

### **Approval and publishing of the regulation:**

Under no. 20184594/2018 Decision of the Senate (Official Government Gazette of the Hellenic Republic 3450/tB'/17.08.2018)

The amendments to the Regulation were approved and published:

Under no. 20193761/2019 Decision of the Senate (Official Government Gazette of the Hellenic Republic 2129/tB'/06.06.2019),

Under no. 20196891/2019 Decision of the Senate (Official Government Gazette of the Hellenic Republic 3994/tB'/04.11.2019),

Under no. 20205463/2020 decision of the Senate (Official Government Gazette of the Hellenic Republic 3999/tB'/18.09.2020)

From 15/07/2019 Assembly Decision - 23/7/2019 Senate Decision.

### **Article 1| General Provisions**

Department of Maritime Studies, School of Maritime and Industrial Studies, of University of Piraeus, has launched this postgraduate programme with the title "MSc in Shipping Management" starting from 2018-2019 in accordance with the provisions of the present as well as of Law 4485/2017 as amended.

### **Article 2| Objective- Aim**

MSc in Shipping Management aims to provide attendants with the necessary analytical and research skills in order to equip them with critical evaluation required for the market developments in the shipping environment, and take relevant managerial and strategic decisions in the field of management.

In particular, the programme aims to:

1. Provide an advanced insight into the multidisciplinary nature pertaining the shipping industry as well as a critical evaluation of the relationships among them
2. Develop applicable business skills in specific areas of shipping businesses
3. Enable participants to handle decision-making processes in the shipping industry from a management perspective
4. Infuse participants with the skills of critical analysis and apply them in shipping-business real and authentic cases and problems

### **Article 3| Postgraduate Degree**

The Programme awards a Postgraduate Diploma (MSc) with the title "MSc in Shipping Management". The Diploma is drawn up in Greek and English.

### **Article 4| Structure and Organs**

1. Competent bodies for the establishment, organization and operation of the Programme according to Law 4485/2017 are:

- i) the Senate of the Institution

- ii) the General Assembly of the Department
- iii) the Coordinating Committee of the Programme
- iv) the Graduate Program's Committee
- v) the Director of the Programme

2. The Senate is the competent body for the academic, administrative, organizational, and financial matters of this and any other Postgraduate Program. Furthermore, the Senate exercises all the powers related to the Postgraduate Program not being specifically assigned by law to other bodies.

3. The Assembly of the Department has the following responsibilities:

- i) recommends to the Senate, through the Graduate Studies Committee, the necessity of establishing a Postgraduate Programme
- ii) appoints the members of the Coordinating Committee of the Programme
- iii) distributes the teaching work among the teaching staff of the Programme
- iv) sets up selection or examination committees for prospective postgraduate students or PhDs
- v) verifies the successful completion of the studies to be awarded with the Postgraduate Diploma
- vi) exercises any other authority provided by the provisions of this Regulation or Chapter F of Law 4485/2017

4. The Coordinating Committee of the Programme consists of five (5) Faculty Members, who have undertaken a postgraduate project and are elected by the Department's Assembly for a two-year tenure. The Coordinating Committee is responsible for:

- the monitoring and coordination of the operation of the Programme, the recommendation to the Assembly of the distribution of the teaching work among the teachers of the Programme
- the appointment of the supervisor and the members of the three-member thesis examination committee, the appointment of which is ratified by the Department Assembly
- the scrutinization of student matters such as applications for suspension of studies, extension of studies, recognition of courses from previous postgraduate education, replacement of courses of this Programme with courses of other Master's Programmes, and submitting recommendations with respect to the above to the Assembly of the Department.

5. The Graduate Studies Committee is established in each Institution, consists of the Vice-Chancellor of Academic Affairs, who acts as President as well as the Deans of the relevant Institution as members and has the responsibilities provided for in paragraph 5 of article 32 of Law 4485/2017.

6. The Director of the Programme is a Faculty Member, Professor or Associate Professor, of the same or related academic subject as the academic subject of the Program and is appointed along with their Deputy, by decision of the Department's Assembly for a two-year term. The Director of the Programme makes recommendations to the competent bodies of the Institution on any issue related to the effective operation of the program. The Director is responsible for:

- a) Convening a meeting of the Coordinating Committee
- b) Drawing up the agenda of the said meetings, taking into account suggestions of the members and bodies of the Programme.
- c) Recommending the replacement of committee members in light of vacancy.
- d) Drawing up the budget and report of the Programme, which is to be submitted to the Assembly.
- e) The Director of the Program is responsible for monitoring and executing the approved budget as well as issuing the payment orders for the relevant costs, signing the payment orders and co-signing the contracts.
- f) Representing the Programme in any relevant occasion and event.
- g) Proposing the issues of the Programme to the Assembly and ensuring the implementation of their decisions.

The Deputy Director of the Programme is a Professor or Associate Professor and fulfills the duties of the Director in their absence. The Department Secretariat undertakes the administrative and secretarial support of the Master's Programme «MSc in Shipping Management». In addition, a Secretariat of the Programme is established in order to resolve any issues of the operation of the Programme as well as matters pertaining to the teaching staff, the candidates, the postgraduate students and the schedule, to file the attendance sheets submitted by the teaching staff and to keep statistics about the Programme.

The administrative staff supporting the Programme outside ordinary working hours at the University, as well as those who have been assigned a project of work related to the Programme, may be paid for the services they provide overtime.

## **Article 5**

### **Categories of Admissions**

In accordance with the provisions of article 34 of Law 4485/2017, candidates holding a university degree of Greek Higher Educational Institutes or of Foreign Recognized Academic Title are accepted to the Programme.

Any member falling into the category of Special teaching staff, Laboratory teaching staff, and Specialized Technical Laboratory Staff meeting the conditions of the previous paragraph, may, upon their request, be accepted as supernumeraries, and only one per year, solely in Graduate Programme organized in a Department of the Institution they serve and which is relevant to the of the degree and the work they perform at the relevant Institution.

The Programme is to admit a hundred (100) students per academic year and is planned to employ up to twenty-four (24) total lecturers, faculty members and associates, which is translated into four (4) approximately graduate students per teaching member.

## **Article 6**

### **Criteria and Candidate Selection Procedure for the Programme**

The selection of those admitted to the Programme is conducted in accordance with the provisions of Law 4485/2017 and the regulations of the present Graduate Studies Regulations.

By decision of the Assembly, a Call of Interest is published on Programme's, Department's, and Institution's website with respect to the admission of postgraduate students to the Programme, where a; relevant details are listed (dates and place of submission of the application, necessary supporting documents that must accompany it, etc.). The applications encompassing the necessary supporting documents are submitted to the Secretariat of the Department, within a deadline specified in the announcement and may be extended by decision of the Assembly of the Department. It is possible to submit applications electronically after a relevant decision of the PMS Coordinating Committee.

Applications are submitted or collected at the Department Secretariat in order the original files to be filed with protocol number and file number. The files meeting the criteria of the Announcement are sent to the Coordinating Committee and the Programme's Secretariat, who is responsible for supporting the Candidate Evaluation Committee. All the applications from prospective postgraduate students who meet the established criteria are forwarded to the Selection Committee (defined as per a relevant decision of the Assembly) with accompanying material in photocopies.

The required supporting documents submitted by each candidate are as follows:

1. Registration application
2. Curriculum vitae
3. Certified copy of degree or certificate of completion of studies
4. Certificate of analytical score, on which the degree grade is also indicated.
5. Two letters of recommendation.
6. Copy of Bachelor's or Diploma thesis (if prepared) or its summary up to 1000 words.
7. Publications in peer-reviewed journals (if any) or the relevant link from where they could be searched online (Scopus, Scholar, etc.).
8. Evidence of professional activity or relevant professional certifications if any.
9. Certificate of English language proficiency (Level at least C1).
10. Two-sided photocopy of the police ID.

## 11. 2 Photographs

12. Formal declaration in where it is stated that the candidate is aware of this Regulation and that they unconditionally accept the Rules of Procedure of the Programme as prescribed therein.

As an exception, applications are accepted from candidates who do not hold a degree at the time of the application submission deadline, but instead provide a copy of their last analytical transcript. In the event of their selection, these candidates must present either a certificate of completion of studies or a certified copy of their degree before enrolling in the Programme and not further than the final registration date, set each time by the Assembly, otherwise, they will not be registered in the Programme.

The Assembly of the Department may, by its decision, define additional supporting document(s).

Graduates from foreign institutions must first contact Program's secretariat.

The selection of those admitted is made by a Committee of Faculty Members (Selection or Evaluation Committee), established by decision of the Assembly. Through the interview, the committee may also certify the adequacy of the candidate's knowledge of the English language.

The selection criteria, their grading from 1-10 as well as the details of the application of these criteria (points, coefficients, etc.) are made known to the candidates with the announcement of the P.M.S. and are the following:

### Scaling Criterion

Relevance of subject of first degree 20%

Degree grade (Very Good, Excellent, etc.) 25%

Work Experience (years of experience) in a related field 20%

Possession of a second degree or other qualification 10%

Interview 25%

The Selection Committee may decide, after the approval of the Assembly, to conduct additional (internal) examinations for all or some candidates. The Selection Committee determines the material and time of these examinations.

The selection process is carried out by the Selection Committee, who:

- a) Draws up a complete list of those having submitted an application.
- b) Rejects candidates who do not meet the minimum criteria in case such criteria have been set by the Assembly and are included in the Rules of Procedure of the Programme.
- c) Invites to an interview those candidates who are decided to be invited. The interview is conducted by the members of the Selection Committee.
- d) Organizes any internal examinations for the candidates in case it is deemed necessary.

e) Ranks the candidates and submits its proposal to the Assembly for the final selection.

The successful candidates should register at the Secretariat of the Programme within thirty (30) days of the Assembly's decision.

In the event of a tie, candidates with the highest overall score in criteria 1, 6, 7 and 8 will be selected first.

In the event of non-registration of one or more students, the runners-up, if any, based on their order in the approved evaluation table, will be invited to register for the Programme.

## **Article 7**

### **Duration of Studies - Terms of Study - Module Schedule**

The study at the Programme takes two (2) academic semesters and a summer period, which includes the time of diploma thesis or internship.

For working postgraduate students, the possibility of part-time study is foreseen, in which case the duration of study is doubled in four (4) academic semesters and the summer period. It must be proved that students in this category work at least thirty (30) hours per week and present a relevant employment contract or employer's certificate.

The maximum time allowed to complete the studies is set at two calendar years for full-time students and four calendar years for part-time students.

Part-time study is also provided for non-working students who are unable to meet the requirements of full-time study for health, family, military reasons, etc.

The postgraduate student may, by application, request a justified temporary suspension of studies that is not to exceed two consecutive semesters. The semesters of suspension of the student status are not counted towards the prescribed maximum duration of normal studies.

## **STUDY PROGRAMME**

The Programme commences in the fall or spring semester of each academic year.

For obtaining Postgraduate Diploma a total of seventy-five (75) credits (ECTS) are required.

During their studies, postgraduate students are required to attend and successfully complete postgraduate courses, research and write scientific papers, prepare a diploma thesis and successfully attend certified seminars by registers of shipping and other accredited scientific training providers.

**“Courses may require physical attendance and may be also taught by means of distance education during the semesters” (as amended by Senate decision no. 20205463 published in Official Government Gazette of the Hellenic Republic 3999/τΒ’/18.09.2020).**

Courses are organized in semesters, take place on a weekly basis and are conducted in English.

The course schedule is as follows:

M.Sc. in Shipping Management		
Courses	M /E	ECTS
<b>First Semester</b>		
<b>First Period: 1<sup>st</sup> Oct. – 30<sup>th</sup> Nov.</b>		
Maritime Economics	Mandatory	5
Principles of management	Mandatory	5
Financial Accounting	Mandatory	5
<b>Second Period: 8<sup>th</sup> Dec- 21<sup>st</sup> Feb.</b>		
Management of Shipping Enterprises	Mandatory	5
Chartering	Mandatory	5
Maritime Law	Mandatory	5
<b>TOTAL CREDIT UNITS OF FIRST SEMESTER</b>	<b>30</b>	
<b>Second Semester</b>		
<b>Third Semester: 1<sup>st</sup> March – 15<sup>th</sup> May</b>		
<b>Mandatory Courses</b>		
Shipping Financial Management	Mandatory	5
Marine Insurance	Mandatory	5
Shipping Operations	Mandatory	5
<b>Elective (3 out of 7 offered)</b>		
Special applications of Maritime Information Systems (DANAOS)	Elective	5
Shipping Accounting	Elective	5
Negotiations & Claims Handling	Elective	5
Maritime Information Systems	Elective	5
Quality Management in Maritime Operations	Elective	5
Port & Terminal Management	Elective	5
Management of Marine Resources and Blue Growth. Marine pollution and Maritime Environmental Issues	Elective	5

TOTAL CREDIT UNITS OF SECOND SEMESTER	30	
Summer Period: 1 <sup>st</sup> June – 30 <sup>th</sup> Sept.		
Internship	Mandatory	15
Alternatively		
M.Sc. Thesis	Mandatory	15
TOTAL CREDIT UNITS OF FIRST AND SECOND SEMESTER	75	

**The Part-time Study Programme can be adjusted individually for each student according to their needs with a free choice of courses until the completion of the required courses and credit units within the prescribed duration of 4 semesters and the summer period, as provided in the relevant article 7 par. 2**

Any visits to companies and, in general, any visits, participation in conferences, guest speeches other than those encompassed in the course curriculum, are not counted in the total of the compulsory lectures of the course. In these cases, the teaching of the course is completed with additional teaching days.

It is possible, under the decision of the Department Assembly and the approval of the Senate, to modify the course program and redistribute the courses both between the semesters and in the additional semesters of the part-time study programme. The modification of the course programme is included in the Rules of Procedure of the Programme.

#### PARALLEL EDUCATIONAL AND RESEARCH ACTIVITIES

1. In addition to teaching courses of the regular postgraduate programme, parallel educational and research activities may also be conducted.

These activities can be:

- Operation of accelerated educational programs of a general or specialized character provided by recognized and certified third parties.
- Educational trips in Greece or abroad to further improve the student experience.
- Organization of Seminars or Conferences with topics related to the cognitive and academic interest of the Programme

2. Those who attend parallel educational activities of the Programme may be granted a Certificate.

3. The Programme for the promotion of research may cover, upon relevant application of the interested teachers and students of the P.M.S., their travel and participation in prestigious conferences, workshops, research activity programs, any cooperation with institutions, by decision of the Director of PMS. All approval and payment procedures should follow the relevant Piraeus University Research Center procedure.

4. It is possible to promote and promulgate the Programme (via such as POSEIDONIA, Marine Money, etc.) following a Director's of the Programme proposal and a decision of the Assembly.



## Terms of Study - Obligations and Rights of Postgraduate Students

1. Postgraduate students have all the rights and benefits provided for students of the first cycle of studies, except for the benefit of free textbooks supply. The Institution is obliged to ensure that students with disabilities and/or special needs have access to the proposed textbooks and teaching.

2. Postgraduate students are invited to participate and attend seminars of research groups as well as participate in visits to laboratories and institutions related to the Program, in conferences/workshops with known objects related to the P.M.S., in lectures or other scientific events of the Programme etc.

3. Postgraduate students participate in the Information Education courses conducted by the library concerning: strategies for searching for information sources and evaluation of results (validity, timeliness, relevance), compilation of bibliography and standards of bibliographic references, ethics of information (avoidance of plagiarism) and self-deposit of Diploma theses in Institutional Repository DIONE.

4. The Assembly of the Department, after the recommendation of the Coordinating Committee, may decide to delete postgraduate students provided that they;

- **exceed the maximum absence limit (30% per semester module)**
- have failed three times in the examination of at least one module, (regular examination test, re-sit of examination test and examination by a three-membered committee)
- exceed the maximum duration of study at the Programme, as defined in the Regulation
- have violated the existing provisions regarding the treatment of disciplinary offenses by the competent disciplinary bodies
- automatically and ex officio at the request of postgraduate students
- commit an offense that falls under the law on intellectual property (law 2121/1993) when writing their assignments,
- do not pay the prescribed tuition fee on time.

5. In exceptional cases, it is possible to grant suspension of studies to a postgraduate student after their application, approval by the Coordinating Committee and decision of the Assembly.

6. For the participation and position reserving in the Programme. Postgraduate students pay tuition fees amounting at least to 7,000 Euro, divided into a 1,000 Euro advance payment of tuition fees as well as 4 equal installments of 1,500 euros for full-time students or a payment of 500 euros per course for part-time students. In any case, students must have paid their tuition fees in full by the end of their studies. Those who accept their inclusion in the Programme are obliged within 10 calendar days from the response of their acceptance to the Programme to pay as an advance registration fee the amount of 1,000 euros, which is either calculated in the total tuition fees, or returned to those legally entitled to a tuition fee exemption. If the candidate withdraws for any reason, the advance payment is non-

refundable and remains available for the purposes of the Programme. Candidates who are accepted conditionally (certificate of completion of studies pending, proof of foreign language, etc.) and pay the pre-registration fee of 1,000 euros, in case of failure to present the above supporting documents, the pre-registration fee is not refunded. Students who drop the Programme for any reason or are deleted from the Programme, are not entitled to requesting a refund of the sums they paid for their participation in the running costs of the Program (as amended by Official Government Gazette of the Hellenic Republic 3999/τΒ'/18.09.2020).

**It is possible to provide up to four (4) equivalent, full, financial scholarships per year that can be partially distributed to Candidate students of the MSc in Shipping Management distinguishable;**

- 1. either by academic criteria (meritorious students of related faculties based on their previous academic evaluation)**
- 2. or by social criteria (excellent presence in the social sphere, especially in shipping, with activities or actions that promote social cohesion, sustainable development, or the environment)**
- 3. or work criteria (recognized professional service in a field related to shipping and its cluster), (as amended by Senate decision no. 20196891 published in the Official Government Gazette of the Hellenic Republic 3994/τΒ'/04.11.2019).**

University students are given the opportunity to attend courses or write a diploma thesis (but not attend seminars) at other Departments either with which the Department of Maritime Studies has entered into a cooperation agreement, or within the framework of Erasmus.

Each candidate, before registering, must take cognizance of this Regulation and declare in black and white that they accept the Rules of Procedure of the Programme.

For each module, there is a maximum of 30% absences. In the event of exceeding this limit, the student is considered to have failed this module. In the event that the percentage of student absences exceeds 50% per module / or in all courses, the issue of the student's delisting from the Program may arise. The matter in question is examined by the Coordinating Committee, which issues an opinion on the matter at the Department's Assembly.

The Programme, by decision of the Department Assembly, has the possibility to recognize for its students courses from previous integrated postgraduate studies of similar institutions.

The academic calendar as well as the timetable are prepared, within the framework of the academic calendar of the University of Piraeus, under the responsibility of the Director of each Programme and approved by the Assembly. At the beginning of each period, the timetable of the period is announced including the days and times of the courses, the dates of other events or obligations, etc.

## **Article 10**

### **Exams- Evaluation**

The educational work of each academic year is structured into two study semesters, the winter and the spring one, each of which includes at least 8 weeks of teaching and one or two weeks of exams. Exam re-sit after the end of the seminars for the modules of the a and b

semester. Attending the courses/workshops etc. is mandatory. In the event of an obstacle to the conduct of a course, its substitution is foreseen. The date and time of the substitution are posted on the Programme's website.

The final evaluation and score in the individual modules of the Programme is determined by the teaching staff, who can organize written or oral exams at their discretion or rely on assignments or laboratory exercises. Grading is done on a scale of 0-10: from 0 to 4.99 regarded as fail and from 5 to 10 regarded as pass. The grades of the courses are submitted to the Secretariat of the Programme within 20 days of the end of the examination period.

The evaluation of the students' performance in each module is conducted via written or oral exams and/or with assignments according to the proposal of each teacher approved by the director of the Programme at the beginning of each Cycle, and in parallel with the teaching assignment of the module. Students who fail the examination of a course retake it in the next examination period. If the failure exceeds 3 modules per semester, the Coordinating Committee considers the possibility of either excluding the graduate student from the programme (deletion) or repeating the semester with the corresponding payment of the semester's fees.

It is possible if a graduate student fails more than twice in the examination of a course or courses, to be examined, upon their request, by a three-membered committee of Faculty. Members of the Department, the members of which have the same or a related subject as the subject being examined and are appointed by the Assembly of the Department. The person in charge of the examination is excluded from the committee.

During the summer period of the Program, it is provided that the students either prepare a diploma thesis, which also requires the successful attendance of a special type of seminars by certified bodies (Classification Societies or Chartered Institutes, etc.) or conduct an internship.

In the first case (diploma thesis), the Coordinating Committee, following a request from the candidate stating the proposed title of the thesis, the proposed supervisor (if they have not been designated as the supervisor of the postgraduate student since the beginning of their postgraduate studies), while a summary of the proposed work is attached. The Committee designates the supervisor and sets up the three-membered examination committee for the approval of the work, one of whose members is the supervisor.

The supervisor of the postgraduate thesis can be either a Faculty Member or researchers or Clinical professors at Programme who hold a Ph.D. The members of the committee must have the same or related scientific specialization as the academic subject of the programme. In order for the work to be approved, the student must defend it before the examination committee.

The diploma thesis is written in English. The Coordinating Committee prepares and the Assembly approves a Master's thesis writing guide, which is communicated to postgraduate students, and includes instructions for writing the postgraduate thesis, e.g. cover, logo, font, min-max words, etc.

Diploma theses, once approved by the examination committee, must be posted on the Department's website. In addition, electronic deposit of the thesis is made by the student themselves, in the DIONE Institutional Repository of the Piraeus University Library, in accordance with the decision of the Senate.

For obtaining a Master Degree, every postgraduate student must attend and be successfully examined in all the module offered by the Programme as well as prepare a diploma thesis or complete an internship (5-8 weeks) in a shipping company either in Greece or abroad, accumulating seventy-five (75) credits.

The final grade of the Master Degree is determined by the total grades of the Programme modules, at a percentage of 4/5, and the grade of the diploma thesis or the evaluation of the internship at a percentage of 1/5, in a manner analogous and corresponding to the teaching units (60 teaching units the courses and 15 teaching units the internship or the thesis). The degree of the Master Degree, under the responsibility of the Secretariat, is filed in the individual file of the student.

Cases of misdemeanors such as copying in exams or in assignments and exercises, inappropriate behavior, etc., result in immediate expel from the Program following a decision of the Assembly.

The scripts must be kept under the supervision of the teacher for one (1) year. After the expiry of this time, the scripts cease being valid and are destroyed, unless relevant criminal, disciplinary or any other administrative procedure is pending. Their destruction is highly recommended to be accomplished in the Foundation's document shredders and the products of destruction recycled.

## **Article 11**

### **Teaching assignment – Teaching Staff of the Programme**

The teaching staff of the Programme consist 60% of:

- Faculty Members of the Department
- Special teaching staff, Laboratory teaching staff, and Specialized Technical Laboratory Staff of the Department who hold a PhD unless their field of study is of exceptional and indisputable specificity for which it is not possible or usual to prepare a doctoral thesis,
- Emeritus Professors and retired Faculty Members of the relevant Department
- Scientists of recognized prestige or holders of a doctoral degree or doctoral candidates who may be employed as academic scholars by decision of the Assembly and an act of the President of the relevant Department to carry out teaching and research work, designated by the contract signed between the academic scholar and the Rector of the relevant university.

With a reasoned decision of the Assembly of the Department after a relevant recommendation of the Coordinating Committee of the Programme, teaching may be assigned to;

- Faculty Members of other Departments or Universities
- Researchers from research centers of no. 13A, Law 4310/2014
- visiting distinguished scientists from the country or abroad, who have a position or qualifications as a professor or researcher in a research center, scientists of

recognized prestige with specialized knowledge or relevant experience in the subject of the Programme,

- Executives and prominent personalities of the maritime industry, of recognized prestige with specialized and empirical knowledge in the field of the Programme, such as certified brokers, maritime lawyers, masters, certified insurers, technical engineers, etc.
- visiting postdoctoral researchers, Greek or foreign young scientists, holders of a doctoral degree (par. 7, art. 16, Law 4009/2011) or new recruitments/contracts are made in accordance with the above (par. 1, 2, 5 and 6, no. 36, law 4485/2017).

## **Article 12**

### **Diploma**

The Master of Postgraduate Studies is a public document governed by the Greek law and fully recognizable to any other European Union country. Its type is defined by a decision of the Senate and is written in Greek and English.

The Programme provides a level 7 qualification according to the European Qualifications Framework (EQF) and the National Qualifications Framework (NQF).

The grading system falls into a scale as follows:

from 5 to 6.49 GOOD, from 6.50 to 8.49 VERY GOOD and from 8.50 to 10 EXCELLENT (DISTINCTION)

A Diploma Supplement is attached to the Diploma in accordance with the provisions of article 15 of Law 3374/2005 (Official Government Gazette 189, vol.A') and the Ministerial Decision Φ5/89656/B3/13-8-07 (Official Government Gazette of the Hellenic Republic 1466, vol.B').

## **Article 13**

### **Obligations of Teaching Staff**

The person responsible for teaching a module at the Programme is obliged to:

1. To faithfully observe the schedule for the delivery of the module.
2. To determine the content of the module according to current developments, as this results from the use of internationally established textbooks and scientific articles from the international corpora, in the context of the module material.
3. To facilitate of the correlation of the theoretical part of the teaching with the high-level practice as applied in modern companies. This effort is enhanced using case studies, the presence of guest speakers recognized for their experience and expertise, or a combination of the two.
4. To ensure that the attendance report is observed and signed by the students of the course.
5. To keep sufficient office hours that will allow students to communicate with them unhampered on matters related to their studies and the specific module.
6. To have posted on the Department's and Programme's website a detailed presentation of the module, with the objectives, the intended result, the teaching material in detail in ten (10) lectures, the proposed textbook, and the supplementary bibliography, in both Greek and English.

## **Article 14**

### **Graduation**

A student who has successfully completed their postgraduate studies may attend and participate at the convocation ceremony. The graduation ceremony does not constitute a component of the successful completion of the studies, but it is a necessary condition for the awarding of the postgraduate diploma. Prior to the graduation, the graduates may be given a relevant certificate of successful completion of their postgraduate studies.

## **Article 15**

### **Programme's infrastructure**

1. At the end of each semester, the postgraduate students carry out an evaluation of each module and each teacher. The internal and external evaluation of the Programme as well as the assurance and certification of quality, will be executed in accordance with the provisions of Law 4009/2011 (A' 189) and the provisions of Article 44 of Law 4485/2017.
2. In exceptional cases, building facilities and logistic infrastructure outside the University of Piraeus may be used, by decision of the Director of the Programme if this is deemed necessary.
3. The Programme can equip facilities (rooms, laboratories, offices, etc.) from the resources available if this is deemed necessary and contributes to the development, better organization of services, and the promotion of the PMS.