermore, the members of the category of Laboratory Teaching Staff (L.T.S) can be assigned by decision of the Assembly of the relevant Department independent teaching work, according to the current legislation.

The members of L.T.S. must fully meet their obligations, as defined by current legislation, the Organization, the present Internal Rules of Procedure, and the collective governing bodies of the Institution.

ARTICLE 3: S.T.L.S.

The members of the category of Special Technical Laboratory Staff (S.T.L.S.) provide infrastructure work in the general operation of the Institution, including the support services of the university library, offering

specialized technical laboratory services for the most complete conduction of the teaching, research, and their applied work. Furthermore, the members of the category of Special Technical Laboratory Personnel (S.T.L.S.) may be assigned by decision of the Assembly of the relevant Department independent teaching work, according to the current legislation.

The members of S.T.L.S. must fully meet their obligations, as defined by current legislation, the Organization, the present Internal Rules of Procedure, and the collective governing bodies of the Institution.

CHAPTER 17: ADMINISTRATIVE STAFF ARTICLE 1: RIGHTS, OBLIGATIONS, AND DUTIES

The Administrative Staff (AS) is governed by the current provisions on Civil Servants and Employees of Legal Entities under Public Law, as well as by the decisions of the administration of the University of Peloponnese.

The distribution of the administrative staff in the service units is determined based on the decisions of the relevant bodies of the University of Peloponnese and its responsibilities are defined in combination with the provisions of the Internal Rules of Procedure of the Institution. In case of their movement from city to city, the opinion of the interested party is taken into account.

ARTICLE 2: TRAINING - FURTHER TRAINING

By decision of the Rector, and upon the recommendation of the Vice-Rector in charge of the administrative staff, programs of introductory education, foreign language teaching, training, and specialization of the members of the Administrative Staff can be organized independently or in collaboration with the National Center of Public Administration within the provisions of the current legislation

By decision of the Rector and following a proposal of the trade unions of the Administrative Staff and with the consent of the Vice-Rector in charge of the administrative staff, seminars can be organized, whether subsidized or not. The rapporteurs and the Organizing Committee are appointed by the same decision, and any other details are regulated.

At the initiative of members of the Administrative Staff with a common subject matter of work, following the information and consent of the Vice-Rector for Administrative Affairs, meetings are organized during the legal hours, to inform and discuss issues related to their subject matter, without interfering with the educational-administrative work and the general functions of the University.

ARTICLE 3: STAFF EVALUATION

The Administrative Personnel (AP) is governed by the current provisions on Civil Servants and Employees of Legal Entities under Public Law regarding its evaluation.

CHAPTER 18: AWARD OF HONORARY ACADEMIC DEGREES

ARTICLE 1: EMERITUS PROFESSOR

By decision of the Senate, following a recommendation of the Assembly of the relevant Department, the title of Emeritus Professor is awarded to first-degree faculty members who leave the service and have been distinguished for their scientific work and contribution, having significantly promoted their subject to national and international level, having gained international scientific recognition through which the Institution has been promoted and having contributed significantly to the development of the Institution from the academic and administrative positions they held.

The procedure for the award of the title of Emeritus Professor takes place after the departure of the proposed Professor and the proposal must be accompanied by the CV of the proposed. The award of the title of Emeritus Professor is made by the Rector and/or the Vice-Rectors, in the presence of the Dean of the relevant School. The title of Emeritus Professor can be removed, following a decision of the Senate of the Institution taken by a majority of 3/4 of its members, when there are particularly serious reasons.

The Emeritus Professors are honourably recognized as Professors of the Institution in any of its events. The rights and privileges of the Emeritus Professors are defined in the current legislation.

ARTICLE 2: HONORARY PROFESSORS

By decision of the Senate, upon the recommendation of the Assembly of the relevant Department, a Professor of another University, who excelled in science, may receive the title of Honorary Professor. The title of Honorary Professor can be removed only for serious reasons and with the same procedure that applies to Emeritus Professors.

The announcement is made by the Rector and/or the Vice-Rectors, in the presence of the Dean of the School in a public meeting of the Assembly of the relevant Department. The Rector pronounces the relevant resolution and a speech by the appointed professor follows.

CHAPTER 19: EXCELLENCE

By decision of the Senate, the Guide for Rewards and Facilities of the Faculty Members and members of the other teaching staff of the Institution is prepared, which provides the criteria and additional benefits from the

Institution's resources to a faculty member or other teaching staff of the Institution who is distinguished for his/her research or his/her educational performance. Such benefits may include scholarships for doctoral candidates, in addition to covering the cost of organizing or attending conferences, laboratory supplies, the cost of publishing a journal or patent, funding basic research for his/her research team, financial resources, the amounts of which vary depending on the scientific impact of the journal where it was published. Similar additional benefits and facilities may be provided to attract Instructors from foreign Higher Education Institutions.

CHAPTER 20: ISSUES OF CUSTOMARY AND RITUAL CHARACTER

The Institution considers the organization of cultural events aimed at the general development of the members of the University Community as a necessary complement to its educational and research activity. For this reason, it organizes or encourages its students or the other bodies of the University Community to organize cultural events such as e.g., theatrical performances, music and sports events, speeches and lectures, art exhibitions, festive events, etc. that promote the culture of its members. The expenses for the organization of the above events may be borne in whole or in part by the budget of the Institution, following a decision of the Rector's Council.

The Institution participates in ceremonial and ritual events where its presence is required for national, religious, and social reasons.

In cases where this participation requires expenses, these expenses may be borne by the budget of the Institution, following a decision of the Rector's Council.

The care for the whole organization of the above events is the responsibility of the Office of International and Public Relations of the Institution.

CHAPTER 21: ACADEMIC ETHICS AND TRANSPARENCY

The academic community at the University is made up of all teaching staff, students, researchers, and administrative staff. Its main mission is the production and development of new knowledge, its dissemination to young scientists and society, and the achievement, as far as possible, of the highest level of educational and research excellence and rivalry.

The fulfilment of the above mission of the University of Peloponnese requires an academic ethic, which implies obligations that go beyond the self-evident obligation to comply with current legislation.

Characteristics of the academic ethos that they should have, practice daily and promote the members of the academic community as such, but also in the context of fulfilling the mission of the University are: honesty, integrity, impartiality, transparency, truthfulness, a sense of justice and meritocracy, self-respect, respect for the rights and personality of others, respect for human

rights, the fight against discrimination of all kinds, a sense of duty and contribution, modesty, the preservation in every way of the prestige of the academic capacity and any other characteristic that can contribute substantially to the continuous improvement of each member of the academic community individually and of the University and its academic community as a whole, with the consequent increase of the prestige of the University of Peloponnese in the field of Greek and International Higher Education and in society.

For the above reasons, the Code of Ethics and Good Practice of the University of Peloponnese exists and is followed. The Code is a framework of guidelines, absolutely necessary and useful for the action of the members of the academic community, in which the principles of the daily operation of the University are reflected.

The Code of Ethics and Good Practice includes rules of ethics that establish patterns of academic and social behaviour among members of the academic community, but also between the academic community and its external environment. It is also a text of principles that aims to raise the awareness of members of the academic community, so that everyone acts in accordance with the principles of academic ethics and scientific thought and research, in accordance with international standards. The Code of Ethics and Good Practice is not a manual for criminal sanctions, but violating it can activate sanctioning procedures in accordance with the current legislation and regulations of the University of Peloponnese.

The Code of Ethics and Good Practice applies to the entire academic community without exception. It is also applied in all activities of production and supply of work of the University, whether it is done in the workplaces, inside the premises of the University, or in places outside it. External collaborators of all kinds are also subject to the requirements of the ethics rules, while their strict observance is a basic condition for the continuation of any form of cooperation with the Institution.

CHAPTER 22: OTHER OPERATING ISSUES

ARTICLE 1: USE AND PROTECTION OF FACILITIES AND EQUIPMENT - PROTECTION OF STAFF AND STUDENTS

The faculty members are entitled to make use of the university facilities in accordance with the decisions of the relevant university bodies. The Department or in the absence of this the Senate must ensure the accommodation (housing, office equipment, laboratory space, etc.) to all faculty members and other teaching staff.

All students, undergraduate and postgraduate, have the right to use the facilities and the means of the Institution in the context of the completion of the activities of the curriculum. After the end of the time available, according to the curriculum, for the use of the facilities and means, the

students are obliged to hand over the facilities and the means in the same good condition that they were provided to them.

As noted in Chapter 5 hereof, all students (undergraduate, postgraduate or doctoral candidates) have the right to use the Library of the Institution where, upon presentation of the student ID, books can be borrowed for a specific period. The return of books, magazines, etc., borrowed by the student, is a condition for obtaining the degree unless otherwise decided by the Rector's Council.

The use of the facilities of the Institution by student associations by groups of students for assemblies or gatherings is a right of the students unless the educational process is hindered. In the latter case, the President of the Department whose respective room is used must be informed and approved. For places that are under the responsibility of the Dean or the Rector, the written approval of the respective body is required.

Any holding of events without the above-written approval implies disciplinary control of those responsible.

ARTICLE 2: HEALTH AND SAFETY ISSUES

The University of Peloponnese may enter into contracts for the cleaning, security, and maintenance of university facilities and any other matter related to its specific needs.

A relevant committee is formed by employees of the University for:

- a) the best evaluation of the candidate companies that undertake the offer of specific services,
- b) the continuous control of the quality of their services,
- c) the continuous re-evaluation of costs-benefits for which and to what extent these services can be offered internally by the University or by third parties.

All bodies of the academic community must safeguard and protect the buildings, the means of teaching and research and in general, the resources and property of the University, so as not to falsify and restrict the legal right of their use and utilization by any member of the community

ARTICLE 3: PERSONAL DATA PROTECTION ISSUES

The University of Peloponnese follows the current legislation as well as the corresponding policy of the Institution.

ARTICLE 4: ENFORCEMENT OF UNIVERSITY LEGISLATION

The decision-making procedures and criteria, which are applied by the various bodies of the University, must be characterized by full transparency and strive to consolidate a climate of meritocracy and justice in all bodies of the academic community. Decisions should be made in a transparent and informed manner, so as not to create conditions or suspicions of pressure and favourable behaviour due to personal, relative, political, professional, or other expediencies. The evaluation of all members of the university community should be based on a reasoned record of the performance of the judged and should refer to the general creativity and appeal of the individual judged.

ARTICLE 5: CONNECTION WITH SOCIETY AND OTHER STRUCTURES / BODIES

The University functions as an active link of Greek society with the wider European and international environment. It also supports the continued promotion of democratic institutions and appropriate practices that are a prerequisite for the development and social recognition of science.

CHAPTER 23: FINAL PROVISIONS

These internal rules of procedure are valid immediately after their approval by the Senate of the University of Peloponnese. The first revision can be made in the next academic semester and then the regulation is revised every year.

ANNEX
RULES OF OPERATION OF VARIOUS STRUCTURES OF THE
INSTITUTION

Guide to Financing and Managing the Special Account for Research Funds of the University of Peloponnese

Decision 25 / 06.12.2018 of the 142nd Meeting of the Senate of the University of Peloponnese (ΑΔΑ: 6ΗΡΝ469Β7Δ-0ΝΨ)

Rules of Procedure and the organizational structure of the Services of the Training and Lifelong Learning Center (TLLC) of the University of Peloponnese

Decision 13 / 20.12.2018 of the 143rd Session of the Senate of the University of Peloponnese, Government Gazette 5897 / 31.12.2018 vol. B

Structure, Operation, and responsibilities of the Quality Assurance Unit (QAU) of the University of Peloponnese and the Internal Quality Assurance System (IQAS)

Decision 1 / 31.01.2018 of the 121st Session of the Senate of the University of Peloponnese, Government Gazette 698 / 02.03.2018 vol. B

**Rules of Procedure of the Library and Information Center of the University
of Peloponnese**

**Decision 24 / 07.10.2014 of the 65th Meeting of the Senate of the University
of Peloponnese, (ΑΔΑ: 6ΟΟ1469Β7Δ-ΠΦ7)**

**UNIVERSITY OF PELOPONNESE
LIBRARY AND INFORMATION CENTER**



INTERNAL RULES OF PROCEDURE

TRIPOLIS 2014

Contents

1 Introduction	p. 3
2. Purpose	p. 3-4
3. Administrative organization	
3.1. Administrative bodies	p. 5-7
3.2. Administrative structure of departments	
3.2.1 Central Library	p. 8
3.2.2 Department of Computerization, Informatics, and New Technologies	p.9
3.2.3. Annexes (Units)	p. 10
4. Collections	
4.1. Enrichment policy and development of the collection.....	p. 11
4.2. Material selection procedure	p. 11-
12 4.3. Receipt and processing of material	
.....p. 12 4.4. Maintenance and replacement of material	
..... p. 12	
4.5. Withdrawal of material	p. 12-13
4.6. Inventory of material	p. 13
4.7. Collection of files and valuable material - Closed Collections.....	p. 13
4.8. Collection of Doctoral Theses, Postgraduate dissertations, dissertations and scientific assignments	p. 13
4.9. Acceptance / Evaluation of Donations	p. 14
5. Regulation of use of LIIC	
5.1. Users and members	p. 15
5.2. Library Card	p. 15
5.3. Withdrawal of members	p. 15-16
5.4. Terms of use	p. 16-17
6. Offered services	
6.1. Borrowing	p. 17
6.1.1. Categories of borrowed material	p. 17
6.1.2. Borrowing time and renewals	p. 18
6.1.3. Material reservations	p. 19
6.1.4. Overdue returns - Penalties	p. 19
6.1.5. Damages and losses	p. 19
6.2. Interlibrary loans	p. 19-20
6.3. Photocopying	p. 20
6.4. Electronic information services	
6.4.1. Online catalogue	p. 20
6.4.2. Online electronic journals and databases	p. 20-21
6.5. User training	p. 21
7. Library Revenue	p. 21
8. Opening hours	p. 21
9. Evaluation of Services Offered	p. 22
10. Revision of the Internal Operating Regulations of the Library.....	p. 22

Annex: LIBRARY AND INFORMATION CENTER ORGANIZATION
CHART OF THE UNIVERSITY OF PELOPONNESE p. 23

1. Introduction

At the University of Peloponnese operates as an independent and decentralized service at the level of Management, a single Library entitled "Library and Information Center of the University of Peloponnese (LIIC) “.

LIIC consists of the Central Library, which is based in Tripoli, and all its Branches (Units), regardless of the building complex or the city in which they are housed.

The Branches (Units) are administratively attached to the Central Library of the Institution and constitute a single unit with it both in terms of human resources and in terms of development policy and management of financial resources, according to article 16 of Law 3404 (Vol. A, Government Gazette 260 / 17-10-2005), articles 53-56 of Presidential Decree 160 (Vol. A, Government Gazette 220 / 3.11.2008) and article 48 of Law 4009 (Vol. A, Government Gazette 195 /6.9.2011).

LIIC is a centre for collecting and disseminating information. The supervision and jurisdiction of LIIC include all the book - information material, the electronic equipment, and the means of supporting the work of the libraries, acquired by the University of Peloponnese or donated to it.

The functions and activities of the Library are organized on two levels:
Management Level (Central Library)
Branch Level (Library Units)

2. Purpose

The purpose of LIIC is:

- The development and maintenance of collections of books, scientific journals, digital, audiovisual, and information materials of all kinds, the processing and dissemination of information, the training of users, and the development of their skills in the use of new technologies and the correct choice of sources of information.
- The strengthening and support of the educational and research activities of the Institution, the contribution to the management, provision, and dissemination of specialized information to the wider national and international scientific community, and the substantial participation in every activity for education and culture.
- To serve primarily the members of the university community (faculty members, researchers, students, etc.) in the work of scientific, research, teaching, and wider cultural information, by providing documented information, in any form (books, printed material, electronic material, legal access to network services) as well as informing and guiding users for its optimal use, so that the Library is a flexible and modern

instrument for achieving the research, teaching and other goals of the Institution.

- To serve, to the best of its ability and to the extent that the work of the academic community, the wider scientific community, and the public are not harmed.

The above goals are achieved by:

- The adequate staffing of the Library with specialized staff as well as its continuous training and education.
- The selection, acquisition, organization according to international standards, and the management of collections of books, magazines (printed and electronic), databases, audiovisual, and other information material.
- Ensuring access to a large number of electronic sources of information (databases, journals, thematic portals, etc.).
- The close cooperation of the Library with the teaching and research staff, the students, and the administration of the Institution, for the systematic monitoring of their current and ever-changing needs.
- The organization of modern reading rooms and the borrowing of part of its material.
- Taking care of the financial resources that support the operation of LIIC, and their effective management.
- The care for the provision of the equipment (software and hardware) for the smooth and uninterrupted operation of LIIC.
- Communication and cooperation with other Libraries, networks, organizations, or Institutions at home and abroad for exchanges, sending photocopies (interlibrary loans and document delivery).
- The continuous monitoring of developments in the fields of librarianship and information, as well as technological developments aimed at improving the services provided and the development of new ones.
- The promotion of the services of the Library with the publication of special information leaflets, the creation of web pages (web home pages) on the internet, and organizing events.
- The regular evaluation of the quality of the services provided to the users of LIIC.
- The configuration of the necessary infrastructure and special systems for the service of the disabled.

Administrative organization of LIIC

3.1. Administrative bodies

LIIC is administratively attached directly to the Senate, is supervised by the Deputy Rector for Administration and Personnel Affairs, and is headed by its Director.

The Director of the Library is selected by the Senate of the UoP in accordance with the provisions of article 16 of Law 3404 (Vol A, Government Gazette 260 / 17-10-2005). In case the position of the Director is not permanently filled, by decision of the Senate, his duties are assigned to a specialized member of the Library staff.

The Director:

- Heads the services of **LIIC**, supervises and coordinates the entire operation of **LIIC**, distributes the staff in the individual services and departments, and supervises the management and daily operation of **LIIC**.
- Plans the development and other activities of the Library, forwards them to the relevant bodies for approval and supervises their implementation
- S/he is responsible for the implementation and management of the budget and the management of all financial resources available to the Library.
- Makes suggestions, in collaboration with the Supervisory Committee, to the Senate on the issues related to the Library. S/he participates in the meetings of the university bodies whenever there is a Library issue on their agenda.
- Prepares the annual report of the Library's activities and submits it to the Senate
- Provides for the continuous information and training of both the staff and the users of **LIIC**.
- Suggests cooperation programs with other Libraries and organizations and represents the University in contacts with other Libraries etc.

The Heads of Branches (Units) and Departments are administratively attached to the Director of the Library and are appointed after a decision of the Service Council of the Institution in accordance with the provisions of the Civil Service Code, Law 3528/2007, article 85, selection of heads.

In case a Service Council has not been established, their duties are assigned to a member of the Library staff who serves in the respective Unit, by decision of the Senate, upon the recommendation of the Director of the Library.

The Heads of Branches (Units):

- Have the responsibility and supervision for the operation and development planning of the Branch (Unit).
- Plan and suggest to the Central Library the supplies of the Branch.
- Handle staffing and division of labour issues.
- Collaborate with the Central Library and assist in the work of the Director.
- Have the primary responsibility of correspondence for matters relating to the Branch as well as of keeping a correspondence file.
- Take care of the inventory of the equipment of the Branch and for the withdrawal of the obsolete equipment in cooperation with the Central Library.
- Take care of the maintenance of equipment and machinery.
- Plan the annual inventory of the material that belongs to the collection of the Branch.
- They represent the Branch.

The staff of the Library includes all the employees who work in the Library, regardless of the specialty and the type of employment relationship they have with the University of Peloponnese. The assignment of tasks to all the staff of the Library is the exclusive responsibility of its Director.

Undergraduate or postgraduate students have the opportunity to be employed at LIIC, paid from the Institution's resources. The selection process is determined by a relevant decision of the Senate after a suggestion of the SC.

In addition, LIIC provides the opportunity for internships for students of the Department of Archives and Librarianship of the Ionian University, students of the Departments of Librarianship, and Information Systems of the Higher Technological Educational Institute (HTEI) of Athens and Thessaloniki as well as students of the departments of Informatics.

Supervisory Committee

The LIIC of the University of Peloponnese is supervised according to article 53 of the PD. 160 (Vol. A, Government Gazette 220 / 3.11.2008) by the Supervisory Committee. The Supervisory Committee (EU) has an advisory role to the University Administration and the Library. It makes suggestions to the relevant bodies of the University on Library issues and acts as a liaison of the Library with the academic community of the UoP.

The Senate forms the SC, which has a three-year term of office, for the support of the work of LIIC.

The SC consists of six (6) faculty or ES members, of whom the President and the Vice-President are appointed, the Director of the unified Central Library, as a voting rapporteur, one (1) librarian, who at the same time observes the minutes of the meetings and finally one (1) representative of the student associations. The student representatives are appointed by the

representative of the respective students participating in the Senate. If student representatives have not been nominated or are being nominated, the SC is formed and meets legally with the other members. The Committee is convened once every six months or exceptionally, if required, by the Chairman, who sets the agenda in cooperation with the Director of LIIC. The Committee is in quorum with the presence of at least half + 1 of its members, and decisions are taken by a majority of the members present. In the event of a tie, the vote of the President of the Commission prevails. White votes and abstentions are not taken into account in the voting result. The minutes are signed by all members of the Committee, and it is necessary to announce the minutes at the next meeting.

The Supervisory Committee:

- Proposes, in collaboration with the Director, to the Senate the general policy of development of the Library's collections (printed and electronic) and supervises its implementation.
- Proposes, in collaboration with the Director, to the Senate the amounts of the annual budget. It allocates the funds and takes care of the allocation and management of all kinds of financial resources of the Library.
- Takes care of the spatial and building planning for the housing of the Library Branches, for the provision of its equipment and teaching aids as well as for the development of its electronic services.
- Takes care of the staffing of the Library.
- Takes care of the connection with other Libraries and research centres.
- Prepares and revises the Rules of Procedure of LIIC.
- Suggests to the Senate to accept a donation or part of a donation.
- Takes care of any other issue related to academic issues of LIIC and is not provided by the above

3.2. Administrative structure of departments

3.2.1. Central Library

LIIC is responsible for:

- The implementation of the policy of LIIC, the administration and organization, the financial management, the operation and the development planning of LIIC in collaboration with the Supervisory Committee
- The supervision of compliance with the Operating Regulations
- The management of buying any kind of material
- The supply of all kinds of equipment
- Supervising the library processing of the material and setting its standards. It collaborates with HEAL-link (Hellenic Academic Libraries Network).

- Compiling a list of the new material of the Library at regular intervals (every two or three months)

and serves the needs of the Departments of the School of Economics Management and Informatics:

- Department of Informatics and Telecommunications
- Department of Economics

For the best organization and operation, LIIC consists of:

► the Department of Computerization, Informatics and New Technologies. and the Branches (Units):

a. Kalamata Library Branch

It serves the needs of the Departments of the School of Humanities and Cultural Studies:

- Department of History, Archeology and Cultural Heritage Management
- Department of Philology

b. Corinth Library Branch

It serves the needs of the Departments of the School of Social and Political Sciences:

- Social and Educational Policy
- Department of Political Science and International Relations

c. Nafplio Library Branch

It serves the needs of the Departments of the School of Fine Arts:

- Department of Theatrical Studies

d. Sparta Library Branch

It serves the needs of the Departments of the School of Human Movement and Quality of Life:

- Department of Sports Organization and Management
- Department of Nursing

3.2.2. Department of Computerization, Informatics and New Technologies

It is the Department that takes care of the smooth operation of the automated Library system (Computer program - Internet - Local Networks, etc.). The Department has as its task the electronic support of all the work and services of the Library, with the full development and implementation of the computer system for the Library catalogue and the network for bibliographic databases. New applications in digital technology are studied and implemented by this Department. It ensures the implementation of international standards, classification, and access to the material, as well as its maintenance.

The task of this Department is also the optimal utilization of the computer system of the Library by the user, the smooth integration of retrospective cataloguing in the collective catalogue of the Library, the exchange of material with the other Libraries. It also contributes to policy-making for the collection of CD-ROMs and databases and ensures better access to them by the university community. Finally, it has as its task the creation, development, and maintenance of the Library's website on the Web Server for the full utilization of the Internet services.

Particularly:

- It has the responsibility for the development and evolution of Internet applications.
- It provides electronic support to all LIIC services.
- It supports the computer program of LIIC.
- It has the responsibility of introducing information technologies in LIIC as well as the training of its staff in them.
- It takes care of the technical support of the existing equipment.
- It is responsible for drafting specifications for the purchase of information systems equipment, for the receipt and installation of hardware and software, the upgrades of old computers, and for the configuration of the individual software.
- It is responsible for the development of digital library applications, for the digitization and connection of new sources of information with mechanisms of easy search and classification from the Internet.
- It takes care of the connection of LIIC with national and international information centres.
- It collaborates with national and international Institutions and organizations in research programs related to the computerization and application of information technologies in Libraries.

3.2.3. Branches (Units)

Each Branch has the responsibility to:

- Collect, control, coordinate and carry out all orders of material in collaboration with the other Branches and the Central Library.
- Monitor orders, ensure the timely receipt of material and update the status of orders.
- Receive the new material and record it in the Fixed Assets Book, issue the relevant receipt protocols and take care of the library processing and its sorting on the shelves.
- Make any corrections and additions to the catalogue.
- Preserve the worn material of the collection and prepare for its bookbinding.
- Supervise the material withdrawal process.

- Receive, manage and monitor the issues of magazines. It prepares magazines for bookbinding (checking the completeness of issues, recording volumes).
- Prepare and implement the inventory process in collaboration with the other Branches and the Central Library.
- Carry out the lending. It receives the returned material and sorts it on the shelves. In addition, it classifies the material used within the Library.
- Inform the users of the Library about the provisions of its "Regulations of Use".
- Introduce new users to the system at the beginning of each new academic year and issue membership cards.
- Assist users in their bibliographic and thematic searches and guide/educate them in the use of electronic tools (databases, CD-ROMs) of the Library.
- Organize the lending of material that is in high demand and compile special bibliographies based on the collection of the Library in consultation with the teaching staff.
- Collect the revenue from the Services offered with a charge and the fines for the late return of the material.
- Supervise the proper operation of the reading room and the proper use of the Library equipment.
- Organize seminars and tours for the use of the Library and its services.
- Take care of the interlibrary loan of books from domestic or foreign libraries as well as the corresponding financial obligations of these orders. It processes respective requests from domestic and foreign Libraries. It carries out orders for scientific journal articles.

4. Collections

The collection of LIIC is defined as any kind of **material** that is in its possession. Such material may be:

- General reference works, encyclopedias, dictionaries, bibliographic catalogues, manuals, maps, etc.)
- Scientific printed and electronic books.
- Printed and electronic periodicals of scientific interest
- Doctoral theses conducted in the UoP
- Dissertations of undergraduate and postgraduate students prepared in the UoP
- Research work of the teaching and research staff of UoP
- Books and donations of special topics and interest
- University Journals
- Printed material of foreign Universities, Museums, and Private Collections.

- Special collections consisting of old and rare books, manuscripts, codes
- Audiovisual material, discs, cassettes, optical discs CD-ROMs, audio discs, multimedia, videotapes, films, slides, etc.
- Thumbnails
- Electronic databases with sounds, images, digital bibliographies or full texts, either online or on CD-ROMs
- Software packages (word processing, graphics, statistical processing packages, etc.)

4.1. Enrichment policy and development of the collection

LIIC takes care of the enrichment and development of its collection to cover the educational, research, and general cultural needs of the university community. It identifies deficiencies, searches and locates material, orders, receives, registers, maintains, and withdraws on a case-by-case basis, with the basic criterion of maintaining as useful, reliable, and modern a collection as possible that meets the needs of the university community it serves.

Subscriptions to electronic journals, the subscriptions covered by Collaborative Library Schemes in which LIIC participates (e.g., Heal-link) are taken into account in the development of the collection with electronic material, such as electronic databases. Basic criteria for a new subscription, maintenance, or replacement of electronic journals and databases are the available resources of the UoP and their usage statistics.

4.2. Material selection process

The faculty members, LTS, STLS, and all other categories of teaching staff, as well as the staff of LIIC of the UoP, have the right to make proposals for the purchase of books and magazines.

Those interested fill in the special-order form to LIIC with the details of the book as well as the indicative purchase price. Proposals are collected and evaluated in terms of their cost based on the annual budget. All proposals are registered by the Library staff in the automated system after checking the number of available copies.

Ordering multiple copies can be done in exceptional cases, e.g., high demand, an item that needs replacement. Those interested can follow the progress of their orders through the electronic catalogue of the Library.

4.3 Receipt and processing of material

The receipt process includes quantitative and qualitative control of the material to be received and respectively control of billing prices. Payments are made through the repayment process of the University of Peloponnese.

The receipt of the material is completed with its library processing and its registration in the automated catalogue of the Library.

The cataloguing policy of the material is determined according to the specifications proposed by the Association of Greek Academic Libraries (A.G.A.L./HEAL-link).

The following international standards are applied for the library processing of the material:

- Cataloguing: Anglo-American Cataloging Rules (AACR2)
- Classification: Dewey Decimal Classification System (DDC22) except for the Kalamata Branch where the Library of Congress Classification System (LCC) is applied
- Thematic indexing: for the foreign language thematic terms the Thematic Headings of the Library of Congress Subject Headings (LCSH) are followed and for the Greeks the Archive of Standard Thematic Terms of A.G.A.L.

4.4. Maintenance and replacement of material

Material that shows significant damage is withdrawn and bookbinded or maintained. Bookbinding should always seek to preserve the material, as far as possible, in its original form.

In cases where the material has been damaged or lost, it is replaced by the Library staff. The criteria for its replacement are:

- Material completely damaged
- Highly worn material with high maintenance costs
- Lost material

4.5. Withdrawal of material

The withdrawal is made to upgrade the collection for its more efficient use. Each Library Branch of the UoP can submit a material withdrawal request to the SC if it is deemed that:

- The material has not been used for several years
- It is no longer of scientific interest
- It is available in many copies
- It is damaged, unmaintainable, with a high replacement cost

For the withdrawal process, a list is prepared by the Management with the required justification and it is clarified whether the material to be withdrawn is intended for donation or destruction.

The Supervisory Committee is informed, which decides and makes suggestions to the Senate about the fate of the material.

4.6. Inventory of material

At a time determined at least 3 months before by LIIC, it closes for the inventory of the material of its collections to locate the material that has been

damaged or has possibly been lost. During this period all users are obliged to return the borrowed material.

Material not found during the inventory after three years is considered lost, a relevant list is compiled and the collection catalogue (OPAC) is updated.

4.7. Collection of files and valuable material - Closed Collections

The collection includes rare printed, archival, photographic, and other library materials. This material, due to its rarity and its historical or artistic value, is a separate special collection that is subject to a special status of protection and use and is housed in a specially designed space.

The material of the specific collections is not borrowed and is not photocopied. It is allowed to be read and photographed only by the members of LIIC inside the Library, after consultation, and according to the instructions of the relevant staff.

The interested party can request up to two items, after signing a special use form for their receipt. Upon delivery, the material is checked by the responsible member of staff.

4.8. Collection of Doctoral Theses, Postgraduate and Undergraduate Dissertations, Scientific papers

The collection includes the printed or electronic form of the educational and research material produced in the UoP. Such material may be:

- Doctoral Theses
- Postgraduate and Undergraduate Dissertations
- Technical reports
- Articles that have been or will be published in scientific journals, scientific conference papers, research, and research project results

The purpose of the collection is to preserve and promote, in a unified way, the scientific production of UoP for educational, research, and non-profit purposes.

4.9. Acceptance and evaluation of Donations

The SC makes suggestions to the Senate for the acceptance of a donation or part of a donation taking into account the following conditions:

- The material of the donation falls within the development goals of its collection.
- The acceptance of the donation does not imply high costs of storage and maintenance unless these costs are offset by the high benefit of the acquisition.
- The evaluation of the donations is done by a committee in which librarians with special knowledge and experience in the thematic

content of the donation participate. In special cases of donations, faculty members with a related subject matter also participate in their evaluation. For the acceptance or not of the donation, parameters such as the general development policy of the collection, the physical condition of the material, and the conditions of the donor are taken into account.

Existing donations will be evaluated once by faculty members participating in the SC to decide on their further use.

5. Regulation of the use of LIIC

5.1. Users and members

Users of LIIC are considered all those who enter its premises (Central Library and Branch Libraries) to use its material and available resources for educational and research purposes. In case of a large attendance, priority is given to users who have the status of a member.

LIIC is open to the general public for the use of the material within its space. Furthermore, its material can be accessed by collaborating Libraries and Organizations by relevant agreement. Users fall into two categories:

Internal users – Members

All those who belong to the university community are automatically considered members of the Library, have the right to use all its services, and are:

- faculty members as well as the other categories of the teaching staff of the UoP
- undergraduate and postgraduate students, PhD candidates as well as students from exchange programs
- all categories of employees in UoP
- honorary professors and Emeritus professors of UoP

External users

- all those who do not belong to the above categories.

External users have access to the Library with the relevant permission of the staff and in special cases, the person in charge of the Library decides on the right to limited or conditional lending.

5.2. Library Card

The members of LIIC have a Library card that is strictly personal and is issued by the relevant Libraries. Upon receipt of the card, each member automatically declares that s/he knows and accepts the operating regulations of LIIC. The re-issue of a card in case of its loss, and if it has been registered in the Library is the responsibility of the interested party. The cost of the charge is determined by a relevant decision of the Senate after a suggestion of the SC.

When a natural person ceases to be a member of the UoP or a student, his card ceases to be valid and is deleted from the automated system.

5.3. Withdrawal of members

Faculty members who retire due to retirement retain, as a token of honour, all the privileges - loan obligations and the membership card. In case they leave, resign or their contract expires, without retiring, they must return before leaving any kind of material they have borrowed and the membership card.

The rest of the UoP staff, who is retiring, also retains all the privileges - loan obligations and the Library membership card. In case they resign or are transferred to another HEI or their contract expires, then they lose the rights of use they had as active employees.

PhD candidates and students (undergraduate or postgraduate) upon completion of their doctoral thesis or studies respectively, or in case of transfer to another Institution or of interrupting their studies, they must return before leaving any material that they have borrowed and the membership card.

In any case of departure, in collaboration with the respective Secretariats of the Departments, it is necessary to issue a **Certificate of Non-Debt** and settle all outstanding issues and in case of damage or loss of material to replace it.

5.4. Terms of use

- The Library is open access and its users can search for the material they are interested in or contact the relevant staff for guidance.
- Access to the Library premises is allowed only during the hours set as opening hours for the public. All offered services stop a quarter before the end of the opening hours.
- Users are obliged to apply this regulation, to comply with the instructions of the staff, to respect the space as well as their colleagues who need an environment that facilitates their study and work.
- Users must be careful how they use the material and equipment. Any damage or loss of material is repaired or is compensated. The amount of the compensation is determined by a decision of the relevant services of the unified Central Library, after the approval of the relevant supervisory authority.
- The introduction and consumption of food or beverages, smoking, loud conversations, and entry with any kind of bags are not allowed in the Library premises. In addition, the use of mobile phones and any other device is not allowed, which may, at the discretion of the staff, cause inconvenience to users. In any case, the use of a laptop in the

reading room is allowed, provided that the staff is informed and subject to the above.

- Users are not allowed to reposition the material used on the shelves. After using it, they leave the material on the reading table or in the space indicated by the Library staff.
- All users have the right to use the computers located inside the Library exclusively for the use of its electronic services, e.g., directory search (OPAC), online journals, and databases.
- Users wishing to use the photocopier must not violate copyright law and must follow the instructions for use of the machine. Any assistance is requested only from the Library staff.
- In case of fire, earthquake or other serious problem, the instructions of the Library staff must be followed.
- Organized visits are carried out after consultation with the staff of the respective Branch. During their stay, guests are required to comply with this regulation.
- People with Special Educational Needs (SEN) precede other users in all the services offered by the Library. In any case, the other users should facilitate these people.

The purpose of these rules is to promote the use of the UoP Library, to make its functions more efficient, and to contribute to the upgrading of its services provided. They must be observed by all users without exception. In case of non-compliance or deliberate damage or removal of Library material before the lending process is completed, the SC may, upon the proposal of the person in charge, impose temporary or permanent deprivation of the lending right on the user and suspension of membership.

6. Services offered

6.1. Lending

All members of LIIC's of UoP have the right to borrow material. A necessary condition for the exercise of the right is the possession of a Library card.

The lending process depends on the collection in which the material is included and the membership.

6.1.1. Categories of borrowed material

- a. Full Borrowing Collection:** Includes material to be borrowed. The material in this category is also available for interlibrary loans.
- b. Limited Lending Collection:** Includes material that is allowed to be borrowed for a limited time. The person in charge of the Library may, after consultation with the teaching staff or at his /her discretion,

reduce the duration of the borrowing time due to increased demand / limited number of available copies.

c. Long-term loan collection: Includes textbooks to meet the needs of students during their studies. This material is primarily borrowed by students who are not entitled to obtain free textbooks from Eudoxus.

d. Collection of non-borrowed material: Includes material belonging to special collections, not borrowed and its use is limited to the library, such as: Dictionaries, encyclopedias, reference books, manuals, magazines, rare books, archival and photographic material, audiovisual material, postgraduate dissertations and doctoral theses, material that has been damaged and needs maintenance, the newly arrived books before their complete library processing.

6.1.2. Borrowing time and renewals

Depending on their status, the members of the Library can borrow and renew items as follows:

- Undergraduate and students from exchange programs up to 3 items at a time for 7 days.
- Postgraduate students, PhD candidates up to 10 items at a time for 15 days.
- Faculty members as well as the other categories of teaching staff, honorary professors, and Emeritus professors of the UoP up to 15 items at a time for 15 days.
- The remaining scientific, technical, and administrative staff up to 5 items at a time for 15 days.

All categories of users have the right to renew the loan of the material 2 additional times, provided that it has not been requested by another member. After the renewal, the same user can borrow the same item after 3 days. For the renewal, the item must be presented to the Library before, or on the day of its return.

In case of increased demand for a specific item, the Library has the right to request its return before the expiration of the loan deadline.

The lending time/number of borrowed items provided by the regulation can exceptionally be extended/increased only if a user with exemplary and proven consistency from the Library's lending records for at least one academic year, submits to the person in charge in the Library a request in which his/her request is justified, the return time is specified and it is stated that the item will be returned when requested by another user

In any case, the borrowing time may not exceed one month in total for undergraduate students, scientific, technical, and administrative staff, and two months for postgraduate students and teaching staff.

The number of borrowed items cannot exceed, 6 items for undergraduate students, 8 items for scientific, technical, and administrative staff, 15 items for graduate students, and 20 items for teaching staff.

The Library's lending, repayment, and renewal lending times are strictly adhered to and apply to all categories of users. The material to be borrowed is inspected at the time of borrowing and upon its return. In case of damage, the borrower is obliged to replace it.

The material belonging to the Long-Term Borrowing Collection is excluded from the above. Every undergraduate student who is not entitled to free printed textbooks is entitled to borrow up to 2 of the long-term loan books available in the library, for a period of 30 days, with the possibility of renewing the loan for 1 time. At the same time, it maintains the lending rights provided for undergraduate students, as described above.

6.1.3. Material reservations

Users can request the reservation of an item that is already borrowed. In this case, the interested party is notified by phone or e-mail. If the interested party does not arrive within the pre-determined deadline from the date of notification, the reservation is cancelled or the reservation is transferred to the next one on the list.

Users enter a waiting priority depending on the day and time they made the reservation.

6.1.4. Overdue returns – Penalties

When users systematically delay the return of material, they lose the right to borrow for the entire semester.

Any user who is late in returning or renewing borrowed material on the specified date will be fined.

The fines are calculated from the day of the return of the borrowed material which is written on the back of the book.

The amount of the fine is determined by a relevant decision of the Senate after a suggestion of the EU.

The right to borrow and all rights to use the services of the Library are also suspended until the date of payment of the fine to those members who refuse to pay the above fine.

Library staff is not required to notify members of expired material. Its timely return is the sole responsibility of the members of the Library.

6.1.5. Damage and losses

The material removed from the Library remains at the personal responsibility of the member until it is returned. In case of loss or severe damage, the member is obliged to replace the material or pay all replacement costs based on current prices and within thirty calendar days. In case of

refusal to pay the price, the membership is suspended and the procedure of collection of public revenues is followed by a relevant decision of the Senate after a suggestion of the SC.

6.2. Interlibrary loans

LIIC is a member of the Interlibrary loans System of the Greek Academic Libraries.

It provides its **members** with the possibility of borrowing books from other domestic or foreign Libraries as well as the possibility of borrowing material from its other Branches.

It is an active member of the interlibrary loan service of the National Network of Scientific and Technological Libraries (NNSTL) of the NDC and serves requests for orders and sending articles to and from other domestic Libraries, electronically through the HERMES network.

Material borrowed from other Interlibrary Libraries is subject to these Rules of Procedure and in addition to the restrictions dictated by the Lending Library.

LIIC does not charge the interlibrary loan service. Charges incurred by users relate to shipping, reproduction, or network costs. The interested party is informed in advance about the respective charge and the material is ordered only with his/her consent.

6.3. Photocopying

In the Library of UoP there is the possibility of producing photocopies to serve the users under the following conditions:

- Only the material of the Library that cannot be borrowed can be reproduced
- The use of photocopiers is not allowed for the photocopying of material that does not belong to LIIC, such as notes, etc.
- Valuable items are not photocopied, items that are not in good physical condition or that are worn out by the photocopying process. In this case, it is possible to photograph the material after a relevant request to the Library staff.
- The machines are operated by the users.
- Users are obliged to respect the current legislation regarding the protection of intellectual property and copyright and are solely responsible for its observance.

The photocopiers operate with a magnetic card, the cost of which is determined by a relevant decision of the Senate after a suggestion of the SC.

6.4 Electronic information services

6.4.1. Online catalogue

The LIIC catalogue is electronic and available on the internet through the UoP website. The search is done through the search subsystem OPAC (Online Public Academic Catalogue) of the integrated automation system of the Geac-Advance Library. It is also included in the Collective Catalogue of Greek Academic Libraries (CCGAL).

6.4.2. Online magazines and databases

LIIC through the web portal of the UoP provides its members with the possibility of electronic access to a large number of scientific journals and databases. These are journals and databases either free access, or through bilateral agreements between the University and the publishers, or through collective agreements between the Association of Greek Academic Libraries (AGAL or HEAL-link) and the publishers. In case the access is provided through contracts then the access is controlled and is possible only through the network of the University of Peloponnese [IP]. For access to journals that require the use of passwords, members of the Academic community are notified via email.

The Library of the University of Peloponnese is a member of the Hellenic Academic Libraries Association (HEAL-Link) offering to all members of the university community the ability to **access online** - from any computer connected to the University network - the contents, summaries, and full texts of articles in international scientific journals and databases. The possibility of remote access (dial-up) to the electronic subscriptions of the Library is also provided.

6.5. User training

LIIC, understanding, on the one hand, the rapid development of technology and the increase of information, on the other hand, its important role in an educational Institution, organizes regular training seminars for its users to gain the possibility of using new sources and methods of information.

7. Library Revenue

The management of all kinds of income from the activities of LIIC is done by its Director, who in collaboration with the heads of the Branches, submits an annual report to the SC. Donations to LIIC are used to cover its needs through the Special Account of Research Funds of UoP. Revenues from the photocopying, printing, and digital reproductions of material are mainly used to cover the operating costs of these services.

7. Opening hours

The opening hours of LIIC and its Branches are set by its Director in collaboration with the Supervisory Committee, depending on its available staff, the services offered and the needs of the users. The opening hours are determined at the beginning of each academic year or semester and are announced on the website and on the bulletin boards of LIIC and its Branches.

LIIC can change its opening hours if deemed necessary in emergencies (lack of staff, etc.). During the summer months, due to staff leave and the reduced use of its services, LIIC may operate for a shorter period per day.

8. Evaluation of Services offered

To be able to monitor the quality of its services, to plan its further development, LIIC keeps usage statistics according to the indicators set by the Unit of Total Quality of Academic Libraries (UTQAL: <http://www.mopab.gr>).

The above is collected, checked, and evaluated by the people in charge of the Library and sent to UTQAL.

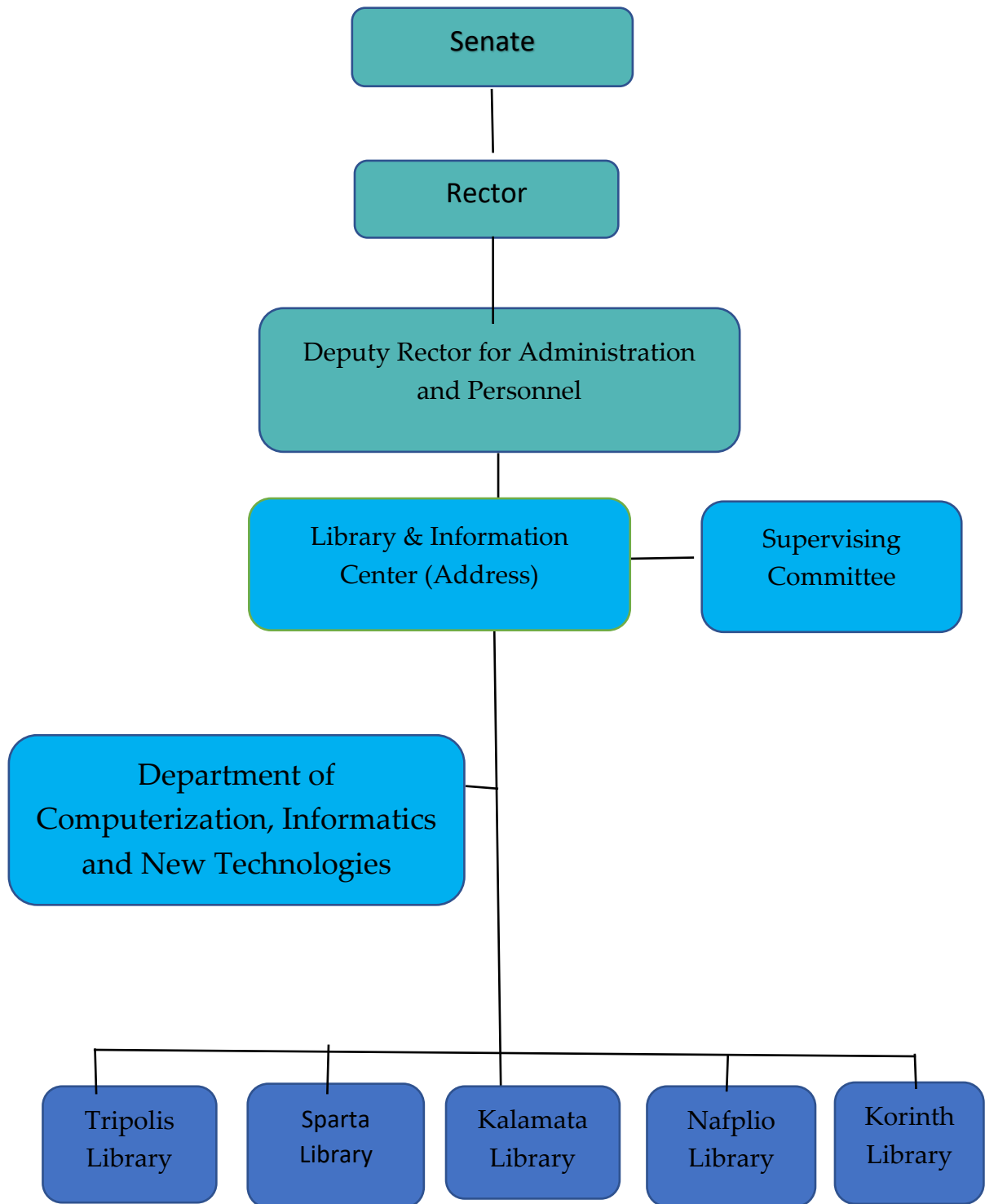
9. Revision of the Internal Regulations of the Library

The Internal Rules of Procedure of LIIC are revised in case of changes both in the operation and the service of the users, as well as in the conditions that result from the evolution of the technology and the cooperation at national and international level.

The revision is carried out after a relevant suggestion of the SC and a decision of the Senate.

Issues not resolved by these Rules of Procedure shall be resolved by a decision of the Senate upon the recommendation of the SC.

ORGANIZATION CHART OF LIBRARY AND INFORMATION CENTER OF THE UNIVERSITY OF PELOPONNESE



Code of Ethics and Good Practice, University of Peloponnese

Decision 4 / 19.07.2018 of the 132nd Meeting of the Senate of the University of Peloponnese, (APA: 6Δ84469B7Δ-E99)



**GREEK REPUBLIC
UNIVERSITY OF THE PELOPONNESE**

**CODE OF ETHICS AND GOOD PRACTICE
UNIVERSITY OF PELOPONNESE**

Tripoli, June 2018

Article 1

ESTABLISHMENT OF AN ETHICS COMMITTEE

The Ethics Committee of the University of Peloponnese is established in accordance with law 4485/2017, article 47 and consists of the Deans of UoP and the Vice-Rector for Academic Affairs and Student Welfare. The Vice-Rector heads the Committee and in case of absence or incapacity s/he is replaced by the senior Dean. The term of office of the Commission is four years.

Purpose

The purpose of the Committee is to oversee the proper application of the principles of bioethics and ethics as defined by this Code of Ethics in order to serve the activities of all members of the academic community of the University of Peloponnese. These principles will apply to all activities carried out at the Institution.

Responsibilities

The Ethics Committee of UoP monitors and suggests issues of its competence in the framework of research programs and related activities of the University of Peloponnese. Particularly:

- I. It monitors and suggests to the Rector for the proposals submitted by the Faculties of the Institution to the various national and international organizations.
- II. It studies and decides on issues that are forwarded to it either by the Departments or by any member of the academic community of the Institution.
- III. It ensures the observance and application of the ethics rules by all members of the Institution and finds violations of the ethics rules.
- IV. It resolves disputes and issues that arise in the Schools and Departments and relate to scientific ethics.
- V. It informs and sensitizes the members of the University Community on issues of ethical concern that arise in the research and ensures the adequate information of the faculty members (creation of a website of the committee).
- VI. It prepares a general annual report on the observance and application or the need to revise the ethics rules, which is submitted to the Rector and is notified to the Senate of the relevant Institution at the beginning of each academic year.
- VII. It examines ex officio - or after a written report/complaint of students, faculty members, faculty members, SES members and STL members, researchers, visiting teachers, and administrative staff - issues of its competence, in order to determine the violation of the

rules of the code of ethics or investigate relevant incidents following the order of the Rector. If a violation of the rules of ethics is found or during the investigation, a disciplinary misconduct is found, it sends the relevant conclusion to the Rector, in order for him to assess the incident and take the necessary legal action.

Operation

The Committee meets either on the recommendation of the President or following a decision of the Rector, the Rector's Council and/or the Senate. For the best evaluation of the issues on which the committee is called to judge, it takes into account the views of all interested parties. It is also entitled to ask researchers to provide documents it considers necessary, as well as their presence, if necessary. It decides by an absolute majority of the members present and in case of a tie, the vote of the President is taken twice. Its decisions, which must be reasoned, are kept on file, are notified to those interested and forwarded to the Rector. Minutes are kept for the meetings of the committee which are ratified by its members in the next meeting.

Article 2

ETHICS RULES: GENERAL ISSUES

The academic community at the University is made up of all faculty, students, researchers, and administrative staff. Its main mission is the production and development of new knowledge, its dissemination to young scientists and society and the achievement, as far as possible, of the highest level of educational and research excellence and rivalry.

1. The fulfilment of the above mission of the University requires an academic ethic, which implies obligations that go beyond the self-evident obligation to comply with current legislation.
2. Key characteristics of the members of the academic community in the context of fulfilling the mission of the University are: Honesty, integrity, impartiality, transparency, truthfulness, a sense of justice and meritocracy, self-respect, respect for the rights and personality of among others, the sense of duty and contribution, the preservation in every way of the prestige of the academic capacity and any other characteristic that can contribute substantially to the increase of the prestige of the University towards the society.
3. For the above reasons, ethics rules are established for the members of the academic community of the University. These are a framework of guidelines, absolutely necessary and useful for the action of the members of the academic community, in which the principles of the daily operation of the University are reflected.

4. Ethics rules establish patterns of academic and social behaviours and interactions between members of the academic community, but also of the academic community and the external environment.

5. Ethics rules are a text of principles that aim to raise the awareness of members of the academic community, so that everyone ultimately acts in accordance with the principles of academic ethics and scientific thought and research, in accordance with international standards. The Ethics Rules is not a manual of criminal sanctions, but their violation may trigger administrative and disciplinary sanctions, in accordance with the current legislation and regulations of the University of Peloponnese.

6. The ethics rules provide daily guidance, as well as the framework, the system of values and principles, which determine the internal and external relations that develop daily in the University. In essence, the rules of ethics state that achieving specific results is as important as the process of achieving them.

7. Ethical rules apply to the entire academic community without any exception. They are also applied in all activities of production and supply of work of the University, whether it is done in the workplaces, inside the premises of the University, or in places outside it.

8. External collaborators of all kinds are also subject to the requirements of the ethics rules, while their strict observance is a basic condition for the continuation of any form of cooperation with the Institution.

9. Every member of the academic community must show integrity and comply daily with the requirements of the specific ethics rules. The continuous and daily observance of the specific rules proves the commitment of the academic community to specific principles and promotes the highest possible standards of ethics. At the same time, these rules are a point of reference when specific ethical questions arise during the daily work offering by members of the academic community.

Article 3

GENERAL PRINCIPLES FOR FACULTY MEMBERS, STUDENTS AND EMPLOYEES IN THE UoP

1. All kinds of work produced by the University arises with the necessary condition of respect for the principles and rules governing science, academic freedom, nature and the environment, biological and intellectual integrity of man, human dignity, intellectual property and protection of personal data.

2. During the development of the work of the academic community, any type and form of discrimination of those who are the recipients of the specific work should be avoided, based on criteria of nationality, race, colour, national or ethnic origin, genealogy, language, gender identity or characteristics, religion, private life, sexual orientation, any disability or chronic condition and the family, economic and social situation in which they are at the time of receiving the above work.
3. In general, any action that constitutes discrimination within the meaning of the legislation in force should be avoided, if there is undesirable behaviour associated with one of the reasons in paragraph 2 of Article 3, with the aim or effect of insulting the dignity of a person and creating intimidation, hostile, degrading, humiliating or aggressive environment.
4. In the workplace, all members of the academic community must behave with due respect, use no direct or indirect discrimination, and do not engage in any form of harassment.
5. The members of the academic community of the University, as well as its external collaborators, must strictly observe during the production and presentation of their work to any interested party, on the one hand, the present ethics rules of the University, and on the other hand, if there is, the Code of Conduct that governs the specific professional field to which they belong.

Article 4

RULES OF ETHICS FOR UNIVERSITY STAFF

1. Relationships between members of the academic community must be based on mutual trust and commitment to the mission that everyone has undertaken to carry out. In any case, every member of the academic community of the Institution must treat his colleagues with courtesy, respect and dignity.
2. All members of the University academic community must make an effort to create a good working environment and successful working relationships. This level of cooperation can only be achieved with the help of a climate of trust, open and honest communication and respect for everyone for all their colleagues. Therefore, any collaboration between colleagues should be conducted in an atmosphere of mutual respect and cooperation, in which the behaviour of each employee is governed by the basic commitment to ethical behaviour and the commitment to fulfil the mission of the University. Finally, every²employee has the responsibility to create an environment that

² Throughout the text where the male is mentioned (researcher, employee, student, etc.) will be meant the corresponding use of the female (e.g. researcher, employee, student, etc.) and vice versa unless there is a clear distinction.

promotes teamwork, democratic functioning, meritocracy and the protection of individual freedom.

3. In order to fulfil the mission of the University, every employee must fulfil his/her responsibilities. This implies the existence of a team spirit of the employees at the University, at every level, so that all employees can complete any task assigned to them.
4. Staff working at the University must make every effort to separate their personal perceptions from their university duties so that they do not adversely affect the fulfilment of the University's mission or the overall production of its work.
5. Collaborative relationships between University staff should promote good work production. All employees must perform their duties with honesty, impartiality, integrity and due respect for their colleagues.
6. The harassment of their colleagues by the staff, as defined in the current legislation, as well as the exploitation in any way of their capacity, especially the level to which they belong or their institutional role, in order to oblige other members of the academic community in a particular act, omission, judgment or vote constitute a serious disciplinary offence.
7. The staff must participate uninterruptedly in the collective bodies of the University, when and as provided by Law. They must also not unjustifiably refuse their participation in case-by-case recommended committees. They must also cooperate with the Internal Evaluation Teams (IET) of the Departments and the Quality Assurance Unit (QAU) of the Institution to ensure that the evaluation sheets of instructors and modules are filled in uninterruptedly.
8. Professors and all categories of teaching staff must show all students equal respect and care, regardless of their gender, national origin, religion or other beliefs. In particular, instructors must have sufficient time to guide their students, even on an individual basis, in the interest of the latter and their scientific and academic development.
9. It is not allowed to use students in any way in projects unrelated to their university duties, especially to provide any benefit on the part of instructors.
10. Instructors must treat the University's administrative staff with due respect. In particular, they must not infringe on the dignity of the employees belonging to the administrative staff, not to demand from them the execution of tasks that go beyond their responsibilities, nor to demand from them the satisfaction of their personal requests as a priority to the detriment of the smooth operation of the University.
11. Staff must, during their public life outside the University, not use their university capacity in a way that could potentially expose the

University or in order to obtain benefits of any kind for reasons unrelated to their scientific skills.

12. All its members must not infringe on the prestige of the academic community and the Institution.
13. The members of the Institution should avoid any appropriation of students' intellectual work (e.g., publications resulting from doctoral theses and postgraduate dissertations, in journals or conferences) for professors' publications and generally for their personal benefit. The participation of students in research programs of any type, funded or not, will be determined in writing and will be explicitly mentioned in the activities of the program.
14. The members of the Institution should not show the slightest tolerance for plagiarism issues on the part of professors and all categories of teaching staff and researchers in the work of students and their colleagues, as well as copying during student examinations.

The members of the teaching staff of the University, in addition to the general obligations arising from the employee code and the Codes to which they belong due to their professional capacity, must:

1. obey the laws of the State and the Regulations of the University.
2. To protect and promote the prestige of the Institution they serve.
3. To refrain from any act which constitutes exploitation of their position towards students and the younger members of the teaching staff.
4. To act on the basis of scientific freedom and independence, the freedom of their conscience and with meritocratic criteria.
5. To use their exact title and the name of the Institution, School and Department in which they serve.
6. To consistently observe their teaching obligations and not to assign them to third parties except in cases where an invitation has been made after the relevant approval by the Assembly of the Department.

Article 5

ETHICS RULES FOR STUDENTS

1. Just as the principles set out in the immediately preceding article apply to teacher relations, the same principles apply to the conduct of University students both to their fellow students and to other members of the academic community. Student status is acquired by enrolling in an undergraduate or postgraduate program (first and second cycle) of Studies. In any case, students should treat their fellow students and

other members of the academic community with due respect, and they should treat them with due dignity.

2. A basic rule of ethics for students is to avoid plagiarism in the process of preparing the various tasks assigned to them by teachers during their studies. Plagiarism completely deviates from the principles of academic ethics and may involve a breach of current copyright law.
3. It is expressly forbidden: a) the use of third-party intellectual creations and their use by students as their own, in case they have to fulfil specific obligations in the context of either the teaching or the research process b) the presentation of works that have been prepared collaboratively with other students, as an individual creation c) the submission of a part or set of work that while it has been prepared for the fulfilment of specific didactic or research requirements in the past, is resubmitted for the fulfilment of other or new didactic or research requirements. The violation of the above implies serious disciplinary penalties for students who fall into these offences.
4. Misusing identities is explicitly prohibited and prosecuted in a process of fulfilling a specific examination test, which has been defined in the context of either a teaching or research process and refers to the assessment of students' knowledge, skills and abilities.
5. Any form of copying, collaboration with third parties and the use of any kind of aids, notes and electronic media are strictly prohibited during any examination procedure. The use of aids and notes is allowed only when the person in charge of the examination process allows it.
6. Students are required to follow the teaching and examination process, according to the University Organization, the curriculum and the internal regulations of the individual Departments and other structures of the UoP.
7. Students are required to demonstrate their student ID or another valid public document during the implementation of any examination procedure, which proves their status either to the person in charge of the examination procedure or to a person authorized by him/her to conduct it.
8. The assignment of a personal student code or the transfer in any way of the right to evaluate modules/teachers to a third party is strictly prohibited.
9. Students must comply with the rules that ensure equality and transparency in the conduct of their assessment procedures (examinations, assignments, etc.).
10. Students must comply with their formal and substantive obligations, participate in the lessons and activities of the Department and the University, be systematically informed about their module and studies

through printed and electronic announcements and participate honestly and selflessly in their module evaluation.

11. Students can address requests or objections regarding their studies, collectively or individually, to the President and the Assembly of the Department and to the Dean of the School. Violations of rules of ethics and quality of studies can be addressed to the Student Advocate and the relevant Vice-Rector.
12. Students must respect the buildings and facilities of the University and follow the safety rules.
13. Students have the right to meet with teachers on student issues during certain office hours.
14. Students have the right to request a demonstration of their exam paper and provide explanations for their grade, according to the internal regulation and the program of each Department.
15. Students are entitled to refer to the administrative services of the Departments and the University during the program that has been announced, exercising every right provided by law, and are considered adults for their relations with the University.
16. Students are invited to periodically evaluate both the teaching staff and the structures of the University in order to improve the level of study.

Article 6

ETHICS RULES FOR RESEARCH

1. The ethics rules for research apply to all research and development activities carried out under the responsibility or with the participation of the scientific staff of the University, on or off the premises, with or without funding. Researchers are considered to be faculty members, Faculty members, STS–LTS-STLS, Emeritus Professors, if they participate in the educational process according to the School program, postdoctoral researchers, PhD holders and doctoral candidates, holders of a postgraduate degree or postgraduate students and holders of a University Degree or other equivalent Home or foreign Institution, who have a formal relationship with the running Program. The ethics rules for research also apply to the activities of providing specialized research services, training programs or other scientific applications managed by the Directorate of Special Account for Research Funds and the Centre for Training and Lifelong Learning.
2. Research must be conducted with respect to scientific truth, academic freedom, life, nature and the environment, human biological and intellectual integrity, human dignity, intellectual property and personal data (taking into account the protection policy of the

Institution). During the conduction of the research, informed consent must be received by all the participants in the study, who have the right to withdraw their consent. More specialized issues regarding the processing of personal data for scientific research are regulated in the current legislative and regulatory framework, as well as in the Personal Data Protection Policy of the University. Furthermore, any adverse discrimination, according to the current legislation, with criteria the nationality, race, colour, national or ethnic origin, genealogical origins, language, identity or gender characteristics, religion, personal life, sexual orientation, any disability or chronic disease and the family, financial and social situation must be avoided during the implementation of the research.

3. Researchers must comply with the current legislation, and be informed about the guidelines regarding research. In addition, they must commit to compliance with the general principles regarding the protection of human rights, equality, protection of public health, protection of children and socially vulnerable groups, as well as the protection of biodiversity. They have the obligation of mutual respect, confidentiality and the right to equal treatment. Furthermore, they have personal responsibility for their actions or omissions according to current legislation, the international declarations about bioethics and human rights. Finally, older researchers must introduce the younger ones to scientific thought, methodology and research ethics, aiming only at the advancement of research activity.
4. Researchers must comply, during the research, with the general and special safety rules in all areas of the UoP, the principles of sound, transparent and efficient financial management and the professional ethics of the professional sector to which they belong. At the same time, they enjoy the constitutionally guaranteed freedom of research. However, they must take all necessary measures to protect it from any foreign policy, ideological or other pressures and interventions. Researchers must also take all necessary scientific measures required by the applicable law to protect the health of people working in programs from accidents or other side effects that may arise under the particular circumstances of the research.
5. When undertaking, conducting and publishing the results of the research, researchers must ensure that: a) the necessary and required permits have been obtained for the implementation of the specific investigation by the relevant bodies each time b) any conflict of interest arises during the conduct of the investigation, which would prohibit or complicate the conduct of the investigation in an objective and scientifically sound manner; c) any special legal regulations applicable to the specific type of research are observed, such as e.g. for the case of

- social research concerning vulnerable social groups, for the case of the biological sciences in the framework of which clinical research is carried out, for the case of the management of hazardous substances and waste, and so on. (d) the provisions of national law relating to the protection of personal data are not infringed in any way; and (e) the protection of intellectual property is also not infringed in any way.
6. Researchers, in order to deal with any of the above five (5) issues, are obliged to address the Research Ethics and Conduct Committee of the University of Peloponnese in order to receive the appropriate advice on handling each of the above issues. Once this is done, researchers are required to keep a relevant correspondence file to avoid future undesirable situations.
 7. Researchers should not repeat previous research of others unless the repetition is scientifically justified and always with reference to the work and researchers or authors they cite. Plagiarism and appropriation of foreign achievements are strictly prohibited. They must also act in a manner consistent with the requirements of applicable legislation for the protection of intellectual property and patented inventions.
 8. Researchers are required to disclose the source or sources of funding for their research. An agreement to fund a research project may not include terms that clearly endanger their freedom in designing, conducting or publishing their research. Furthermore, when concluding a funding agreement, researchers should not accept terms that jeopardize their freedom, prestige and the interests of the University in designing, conducting and publishing their research.
 9. Researchers are required to indicate in each publication the body they serve with the full Greek and foreign-language title of UoP. Especially for the Schools or the Departments, the corresponding terms can be used, e.g., School of Fine Arts, Department of Theatrical Studies University of the Peloponnese.
 10. The design and conduct of a research project must follow the rules of scientific documentation. The manufacture or falsification of research results is strictly prohibited. Researchers must keep complete records of the progress and results of the research program, in order to be able to control, while at the same time ensuring the intellectual property rights in each case.
 11. Those in charge of research programs must briefly, but honestly and adequately, inform the citizens who are going to take part in them about the objectives of the program. When the consent of the participating citizen is required for the conduct of the research, the

information must be complete and a file with signed statements of consent must be kept. They must also inform those who are directly affected by its conduct, even if they do not participate in it. In any case, those in charge of research programs must comply with the legislation on personal data protection policy and the corresponding policy of the Institution.

12. The cooperation of professors and other categories of instructors and staff in research projects should not affect the exercise of their basic teaching and administrative duties at the University or the formulation of objective scientific judgments in collective bodies, evaluations and promotion judgments.
13. A necessary condition for the use of the facilities of UoP is the scientific officer to be a member of the academic community of UoP in accordance with the relevant regulations of the law, including Emeritus Professors if they participate in the educational process according to the program of the School. However, the conduct of research should not interfere with the educational and other procedures and functions that take place on the premises of the University. If the research is conducted in places outside the UoP by faculty members, the facilities must be suitable and, if possible, certified. Researchers must respect the established principles of Ethics and Bioethics of all bodies involved when implementing programs that require the cooperation of other Universities or Institutions.
14. When a part and/or the whole of the results of the research project is published, it is obligatory to write the name of the University everywhere, since the specific research project was implemented within its facilities.
15. Serious offences of a violation of the provisions of this Code by research associates or their non-compliance with the instructions of the Scientific Officers regarding the violation of the ethics rules, may entail their replacement.
16. Collective research managers should not appropriate research findings for their own individual promotion or present research findings as their individual work, but recognize each other's contribution to the outcome.
17. In collective research, the person in charge must ensure that all members of the research team adhere to the principles and ethics. Respect for the individual contribution of each researcher and the observance of transparency and mutual information are the obligation of all participants in the research.
18. Serious offences of a violation of the provisions of the law by those in charge of research, can be a reason for the termination of the research project following a decision of collective bodies.

19. The person in charge and the participating researchers should make sure that the current legislation regarding the taking of measures and the observance of safety rules is observed, during the implementation of their research activities. In the event that the non-compliance with the safety rules results from defective infrastructure or insufficient equipment, then the person in charge of the research project should inform the relevant authorities of the University so that the appropriate measures can be taken immediately.

Article 7

RESEARCH WITH THE OBJECT OF MAN

Research on man must be conducted with absolute respect for his bioethical, physical and spiritual condition. Researchers are bound not only by law but also by the generally recognized principles:

1. the value of human beings and the protection of fundamental rights,
2. freedom and equality,
3. the protection of public health,
4. the protection of the child and vulnerable groups,
5. of personal data.

The research ethics policy of the University of Peloponnese is based on the widely accepted principles and practices that govern research, in which people participate.

The basic elements are:

- Minimal risk of adverse consequences for participants and researchers.
- Opportunity for the benefit of society.
- Respect for the dignity of the participants.
- Minimal risk of negative consequences for the environment.
- Free and informed consent from participants or special safeguards where this is not possible.
- Transparency in the declaration of funding sources.
- Confidentiality of information provided by participating researchers and anonymity of respondents.
- Respect for the privacy and protection of personal data (in accordance with the law and the policy of the Institution) of the persons participating in the research.
- Recognition of help and support.
- Correct publication and dissemination of research results.
- Independence and impartiality of researchers

Special investigations, which must be carried out in accordance with Greek and European legislation following international and European treaties, are in particular those listed below.

A. a) Social research

1. Participation of people with special needs who cannot give their consent on their own
2. Participation of people between 16-18 years old
3. Participation of persons under 16 years of age
4. Participation of minors
5. Participation of adult volunteers
6. Participation of a special group of patients

A. b. Vulnerable population groups

1. Prisoners
2. Inmates of psychiatric and other structures (psychiatric hospitals, mental health centres, boarding schools, hostels, etc.), nursing homes.
3. Groups with particular racial, religious or cultural characteristics
4. Refugees.

Article 8

CODE OF CONDUCT RELATING TO COPYRIGHT AND PUBLICATIONS

1. The reproduction of all or part of the intellectual works of third parties (books, articles, works, etc.) is prohibited, as well as their translation, adaptation, falsification or imitation, without the permission of their author. This prohibition applies regardless of the form in which such reproduction takes place (print, electronic, photographic, etc.) and constitutes a disciplinary offence. Exceptions to this prohibition are: a) the reproduction of articles or works published in a newspaper or magazine, short excerpts of a work or work of fine arts legally published, provided that it is exclusively for teaching or examination, to the extent justified by the intended purpose, is in accordance with good morals and does not impede normal exploitation and is accompanied by an indication of the source and the names of the author and publisher, provided that such names appear in the source; b) the reproduction by the Library of the Institution of an additional copy of items of its collection in order to keep this copy or to transfer it to another, non-profit, library or archive, if it is impossible to obtain such a copy from the market in a short time and under reasonable conditions and c) the reproduction of a work, when carried out in special forms exclusively for the benefit of Persons with Disabilities (PWDs), for uses that are directly related to the disability and are not commercial in nature, to the extent

required by the specific disability and in accordance with applicable law.

2. Every creator or co-creator of any intellectual work is clearly entitled to be mentioned and recognized as such, enjoying any property rights arising from the specific intellectual work. Failure to mention the intellectual contribution of third parties to any published work or, conversely, the inclusion of a person as creator or co-creator in a work to which s/he did not actually contribute personal intellectual work constitutes disciplinary offences.
3. In the case of an intellectual work which is a collective result, to which more than one person has actually contributed, these persons must necessarily all be mentioned as co-creators of that intellectual work and, where appropriate, in the order of importance of their contribution to the creation of the specific intellectual work.
4. If the intellectual property is the final result of a paid research project, apparently awarded through a contract, either by a public or wider public sector or by a private entity, then special care should be taken to comply with their contractual obligations undertaken through the terms of the contract and which may restrict, or potentially restrict, the property and moral rights of the creators of the intellectual work in question.
5. In the case of the exploitation of property rights that may arise from the exploitation of industrial or intellectual property rights, either by the creator or the inventor, there may be limitations which should be explored on a case-by-case basis. This case applies to projects that were produced through or with the funding of the University or another body.
6. The case of "plagiarism": the term "plagiarism" means the incorporation into an intellectual work of ideas, excerpts and/or individual phrases of a third-party work, without any reference to the relevant source from which it originates. Nevertheless, and under certain conditions, plagiarism may not constitute a breach of copyright law, but in the strict sense of the term. Plagiarism is a serious disciplinary offence against members of the academic community.
7. It is taken for granted that both the master's dissertation and the doctoral thesis are original works of the candidate, who submits them for review to the relevant evaluation committees of the University, stating their authenticity. Master's dissertations and doctoral theses are submitted to the University Library in accordance with its regulations. The University reserves the right to post the master's dissertations and doctoral theses on a suitable website.
8. If the graduate of the University publishes in any form his master's dissertation or doctoral thesis, s/he is obliged to mention the name of

the University, the School and the Department in which the specific thesis was conducted.

9. In the case of research publications all persons who have made a substantial contribution to their development should be listed as co-authors.
10. In case of implementation of research projects conducted by the University, and for the regulation of intellectual property issues from the beginning, the University is obliged to require the signing, with the substantial start of these research projects, contracts and agreements between the University and the sponsor of the project, the person in charge and all the members of the research team, who will participate in the elaboration of the research project. The specific contracts ensure the agreement from the beginning that defines the copyright issues and thus ensure the smooth implementation of the specific research program. In order to enable the immediate securing and protection of the research product and to optimize its financial exploitation, the researcher must inform the relevant bodies of the UoP without delay and in writing and provide them with any necessary assistance for the securing and management of intellectual property rights on the project and the preparation of operating contracts with third parties. For this purpose, it must comply with the current Regulation of the UoP for the "Securing and Management of Intellectual Property". Contract for the exploitation of a protected project or program in which the UoP may claim rights, may not be drawn up, in any form, without the prior approval of the relevant bodies of the UoP.
11. The scientists of UoP acquire intellectual property on the object of the research they conduct and its products depending on the degree of their contribution. They must keep complete records of the progress and results of a project so that it is possible to verify the identification of the project and the securing of intellectual property rights while taking every reasonable measure to ensure confidentiality. When the person in charge of the research project makes a printed or electronic publication of part and/or all of the results of the research project, then he is obliged to list the name of the University everywhere, since the specific research project was implemented within its facilities. S/he is also obliged to list the names of the members of the research team. Any person who formally or informally becomes aware of the progress or product of research prior to the completion and publication of their results must maintain complete confidentiality and refrain from actions intended to exploit the knowledge or product of the research for their own or another benefit. Finally, the researchers of UoP must comply with the conditions set by the funding body.