



UNIVERSITY OF
THESSALY

MSc APPLIED ECONOMICS

MSc STUDY REGULATIONS

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MSc Applied Economics

The Regulations for the MSc in Applied Economics program follow the General Regulations for Postgraduate Studies of the University of Thessaly.

You can find more information about the program and its specific regulations by visiting the following link: <https://www.uth.gr/spoydes/metapyhiakes/programmata-metapyhiakon-spydon>.

In this regulation, the rules for the operation of the Postgraduate Program in Applied Economics at the University of Thessaly are presented.

1.1 Purpose of the Program

The program aims to:

- Deepen knowledge in the fields of economic analysis and related economic and business policies.
- Provide in-depth knowledge of modern analytical/quantitative methods and qualitative approaches necessary for making economic and business decisions by professionals in both the public and private sectors.
- Prepare students for studies at the doctoral level.

1.2 Subjects of the Program

The Postgraduate Program in Applied Economics at the Department of Economic Sciences of the University of Thessaly focuses on specialized training for graduates of Economic Departments and other specialties in the following areas: (a) Business Analytics, (b) Financial Technology and Investments, (c) Public Organization Management, and (d) Private Organizations Management, and (e) Defense Economics and International Relations. The Master of Science (MSc) degree, according to the procedures specified by the law, leads to the granting of professional rights beyond those provided by the undergraduate degree.

1.3 Degree Title

The MSc program awards a Master of Science (MSc) degree with the title "Applied Economics" in the following specializations: A) Applied Economics in Business Analytics B) Applied Economics in Financial Technology and Investments C) Applied Economics in Public Organization Management and Local Government D) Applied Economics in Private Organizations Management E) Applied Economics in Defense Economics and International Relations

1.4 Categories of Candidates in the MSc Program

The MSc program accepts graduates from Higher Education Institutions in Greece and equivalent recognized institutions from abroad. The undergraduate degree and its relevance to the MSc specialization are considered, along with additional criteria, in the selection of successful candidates.

2. Admissions to the MSc - Selection Procedures - Free Tuition

2.1 Applications

The evaluation of candidates for the Postgraduate Program (MSc) is based on the overall score (on a scale of 1 - 100) in the following criteria:

	Selection Criteria	Points
1	Undergraduate GPA	20
2	Proficiency in foreign language(s)	10
3	Computer skills	5
4	Relevance of undergraduate studies to the MSc program	25
5	Relevant professional experience in line with the MSc program	20
6	Interview	20
	TOTAL	100

All candidates must submit two recommendation letters along with their application. For international candidates, proficiency in Greek language is required.

2.2 Selection Procedure

The call for applications to the MSc program is published at the beginning of the spring semester and includes all information on how to apply, required qualifications, necessary documents, and selection criteria. Applications are considered valid if they are submitted in full and within the specified deadline, following the relevant instructions on the MSc program's website. Applicants must specify their desired specialization in their applications.

The submission date for applications, required documents, and other details are announced at the MSc program's offices and on its website. Within the submission deadline, 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 all five specializations combined, and it may be adjusted by the decision of the Senate and the Assembly of the

Department. The minimum number of students per specialization is six (6), and the maximum is thirty (30). The responsibility for accepting 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 submitted all the required documents within the specified deadlines is conducted in two phases:

- The first phase involves the formal and substantive review of the qualifications of candidates who have timely submitted all required documents by the Coordination Committee.
- The second phase of evaluation includes interviews with candidates who have been successful in the first phase.

Based on the examination of formal and substantive qualifications and the results of interviews, the Committee compiles a list of successful and alternate candidates for the MSc program. The student registration process for the MSc program is completed within ten (10) days after the start of the first (winter) semester. During their registration, students who had not completed their undergraduate studies at the time of application must provide a copy of their undergraduate diploma or a certificate of completion of studies from their original department.

2.3 Tuition Fees

The annual operating cost of the MSc program is covered by research programs, funding from ELKE (the Research Committee of the University), and tuition fees. The amount of tuition fees is adjusted following a decision by the Assembly of the Department, as required by the law. To attend the MSc program, those obligated to pay tuition fees deposit them into the program's bank account as follows:

- 33% of the total amount upon registration in the program.
- 33% of the total amount by the end of the winter semester.
- 33% of the total amount by the end of the spring semester.

A delay in payment beyond 30 days will result in students being unable to participate in exams. In case of discontinuation of studies, tuition fees that have been paid are non-refundable two weeks after the start of the academic year.

2.4 Free Enrollment

Registered students of the Master's Program have the option to study for free in accordance with the current legislation. The application for free enrollment is made after the completion of the

student admission process to the Master's Program and within a timeframe determined by the Program's Coordinating Committee.

2.5 Part-time Enrollment

Part-time enrollment in the Program is allowed for six (6) semesters without additional financial burden. In part-time enrollment, students choose two of the recommended courses to attend per semester before the start of the classes. Students declare their preference for this option from the beginning in their application for admission to the Master's Program, provided that they cannot meet the minimum requirements of the "full" enrollment for reasons such as illness, work overload (more than 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 normal duration.

3. Enrollment in the Master's Program

3.1 Course Attendance

Each cycle of the Master's Program leading to a Master's Degree (MSc) consists of three semesters for full-time enrollment. Attendance in courses is mandatory. The upper limit for permissible absences for each course is set at 30%. The declaration of courses to attend is obligatory for each semester. Failure to meet the registration deadline results in the loss of the opportunity to attend the current semester. In this case, continuing enrollment requires a decision from the Department Assembly, following a proposal from the Program's Coordinating Committee. The deletion of a student from the Master's Program, without refund of tuition fees, is possible with a decision from the Department Assembly, following a relevant proposal from the Coordinating Committee, in cases of failure to meet the following obligations, for example:

- Regular course attendance with a minimum rate of 70% of the conducted lectures in each semester.
- Submission of required assignments within the specified deadlines for each course.
- Participation in examinations.
- Respect for and adherence to decisions of the Department's bodies, as well as academic ethics.

An extension of studies, up to three semesters, may be granted only in exceptional cases, following a reasoned decision of the Department Assembly.

3.2 Curriculum

The curriculum, organized by semester, is as follows:

1st Semester: 30 Credit Units (ECTS)

Four compulsory courses per specialization and the common mandatory seminar "Research Methodology I."

2nd Semester: 30 Credit Units (ECTS)

Three compulsory courses per specialization, one elective course, and the common mandatory seminar "Research Methodology II."

3rd Semester: 30 Credit Units (ECTS)

Master's thesis **or** alternatively, four compulsory courses per specialization and the common mandatory seminar "Research Methodology III"

Business Analytics	Financial Technology & Investments	Private organizations Management	Public and Local Government Organizations Management	Defence Economics and International Relations
1st Semester				
Data Analytics	Data Analytics	Business Strategy	Public Organizations Management	Public Organizations Management
Business Strategy	Financial Management	Financial Management	Public Economics	Public Economics
Quantitative Methods for making Business Decisions	Quantitative Methods for making Business Decisions	Technology Strategy	Spatial Development and Strategic Planning	Defence Economics
Forecasting Methods	Economics of Money and Banking	Applied Economics Analysis	Applied Economics Analysis	International Relations and Strategy
Research Methodology Seminar I				
2nd Semester				
Supply Chain and Inventories	Financial Technology and Transactions	Total Quality Management	Total Quality Management	Topics in the Economics and Management of Defence and Security
Money and Capital Markets	Money and Capital Markets	Marketing Management	Administrative Law	International Political Economy
Modelling in Business Analytics	Financial Forecasts	Organizational Behaviour and human Resource Management	European Institutions	Space Economics
Selective Module	Selective Module	Selective Module	Selective Module	Selective Module
Research Methods Seminar II				
Selective Modules – one (1) from the following				
Financial Accounting	Financial Accounting	Labour Relations	Labour Relations	Labour Relations

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Measurement of Productivity and Efficiency	Measurement of Productivity and Efficiency	Measurement of Productivity and Efficiency	Measurement of Productivity and Efficiency	Measurement of Productivity and Efficiency
System Dynamics	Project Management	Systems Dynamics	Real Estate Market	Project Management
3rd Semester				
Dissertation	Dissertation	Dissertation	Dissertation	Dissertation
Alternative, instead dissertation the following four (4) modules and the Seminar				
Financial Management	Business Strategy	Forecasting Methods	Financial Management	Financial Management
Technology Strategy	Technology Strategy	Quantitative Methods for Decision Making	International relations and strategy	Technology Strategy
Economics of Money and Banking	Spatial Development and Strategic Planning	Spatial Development and Strategic Planning	Technology Strategy	Data Analytics
Applied Economics Analysis	Applied Economics Analysis	Economics of Money and Banking	Business Strategy	Applied Economics Analysis
Research Methodology Seminar III				

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3.3 Course Registration

Course registration takes place every semester through the Postgraduate Secretariat, in order to enable participation in course examinations. The Postgraduate Secretariat registers the courses for each semester in accordance with the rules set by the Postgraduate Program. It should be noted that students are only allowed to take an examination for a course they have registered for during that specific semester.

4. Examination Regulations

These regulations specify the duties and responsibilities of instructors, students, and invigilators in conducting examinations.

4.1 Preparation for Examinations

The scheduling of examination periods is determined by the Senate. Any modifications, made only in cases of necessity, require a decision by the Department Assembly. The examination schedule is prepared by the Postgraduate Secretariat of the Department's Postgraduate Program after consultation with the instructors. In case the responsible instructor is absent for exceptional reasons, the examinations for a course can only proceed if the Director of the Postgraduate Program has made a relevant decision and another instructor from the Department has been designated as responsible for the examination process. The detailed examination schedules for the winter and spring semesters are announced at least fifteen (15) days before the start of the examination periods. The detailed schedule for the September examination period is announced at the end of the spring semester examination period.

4.2 Commencement of Examinations

The responsible examiner for the course must:

- A. Receive the relevant examination materials in a timely manner from the secretariat, which include exam booklets, lists of examinees, grading sheets, etc., for the examination room.
- B. Arrange the seating or rearrangement of examinees in the examination rooms.
- C. Be present in the examination venue throughout the examination. Before distributing the exam papers, students must remove all unauthorized materials from their possession, except for those explicitly allowed by the detailed examination schedule. The examination papers must be printed and must include:
 - A. A sufficient number of copies sent to the Secretariat by the responsible examiner to ensure distribution to all examinees.
 - B. The course information, the name of the responsible examiner, the examination period, the examination date, and the duration of the examination in the header of the first page.

4.3 Conducting Examinations

The format of the examinations is determined by the responsible course examiner (written, oral, presentation of assignments). At the beginning of the examination and immediately after the

distribution of exam papers, students may ask clarifying questions to the responsible examiner if accepted. Students who have provided the required documentation for an oral examination to the secretariat are examined by the responsible examiner during the written examination period in another location within the same building where the examinations are held. The Secretariat must inform the examiners in writing about the number of students taking oral examinations in a timely manner. Exiting the examination room and re-entry during the examination are generally prohibited. However, in exceptional cases, it may be allowed at the discretion of the invigilators. Cheating, collaboration among students, or using methods of copying or cheating are strictly prohibited. In such cases, the invigilator must sign the exam paper, make relevant observations on the first page of the examination booklet, and inform the responsible examiner. The student must leave the examination room, and their examination paper is invalidated. Fifteen (15) minutes before the end of the scheduled examination period, examinees are notified of the upcoming conclusion. As soon as the designated examination period expires, invigilators must conclude the examination, collect the examination papers, and, in the presence of the examinees, remove any empty sheets, and co-sign the attendance sheet. They then deliver the examination papers to the responsible examiner along with those of the examinees.

4.4 Examination Interruption

The interruption of the examination can only occur for reasons of force majeure that make it technically impossible for the candidates to process their answers to the questions. The interruption is the responsibility of the chief examiner.

In this case, the examination is canceled, and a reexamination is scheduled immediately after the end of the current examination period by the chief examiner in collaboration with the secretary.

The examination interrupted under the above conditions is considered failed for the candidates who have submitted their written work.

4.5 Examination Cancellation

Examination cancellation can be decided by the chief examiner in cases of proven leakage of examination material, following a decision by the Assembly of the Department, which decides on the need for a new examination.

4.6 Right to Participate in Examinations

Students who have timely declared, by submitting their Course Registration Form, that they include the respective course in their study program for the semester corresponding to the current examination period have the right to participate. In the September examination period, students are eligible to participate in courses included in their individual study programs during the two immediately preceding semesters.

4.7 Examination Results

The grading is submitted by the chief examiner, who signs a relevant protocol, to the Postgraduate Program's secretariat within an exclusive period of twenty (20) days from the examination date.

Within seven (7) days from the date of announcement of the results of the course, any student who participated in the examination may request clarification of their grading by submitting a reasoned request to the Department's secretariat. The matter is then referred to the Department's Assembly, which decides accordingly.

The written materials and examination questions are kept by the examiner for the next two years.

4.8 Obligations of Students

Candidates Students-candidates must have their student ID with them. Each student must respect the smooth conduct of the written examination, avoiding any disturbances to other candidates. Each student must follow the instructions of the invigilators. The use of coffee, soft drinks, etc., is not allowed in the examination area. Smoking is prohibited in the examination area, and the use of mobile phones is not allowed. Mobile phones must be turned off before students enter the examination area.

4.9 Compliance with the Regulations and Safeguarding the Integrity of Examinations

The compliance with and interpretation of the regulations are the responsibility of the Department's Assembly, which may propose sanctions to the relevant University bodies if it deems that there is an issue that warrants such action.

5. DISSERTATION

A. Assignment Procedure

1. The Dissertation Project (DP) is completed during the 3rd semester.
2. Each academic staff member, supervises a maximum of six specific DP topics in the field of their teaching or related academic subjects.
3. The academic staff member, informs the Secretariat in writing of the proposed DP topics and their relevant categories.
4. The total list of proposed DP topics, categorized by instructor, is posted on the notice board of the Master's Program Secretariat at the beginning of the 2nd semester.
5. Students select their DP topics from the list of specific topics announced by each academic staff member.
6. After finalizing the topic, through direct communication between the student and the supervisor, the student submits an application to the supervisor, who informs the Master's

Program Secretariat in writing to proceed with the final approval (no later than the last session of the 2nd semester).

B. Development, Submission, and Examination of DPs

1. The DP is developed under the student's responsibility, with continuous monitoring and assistance from the academic staff member in charge. The department ensures the smooth development and presentation of DPs, using its available resources and collaborating with the institution's printing unit if necessary. Prior to each examination period, the supervisor provides a written preliminary acceptance certificate for the DPs they oversee.
2. The final submission of the DP takes place at least ten (10) working days before the examination date determined by the General Assembly of the Assembly of the Department. The DP is submitted to the Master's Program Secretariat, initially in three copies, which are immediately forwarded to the three members of the examination committee. The final approved copy remains with the supervisor, while another copy is mandatorily deposited in the department's library and is available for loan.
3. The presentation of the DP is composed using word processing software with the department's logo and must include the following: i. Abstract and Summary (200 to 500 words) in both Greek and English (only for the summary). ii. Table of Contents iii. Main content iv. Bibliographical references
4. DP examinations are conducted during the examination periods in February and/or June. These examinations are oral and public, held on dates specified by the Assembly of the Department within the framework of the program prepared by the Master's Program Secretariat. Each presentation is limited to a maximum of 30 minutes (20 minutes for presentation and 10 minutes for discussion).

Examination and Grading of Dissertation Projects (DPs)

Examination and grading of DPs are conducted by a three-member Committee consisting of faculty members and individuals designated by Presidential Decree 407/80, with the supervisor making recommendations and the final decision resting with the Assembly of the Department. The Department reserves the right to expand the number of Committee members, with the caveat that additional members do not have voting rights in the grading process. In each examination period, efforts are made to include common members across committees to ensure the fairest possible comparative evaluation. The Committee comprises the supervisor and two additional members with relevant expertise in the covered subject of the DP.

A student deemed to have failed the oral presentation of the DP may be called for a re-examination in a subsequent examination period upon their request. If the student fails the

re-examination, they may request a new topic within the same subject area to be examined in a subsequent DP examination period.

Guidelines for Writing Dissertation Projects (DPs)

Once approved by the supervising faculty member, the comprehensive project will be written following the guidelines outlined below.

Examination and Evaluation of Dissertation Projects (DPs)

The assessment and grading of Dissertation Projects (DPs) are carried out by a three-member Committee comprising faculty members and individuals designated by Presidential Decree 407/80. The supervising professor provides recommendations, while the final decision rests with the Assembly of the Department. The Department has the authority to expand the Committee's membership while ensuring that the newly added members do not take part in the grading process. Every effort is made to include common members across Committees during each examination period to ensure the fairest possible comparative evaluation. The Committee is composed of the supervisor and two other members with expertise related to the subject covered in the DP.

Students who are determined to have not succeeded in the oral presentation of their DP have the option to request a re-examination during a subsequent examination period. In case of a second failure, the student may submit a new topic request within the same subject area for examination during a subsequent DP examination period.

Guidelines for Composing Dissertation Projects (DPs)

Following approval by the supervising faculty member, the comprehensive project is prepared in accordance with the following guidelines.

Length of the Dissertation: There are no specific word or page count limitations. The quantity of content does not necessarily correlate with the quality of a dissertation. What is required is a substantive and qualitative coverage of the subject matter under examination (with a minimum length of 50 pages for the dissertation).

Font: Times New Roman, 12

Language: Greek (with an English abstract following the Greek abstract)

Margins: 2,5cm margins on all sides

Line spacing:	1,5 spacing	
Page Numbering:	Pages should be consecutively numbered from the first page after the title page to the end.	
Images and Diagrams:	Black and white images within the text	Every
Figures and Tables	Titles (captions) for both figures and tables should be at the top and included within the text. Presenting results from statistical or econometric software without processing and entry into appropriate tables is not recommended. If you include a ready-made table, be sure to include the source of origin.	Every
Equations:	Equations should be numbered consecutively and appear on the left side of the page, with numbering in parentheses on the right side of the page.	

figure, equation, or any other content used from existing literature should be clearly referenced. Each figure or diagram should have its source indicated at the bottom right corner, e.g., Source: Samarás (2009, p. 109).

If you have unpublished information, it should be referenced (in a footnote) as a personal communication, e.g., The information was obtained from Mr. G. Papandreou through personal communication.

Chapters - Subchapters

Divide the thesis into numbered chapters in ascending order. Subchapters will be numbered as 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in the numbering). Each chapter and subchapter will have a concise title. For example: Chapter 1 (TIMES NEW ROMAN 16, bold) Introduction (TIMES NEW ROMAN 14, bold)"

General Structure of Dissertation

- Title Page :** On this page, the following must be displayed: i. The entire title of the thesis ii. The name, surname, and student ID of the student who wrote the thesis iii. The name and title of the supervising professor iv. The Master's Program, Department, and University where the thesis was completed (MSc in Applied Economics, Department of Economic Sciences, University

of Thessaly) v. The year of thesis completion. Specifically, the title of the thesis will be centered, in uppercase, using Times New Roman 18, bold font. Above the title, it will state the MSc in Applied Economics, the Department of Economic Sciences, and the University of Thessaly. Following the title, the name, surname, and student ID of the student will be listed in Times New Roman 16, bold. Next is the title (Professor, Associate Professor, Assistant Professor, Lecturer), name, and surname of the supervising professor, in Times New Roman 14, bold. At the bottom of the page, it will be centered, with the notation 'Volos 2020' (Times New Roman 14, bold).

2. Declaration of Thesis Originality : The student includes and signs the following:"

- Statement of Responsibility

I certify that I am the author of this thesis, and any assistance I received in preparing it is fully acknowledged and disclosed in the thesis. I have also cited all sources from which I obtained data, ideas, or words, whether they are quoted verbatim or paraphrased. Furthermore, I confirm that this thesis was prepared by me personally, specifically to meet the requirements of the postgraduate program in Applied Economics at the Department of Economic Sciences of the University of Thessaly. Volos, January 2015.

- 3. Acknowledgments (optional)** Acknowledgments or a personal dedication by the student may be included.
- 4. Table of Contents**
- 5. Abstract** :Abstracts should be between 100-200 words and written in both Greek and English using Word. The page with the abstract should bear the thesis title, with the labels: "ΠΕΡΙΛΗΨΗ" (for the Greek version) and "ABSTRACT" (for the English version) in uppercase, using Times New Roman 14, bold font.
- 6. Keywords:** **Keywords (maximum of 5) should follow the abstract.**
- 7. JEL Codes** : **JEL codes are provided after the keywords.**
- 8. Introduction**
- 9. Literature Review (highlighting the candidate's contribution)**
- 10. Data** (for empirical works, not for theoretical ones)
- 11. Research Methodology** (for empirical works, not for theoretical ones)
- 12. Empirical Findings** (for empirical works, not for theoretical ones)
- 13. Discussion and Commentary**
- 14. Conclusions and Suggestions for Further Research**
- 15. Bibliography**
- 16. Appendices**

If there are more than one appendix, label them as A, B, etc. Equations and formulas in the appendices should be numbered separately, for example, (A.1), (A.2), etc. In the subsequent appendix, use (B.1), and so on.

Bibliographic References

In the text, include the author's name and the year in parentheses, depending on whether:

1. The author's last name is not part of the text: (Author, 2009)
2. The author's last name is part of the text: Author (2009)
3. If there are three or more authors: (First Author et al., 2009)
4. If the same author appears more than once in the same year, write: (Author 2008a, b)
5. For articles under publication: (Author, forthcoming)

Footnotes

Footnotes are placed next to each citation or wherever additional clarification or support is required in the text. Footnotes are numbered consecutively from 1 to n and are provided in the footer.

Bibliography at the End

Reference to a Scientific Journal Dickey D.A. and Fuller W.A. (1981). Likelihood Ratio Statistics for Autoregressive Time Series with a unit Root, *Econometrica*, 49, 1057-1072.

Reference to a Book Hamilton J.D. (1994). *Times Series Analysis*, Princeton University Press, Princeton, New Jersey.

Reference to a Book Chapter Brunner K. and Melzer A.H. (1990). Money Supply. In: Friedman BM, Hahn FH (Eds), *Handbook of monetary economics, vol.1*, North-Holland: Amsterdam, 1990. pp. 357-396.

Articles with DOI Slifka, M.K., Whitton, J.L. (2000) Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine*, doi:10.1007/s001090000086

Online Articles Abou-Allaban, Y., et alii. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf. Accessed 25 June 2007

The bibliography list is presented alphabetically with the authors' last names (first in foreign languages, then in Greek). The names of journals and book titles are italicized.

Citation of Original Text For direct quotations, enclose the sentence in quotation marks and provide the source at the end of the citation. Excessive use of such quotations should be avoided, as well as any form of copying (plagiarism) without proper source attribution. If there is doubt about the correct translation of an English scientific term into Greek, include the English term in parentheses in italics.

Intellectual Property Rights of Master's Thesis

The intellectual property rights of the master's thesis belong to the master's degree student. The master's thesis must be the work of the candidate; otherwise, the relevant degree cannot be awarded, as the law requires that the works submitted reflect the original contribution of the candidate.

In the subsequent publication of works derived from these theses, and if the supervising Professor or other individuals have made a substantial creative contribution to the work, each must be acknowledged according to their actual contribution.

In any print or electronic edition of the master's thesis, as well as in related publications, all parties must indicate the name of the University of Thessaly and the Department of Economic Economics under which the work was conducted.

Binding

The master's thesis is submitted in three copies (one for each member of the three-member examination committee), properly bound. After successful defense and the incorporation of any corrections, the candidate submits one bound copy for the Postgraduate Program in Applied Economics reading room.

Criteria for Master's Thesis Evaluation

The evaluation of a Master's Thesis is based on several key criteria:

1. **Current Knowledge:** Demonstrating an understanding of existing knowledge through relevant literature review.
2. **Data Acquisition:** Acquiring specialized data (data collection or theoretical results).
3. **Data Processing:** The level of data processing and quantitative documentation in the thesis, including data analysis, advanced statistical and econometric models, computer programming, applications to specific problems, and result assessment.
4. **Thesis Structure and Presentation:** The structure and written presentation of the thesis, including coherence of the text, proper use of terminology and language, precise formulation of concepts, and scientifically valid documentation of conclusions.
5. **Originality:** The originality of the thesis.
6. **Student's Initiative:** The student's enthusiasm and initiative.
7. **Oral Presentation Quality:** The quality of the oral presentation of the thesis.

The weights of the above criteria are determined during the assessment by the examination committee. The final grade for the thesis is calculated as the average of the final grades given by the three examiners, rounded to the nearest whole number, with a minimum passing grade of 5 (five).

8 Library and Reading Room Operation Regulation - University of Thessaly

1. **Library Hours:** The UTH Library operates daily from Monday to Friday, opening at 08:00 and closing at 20:00. The annex of the Medical Department operates from 08:30 to 21:30.
2. **Central Library Services:** The central service of the library, responsible for material reception, bibliographic processing, and distribution to annexes, operates throughout the calendar year from 08:00 to 15:30.
3. **Library Access:** All members of the University community and the general public have the right to use the library. Upon entering the library, readers are required to leave their bags and other belongings in the designated entrance area, following the instructions of library staff.
4. **Prohibited Activities:** The consumption of food, beverages, and smoking is not permitted within the library and reading room premises.
5. **Book Handling:** Readers are not allowed to re-shelve books or periodicals after use. After using them, readers should close the books and neatly place them either at the edge of the table or in the designated area as indicated by library staff.

Please adhere to these regulations while using the library facilities at the University of Thessaly.

2. Reading Room

The Reading Room of the MSc Program will operate with hours that will be announced at the beginning of each semester and will aim to directly serve the students of the MSc Program.

All students of the MSc Program and the instructors of the Program have the right to use the Reading Room of the MSc.

The operating hours of the University of Thessaly Library and the Reading Room of the MSc during the months of July and August will be determined based on the available staff serving in these areas.

3. Borrowing/ Loan

To obtain a Library user ID card, which allows users to borrow materials from the Library, prospective users must complete a relevant application form in card format. These cards are provided by the library staff at the branch where the application is submitted. Submitting an application for the user status signifies that the prospective user accepts all the terms of this Regulation.

Students must present their student ID and provide not only their home address but also their permanent address and telephone number, if available. Members of the Academic community must provide their identification card details if they are not known to the Library staff. Users from the general public are issued user IDs based on their identification card details, workplace and home address, and telephone number, if available.

User IDs for the Library are issued by the Central Library and are supervised by the Head or the Organizational Supervisor of the Library. The user ID can be used for borrowing or searching materials at all Library branches, regardless of the branch where the application was submitted.

Scientific and other periodicals, dictionaries, and reference books cannot be borrowed. Manuscripts, rare editions, and other valuable Library materials are not available for borrowing.

Library users may borrow up to eight (8) items simultaneously for postgraduate students and specialized researchers, and up to three (3) items for the general public. The loan period is ten (10) calendar days. Borrowers have the right to renew items for ten (10) calendar days with the obligation of returning them upon first request.

When users systematically delay the return of materials, they lose borrowing privileges for six (6) calendar months. All users who are charged with overdue books or other Library materials do not have the right to borrow additional items.

Borrowing privileges cannot be transferred; each user borrows for themselves. Borrowing is done on a first-come, first-served basis.

Borrowers are responsible for the materials they have borrowed. Underlining or making notes in books is not allowed. Damaged books are not accepted for return. Users who have lost or damaged a book or other borrowed material must replace it within thirty (30) calendar days. Failure to replace it results in a charge, and the book's value is collected through public revenue collection procedures.

A number of books or other materials that are essential for courses and seminars and for which there are not many copies available constitute a Closed Collection and are only available for borrowing to students, members of the Teaching and Research Staff (T&RS), and instructors. This collection is compiled at the beginning of each semester, with the cooperation of the teaching staff and Library personnel, and is maintained for the duration of the course. Materials from the Closed Collection can only be borrowed for three (3) hours during class hours. They are borrowed after the Library closes, but must be returned by 09:00 the following day. If the borrowed item is not returned by that time, the borrower loses borrowing privileges from this collection for three (3) weeks. Users who systematically do not return items from the limited borrowing collection on time lose the right to borrow home items from the Closed Collection until the end of the semester.

During holidays (Christmas, Easter, Summer), students preparing for exams or working on assignments who are away from the Library branch may borrow the materials they need for the entire period, provided that they have submitted a relevant request to the Library at least one month in advance to ensure sufficient copies are available or an agreed-upon return time if multiple students request the same book and the Library cannot obtain more copies. The borrowing of these books is based on a relevant list prepared by the Student Association in collaboration with the Head or Organizational Supervisor of the Library.

9. Operating Rules for Computer Labs

1. General Guidelines

Within the department, there is a personal computer laboratory located in the Matsaggou building. The laboratory is equipped with 16 personal computers (PCs) featuring Intel i3 processors, 4GB of RAM, and 500GB hard drives. It is primarily used for laboratory exercises as per the curriculum. Simultaneously, it is available to students for internet-related tasks, including information searches and email usage. Additionally, users have the capability to store data on recordable CDs and print electronic documents for their academic needs.

The laboratory equipment boasts modern multimedia production and processing capabilities and is connected to the University of Thessaly's network.

2. Usage Rights

- Laboratory usage is restricted to individuals associated with the academic community of the Department of Economics. This includes students, professors, researchers, teaching assistants, and administrative staff. Individuals not falling into these categories may be granted exceptional access to the laboratories with permission from the Laboratory Administrator.
- The laboratory equipment must not be used for commercial purposes or for any activities that generate financial gain for the user.
- Consumables (e.g., floppy disks, CDs) related to computer use are not provided by the laboratory and are the responsibility of each student.
- The laboratory does not offer permanent data storage space. Therefore, the use of floppy disks, CDs, or memory sticks for data storage and transfer of work-related data is strongly recommended. Data stored on local hard drives may be deleted without prior notice by the network administrator or by accident or malicious intent by others.

The recommended method for using floppy disks, CDs, and memory sticks is as follows:

1. Copy the files you wish to work on from the memory stick, floppy disk, or CD to the local computer.
2. Handle the files as desired (possibly making changes).
3. Copy the files back to the floppy disk or memory stick for permanent storage (if changes have been made).
4. This procedure ensures the best computer responsiveness.

3. Computer Usage

- Users are not allowed to obstruct the use of a PC they have utilized by setting a password ("locking" the terminal).

- Upon completing their tasks, each user must shut down the computer properly.
- Every user is responsible for leaving their workstation clean and free from personal items and papers.
- The equipment must not be moved to any other location within the labs, especially outside of the labs.

4. Software Installation - Computer Settings Changes

- The installation of any software (applications, utilities, games, etc.) on the lab computers is not permitted.
- Uninstalling software or deleting/moving files on the computers is not allowed.
- Any changes to computer settings, including changes to the position of icons, screen colors, and desktop background, are allowed only within each user's account.
- Only the Lab Administrator has the authority to install or uninstall software, make setting changes, and delete or move files. Users should contact the Lab Administrator if such actions are necessary.

5. Printer Usage

Following a decision by the Assembly of the Department, the operation of the printers is regulated as follows:

- Laser printers are only to be used for printing students' assignments and for printing department-related information from the internet (e.g., information about other universities, etc.).
- The use of the printer for producing a large number of copies is not allowed.
- Printing documents unrelated to the University and its activities (educational or otherwise) is prohibited.
- The printer should not be used as a photocopying machine, i.e., for producing multiple copies of the same file (a dedicated machine is available for this purpose).
- Users should dispose of printed pages they no longer need in the recycling bin.

- For printing particularly large files, it is advisable to do so during times when the lab is not heavily used to avoid monopolizing the printer for an extended period and depriving other users of printing capabilities.

- Printing unrelated materials (images, songs, etc.) is not permitted.

6. Network Usage at the University of Thessaly

- Sending mass emails to all University users or to a specific group of students of a certain year is only allowed following the guidelines provided by the Lab Administrator. Sending mass emails to all users of any other institution or organization may be considered an action intended to disrupt the system.

- Any attempt to gain unauthorized access to computing resources of our university or any other institution and organization is strictly prohibited (unauthorized access).

- Any attempt to monitor data traffic and parameters of the network of any system (institution or user) or to investigate vulnerabilities of any system (institution or user) is not allowed.

- Transmitting software over the network that may cause harm to the university's system, another institution, or another user is strictly prohibited.

- The use of software designed to overload, disrupt, or destroy other systems is not permitted.

7. Student Behavior and Responsibilities

1. Students should maintain cleanliness in the area and refrain from consuming food or beverages in the laboratory space. Smoking is also prohibited (there is a designated smoking area with signage), as well as listening to music.
2. Respect for the space, ensuring the proper functioning, and safeguarding the laboratories are essential.
3. Students should use laboratory materials responsibly, including computer usage and printing.

Those who do not adhere to the laboratory rules or the instructions of supervisors or the administrators of the Computer Center, or pose a potential security risk to the department's network, may be permanently barred from the laboratories, and further sanctions may apply, especially in cases of repeat offenses.

The technical details and operating hours of the laboratories are determined by the Laboratory Committee in consultation with the department's professors, based on specific needs.

8. Penalties

- To ensure the smooth operation and safety of the Department's facilities and equipment, compliance with the above regulations is mandatory. Irresponsible behavior and non-compliance with operational terms may result in the suspension of access by the responsible party.
- If a student is apprehended or found to be in possession of University property outside of its designated areas, it will be reported as theft, and they will face the legal consequences prescribed by law.
- Particular attention must be paid to the proper use of laboratory equipment and facilities. Those responsible for the operation have the authority to temporarily revoke access rights from users/students if:
 1. They determine that their behavior is detrimental or hazardous to the equipment.
 2. Their behavior disrupts fellow students who are working.
 3. They smoke, eat, or litter within the premises.
 4. They relocate parts of a computer to another computer or outside the laboratory.

In case of violations of the above rules, the laboratory administrator has the right to revoke access rights for a certain period. In cases of repeated offenses, individuals will be referred to the Department's General Assembly for further action.

9. Software for the Computer Laboratory

In the case that additional software installation is required for educational purposes, it should be done with the approval of the Laboratory Administrator and under the supervision of the administrator. Software support for teaching is the responsibility of the faculty member or instructor in charge of the course in which the software is being used. The installation of any software package, even if it's freely available, by any user is strictly prohibited! The contents of each machine's disks are continuously monitored, and if files/programs created by the user are found, they will not only be deleted without warning but may also result in penalties (such as password locking) for the users!

10. User Support Service

In order to provide effective support to users and enhance our communication, a manager or administrator will be appointed as the point of contact for users to address their questions and report any issues they encounter. For problems unrelated to the Laboratories, users can contact the Network Operations Center (NOC) of the University of Thessaly (see the relevant website: www.noc.uth.gr).

9. Grading Scale

Students' performance in courses is assessed on a scale of 0-10, with 10 being the highest grade and the minimum passing grade being 5. Grades are given in increments of half a unit. The ten-point grading scale used for all courses is as follows:

8.50 – 10: "Excellent"

7.00 – 8.49: "Very Good"

6.00 – 6.99: "Good"

5.00 – 5.99: "Satisfactory"

0.0 – 4.99: "Fail"

Regarding the degree grade, and in accordance with the current regulations, the grading is on a ten-point scale with 10 being the highest grade and the minimum passing grade being 5.

The grade for the Master's Degree (MSc) is the weighted average of the grades for the courses and the master's thesis based on the credit units assigned to each course and the thesis, as specified in Government Gazette Φ141/B3/2166 (ΦΕΚ 308 Β', 18.6.1987), according to the following formula (where credit units replace the weighting coefficients of Government Gazette), and more specifically, the mathematical formula is as follows

$$\beta = \frac{(\beta_{\delta} \times \pi_{\delta}) + \sum_{i=1}^N (\beta_i \times \pi_i)}{\pi_{\delta} + \sum_{i=1}^N (\pi_i)}$$

Where:

- N = number of courses
- β_i = grade of course i
- β_{δ} = grade of master's thesis
- π_{δ} = number of credit units corresponding to the MSc
- π_i = number of credit units corresponding to course i
- β = MSc grade

In case of unsuccessful completion of the program, the student receives a certificate of attendance for the MSc program (in accordance with the provisions of the University of Thessaly's Postgraduate Studies Regulations).

Specific issues regarding the examination of MSc courses are provided in the course outlines.

The number of courses required to obtain the Diploma is calculated as the total number of courses successfully attended by the student to accumulate 90 ECTS (European Credit Transfer and Accumulation System) credits.

Program Evaluation/Quality Control

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

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 their student status. The period of suspension is not counted towards the maximum duration of regular studies.

Completion of Studies

A postgraduate student is considered a holder 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 program as outlined by the Study Program.
- Returned their Academic ID.
- No outstanding issues with the library.
- Settled any financial obligations.

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

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

According to Law 4957/2022, Article 279, the Ethics and Research Committee may provide opinions on ethical and moral matters related to articles intended for publication in a scientific journal, or for the preparation of a thesis or doctoral dissertation.

However, according to the decision of the Rectorate in session no. 53/23-10-2019, regarding issues of confidentiality, personal data respect, and other ethical and moral rules concerning undergraduate and postgraduate dissertations, each Department establishes a three member Internal Ethics and Research Committee.

Regarding the procedure, interested parties must submit: 1) a request for the proposal examination, 2) a description of the research proposal, 3) research protocols, consent forms, and other necessary documentation, determined based on scientific fields. Templates for the preparation of related forms are available on the University of Thessaly's website at the following address: [Link](<https://2018.uth.gr/panepistimio/thesmika/themata-deontologias/ΕσωτερικήΕπιτροπήΗθικήςκαιΔεοντολογίας/ΣχετικάΈντυπα-Εγγραφα>)

After reviewing the proposal, the Department's Committee issues a Certificate of Approval for the undergraduate dissertation proposal, postgraduate dissertation, or doctoral dissertation. In case of rejection or disagreement within the Committee, the matter will be referred to the University of Thessaly's Ethics and Research Committee. Certificates of approval will be posted in the MODIP information system.

Intellectual Property Rights and Plagiarism

Intellectual property rights of postgraduate dissertations or patent rights or commercial exploitation rights of works are determined by relevant decisions of the University of Thessaly's Ethics Committee.

Any form of plagiarism in coursework, publications, or the writing of postgraduate dissertations, including the invention of research data and unethical behavior, is 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 dissertation is submitted for support unless it has been checked by the Central Library's plagiarism prevention service.

Transitional Provisions

Any issue that arises in the future that is not covered by relevant legislation or the respective Postgraduate Studies Regulations will be addressed through decisions of the Assembly of the Department, following recommendations by the Program Director and the Program's Coordinating Committee and the University Senate, by amending the Regulations and publishing them in the Government Gazette.

Regular revisions of these Internal Postgraduate Studies Regulations may take place every two years.