



UNIVERSITY OF
THESSALY
MSc APPLIED ECONOMICS

INTERNAL REGULATION OF THE POSTGRADUATE STUDY PROGRAM

TABLE OF CONTENTS

INTRODUCTION	3
Article 1. Subject and Purpose of the Postgraduate Program	
1.1 Purpose of the MSc	2
1.2 Academic Subjects of the MSc	2
1.3 Title of Studies	2
1.4 Categories of Candidates in the MSc	3
Article 2. Postgraduate Diploma	
2.1 Duration of the Program	3
2.2 Requirements for Obtaining a Postgraduate Diploma	3
2.3 Administrative Bodies of the MSc Program	3
Article 3. Admission to the PGP-Selection Procedures-Free Tuition	
3.1 Applications	5
3.2 Selection Process	5
3.3 Tuition Fees	6
3.4 Free Tuition	6
Article 4. Program	
4.1 Curriculum Program for the Postgraduate Diploma	6
4.2 Instructors and Teaching Assignments in the MSc	7
4.3 Remuneration for Teaching	7
4.4 Supervision	8
4.5 Evaluation	8
4.6 Postgraduate Dissertation	8
Article 5. Financial Management of Income and Expenditure	
5.1 Resources	9
5.2 Management	9
5.3 Expenses	10
Article 6. Enrollment in the Postgraduate Program	
6.1 Course Attendance	10
6.2 Suspension of Studies	10
6.3 Part-time Studies	11
6.4 Technical Infrastructure	11
6.5 Completion of Studies	11
6.6 Institutional Repository	11
6.7 Certificates	11
6.8 Administrative Support, Technical, and Financial Assistance	12
6.9 Scholarships	12
6.10 Postgraduate Program Website	12
Article 7. Quality Assurance	
7.1 Intellectual Property Rights and Plagiarism	12
7.2 Research Ethics and Ethics Committee – Three-member Internal Ethics and Research Ethics Committee	12
7.3 Program Quality Assessment and Evaluation	13
Article 8. Transitional Provisions	13

INTRODUCTION

The Postgraduate Program (Master's) titled "Applied Economics" of the Department of Economics (DOE) at the University of Thessaly is being modified in accordance with the provisions of the law, as they have been formulated and apply.

The Internal Regulation of the Postgraduate Program "Applied Economics" follows the General Regulation of Postgraduate Studies at the University of Thessaly, available at the following link: http://www.uth.gr/static/miscdocs/20181009_kanonismos_PMS.pdf

It is initially approved by the Assembly of the Department of Economics of the University of Thessaly and subsequently by the Senate of the University of Thessaly, following the unanimous opinion of the Postgraduate Studies Committee of the University of Thessaly. The Regulation is then published in the Government Gazette, posted on the Department's website, submitted to the Ministry of Education & Religious Affairs, and formally enforced.

The Internal Regulation may be amended and periodically revised with continuous improvements and updates, without altering its fundamental structure and content. Such changes are made by the Assembly of the Department of Economics of the University of Thessaly, following a relevant proposal by the Program's Director, and following the aforementioned procedure for publication in the Government Gazette.

Article 1. Subject and Purpose of the Postgraduate Program (MSc)

1.1 Purpose of the MSc

The program aims to:

- Deepen the student's knowledge in the fields of economic analysis and related economic and business policies.
- Provide comprehensive knowledge of modern analytical/quantitative methods and qualitative approaches necessary for taking economic and business decisions by professionals in the public and private sectors.
- Prepare students for doctoral studies.

1.2 Academic Subjects of the MSc

The Postgraduate Program in Applied Economics at the Department of Economics of the University of Thessaly has as its subject the specialization of graduates of Economics Departments and other disciplines in the fields of (a) Business Analytics, (b) Financial Technology and Investments, (c) Business Administration, (d) Public and Local Government Organization Management, and (e) National Defense and International Relations. The Master's Degree in Applied Economics (MSc) leads, in accordance with the legal provisions, to the acquisition of professional rights beyond those provided by the undergraduate degree.

1.3 Title of Studies

The MSc awards a Master's Degree in Applied Economics (MSc) with a specialization in the following directions: A) Applied Economics in Business Analytics B) Applied Economics in Financial Technology and Investments C) Applied Economics in Public Organizations and Local Government D) Applied Economics in Business Administration E) Applied Economics in Defense and International Relations

1.4 Categories of Candidates in the MSc

The MSc program welcomes graduates from Higher Education Institutions in Greece and accredited foreign institutions of equivalent standing. The admission process considers factors such as the candidate's degree grade, the alignment of their undergraduate studies with the MSc specialization, and additional criteria for the compilation lists of qualified candidates.

Article 2. Master's Degree Studies

2.1 Duration

The duration of the MSc program leading to a Master's Degree in Applied Economics (MSc) is three semesters, with the final semester devoted to the completion of the master's thesis. Alternatively, a student can, instead of the thesis, attend and successfully complete four (4) courses in the third semester (Fall Semester), including an additional course in Research Methods. The four courses (4) instead of the thesis vary depending on the specialization chosen by the student, while Research Methods are common to all five directions. The duration of studies for each student cannot exceed the period prescribed by the law, as determined and applied. In exceptional cases, the Department can grant a one-year leave of absence. Semesters of leave of absence are not counted towards the maximum duration of regular studies.

2.2 Requirements for Obtaining a Postgraduate Diploma

To obtain a Postgraduate Diploma (PGD), the accumulation of 90 ECTS credits is required, spread over three semesters. Lectures and examinations in the MSc program are conducted in Greek, while the literature and bibliography cover both Greek and international sources. In special cases, such as the invitation of foreign university lecturers, instruction may be conducted in English.

2.3 Administrative Bodies of the MSc Program

The competent bodies for the organization and overall operation of the MSc program are as follows:

The Senate of the University of Thessaly, is responsible for any administrative or organizational issues related to postgraduate studies that are not specifically assigned to other bodies by law.

The Department of Economics Assembly, is responsible for the organization, administration, and management of the MSc program, including: a) proposing to the Senate the establishment or modification of the MSc program, as well as the extension of its duration, b) forming committees to evaluate applications from prospective postgraduate students and approving their enrollment in the MSc program, c) assigning teaching duties to MSc instructors, d) appointing the Director of the MSc program; e) appointing members of the Study Program Committee for Interdepartmental MSc programs; f) forming examination committees for the evaluation of postgraduate theses and appointing supervisors for each work, g) verifying the successful completion of the program in order to award the MSc title; h) approving the MSc program's budget, upon the recommendation of the Coordinating Committee (CC), and i) exercising any other authority provided for by specific provisions.

The Coordinating Committee (CC) of the MSc program consists of the Director of the MSc program and four (4) members of the Teaching and Research Staff (TRS) of the Department of Economics, specializing in relevant fields to the MSc program. They undertake teaching tasks within the MSc program and are appointed by the Department's Assembly. The term of office for CC members is two years, with the possibility of renewal. The CC is responsible for monitoring and coordinating the operation of the

program, including: a) preparing the initial annual budget of the MSc program and any modifications, if the program has resources according to Article 84 and recommending its approval to the Research Committee of the Special Research Funds Account (SRFA), b) preparing the program's financial report and recommending its approval to the Department Assembly, c) approving the expenses of the MSc program, d) approving scholarships, whether reciprocated or not, in accordance with the MSc program establishment decision and the Postgraduate and Doctoral Studies Regulation, e) proposing to the Department Assembly the distribution of teaching duties and the assignment of teaching duties to MSc instructors, f) proposing to the Department Assembly the invitation of Visiting Professors to cover the teaching needs of the MSc program, g) preparing a plan for modifying the study program, which is submitted to the Department Assembly, h) proposing to the Department Assembly the reallocation of courses among academic semesters and matters related to the qualitative upgrading of the study program.

The Director of the Postgraduate Program comes from the Teaching and Research Staff members of the Department, prioritizing the rank of Professor or Associate Professor. He or she is appointed by the Department Assembly for a two-year term, with the possibility of renewal without limitation. The Director chairs the CC and recommends MSc program-related matters to the Department Assembly. Additionally, he/she recommends matters related to the effective operation of the MSc program to the CC and other bodies of the MSc program and the University, acting as the Scientific Coordinator of the program in accordance with the Law, and exercise the corresponding powers. He/she monitors the implementation of decisions by the MSc program's bodies and the Internal Regulation for Postgraduate and Doctoral Programs, as well as the execution of the MSc program's budget and perform any other duties specified in the MSc program establishment decision.

Members of the above Committees are not entitled to additional compensation or remuneration for their participation in those committees.

Committees For the operation of the MSc program, the Assembly may appoint the following Committees, with a term of two (2) years:

- A. Postgraduate Student Selection Committee
- B. Financial Management Committee

The Assembly may establish additional Committees as it deems necessary. All proposals or decisions of the Committees are approved by the Assembly.

The duties of the Postgraduate Student Selection Committee include:

- Reviewing and evaluating all submitted documents.
- Verifying the relevance of the bachelor's degree to the subject matter of the MSc program.
- Assessing English language proficiency, which can be demonstrated by candidates holding a language proficiency certificate of at least level B1 according to the Common European Framework of Reference for Languages (CEFR). Candidates with a bachelor's or master's degree from an English-speaking university or from a country with English as an official language are exempt from this requirement.

The Committee conducts interviews for admission to the MSc program and provides a final ranking of candidates based on the MSc program's criteria. It proposes the selection of candidates based on this ranking to the Study Program Committee.

The duties of the Financial Management Committee include:

- Recommending to the Study Program Committee the determination of tuition fees, if applicable, with justification.
- Monitoring, controlling, and providing continuous financial updates on the MSc program.
- Submitting a financial plan and financial report of the MSc program to the Department Assembly and posting it on the MSc program's website.

Article 3. Admission to the MSc - Selection Procedures - Free Tuition

3.1 Applications

The evaluation of candidates for the MSc program is based on the overall scoring (on a scale of 1 – 100) in the following criteria:

	Selection Criteria Points	
1	Undergraduate degree grade	20
2	Proficiency in foreign language(s)	10
3	Computer literacy	5
4	Relevance of undergraduate studies to the MSc program	25
5	Relevant professional experience	20
6	Interview	20
	Total	100

All candidates must submit two recommendation letters along with their application. For foreign candidates, sufficient knowledge of the Greek language is required.

3.2 Selection Process

The call for expressions of interest for applying to the MSc program is published at the beginning of the spring semester and contains all the information regarding the application process, required qualifications, necessary documents, and selection criteria. Applications are considered valid if they are submitted in full and within the specified deadline, in accordance with the relevant instructions on the MSc program's website. The applications should indicate the specialization the candidate wishes to pursue. The deadline for submitting applications, the required documents, and other related matters are announced at the offices of the MSc program's Secretariat and on the program's website. Within the application deadline, interested candidates electronically submit the required documents to the MSc program's Secretariat as detailed on the program's website. The maximum number of admitted students is set at ninety (90) for the total of five specializations and may be subject to change upon decision by the Academic Senate and the Rectorate. The minimum number of students per specialization is 6, while the maximum is 30. The responsibility for admitting students to the MSc program lies with the Assembly of the Department, following a recommendation from the Coordination Committee. The evaluation of candidates, who have timely submitted all the required documents, takes place in two phases:

- The first phase involves the formal review by the Coordination Committee of the basic qualifications of candidates who have timely submitted all the required documents.
- The second phase of assessment concerns those who passed the first phase and comprises the interview process.

Based on the review of formal and substantive qualifications and the results of interviews, the Committee makes a list of successful and reserve candidates for the MSc program. The enrollment process for students in the MSc program is completed within ten (10) days after the start of the first

(Fall) semester. During their enrollment, students who had not completed their undergraduate studies at the time of application must provide a copy of their degree certificate or a certificate of completion from the Secretariat of their undergraduate department.

3.3 Tuition Fees

The annual operating cost of the MSc program is covered, in addition to sponsorships, by funds from research programs, revenues of the Research and Development Fund, and tuition fees, the amount of which is adjusted following a decision by the Academic Senate as prescribed by law. For the purpose of attending the MSc program, those obligated to pay tuition fees deposit them into the program's bank account as follows:

- 33% of the amount upon their enrollment in the Program.
- 33% of the amount before the end of the fall/winter semester.
- 33% of the amount before the end of the spring semester.

Failure to make payment of the fee installment beyond 30 days creates an obstacle to students' participation in examinations. In case of discontinuation of studies, the tuition fees already paid are non-refundable two weeks after the start of the semester.

3.4 Free Tuition

Registered students of the Master's Program of Studies may be eligible for free tuition according to the prevailing legislation at the time. The submission of applications for free tuition takes place after the completion of the admission process of students into the MSc program and within a timeframe determined by the Coordination Committee of the MSc program.

Article 4. Program

4.1 Curriculum for the Postgraduate Diploma Program

The curriculum for the Postgraduate Diploma Program is structured as follows:

A' Semester: 30 Credit Units (ECTS)

Four mandatory courses per specialization and a common seminar "Research Methodology I" for all specializations.

B' Semester: 30 Credit Units (ECTS)

Three mandatory courses per specialization, one elective course, and a common seminar "Research Methodology II" for all specializations.

C' Semester: 30 Credit Units (ECTS) Master Thesis Dissertation

Alternatively, instead of completing a dissertation:

C' Semester: 30 Credit Units (ECTS)

Four mandatory courses per specialization and a common seminar "Research Methodology III" for all specializations.

4.2 Instructors and Teaching Assignments in the Postgraduate Program

The teaching of courses and exercises in the Postgraduate Program will be carried out by instructors who are members of the Teaching and Research Staff (Δ.Ε.Π.), Special Teaching Staff (Ε.Ε.Π.), Special Scientific Staff (Ε.ΔΙ.Π.), and Teaching and Research Assistants (Ε.Τ.Ε.Π.) of the Department of Economics, as well as other categories of instructors, in accordance with the current provisions of the Law . All instructors must hold a doctoral degree, unless their subject matter expertise is of exceptional and unquestionable nature for which the completion of a doctoral dissertation is not feasible or customary. With an analytic decision of the Assembly of the Department of Economics, in cases where the teaching staff of the aforementioned categories is insufficient, teaching assignments may be given to Δ.Ε.Π. members from other Departments of the same University or invite professors from other Universities or researchers from research centers. Furthermore, the Assembly of the Department of Economics, with its decision, taking into account the proposal of the Director of the Postgraduate Program, may invite distinguished scientists who hold a position or qualifications as a professor or researcher in a research center, scientists of recognized reputation with specialized knowledge or relevant experience in the subject matter of the Postgraduate Program, from domestic or foreign sources, in accordance with the provisions of the Law.

By decision of the Department's Assembly, auxiliary teaching assignments may be assigned to doctoral candidates of the Department or the School of Economic and Administrative Sciences, under the supervision of a Postgraduate Program instructor. In any case, the assignment of teaching responsibilities for courses, seminars, and exercises in the Postgraduate Program is determined by the Department's Assembly, following a recommendation from the Coordinating Committee. The obligations of instructors include:

- Adherence to the course schedule
- Writing a detailed course description including objectives, weekly class hours, recommended bibliography/articles, and course requirements (e.g., practical exercises, presentations, etc.)
- Providing lecture notes and/or maintaining a folder with the recommended literature
- Keeping a record of student attendance
- Holding weekly office hours for meetings with postgraduate students
- Conducting examinations and selecting examination topics
- Grading written examinations and submitting grades within 20 days from the date of the examination
- Supervising up to 6 dissertations annually

4.3 Remuneration for Teaching /Professorial Compensation in Postgraduate Program

All categories of instructors may be compensated from the resources of the Postgraduate Program. Payment or any other form of remuneration from the state budget or public investment programs is not allowed. The amount of remuneration for each instructor is determined by the competent authority of the Postgraduate Program, responsible for assigning teaching duties. Specifically, instructors who hold the position of Teaching and Research Staff (Δ.Ε.Π.) may receive additional compensation for work contributed to the Postgraduate Program, provided they fulfill their minimum legal obligations as defined by the Law .

The last paragraph applies proportionally to members of Special Teaching Staff (Ε.Ε.Π.), Special Scientific Staff (Ε.ΔΙ.Π.), and Teaching and Research Assistants (Ε.Τ.Ε.Π.), provided they fulfill their minimum legal obligations. Details regarding the contracting of remuneration agreements for professors are determined by the Research Committee.

4.4 Supervision

For each postgraduate student, the Coordinating Committee appoints a Program Instructor as an Advisor, who is responsible for monitoring and overseeing the general progress of the postgraduate student's studies.

4.5 Evaluation

Evaluation and grading for each course are the exclusive responsibility of the instructor and are carried out independently from other courses. It is based on an objective assessment of the student's performance in the specific course (assignments, examinations, etc.). The evaluation criteria are clearly defined and are provided in the informational document for each course. A prerequisite for participating in examinations is the payment of tuition fees (except for students exempted from tuition fees). Part or all of the assessment of students can be based on assignments in the corresponding course. Successful completion of each course requires that the final grade (either as the final examination grade or as the weighted average of grades obtained from alternative forms of examination, as mentioned above) be equal to or greater than five (5). Student grades are submitted by the instructors to the Program's Secretariat within twenty days after the examination. The Secretariat is responsible for posting the examination results on the Program's notice boards. If a student fails in a course in either the fall or the spring semester, he/she has the right to re-take the examination in the second examination period, which is scheduled for September. A student can re-take up to 4 courses in total. Cases where students fail in more than 4 courses result in the termination of their enrollment without a refund of tuition fees paid. Students who fail in the September examination period in 3 or fewer of the re-examined courses have the opportunity to retake those courses in the next academic year. The case of re-failure by these students in at least one of the courses retaken in the following academic year is examined on a case-by-case basis by the Examining Committee, which assesses the substantive and formal dimensions of the issue and has the authority, at its discretion, to decide whether the student should repeat the attendance of the course(s) in the next academic year or even to expel them from the Program without a refund of tuition fees paid.

4.6 Postgraduate Dissertation

All postgraduate students, as part of their obligations to obtain a Master's degree, have the option, during the third semester of study, to prepare a postgraduate dissertation on a subject related to one of the courses of the program. The dissertation must have a clearly research-oriented character, and its commencement cannot take place earlier than the end of the second semester of study. For each postgraduate student who chooses to prepare a dissertation, a supervising professor is appointed by the Program Director, following a recommendation from the Program Committee. The right to supervise dissertations is granted to the teaching staff mentioned in points a) to d) of article 4 paragraph 2 of law 4957/2022, provided that they hold a doctoral degree. By decision of the Department of Economics Assembly, supervision of dissertations may also be assigned to members of the Department's Academic, Research, and Teaching Staff who are not involved in teaching in the Master's program. The supervising professors, as per current legislation, submit in writing to the Secretariat the topics of the proposed dissertations. The number of dissertations that a professor can supervise should not exceed six (6). The supervisor has the scientific responsibility for the preparation of the Postgraduate Dissertation and is appointed by the Coordinating Committee upon the candidate's request. The application includes the proposed title of the dissertation, the proposed supervisor, and a summary of the proposed work. The language of the dissertation can be either Greek or English. The guidelines for the preparation of the dissertation are posted on the program's website. The procedure for submitting the dissertation for examination is as follows: Upon its completion and written approval by the supervisor, the dissertation is submitted to the Secretariat in four copies by January 31st of the third semester of study or

alternatively by May 31st of the same year. To examine the Postgraduate Dissertation, a three-member committee is formed by the Coordinating Committee, consisting of the supervisor and at least two (2) other members of the Academic and Research Staff with a doctoral degree who are involved in the program and have expertise in the same or related scientific field as the dissertation topic. The Secretariat of the MSc ensures that three copies are distributed to the examination committee. The presentation of the Postgraduate Dissertation is publicly defended before the Examination Committee, the instructors, and the students of the MSc on a date and place determined by the Department Assembly, upon the recommendation of the MSc Director. After approval by the Committee, the dissertation, in its final form, is submitted to the Secretariat in both hardcopy and electronic formats, preserved in the MSc library, and is mandatorily posted on the University of Thessaly Institutional Repository's website (<http://ir.lib.uth.gr>) and the MSc website. In exceptional cases, if there is an objective inability or significant reason (e.g., illness, absence abroad, etc.), the supervisor or a member of the Examination Committee can be replaced by decision of the Director and with the concurring opinion of the Program Committee. To successfully complete the requirements leading to the Master's Degree, students must have received a grade equal to or greater than FIVE (5) (in the scale 1 to 10) in the eight courses of the first two semesters of study, including both seminars in Research Methodology, AND in the dissertation, or in place of it, if chosen in the four compulsory courses, including the seminar "Research Methodology III." The grade for the Master's Degree (MSc) is calculated as the weighted average of the grades of all the courses and the dissertation required for the acquisition of the postgraduate degree, with the weight factor for each grade being determined by the ECTS credits of the respective course, i.e., seven ECTS for each course and two (2) ECTS for each compulsory research methodology seminar, and thirty (30) ECTS for the dissertation.

Article 5. Financial Management of Income and Expenditure

5.1 Resources

The resources of the M.Sc. program may come from: a. Grants, funds from research programs, revenue from ELKE (Research Fund) and tuition fees, the amount of which is adjusted following a decision by the Assembly of the Department, as prescribed by law. The MSc shall only accept grants with the unanimous approval of the Assembly of the Department.

5.2 Management

The Coordinating Committee prepares the initial annual budget of the MSc and its amendments, and submits it for approval to the Research Committee of the Special Account for Research Funds (ELKE) of the University of Thessaly. The Department Assembly or the Curriculum Committee approves the Program's financial report upon the recommendation of the Coordinating Committee. The Director of the MSc is the Scientific Responsible for the program and exercises the corresponding responsibilities in accordance with the Law . Specifically, the Director of the MSc is responsible for monitoring and executing the budget, issuing payment orders for relevant expenses, ensuring the appropriateness and eligibility of expenses, and submitting the required expense documentation to ELKE for auditing, settlement, and payment. If an expense is not foreseen in the project's budget, a budget amendment is required, along with a decision by the Research Committee, following a substantiated request by the Director and approval by the Department Assembly.

For all financial management procedures of funded MSc programs, the provisions of the Law are applied uniformly, starting from the academic year 2023-2024.

5.3 Expenses

Expenses cover the Operational Costs of the Program, including:

1. Equipment and software expenses.
2. Scholarships for postgraduate students.
3. Consumables.
4. Travel expenses for MSc teaching staff.
5. Travel expenses for MSc students for educational purposes.
6. Teaching fees for regular personnel of Higher Education Institutions (HEIs) and research centers and institutes participating in the organization of the MSc.
7. Fees for occasional teaching personnel of HEIs participating in the organization of the PMS.
8. Administrative and technical support fees.
9. Other expenses, including publicity and promotion costs, purchase of educational materials, conference organization expenses, fieldwork expenses.
10. Operational Costs of the Institution (excluding donations, legacies, or grants for specific purposes, as well as government subsidies).

Article 6. Enrollment in the Postgraduate Program

6.1 Course Attendance

Each cycle (duration) of the Postgraduate Program leading to a Master's Degree (MSc) consists of three semesters for full-time enrollment, with the final semester dedicated either to the completion of the master's dissertation or to the completion of four modules and a Research Methodology Seminar. Attendance of the courses is mandatory. The maximum allowable absences for each course is set at 30%. Declaration of the courses for attendance is mandatory for each semester. Violation of the registration deadline results in the loss of the opportunity to attend the current semester. In this case, the continuation of enrollment requires a decision from the Department Assembly, following a proposal by the Coordinating Committee. The removal of a student from the Postgraduate Program, without a refund of tuition fees, can be decided by the Department Assembly upon the recommendation of the Coordinating Committee in cases of failure to meet the following obligations, for example:

- Regular attendance of courses, with at least a 70% attendance rate for each semester.
- Submission of required assignments for each course within specified deadlines.
- Participation in examinations.
- Respect for and adherence to the decisions of department bodies, as well as academic ethics.

Extension of studies for up to three semesters may be granted in exceptional cases, based on a reasoned decision by the Department Assembly.

6.2 Suspension of Studies

Postgraduate students may be granted temporary suspension of studies, not exceeding two (2) consecutive semesters, upon submission of a relevant application. During the suspension, the postgraduate student loses his/her student status. The time of suspension is not counted towards the maximum duration of regular enrollment.

6.3 Part-Time Studies

The Program offers the possibility of part-time enrollment for a period of six (6) semesters without additional financial burden. Part-time students select two of the recommended courses per semester before the start of classes. Part-time students declare their preference for this option at the beginning of their application to the Postgraduate Program, provided they are unable to meet the minimum requirements of the "full" enrollment program due to reasons such as illness, work overload (over 20 hours per week), serious family commitments, military service, force majeure, etc., which are examined and decided upon by the Department Assembly. The duration of part-time enrollment cannot exceed twice the regular enrollment period.

6.4 Technical Infrastructure

The Program operates within the facilities of the Department of Economics of the University of Thessaly. The Department of Economics has its own facilities covering an area of 4800 square meters. Specifically, it includes two lecture theaters with a total capacity of 190 and 132 individuals, seven classrooms, three research laboratories, and a library-reading room for Postgraduate students. Some of the lectures can be conducted through distance learning, and/or hybrid teaching, in accordance with the law. The Department of Economics has the necessary equipment for distance education.

The classrooms for the Postgraduate Program courses are: A1, A2, B1, B20.

6.5 Completion of Studies

Postgraduate students are considered holders of the Master's Degree once they have fully completed their obligations. To participate in the graduation ceremony, the student must have:

- Successfully completed the study cycle as outlined in the Study Program.
- Returned the Academic ID.
- No outstanding issues with the library
- Settled financial obligations.

The graduation ceremony for postgraduate students is conducted by the Rectorate Authorities, in the presence of the Program Director and the Department Chair.

6.6 Institutional Repository

Approved Master's theses, after any necessary corrections proposed by the examination committees, are deposited by the postgraduate candidates in the library in two copies: one (1) bound copy and one (1) electronic copy. The Department's Secretariat does not complete the stages of awarding the corresponding academic title unless it has received confirmation of the submission of the postgraduate thesis from the University's Library. Under the responsibility of the central library of the University of Thessaly, all these works are published in the university's institutional repository: <http://ir.lib.uth.gr/handle/11615/1>.

6.7 Certificates

The format of the Master's Degree and the protocol of the graduation ceremony are determined by the institution's regulations. For the format of the Degree Supplement, the decision of the Senate of the University, dated 17/10/2008, is valid, along with the provisions of Ministerial Decision F5/89656/B3/13-8-2007.

6.8 Administrative Support, Technical, and Financial Assistance

For the administrative support of the Postgraduate Program, an administrative staff member may be hired at the expense of the Postgraduate Program, if the existing administrative staff is insufficient. The Postgraduate Program utilizes the facilities of the Department of Economics and other facilities of the University of Thessaly, if necessary, to ensure the smooth conduct of courses and other activities.

6.9 Scholarships

In addition to the exemptions from tuition fees as stipulated by the law, the Postgraduate Program offers scholarships to postgraduate students based on its financial capabilities for each academic year. These scholarships are awarded based on the academic performance of postgraduate students. Scholarships will not be granted if the postgraduate student is already receiving a scholarship from another source. Scholarships will not be awarded to students who have been admitted to the MSc program without the obligation to pay tuition fees or are on educational leave with remuneration.

6.10 Postgraduate Program Website

The official website of the Postgraduate Program - <https://applied.econ.uth.gr/> is constantly updated and contains all the information and announcements of the Program. It serves as the official platform for informing students.

Article 7. Quality Assurance

7.1 Intellectual Property Rights and Plagiarism

The intellectual property rights of Master's Theses, patents, or commercial exploitation rights of works are determined by relevant decisions of the Ethics Committee of the University of Thessaly (UTH). Any form of plagiarism in coursework, publications, or the composition of Master's Theses, invention of research data, and other forms of unethical behavior are strictly prohibited. The Ethics Committee is responsible for informing students of the Postgraduate Programs and imposing penalties when necessary. Detailed guidelines on this matter will be issued by the University's Ethics Committee. No postgraduate work is submitted for support until it has been checked by the Central Library's plagiarism prevention electronic service of the University.

7.2 Research Ethics and Ethics Committee - Three-Member Internal Ethics and Ethics Committee for Research

According to Law 4957/2022, Article 279, the Ethics and Ethics Committee for Research can provide opinions on ethical and moral issues related to an article intended for publication in a scientific journal, a diploma thesis in progress, or a doctoral dissertation. However, as per the decision of the Senate of the University at session no. 53/23-10-2019, concerning matters of confidentiality, personal data respect, and other ethical and moral rules regarding diploma theses, postgraduate theses, and doctoral dissertations, each Department forms a three-member Internal Ethics and Ethics Committee. Regarding the procedure, interested parties submit: 1) a request for the examination of the proposal, 2) a description of the research proposal, 3) research protocols, consent forms, and other necessary documents, deemed necessary based on scientific fields. Templates for the preparation of relevant documents can be found on the University of Thessaly's website at the following address: https://2018.uth.gr/panepistimio/thesmika/themata-deontologias/Εσωτερική_Επιτροπή_Ηθικής_και_Δεοντολογίας/Σχετικά_Έντυπα-Έγγραφα. After reviewing the proposal, the Department's Committee issues a Certificate of approval for the diploma thesis, postgraduate thesis, or doctoral dissertation. In case of rejection of the application or disagreement among the Committee members, it will be referred

to the University of Thessaly's Ethics and Ethics Committee. The Certificates of approval will be posted in the information system of the Internal Quality Assurance System.

7.3 Program Quality Assessment and Evaluation

The MSc program as a whole, as well its individual courses, will be systematically evaluated according to the recommended procedures and criteria established by the Internal Quality Assurance System of the University of Thessaly. These evaluations contribute to its continuous improvement.

Article 8. Transitional Provisions

Any issue that arises in the future which is not covered by the relevant legislation or the specific Regulations for Postgraduate Studies will be addressed through decisions of the General Assembly of the School of Economics and Business, following recommendations from the Program Director and the Coordinating Committee of the Program, and approval by the University Senate. Modifications to the Regulations will be published in the Official Gazette. Regular revisions of this Internal Regulations for Postgraduate Studies may be conducted every two years.