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Article 1| General Provisions

The 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 fully taught in English.

Article 2| Objective - Aim

M.Sc. 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 of the shipping industry, as well as a critical evaluation of the relationships among its various disciplines, develop applicable business skills in specific areas of shipping businesses,
2. Enable participants to handle decision-making processes in the shipping industry from a management perspective,
3. Infuse participants with critical analysis skills and apply them to real and authentic cases and problems in the shipping business.

Article 3| Postgraduate Degree

The Programme awards a Master of Science with the title "Master of Science (M.Sc.) in Shipping Management". The Diploma (M.Sc.) Degree and relevant Documents are drawn up in both Greek and English.

Article 4| Structure and Organs

1. Competent bodies for the establishment, organization and operation of the Programme 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. defines the educational characteristics of the Program and appoints the faculty and clinical members as well as other teaching staff,
 - 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,
4. The Coordinating Committee of the Programme consists of five (5) Faculty Members and are appointed by the Department's Assembly for a two-year tenure. The Coordinating Committee is responsible for every aspect regarding the monitoring and coordination of the operation of the Programme as well as, 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 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 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,
 - 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 educational program and introduces necessary modifications if needed. The Director also signs any contract and approves any payment to anyone within budget limits as approved by the Assembly or any other relevant Body,
 - 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 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 to resolve any operational issues of the Programme, as well as matters pertaining to the teaching staff, candidates, postgraduate students, and the schedule. The Secretariat is also responsible for filing the attendance sheets submitted by the teaching staff and keeping statistics about the Programme.

Article 5| Categories of Admissions

Candidates holding a university degree of Greek Higher Educational Institutes or of any Foreign Academic Institutions equivalent to the Greek ones are eligible for admission to the Programme.

The Programme is to admit up to one hundred (100) students per academic year and plans to employ up to twenty-four (24) lecturers, faculty members and associates, resulting in approximately four (4) graduate students per teaching member.

Article 6| Criteria and Candidate Selection Procedure for the Programme

By decision of the Assembly, a Call for Interest is published on the Programme's, Department's and Institution's websites regarding the admission of postgraduate students to the Programme. The Call includes all relevant details, such as dates and place of submission of applications, necessary supporting documents, and other pertinent information. Applications, including all necessary supporting documents, must be submitted to the Secretariat of the Department within the deadline specified in the announcement. This deadline may be extended by a decision of the Department Assembly. Electronic submission of applications is also permitted, following a relevant decision by the M.Sc. Coordinating Committee.

Applications are submitted to the Programme's Department Secretariat, where the original files are assigned a protocol number and file number for record-keeping. Files that meet the criteria specified in 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, candidates must present either a certificate of completion of studies or a certified copy of their degree before enrolling in the Programme, and no later than the final registration date set by the Assembly. Failure to do so will result in their exclusion from the Programme.

The Assembly of the Department may, by decision, specify 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).

The selection criteria, including their grading on a scale from 1 to 10 and details on their application (such as points and coefficients), will be communicated to the candidates with the announcement of the P.M.S. These criteria are as follows:

Scaling Criterion

1. Relevance of subject of first degree 20%
2. Degree grade (Very Good, Excellent, etc.) 25%
3. Work Experience (years of experience) in a related field 20%
4. Possession of a second degree or other qualification 10%
5. Interview 25%

The Selection Committee may decide, to conduct additional (internal) examinations for all or some candidates. The Selection Committee determines the content and timing 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.

Article 7| Duration of Studies - Terms of Study - Module Schedule

Completion of the Programme requires two (2) academic semesters plus a summer period, which includes time allocated for the diploma thesis or internship.

For working postgraduate students, part-time study is available, which extends the duration to 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.

Article 8 | Programme Structure

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 Classification Societies and other accredited scientific training providers.

“Courses may require physical attendance and may be also taught by means of distance education during the semesters.”

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

The **indicative** course schedule is as follows: **(please note that sometimes certain courses may be offered at another than planned Semester)**

| M.Sc. in Shipping Management | | |
|---|-----------|-----------|
| Courses | M /E | ECTS |
| First Semester | | |
| First Period: 1st Oct. – 30th Nov. | | |
| Maritime Economics | Mandatory | 5 |
| Principles of Management | Mandatory | 5 |
| Financial Accounting | Mandatory | 5 |
| Maritime Law | Mandatory | 5 |
| Second Period: 8th Dec- 21st Feb. | | |
| Management of Shipping Enterprises | Mandatory | 5 |
| Chartering | Mandatory | 5 |
| Marine Insurance | Mandatory | 5 |
| TOTAL CREDIT UNITS OF FIRST SEMESTER | | 30 |
| Second Semester | | |
| Third Semester: 1st March – 15th May | | |
| <i>Mandatory Courses</i> | | |
| Shipping Financial Management | Mandatory | 5 |

| | | |
|---|-----------|---|
| Shipping Operations | Mandatory | 5 |
| | | |
| | | |
| Elective (3 out of 7 offered) | | |
| 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. | Elective | 5 |

| | | |
|--|-----------|----|
| TOTAL CREDIT UNITS OF SECOND SEMESTER | 30 | |
| Summer Period: 1 st June – 30 th 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, 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.

SECONDARY 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 by interested teachers and students of the M.Sc., their travel and participation in prestigious conferences, workshops, research activity programs, and any cooperation with institutions, by decision of the Director of the M.Sc. 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 channels such as POSEIDONIA, Marine Money, etc.) following a proposal by the Director of the Programme and a decision of the Assembly.

Article 9| Terms of Study - Obligations and Rights of Postgraduate Students

1. Postgraduate students have all the rights and benefits provided to all students, except for the benefit of free textbooks. The institution is obliged to ensure that students with disabilities and/or special needs have access to the proposed textbooks and teaching materials.
2. Postgraduate students are invited to participate in and attend seminars of research groups, as well as visits to laboratories and institutions related to the Programme. They are also encouraged to participate in conferences and workshops related to the M.Sc., as well as lectures or other scientific events of the Programme.
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 when writing their assignments,
 - do not pay the prescribed tuition fee on time.
5. In exceptional cases, it is possible to grant a 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 pay their tuition fees in full by the end of their studies. Those who are accepted their inclusion in the Programme should deposit are obliged to pay an advance registration fee of 1,000 euros within 10 calendar days of their acceptance. This amount is either deducted from 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 out of the Programme or are removed from it for any reason are not entitled to a refund of the amounts paid for their participation in the Programme's running costs.

It is possible to provide up to four (4) equivalent, full, financial scholarships per year which can be partially distributed to Candidate students of the M.Sc. 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 by work criteria (recognized professional service in a field related to shipping and its cluster).

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 must review this Regulation before registering and declare in writing that they accept the Programme's Rules of Procedure.

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-sits occur after the end of the semesters for the modules of the first and second semesters. Attendance of 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 alternatively, 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 students' performance in each module is conducted through written or oral exams and/or assignments, based on each teacher's proposal approved by the Programme Director at the beginning of each cycle and in conjunction with the module's teaching schedule. 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, students are required to either prepare a diploma thesis, which involves successfully attending specialized seminars conducted by certified bodies (such as Classification Societies or Chartered Institutes), or to complete 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 a faculty member, researcher, or clinical professor within the Programme who holds 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. Additionally, students must electronically upload their thesis in the DIONE Institutional Repository of the Piraeus University Library.

To obtain a Master's degree, each postgraduate student must attend and pass all modules offered by the Programme, as well as prepare a diploma thesis or complete an internship (5-8 weeks) with a shipping company, either in Greece or abroad, accumulating a total of seventy-five (75) credits.

The final grade for the Master's Degree is determined by the grades of the Programme modules, accounting for 4/5 of the total grade, and the grade for the diploma thesis or internship, accounting for 1/5. This reflects the distribution of teaching units, with 60 units for courses and 15 units for the thesis or internship. The final grade, under the responsibility of the Secretariat, is filed in the student's individual file.

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

Examination scripts must be retained under the teacher's supervision for a period of one (1) year. After the expiry of this time, the examination 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 University'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 has such exceptional and distinctly defined characteristics that preparing a doctoral thesis is deemed either impractical or atypical.
- 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 by the Assembly of the Department, following a relevant recommendation from the Coordinating Committee of the Programme, teaching may be assigned to:

- Faculty Members of other Departments or Universities,
- researchers from research centers,
- visiting distinguished scientists, either from within the country or internationally, who hold a

professorship or a research position at a reputable institution, and possess recognized expertise or relevant experience in the subject matter 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 or new recruitments/contracts are made in accordance with the above.

Article 12| Diploma

The Master of Science 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,
- from 8.50 to 10 EXCELLENT (DISTINCTION)

A Diploma Supplement is issued along with the Diploma.

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 the connection between the theoretical part of the teaching and high-level practice as applied in modern companies, efforts are enhanced through the use of case studies, the presence of guest speakers recognized for their experience and expertise, or a combination of both.
4. To ensure that the attendance report is observed and signed by the students of the course.
5. To maintain sufficient office hours, allowing students to communicate freely on matters related to their studies and the specific module.
6. To post on the Department's and Programme's website a detailed presentation of the module, including the objectives, intended outcomes, detailed teaching materials for ten (10) lectures, the proposed textbook, and supplementary bibliography, in both Greek and English.

Article 14| Graduation

Students who have successfully completed their postgraduate studies are eligible to attend and participate in the convocation ceremony. While the graduation ceremony is not a component of the successful completion of studies, it is a prerequisite for the awarding of the postgraduate diploma. Prior

to graduation, graduates may receive a certificate attesting to the 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.
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 M.Sc.