



UNIVERSITY OF CRETE

SCHOOL OF SOCIAL SCIENCES

DEPARTMENT OF PSYCHOLOGY

INTERNAL RULES OF OPERATION

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Article 1. Emblem

The emblem of the Department is the depiction of one side of an ancient coin of the city of Rethymno (RITHYMNA).



In the center of the emblem is a Trident, characteristic of the maritime tradition of the city, which can be understood as the letter "Ψ", the initial of the word Psychology. This "Y" is flanked (above and below) by two dolphins and by the letters Ri and Thy on either side of the trident (which identify the place where the Department is based), just as they are depicted on the ancient coin.

Article 2. Organization of the Department

The administration of the Department is exercised by the Chairman and the Assembly of the Department in accordance with the provisions of the current legislation and the present Internal Regulation of the Department, which must be compatible with the corresponding one of the Institution.

1. The responsibilities of the President are determined by the applicable legislation.
2. The composition and responsibilities of the Council are determined by the current legislation.
3. The Council of State convenes in four (4) regular meetings per year on dates determined during the 1st regular meeting (the next three) and extraordinarily when there are issues, following an invitation by the President or the Vice-President who prepares the agenda in cooperation with the Secretary.
4. Extraordinary Assemblies of the Department are convened (a) by the Chair of the Department for any urgent matter of concern to the Department and (b) if requested by 1/3 of all the members of the Council, provided that at least 50% of them are present during the discussion of the issue.
5. During extraordinary Meetings the members are invited at least 48 hours before the time of the meeting, unless otherwise specified by law.
 - 5.1 When the Council of State is convened in accordance with case b, paragraph 4 of article 2 of this Regulation, the relevant proposals must be submitted together with the application, in addition to the item of the agenda. The Head of the Department convenes the extraordinary S.T. no later than 20 days from the receipt of the application or on an agreed date. As a rule, the extraordinary convocation must take place on the day and time of the regular weekly meeting, which follows immediately after the submission of the application to the Protocol of the Secretariat of the Department. The petition shall not be considered valid if, at the time of the discussion of the matter, at least half of the

signatories are not present.

6. The Chairperson is also responsible for checking the quorum during the S.A.
7. Within the scope of his/her responsibilities, the President prepares, among other things, the agenda. In case a member of the Council wishes to include a specific item on the agenda, he/she must submit a proposal 15 days before the Board, along with a relevant proposal to the Chair of the Department. An item that has not been included in the agenda may be discussed by decision of the Council of State if it is proposed by 1/3 of the members at the beginning of the meeting, before the beginning of the discussion of the items on the agenda and is decided by the majority defined by law.
8. If a quorum is found to be lacking during the first meeting, the Council of State is reconvened for a meeting, which is held no earlier than twenty-four (24) hours, at the same place, in the same way and with the same agenda. During this meeting, there is a quorum if at least one third (1/3) of all its regular members or their substitutes participate in the composition and in any case not less than three (3) regular or alternate members.
9. An item on the agenda whose discussion has been postponed must be included in the agenda of the next meeting, unless the Council decides otherwise.
10. During the discussion of each topic, a short presentation is preceded, followed by the registration of speakers and followed by short positions of the speakers and then followed by the second speech of the speakers. The President, depending on the seriousness of the matter and the available time limits, may give the right to reprimands. In any case, the debate closes with the rapporteur. Apart from the first presentation, all statements and second speeches are short in duration.
11. On major issues, proposals to amend the proposals are put to a vote only if they are submitted in writing by the member of the Council who supports the amendment.
12. No one may interrupt a speaker, except the President and only in the event that he/she considers that the speaker is off topic or out of the procedure or has abused time.

- 13.** A member of the collegiate body who deviates during a meeting is recalled to order by the Chairperson of the debate. In case of recurrence, the reason is removed from it. The reasons for the recall from the classroom and the removal of the speech are recorded in the minutes.
- 14.** The procedure specified in paragraph 10 of this Article may be reversed only if a member requests the floor in the procedural or personal matters. In cases of a point of order, clarifications shall be given by the President and in the event that the member raising such an issue is not satisfied with them, a vote on the procedure may be requested. A personal speech can be requested if an inappropriate name reference has been made by a previous speaker. The Council of State cannot take a position by voting on a personal basis. However, the deletion of the inappropriate or abusive proposal in question may be requested, with the agreement of the member who made it.
- 15.** In discussions related to a personal issue, the presence at the S.T. of the member for whom the discussion is to take place is necessary.
- 16.** The Chairperson may invite committees or working groups or their officials to the Council to develop a specific issue or to provide clarifications, regardless of whether they are members of the Council, who leave after the provision of the requested information. Otherwise, only those defined by law, as well as the Secretary of the Department or his/her substitute for the keeping of the minutes, participate in the S.T.
- 17.** The voting for the adoption of a decision is open except in cases of election of representatives and those otherwise defined by law. In cases where more than two proposals are put to the vote at the same time and none receives an absolute majority of those present, the vote shall be repeated between the first two. A vote is considered to be taken unanimously if there are no negative votes. A decision is considered to be taken unanimously if all votes are positive (there are no abstentions or blank votes). Those who voted blank or abstained from a specific vote are not counted in the number of those present, without this having an impact on quorum issues. The President is the last to vote and in the event of a tie, his/her opinion prevails.

- 18.** Abstention indicates a disagreement with the procedure. Decisions are enforceable immediately after they have been adopted.
- 19.** At each meeting of the Council of Ministers, minutes are drawn up, in which the names and status of the members present, the place, manner and time of the meeting, the issues discussed with a brief but comprehensive reference to their content, the form and results of the vote and the decisions taken are mentioned. The opinions of the members who voted in the minority are recorded in the minutes and, in the event of an open vote, their names. In the case of a simple opinion, all the individual opinions expressed and put to the vote must be recorded in the relevant minutes. The minutes are drawn up by the Secretary and certified by the President. The signature of the President or his/her substitute is sufficient for the legal status of any act of the collective body. The meeting may be recorded/recorded to assist in the writing of minutes. The recorded documents can be used in cases of disagreement over the minutes. Any disagreement on the minutes is resolved under the responsibility of the President.
- 20.** The decisions of the Council of State can be implemented even before the minutes are ratified.
- 21.** The President, among other things, during the 1st regular S.T. announces the composition of the Department's Committees, which are posted on the Department's website.
- 22.** The rules of operation of the Committees of the Department are determined by the Internal Regulation of the University of Crete and the applicable legislation.
- 23.** The duties and rights of the faculty members, Special Staff (E.E.P., E.DI.P.), E.T.E.P., Administrative Staff, temporary teaching staff and students are determined by the Internal Regulation of the University of Crete and the applicable legislation.
- 24.** The disciplinary control of all members of the Department's community is determined by the Internal Regulation of the University of Crete and the applicable legislation.

Article 3. Objectives of the Department

The mission of the Department is:

- 1.** To cultivate and promote the science of psychology through academic teaching and research (basic and applied).
 - 1.1** This is done through the emphasis placed on both undergraduate and postgraduate teaching and a series of pluralistic educational processes in the perspective of developing the skills necessary for young scientists for a successful career.
 - 1.2** In addition, students are encouraged to participate in research activities from the first years of their studies and especially during their 3rd and 4th year of study, strictly adhering to research ethics. Research is carried out on a wide range of topics, using appropriate theoretical and methodological approaches.
- 2.** To provide graduates with the necessary skills, ensuring them, as far as possible, an excellent theoretical, research and practical training, which will allow unhindered participation in the development of psychological knowledge and the foundations for a successful career in the private, public and academic sectors. The same objectives are served by the Internship Program and the Erasmus+ program.
- 3.** To provide, under certain conditions, to its graduates through the cultivation of the above, opportunities for access to a 2nd cycle of studies (Postgraduate Diploma) or a 3rd cycle of studies (Doctoral Studies) in Greek or international universities.

Article 4. Organization of undergraduate studies

1. Academic calendar

- 1.1.** The academic year begins on September 1 and ends on August 31 of the following year. The teaching work of each academic year is structured in two semesters. Each semester includes at least thirteen (13) full weeks of instruction.
- 1.2.** The start and end dates of the courses of the winter and spring semesters, as well as the dates of the respective examinations and oaths, are determined by decisions of the Senate and the applicable provisions of the law.

2. Duration of study and organization of studies per semester

- 2.1.** The courses of the Department of Psychology of the University of Crete are divided into eight (8) independent academic semesters and are taught on a weekly basis. Each semester lasts fifteen to sixteen educational weeks and includes thirteen (13) weeks for teaching and two to three (2-3) weeks for examinations.
- 2.2.** The teaching schedule is announced before the start of each academic semester.

3. Maximum duration of study

- 3.1.** According to par. 1 of article 76 of Law 4957/2022, the maximum duration of study in a first-cycle study program with a minimum duration of eight (8) academic semesters (i.e. four-year duration of study) for the award of the degree, as provided for the Department of Psychology, is this time, increased by four (4) academic semesters. At the end of the maximum duration of study, and after the completion of the repeat examination period of

September of the last academic year, without prejudice to the provisions of paragraphs 2-5 of article 76 of Law 4957/2022, students who have not completed the required number of credits for obtaining a degree (ECTS), are deleted based on procedures provided by the current legislation and the Internal Regulation of the University of Crete.

3.2. In accordance with the transitional provisions of par. 3 of article 454 of Law 4957/2022:

- a.** The maximum duration of studies as defined in par. 1 of article 76 of Law 4957/2022 and in article 1 hereof applies to students admitted to HEIs from the academic year 2022-2023 onwards.
- b.** Students who were enrolled in first-cycle Study Programs of the University of Crete at the time of the entry into force of Law 4957/2022 and had not exceeded the minimum duration of their study program at the time of publication of Law 4777/2021, the calculation of the maximum duration of study of par. 1 of article 76 of Law 4957/2022 from the beginning of the academic year 2021-2022 onwards is applied. For already enrolled students who, according to In the academic year 2020-2021 they had not exceeded the minimum period of study (it concerns students who during the academic year 2020-2021 were studying from the 1st to the 4th year, the calculation of the maximum duration of study starts from the beginning of the academic year 2021-2022 and extends to eight (8) academic semesters (four academic years) increased by four (4) academic semesters (two academic years).
- c.** Students who were enrolled in first-cycle study programs of the Institution at the time of the entry into force of Law 4777/2021 and had exceeded the minimum duration of study of the study program, have time equal to the minimum duration of study for the completion of their studies, from the beginning of the academic year 2021-2022 onwards, without the right to increase the time of study according to par. 1 of article 76 of Law 4957/2022. Therefore, the above students must complete their studies by the academic year 2024-2025 (including the examination

period of September 2025).

- d. For students who enroll in first-cycle study programs after qualifying exams and who are classified retroactively (e.g. in the third semester of study instead of the first semester), the (n) years of study count and are calculated from the year of their enrollment and not from the year of their enrollment.
- e. After the completion of the maximum duration of study, an act of deletion may be issued, following the procedure as defined by the current legislation and the Internal Regulation of the University of Crete.
- f. Students have the option of voluntary deletion from the Department, following their written request to the Secretariat of the Department, together with which they submit all the supporting documents from the current legislation and the Internal Regulation of the University of Crete.

4. Exceptional extension of the maximum duration of study

- 4.1.** The maximum duration of study may be extended exceptionally for serious health reasons related to the person of the student or to the person of a first-degree blood relative or spouse or person with whom the student has entered into a cohabitation agreement and to the loss of life of a first-degree blood relative or spouse or person with whom the student had entered into a cohabitation agreement. In accordance with par. 2 of article 76 of Law 4957/2022, this regulation determines the procedural details and supporting documents for the exceptional exceeding of the maximum duration of study in a first-cycle study program.
- 4.2.** The student may exceptionally request to exceed the maximum duration of study in a first-cycle study program, as defined in par. 1 of article 76 and the provisions of par. 3 of article 454 of Law 4957/2022, for serious health reasons as well as for serious health reasons or due to the loss of life of a first-degree blood relative or spouse or person with whom the student has entered into a cohabitation agreement.

4.3. The application is submitted before the end of the last semester of the maximum duration of study at the Secretariat of the Department, accompanied by the required supporting documents on a case-by-case basis, in order to implement this procedure. When the application concerns serious health reasons, these must be proven by the submission of medical opinions by a Public Hospital in accordance with the criteria set by the current legislation and the Internal Regulation of the University of Crete. In the event that the serious health reasons do not concern the person of the student, but a third party as mentioned above, the submission of a certificate of marital status or a copy of a civil partnership is also required. The same supporting documents are submitted in the case where the application concerns the loss of life of a first-degree blood relative or spouse or a person with whom the student had entered into a cohabitation agreement.

4.4. After the submission of the application to the Secretariat, the Assembly of the Department takes a decision on the approval or non-approval of the application, as well as on the period of additional study. Further exceeding of the maximum duration of study may be re-approved by the procedure described in the above relevant articles of this regulation, provided that the relevant provisions of the current legislation continue to apply and the conditions are met. The individual stages of the process are determined by the Internal Regulation of the University of Crete and the applicable legislation.

5. Part-time study

5.1. Students who have not exceeded the maximum limit of attendance in accordance with the provisions of par. 1 of article 76 and the transitional provisions of article 454 of Law 4957/2022. For students studying part-time, each semester is counted as half an academic semester. These students may not register for attendance and be examined in more than half of the courses

of the semester provided for in the curriculum. The Council of State may maintain the current full-time program for students who have joined a part-time regime, but impose restrictions only on the number of courses that can be declared and examined per semester as above.

5.2. In order to be included in a part-time study regime, interested students must submit an application to the Secretariat of their Department together with the documents proving the conditions that exist for the possibility of part-time study. The application with the required supporting documents is submitted to the Secretariat of the Department, at the beginning of each academic year for which the start of part-time study is requested.

5.3. Right to submit an application for part-time study in accordance with par. 3 of article 76 of Law 4957/2022 have:

a. Students who have been proven to work at least twenty (20) hours per week, **b)** students with disabilities and special educational needs,

b. Students who are also athletes during their studies belong to sports clubs registered in the electronic register of sports clubs of article 142 of Law 4714/2020 (A' 148), which is kept at the General Secretariat of Sports (G.G.A.) under the following conditions:

(I) for those years that occupy a distinction of 1st to 8th place in national championships of individual sports with the participation of at least twelve (12) athletes and eight (8) clubs or compete in teams of the two (2) higher categories in team sports or participate as members of national teams in pan-European championships, world championships or other international competitions under the Hellenic Olympic Committee, or

(II) participate at least once, during their studies, in the study program for which they apply for part-time study, in the Olympic, Paralympic Games and the Olympic Games for the Deaf.

5.4. The submission of an application for inclusion in a part-time study regime, together with the documents proving the conditions that exist for the

possibility of part-time study, are submitted to the Secretariat of the Department in accordance with the provisions of the Internal Regulation of the University of Crete. The application submitted concerns the inclusion in a part-time study regime starting from the academic semester that begins after the period of its submission. Students of all categories, along with the application and the required supporting documents, must submit a completed Solemn Declaration, by which they undertake to notify the Secretariat of the Department of any change in the reasons for which they apply for part-time study.

5.5. At the end of the application submission period, each Department examines the submitted applications with the accompanying supporting documents for the inclusion in a part-time study regime of cases 3a), 3b) and 3ca) and approves or rejects each application in a documented manner. It then issues a decision of approval or rejection, in accordance with the procedure set out in the Internal Regulation of Operation of the University of Crete.

5.6. The certificates of cases 3a) and 3ca) should be resubmitted to the Secretariat of the relevant Department at the beginning of each academic year, in order to determine whether the reasons for continuing part-time study still exist. The Secretariat must check whether students who are in part-time studies have submitted the necessary supporting documents for the continuation of part-time study, each academic year.

5.7. A student who has been placed on a part-time basis may return to full-time study either following an application to the Secretariat of the Department or following a recommendation by the Department (if it is found that there are no longer any reasons for continuing the part-time study) and a decision is issued, as the case may be.

5.8. It is not allowed to change the study status during the academic semester.

6. Interruption of studies

6.1. According to par. 4 of article 76 of Law 4957/2022, students who have not

exceeded the maximum attendance limit of par. 1 of article 76 of Law 4957/2022 and par. 3 of article 454 of Law 4957/2022, may, upon their application to the Secretariat of the Department, temporarily interrupt their studies. The right to interrupt studies may be exercised once or in parts for a period of at least one (1) academic semester while, if granted in parts, the duration of the interruption may not exceed two (2) years (four academic semesters).

- 6.2.** Student status is suspended during the interruption of studies and participation in any educational process is not allowed. The academic semesters during which the student has been included in a study interruption regime are not counted in the maximum duration of study.
- 6.3.** In order to exercise the above right, the student submits an application to the Secretariat of the Department, the first-year students within the period of their enrollment in the relevant Department, and the students of the second and above academic semester in the first fortnight of each semester, before the deadline for the submission of course registration, as defined by the relevant announcement of the Secretariat of the Department. In exceptional cases and for reasons of force majeure, it is possible to submit the application after the above deadlines. In this case, the time of interruption has retroactive effect from the start of the current academic semester.
- 6.4.** The application for interruption of studies should include the requested period of interruption and be accompanied by a Solemn Declaration of Law 1599/1986, which describes the reasons for the interruption (health reasons, force majeure, personal, family, financial reasons, etc.). The submission of additional supporting documents is not required.
- 6.5.** The application is accompanied by the student's academic identity card, in order to be canceled, or a Solemn Declaration of Law 1599/1986 of its loss.
- 6.6.** The decision to determine the interruption of studies is taken by the S.T. and then the procedures set out by the current legislation and the Internal Regulation of the University of Crete are followed.

6.7. A student who has been suspended may, upon application to the Secretariat of the Department, return to regular attendance. The relevant application is submitted to the Secretariat of the Department in the first fortnight of each academic semester and in any case not later than the deadline for submitting the registration of courses of the academic semester, as set each time by the Secretariat of the Department, unless there are reasons of force majeure. For the return of the student to the status of full-time study, a decision is issued by the S.T. and then the procedures set out by the current legislation and the Internal Regulation of the University of Crete are followed. After the expiration of the period of interruption of studies, the student returns to the status of regular study, with all the rights and obligations he/she had before the interruption of studies and the suspension of his/her student status.

7. Special arrangements

More specific regulations concerning the duration of studies, part-time study and interruption of studies are regulated by the Regulation of Operation of the University of Crete, in accordance with the current legislation.

8. Admission Procedures

8.1. The method of admission to the Department is determined by the competent ministry through special examinations conducted by the Department, through selection procedures for special categories, as defined by the current legislation, by transcription from other Departments of Psychology and by qualifying examinations.

8.2. Participation in Panhellenic Examinations. It concerns candidates who participate in the Panhellenic Examinations system as Graduates of General, Vocational or Evening Lyceums.

8.3. Inclusion in a Special Category. Special categories of candidates include:

- Greeks abroad and children of Greek employees serving abroad.

- Foreigners – Foreign graduates of high schools outside the EU and graduates of high schools or equivalent schools of EU member states
- Foreigners – Foreigners and expatriate scholars of the Greek State.
- Greek citizens of the Muslim Minority of Thrace.
- Athletes with special distinctions.
- Distinguished in the Balkan or International Olympiad of Mathematics, Informatics or Robotics, Physics, Chemistry, Biology or in the European Competition for Young Scientists or in the European Mathematical Olympiad for Girls (EGMO).
- Candidates with serious illnesses in accordance with the provisions of article 35 of Law 3794/2009 (Government Gazette 156/vol. A) as amended and in force.

8.4. Students from other Departments of Psychology can enroll by transfer, as defined by the current legislation.

8.5. Graduates of other Departments may be enrolled in the Department, through special examinations (qualifying examinations) conducted by the Department. The framework, the procedure for selecting the subjects to be examined, the way the examinations are conducted, the method of grading and the order of success are determined by the current legislation.

8.6. The admission procedures in each category, the submission of supporting documents, the control of the conditions, the registration of students are defined by the applicable legal provisions.

9. Course Recognition

9.1. Students who have enrolled in the Department through qualifying examinations (or other procedures such as admission with 10% or by transfer) can apply for recognition of courses once after their admission to the Department either from 1st to 20th October or from 1st to 20th March.

9.2. Interested parties should submit the following:

- a. An application in which they must indicate the title and code of the undergraduate courses of the Department of origin that they wish to be exempted and which should correspond to specific courses (titles, codes) of the Department of Psychology of the University of Crete (at least 80% coverage of the syllabus) or to courses offered in Departments of the University of Crete. In the latter case, these will be characterized as free options.
 - b. A certified study guide of the Department of origin which will include the detailed outlines of the courses that apply to receive an exemption.
 - c. Validated detailed grades of courses of the Department of origin.
- 9.3.** These courses cannot be more than 20% of the Department's courses in total, unless they have been selected by the student from a list of courses offered by the Department itself.
- 9.4.** After the end of the two application periods and within 15 days, the Department's Undergraduate Studies Committee meets. At the meeting, each application is discussed and the relevant decision of the Committee is submitted to the Secretariat of the Department in writing. Any rejections of requests must be justified. The members of the Committee can consult the other faculty members of the Department for courses related to their scientific subject, in order to form a more complete opinion when required.
- 9.5.** These decisions are ratified at a subsequent Council of Ministers.
- 9.6.** A course is registered without a grade - marked "Recognition" - in the student's card and the course is not counted in the average of the degree grade.

10. Student status, Academic Advisors, course registrations and ECTS

- 10.1.** By enrolling in the Department, student status is acquired.
- 10.2.** Student status offers its holder rights but also obligations. Both rights and obligations are shaped by the applicable legislative provisions and the

internal regulation of the University of Crete.

- 10.3.** There is the possibility of suspension of studies as well as the possibility of part-time study under conditions set by the Operating Regulation of the University of Crete and the current legislation.
- 10.4.** At the beginning of each academic year, the Department appoints Academic Advisors for newly admitted students. The task of the advisors is to guide and provide advice on matters related to their studies. The Academic Advisors monitor the progress of their students throughout their studies, organizing meetings at the beginning of the semester and after the issuance of the exam results, but also whenever this is deemed appropriate. Detailed instructions are set out in the Regulation of Operation of the Institution of the Academic Advisor.
- 10.5.** Students have the opportunity to communicate with all their lecturers, according to the office hours, which are posted on the Department's website, as well as through e-mail. Students may also contact the Secretariat (a) either by e-mail or by phone or in person, exclusively on the days and times set for this purpose and posted on the Department's website. Communication with the lecturers and the Secretariat, and in general with every service of the University of Crete should be done exclusively through the academic email.
- 10.6.** At the beginning of each academic year, the Department organizes a Welcome Ceremony for the new undergraduate students, where the members of the Department and the Undergraduate Students' Association are informed about the curriculum and representatives of university authorities and services about the academic life in general and the support structures of the University of Crete.
- 10.7.** For registration in a semester, course registration is made exclusively electronically. Each student can register for courses from those offered in his/her semester of study according to the Department's Undergraduate Studies Guide and based on the rules governing the "workload" and the

European Credit Transfer and Accumulation System (ECTS). The minimum number for the completion of studies and obtaining a degree is two hundred and forty (240) credits (European Credit Transfer and Accumulation System -ECTS) and the minimum duration is eight (8) academic semesters.

- 10.8.** During his/her studies, the student can choose some courses from other Departments of the University of Crete, as specified in the Department's Undergraduate Studies Guide. The maximum number of credits from successful evaluation in courses and educational activities of other study programmes of the Faculty of Social Sciences is 20 (ECTS) and from non-Faculty of Social Sciences 12 (ECTS). Therefore, cumulatively, the students of the Department may, for the successful completion of the Department's study program, have succeeded in the evaluation of courses outside the Department corresponding to up to 32 credits (ECTS), with the aforementioned ratio, out of the total of 240 (ECTS) required in total.
- 10.9.** The courses that can be declared at the beginning of each academic semester correspond to the student's workload required to complete an academic semester. The total number of credits (ECTS) to which the courses that can be declared each semester correspond is determined by a decision of the Assembly and can in no case exceed 35 credits (ECTS).
- 10.10.** Course registrations are made at the beginning of each semester, according to a relevant announcement by the Secretariat of the Department.
- 10.11.** Each student must appear for examination in the compulsory courses, elective courses, seminars and laboratories offered in the specific semester and which he/she has declared. In case of non-submission of course registration, the student's participation in the examinations is excluded. Course registrations are valid for the specific semester and consequently for the specific academic year.

11. Study Guide, Courses and Textbooks

- 11.1.** Every May, the Department's Undergraduate Studies Guide is compiled by the Department's Assembly, which describes in detail the structure and principles governing the Curriculum, the individual educational units and the workload of all educational activities, the content of the courses taught and the learning outcomes, obligations and rights of the students of the Department and the University of Crete. It also provides more general information about the structure of the Department, the services provided, its staff, as well as information material useful for each newly enrolled student. The careful study of the Study Guide, as well as the observance of all the obligations arising from it, is a basic obligation of every student. The Study Guide is updated every academic year and is posted on the Department's website.
- 11.2.** The Undergraduate Studies Program of the Department is structured with compulsory, elective, compulsory (seminars and workshops), elective courses (free electives) as well as the realization of internships.
- 11.3.** Compulsory courses correspond to 110 credits (ECTS) out of a total of 240 which is the minimum number for obtaining a degree.
- 11.4.** If the knowledge provided in one course is a prerequisite for successful attendance of another course, the first course is classified as a prerequisite and the second as a dependent. The prerequisite courses are determined by the outline of each course. In order for the student to be able to attend a dependent course, he/she must have successfully completed the prerequisite course(s) to which he/she is connected. The classification of a course as a "prerequisite" can be changed after the teacher's recommendation to the Undergraduate Studies Committee, approval of the change by the Committee and a ratifying decision of the S.T.
- 11.5.** The courses of the Program are divided into individual courses corresponding to major thematic areas of the science of Psychology.
- 11.6.** The Compulsory (Y) courses must be attended and successfully examined

by all students of the Department in order to complete their studies. In case of failure in one Compulsory course, it is not possible to replace it with another.

- 11.7.** The aim of the compulsory courses is to introduce the student to fundamental concepts in almost all basic fields of science and to provide common basic training to all students of the Department.
- 11.8.** The elective courses (free electives) offer the student the possibility of various options from a wide range of courses and approaches. They provide students with the opportunity to structure their program to a certain extent based on their wishes and preferences in various fields of the science of Psychology or in other scientific fields.
- 11.9.** The Elective Compulsory (HR) courses aim to deepen in individual thematic areas of the science of Psychology and at the same time to familiarize students with the research process and the development of special skills. For this reason, these courses have a seminar or laboratory form.
- 11.10.** Each student must choose a specified number of them as defined each time in the Undergraduate Studies Guide.
- 11.11.** In order for any of the elective courses to be taught, it must be registered by at least 5 students.
- 11.12.** In addition to these, there are the courses of psychology terminology in English, the Internship and the Diploma Thesis.
- 11.13.** Lectures that do not take place due to S.T. or student events or due to the instructor and up to 3 days/semester course must be replaced.
- 11.14.** For student events, care should always be taken to ensure that they take place at times that will not cause major problems in the Timetable and that the instructor and the Secretariat of the Department are informed.
- 11.15.** In the event that for reasons of force majeure (e.g., illness) a teacher is expected to be absent for a long time, the S.T. must appoint a replacement.
- 11.16.** If, for any reason, the hours corresponding to the required minimum

teaching weeks in a course are not completed, the course is considered not taught. In case the course is compulsory and/or a prerequisite, it is repeated in the next semester and in addition to the number of courses specified by the undergraduate study guide, following a decision of the S.T., if there are faculty members or another teacher to teach it.

11.17. Exercises or tutorials may also be included in the teaching work. These hours may be compulsory and differ from lecture hours as exercises and tutorials involve the active participation of students. Tutorials include the solution of applied problems. Tutorials include preparation of students on the material to be presented in the course, and are not simply used to cover the curriculum from the cathedra. The S.T., at the suggestion of the teacher, decides on the distribution of teaching hours in lectures, exercises and tutorials.

11.18. The teaching needs are covered by the faculty members, the Special Staff (E.E.P., E.D.I.P.) and the contracted teachers.

11.19. In all courses, teachers have the opportunity to recommend textbooks to the Integrated Service for the Management of Textbooks and Other Aids (Eudoxus). Through Eudoxus, free textbooks are provided to students, based on the current legislation.

11.20. In order to attract foreign students through the Erasmus program, an effort is made to ensure that some of the electives or the elective Compulsory Electives are offered in English.

12. Workshops - Seminars

12.1. Workshops and seminars are governed by the same provisions of the Department's internal rules of operation as those referring to compulsory courses.

12.2. Students can attend a certain number of laboratory courses and seminars from the second year onwards. Before the semester begins, these students

declare their preferences through a platform that operates on the Department's website and the distribution is completed under the care of the Undergraduate Studies Committee, based on criteria decided by the S.T. In order to be able to attend the respective laboratory course / seminar they wish and in which they will be selected, the competent lecturer must check the correctness of the declaration and the completeness of any special criteria set and made public in advance and send a list of participants to the Secretariat.

- 12.3.** In order to take part in any of the elective compulsory courses (seminars and workshops) it must be registered by at least 5 students. Respectively, the maximum number of students participating in seminars and workshops is fifteen (15). This number does not count students coming from the Erasmus+ program.
- 12.4.** In cases of a large number of students enrolled in a course or in cases of special educational needs of a course, following a proposal by the instructor and a decision of the Assembly, the course can be held in individual student groups.
- 12.5.** Conducting/attending all laboratory exercises/seminar deliveries is mandatory. Up to two (2) absences can be justified. In case someone is absent more than two (2) times, they miss the laboratory course or seminar.
- 12.6.** Especially in this category of courses, most of the recommended literature is research articles or reviews of special thematic units that are searched electronically through foreign language databases. This measure aims to familiarize the student with the most modern things that appear in the international literature.
- 12.7.** Every year, an effort is made to ensure that some of the workshops and seminars are offered in English with the prospect of increasing extroversion and attracting foreign students through the Erasmus+ program.

13. Course Evaluation

- 13.1.** The teaching work is evaluated every semester anonymously by the students who have registered it. Assessment takes place in each lesson between the 9th and 11th week of instruction.
- 13.2.** It is expressly forbidden for the evaluation process to take place during the examination period.
- 13.3.** The evaluation process is followed by the collection and processing of data from the Information System of the Quality Assurance Unit of the University of Crete.
- 13.4.** At the end of the evaluation and in any case not before the submission of the students' grades, the results are extracted by the competent employee and sent to the President and the OMEA.
- 13.5.** In this process and if issues arise, any of the aforementioned bodies intervenes by suggesting possibilities for improving the evaluation indicators.
- 13.6.** The O.M.E.A. of the Department is responsible for the collection of data with the aim of further processing them in order to draw usable conclusions for the improvement of the educational process.

14. Exams

- 14.1.** There are three examination periods:
 - a.** January, for the courses of the winter semester.
 - b.** June, for the courses of the spring semester and
 - c.** September (repeat), for the courses of both semesters.
- 14.2.** The coordination of the smooth conduct of the Department's examinations is carried out by the Secretariat of the Department, which, under the supervision of the Chairman, ensures in a timely manner the preparation of the examination schedule and its posting on the Department's website, the

appointment of invigilators, the suitability of the premises, the availability of materials and means. Special care will be taken to ensure that the examined courses are equally distributed during the examination period. Examination of compulsory courses corresponding to the same years of study is not allowed to be examined on the same day.

- 14.3.** The syllabus of the examinations (syllabus) corresponds to the teaching of the 13 weeks and is announced by the teacher at the beginning of the course. At the beginning of the semester, the evaluation method is also determined (written, oral exams, progress, tests during the semester, assignments, etc.). The relevant information is posted on the course website on elearn.
- 14.4.** Only students of the undergraduate study program, who have included the corresponding course in the relevant declaration they have submitted to the Secretariat application, have the right to participate in the examinations.
- 14.5.** Upon arrival at the exams, the student must bring his/her student (or at least the police) identity card with him/her for identity check. The use of mobile phones or other electronic means during the examinations is prohibited, unless the nature of the course requires it following instructions from the teacher. Mobile phones should remain turned off and not be in a visible place throughout the examination. All kinds of personal items and printed material, such as books or notes, are placed wherever the teachers or invigilators indicate. Finally, it is necessary to fill in the student's details (name, number, signature) before leaving the examination room. In the event that oral examinations are conducted, their reliability should be ensured and carried out at a place and time announced in advance.
- 14.6.** The invigilators must be present at the examination areas before the scheduled start of the examination, they take care to safeguard the prestige, reliability and integrity of the examinations.
- 14.7.** No student is allowed to leave the room where the examinations are conducted before twenty (20) minutes have elapsed from their start.

- 14.8.** After the lecture or presentation of the topics, other students are not allowed to enter the room and the necessary clarifications are given by the course manager. To the extent that further clarifications are required, these should be made public.
- 14.9.** During the delivery of the script, the invigilator checks the identity of the examinees. Students are required to submit their script within the time frame set by the invigilators and/or the teacher.
- 14.10.** During the written examination, each examinee must respect the conditions for the smooth conduct of the examination, follow the instructions of the invigilators and comply with them.
- 14.11.** The invigilators have the right and obligation to make oral remarks to an examinee who hinders the smooth conduct of the examinations (e.g., conversations, possession or exchange of notes and other objects, notes on the benches, facilitation or participation in copying, use of a mobile phone, etc.). In the event that a violation of any kind is detected, the invigilators should act at their discretion and always in accordance with the instructions of the teacher, whom they must inform immediately. In order to ensure the integrity of the examination process, it is necessary as an internal measure to reset the script. Additional sanctions may be imposed in accordance with the procedures laid down by the Foundation. In case of copying, the invigilator informs the lecturer of the course (if he/she is not the same as the invigilator), initials the adhesive and expels the student from the room, while filling in a relevant form stating the delinquent behavior of the student.
- 14.12.** It is forbidden for examined students to leave the examination room before submitting their papers and script without a serious health reason. Exceptionally, for health reasons, a short exit from the examination room accompanied by an invigilator is allowed. To ensure the reliability of the exams, the last examinee is not allowed to be left alone and the penultimate is asked to remain in the room until the last one delivers his/her paper.

- 14.13.** The invigilators ensure that the start and end times of the examination are observed. In addition, they inform the examinees about the remaining examination time at various intervals during the examination and certainly 15 minutes before its end. The invigilators check after the end of the examination whether the number of papers agrees with the number of examinees and in case of discrepancy, they draw up a relevant protocol.
- 14.14.** The results of the examinations are registered by the lecturer in the electronic application of the university and are validated by the Secretariat of the Department. The grades of the courses must be entered as soon as possible and in any case no later than fifteen days after the end of the examination period. It is the responsibility of the Secretariat to monitor compliance with this provision.
- 14.15.** Exceptionally, due to the specificity of the theses, the relevant grade can be submitted up to 3 weeks after the end of the examination period.
- 14.16.** The student has the right to be informed by the instructor about the way his/her written exam is graded, regardless of the type of examination.
- 14.17.** Changes after the submission of the grades are not allowed except after written justification by the teacher. The justification must be made within an exclusive deadline of 20 days from the initial submission of the score.
- 14.18.** In case of failure in a compulsory course, the student is obliged to repeat it and be examined according to any new conditions if there is any change (e.g. in the syllabus).
- 14.19.** If a student fails more than three times in a course with the same instructor, he/she may be examined at his/her request by a three-member committee of professors who have the same or a related subject and are appointed by the Head of the Department. In this case: (a) the examination takes place at any time during the academic year, (b) students retain the same rights as they have during the examinations provided for in the usual examination procedure for issues related to the promotion of the learning process (e.g., they retain the opportunity to talk to the examiners, either

through private meetings or through meetings of all the members of the examination committee, in order to explain their mistakes) and (c) the quota of grades from assignments/tests/etc set by the teacher is maintained.

14.20. Remarking of a course that has already been successfully examined is allowed in a maximum of four (4) compulsory courses (in all undergraduate studies) and up to one (1) time in each of them. The rescoring must be declared to the Secretariat and the grade that the student will receive (as well as the load of ECTS credits) during the second examination is the one that will be valid in the end (regardless of whether this grade is lower than the first grade). Students have the right to cancel the rescoring before being examined in the course in question.

14.21. The score in each course ranges from zero (0) to ten (10) with a minimum grade of half a point. Grades greater than or equal to five (5) are considered transferable.

14.22. The papers are kept under the responsibility of the instructor for a period of one (1) academic year. They can then be destroyed.

14.23. Students who wish to see their script in order to realize their mistakes are advised to visit the teacher's office at specified office hours upon contact and within 20 days after the grades have been registered.

15. Attendance to courses, examinations of students with disabilities and special educational arrangements.

15.1. The Department of Psychology encourages the students of the Department to assist their fellow students who have a motor or sensory disability or a serious learning disability in writing notes, studying, communicating with the Department and socializing.

15.2. The School of Psychology encourages teachers to provide the possibility of recording lectures to students who are documented to fall into a motor or

sensory disability or a serious learning difficulty. At the same time, it encourages them to devote more time to the above students to solve questions.

15.3. Evaluation with special tests, possibly oral, or the provision of longer time during the examinations for students with special educational needs are implemented following an individualized opinion of the educational arrangements of the Center for Psychological and Counseling Support of the University of Crete, to which all students of the Department have the right to access.

15.4. In the case of students with special educational needs (e.g. dyslexia, dysgraphia, etc.) the examination can also be done in writing but spelling errors are not taken into account or if the exams are taken in the form of multiple choice, matching or completion of sentences/indications.

15.5. For the student who has difficulty but is able to write (e.g. due to dyslexia, dysgraphia, dyscalculia, dyslexia, dysspelling, pervasive developmental disorders), but his/her written paper is not legible due to dysgraphia or spelling errors, the student is immediately called by the lecturer after the delivery of the written paper and asked to read clearly the answers he/she has given in writing. For the rest, their examination does not differ from the examination of other students who are examined in writing. It is at the discretion of the teacher to ask some clarifying questions.

15.6. Especially for cases of students who fall into the spectrum of pervasive developmental disorders, teachers are advised to simplify the vocabulary they use where possible.

16. Scholarships

16.1. The regulatory framework for student scholarships is determined by the Scholarship Regulation of the Special Account for Research Funds (ELKE).

16.2. Relevant information on various scholarships provided by (a) the University

of Crete in general or by the Department of Psychology through bequests and donations or (b) through state bodies such as the State Scholarship Foundation, is also posted on the Department's website.

Article 5. Internship

1. General

The Internship of the students of the Department of Psychology is governed by the Code of Ethics of the Association of Greek Psychologists and any special operating conditions of each structure. The Internship is part of the Curriculum of the Department of Psychology as a compulsory educational activity. It concerns the short-term employment of students and the exercise, related to the purposes of this regulation, duties in potential workplaces. The internship is carried out in public and private bodies, with the exception in any case of the University of Crete (UCY) and its cooperating Institutions. in the case of inter-institutional Undergraduate Studies and Postgraduate Programs, as well as private psychologists' offices. Also, for reasons of ethics and ethics, the Internship cannot be carried out in a Body that has a legal representative or supervisor with whom the trainees are related up to the C degree. These bodies may be public services, legal entities of public law, Local Government Organizations of the first and second degree, legal entities of private law and businesses, hereinafter referred to as "host bodies".

The Internship may also be conducted in Foreign Host Institutions, if it is possible to supervise the educational process, in accordance with the provisions of the Internship Regulation. The Internship takes place exclusively in the premises of installation or provision of services of the Host Institution in which the interns are present. In case of travel outside the above areas in the context of the Internship, the travel costs and any accommodation are borne by the Host Institution.

Successful completion of the internship entails the award of twelve (12) credits (European Credit Transfer and Accumulation System - ECTS), all of which are taken into account for obtaining the degree.

2. Purpose

The aim of the Internship is to acquaint the undergraduate students of the Department of Psychology with areas of their upcoming professional activity. Through the PA, students are given the opportunity to observe, become aware, reflect and get personally involved in the consideration/review of positions and approaches that have been taught and elaborated during their studies. In this way, the foundations are laid for the development and critical review of ideas, positions and actions regarding the place of the science of Psychology in society and the connection of academic studies with the labor market in general. The PA aims to understand the connection between theoretical knowledge and empirical reality as well as to familiarize you with the work environment and the requirements of the professional field.

3. Student benefits

The benefits of students from their participation in the Internship are indicative of the following:

- They are related for the first time to the professional field that is relevant to their studies in psychology.
- They apply the knowledge they have acquired and are informed about current labor market trends as well as the skills required.
- They gain experience working in a team and prepare for the conditions, problems and challenges they will encounter after graduation.
- They know part of the professional context, so they can choose the one that will offer them more benefits on a professional and personal level.

4. Ethics

Trainee students are committed to complying with the Code of Ethics of psychologists and the Code of Ethics of each structure and absolute confidentiality regarding the beneficiaries and in general with what happens in the Host Body for the preparation

of the PA. In case of violation of the rules of conduct, the Host Institution's Supervisors or the Academic Supervisors inform the HAF Manager. The Head informs the Assembly of the Department of Psychology, which decides on the imposition of sanctions.

5. Organization of the Internship

The following contribute to the proper implementation of the Internship:

- the Traineeship Officer
- the Internship Committee
- the Internship Appeals Committee
- the Academic Internship Supervisors
- At the level of the Institution, the Institutional Internship Officer and the Internship Office of the Student Support Unit (M.Y.F.) of the Institution contribute

6. Internship Manager

By decision of the Assembly of the Department of Psychology, the Head of Internship is appointed, with a three-year term, coming from among the members of the Teaching Research Staff (D.E.P.) or Laboratory Teaching Staff (E.D.I.P.) or Special Educational Staff (E.E.P.) or Special Technical Laboratory Staff (E.T.E.P.) of the Department.

- The general responsibilities of the Traineeship Officer are:
- The coordination of the Internship Committee, as its head.
- The general supervision of the educational process of the Internship within the framework of the Curriculum.
- The coordination of the Academic Supervisors of Internships and the corresponding ones in the Host Institutions.

- Transportation for reasons of supervision of students of the Department, when this is deemed necessary and if there are the necessary funds for its realization.
- The preparation and submission of an annual report on the implementation and evaluation of the Internship program to the Assembly of the Department.
- The collection, on an annual basis, of the statistical data on the Internship, the completion of the relevant statistical data collection documents and their timely sending to the Institutionally Responsible.
- Informing the secretariat of the Department's Undergraduate Program about the successful completion of the Internship of each intern or making a recommendation to the competent body of the Department that approves it, in order to register the Credit Units (ECTS) provided for by the relevant internal regulation.
- The collection, in collaboration with the Internship Office of the Student Support Unit (M.Y.F.) of the Institution, of the deliverables for the completion of the Internship.

In particular, in relation to the correct completion of each PA cycle of the Department, the responsibilities of the Internship Coordinator are:

- The communication with the cooperating bodies in order to find PA positions.
- The formulation of a timetable for the planning and completion of each PA cycle at the beginning of each academic year.
- The drafting and posting of all the announcements required for the organization of each PA cycle.
- Keeping a record of announcements and information meetings and submitting copies to the HAF Office.
- The conduct of informative meetings with the trainee students.
- The registration of students' applications in each cycle.
- The initial ranking of the applicant students based on the ranking/selection

criteria.

- To ensure the timely approval of the minutes of the final selection and placement of the trainee students for each cycle by the Department Assembly.
- The placement of Academic Supervisors in the respective bodies depending on their subject or research interest or experience with similar bodies or, in case of lack of the aforementioned, depending on their availability.
- To draw up all the necessary minutes from the meetings of the PA committee, including the selection minutes with the ranking lists and the final lists.
- Keeping a file for each student intern with all the documents concerning him/her.
- The keeping of a file with all the necessary forms required by the ELKE UCY in each time period.
- The preparation and submission of a final report of the Internship Coordinator and a certificate of project completion to the Internship Office of the Student Support Unit (M.Y.F.) of the Institution.

7. Internship Committee

By decision of the Assembly of the Department, a three-member Internship Committee is appointed, with a three-year term consisting of members of Teaching Research Staff (D.E.P.) or Laboratory Teaching Staff (E.D.I.P.) or Special Educational Staff (E.E.P.) or Special Technical Laboratory Staff (E.T.E.P.) of the Department. The Internship Committee is chaired by the Internship Manager. The responsibilities of the Internship Committee are:

- The evaluation of the applications of students who wish to conduct an Internship. The evaluation of students' applications is carried out on the basis of the conditions and selection criteria set out in this Internship Regulation.
- The submission of the final list of selected and runner-up students, who will carry out an Internship, to the competent bodies (as defined in paragraph 3.3 hereof)

for approval.

- The coordination of activities related to the Internship of students.
- Supporting, in collaboration with the Internship Office of the Student Support Unit (M.Y.F.) of the Institution, students in finding a Host Organization to conduct the Internship.
- The approval of a change of Host Institution when there are reasons.
- The resolution of any problems that arise during the conduct of the Internship of students.
- The appointment of an Academic Supervisor of Internship per intern.
- The submission of suggestions for the modification of the Curriculum in terms of Internship issues.

8. Internship Objections Committee

By decision of the Assembly of the Department, a three-member Internship Objections Committee is appointed, which has a different composition from the Internship Committee and with a three-year term, consisting of members of Teaching Research Staff (D.E.P.) or Laboratory Teaching Staff (E.D.I.P.) or Special Educational Staff (E.E.P.) or Special Technical Laboratory Staff (E.T.E.P.) of the Department or the Postgraduate Program.

The Internship Objections Committee is authorized by the Department's Assembly to examine any student objections regarding their selection by the Internship Committee. The Internship Appeals Committee notifies the decisions on the objections with the relevant Minutes of Objections to the Internship Committee, which must implement them in order to issue the final list of selected students, which is then forwarded to the competent body for making the relevant decision and finally to the Secretariat of the Department. The Appeals Committee is common between the Undergraduate Program of Studies and the Postgraduate Programs that operate in the Department as single-departmental Master's Programs or in Interdepartmental or Interinstitutional Programs when the Department of Psychology is the Accelerating Department.

9. Academic Internship Supervisors

Academic Supervisors of Internships are appointed Members of Teaching Research Staff (D.E.P.) or Laboratory Teaching Staff (E.D.I.P.) or Special Educational Staff (E.E.P.) or Special Technical Laboratory Staff (E.T.E.P.) of the Department or of the Postgraduate Program. The Academic Supervisors of Internship are appointed per intern by the Internship Committee and may be members of the Internship Committee or members of the Internship Objections Committee.

The responsibilities of the Internship Supervisor are:

- The guidance and support of students throughout the Internship process in Host Institutions.
- The communication with the Host Institutions to achieve the desired learning outcomes.
- Informing the Person in Charge and the Internship Committee.
- The recording of the leaves of trainees, in collaboration with the Internship Office of the Student Support Unit (M.Y.F.) of the Institution.
- The visit of the premises to the premises of the Host Institution in order to supervise the Internship of students of the Department, when this is deemed necessary and if there are the necessary funds for its realization.

10. Internship Agreement

Before the start of the Internship, an Internship Agreement is concluded between the Institution, the Host Institution and the intern. The model of the contract is common to the entire UCC. The contract may differ only if the Internship is carried out in the context of co-financed programs, in accordance with any special regulations arising from the Funding Act. The contract is signed by the contracting parties, who receive one copy each. The copy of the Department of Psychology is kept together with copies of all documents concerning the students who are trainees in each cycle of the

University of Crete, at the competent Internship Office of the Student Support Unit (M.Y.F.) of the University of Crete.

11. Change of Host Institution - Termination of Internship

The change of Host Institution or Termination of the Internship is possible after a decision of the Internship Committee of the Department's Undergraduate Program.

a) Change of Host Institution. Change during the Host Organization Internship is possible in the following cases:

- The intern or the designated Internship Supervisor find that the administration of the Host Institution does not follow the agreements or employs the interns on a non-employment basis.
- There are serious problems of cooperation between the Host Institution and the intern, which cannot be resolved, following the consent of the Academic Supervisor of the Internship.
- There are serious health reasons of the trainee, which are proven by the necessary supporting documents from a Public Health Structure, and require the absence of the trainee for a period longer than the number of days of leave provided.
- In these cases, the intern must inform the Academic Supervisor of the Internship and/or the Internship Committee in writing. Alternatively, the Academic Internship Supervisor may ex officio, always with the consent of the intern, inform the Internship Committee.

The Internship Committee examines the issue and decides whether there is a reason to change the Internship Host Organization. In case there is a reason, then the Internship Committee, in collaboration with the Internship Office of the Student Support Unit (M.Y.F.) of the Institution, arrange for the placement of the intern in another Host Institution. Provided that there is the consent of the new Host Institution, the Internship at the new Host Institution can only take place for the period remaining for the completion of the Internship, as long as it takes place

within the same academic year.

In cases where (a) the new Host Institution does not agree that the Internship will take place only for the period remaining for the completion of the Internship and it is not possible to immediately find another Host Organization that accepts the above request or (b) for reasons of force majeure the Internship cannot take place within the same academic year, then the student must carry out the Internship again for the entire period of the Internship at the new Host Institution.

b) Interruption of Internship. The Internship is also interrupted even if none of the above reasons exist, but the intern (a) with a written request to the Academic Internship Supervisor or the Internship Committee declares that he/she wishes to terminate his/her Internship for personal reasons or (b) he/she does not comply with his/her contractual obligations, or (c) does not comply with the safety and work regulations, as well as any other arrangement applicable to the staff of the Host Institution, following written notification by the Host Institution to the Internship Supervisor and the Internship Committee. In case of interruption of the Internship, given that the Internship is mandatory, then the student will have to carry out the Internship again for the entire period.

The unjustified interruption of the Internship or the non-timely withdrawal of the application, so that the position can be filled by a runner-up student or the non-submission of the aforementioned supporting documents by the student entails: (a) the non-recognition of the Internship in cases where the student has started his/her internship, and (b) the deprivation of the right to submit an application for the preparation of a PA during the next cycle by the student.

12. Student Insurance

Based on the current legislation, students who conduct an Internship are compulsorily subject to the insurance of the Electronic National Social Security Institution (e-E.F.K.A.) in accordance with par. 1 of article 10 of Law 2217/1994 (A' 83) only for the risk of an accident. For the insurance of sickness benefits in kind, par. 10 of article 15 of Law 3232/2004 (A' 48). This provision also applies to those who are referred

according to a reasoned decision of the President of D.O.A.T.A.P. to carry out an Internship from a domestic HEI in the context of the compensatory measures for the recognition of the academic equivalence of first-cycle degrees, in accordance with article 311 of Law 4657/2022.

When the Internship is compensated, in accordance with the provisions of par. 7 & 8 of article 69 of Law 4957/2022, as amended and in force, the cost of insurance is included in the compensation and is borne by the Host Institution that compensates the Internship (Host Institution or E.L.K.E. through co-financed programs or projects financed by own or private resources). If the compensation is partly borne by both the Host Institution and the E.L.K.E., then the insurance cost is borne by the Host Institution and is included in the compensation.

If the Internship is not compensated, the insurance cost is borne by the budget of projects financed by own or private resources managed by the Special Account for Research Funds (E.L.K.E.) of the University of Crete. For the persons who must carry out an Internship at the Department of Psychology of the University of Crete, according to a reasoned decision of the President of D.O.A.T.A.P. and a relevant application of the interested parties, the cost of insurance is borne by the Host Institution.

The funding body through EU funds is solely responsible for the payment of compensation and insurance contributions. Any other claim against coverage of the risk of accident or damage shall be borne by the Host Institution.

13. Compensation of trainee students

The Internship is compensated, upon completion of the educational process of the Internship, in accordance with the applicable legislation. The Internship in the Department of Psychology is full-time. During the Internship, the trainee students are invited to complete a total of 200 hours of Internship, divided over one and a half (1.5) months, participating in interventions carried out at the respective Host Institution. Student trainees must be at their Host Institution five (5) days a week during the Host Institution's opening hours. In any case, the Internship does not exceed forty (40) hours per week. The Internship Remuneration is paid to the trainee students in accordance

with the provisions of the applicable legislation.

Based on the current legislation, the granting of compensation for the conduct of an Internship does not constitute a reason for the interruption of other financial benefits granted or special allowances or pensions that students of the University receive or are entitled to receive for other reasons. Students during the Internship, apart from the right to compensation and insurance, do not acquire any other right in the form of employment or pension.

In special circumstances (lack of funding, change of legislation, generally reasons of force majeure) the period of implementation of the Air Force Base may extend up to 3 months. Also, the minimum time for submitting applications (5 working days) may be limited for the smooth operation and completion of the PA. In this case of lack of funding, the PA is carried out as unpaid, i.e. less than 20 hours per week, but with EFKA insurance for an accident. The amount for the insurance of the trainees in this case is paid by the ELKE.

14. Rights and Obligations of Interns

Student interns have the following obligations:

- (a)** Before the start of their Internship, they must follow the instructions that will be given to them by the Department and the Internship Office of the M.Y.F. regarding the implementation of the Internship.
- (b)** During the Internship, they are entitled to one (1) day off per month of Internship, for personal, health or educational reasons (e.g. exams). The intern can use the days of absence either partially or in total during the Internship. In case he/she wishes to use his/her leave for personal or educational reasons, he/she must inform the Host Institution, the designated Academic Internship Supervisor and the Internship Office of the Student Support Unit (M.Y.F.) of the Institution of his/her absence in writing two (2) days in advance. In case he/she does not inform two (2) days in advance and after an inspection it is found that he/she is absent from the Host Institution, this absence will be considered unjustified and will be a reason for cancellation of the Internship. When there are health reasons, then the

trainee can inform about his/her absence on the same day.

- (c) During the implementation of the Internship, he/she is obliged to apply and follow the safety and work regulations as well as any other regulation that applies to the staff of the Host Institution. Violation of workplace regulations may result in the termination of the Internship. In this case, the student may repeat the Internship, in accordance with paragraph 3.5 hereof.
- (d) During the PA, students should acquire knowledge of the institution in which they are practicing and the daily activities related to the therapeutic/counseling framework and fully participate in them, become familiar with the techniques applied in the institution, be consistent in the tasks assigned to them, cooperate well with the other employees of the institution on an interpersonal and group level and comply with the rules Ethics and Ethics that govern the profession of Psychologist.
- e) For the successful completion of the Internship, they are required to submit any information / supporting document requested by the Internship Officer and/or the Internship Office of the Student Support Unit (M.Y.F.) of the Institution, as defined by the internal regulation of the Internship of the Undergraduate Program of the Department or the Postgraduate Program.
- (f) The Traineeship Officer decides on the acceptance of the data/supporting documents. In case there are reasons for rejection, the Traineeship Officer informs the Traineeship Committee, which decides on the duration and subject of employment to be carried out in addition or accepts the data/supporting documents. In case of rejection, the intern can submit an application to the Internship Objections Committee, which decides definitively accepting or annulling the decision of the Internship Committee.

15. Internship Providers

The PA is carried out in institutions where psychological services are offered (to children, adolescents or adults) or other activities related to the science of psychology. A necessary condition for cooperation with an institution is the existence of a

professional (legally licensed to practice) psychologist and exceptionally a psychiatrist, in exceptional cases and in order to help the PA of students exclusively in structures that do not have a psychologist. The PA Committee evaluates and selects the bodies that ensure the necessary condition for cooperation of the previous paragraph. The institutions selected by the PA Committee are then made available to the students for their own choice. The PA can be carried out in a private institution if it is an organized framework, such as private psychiatric clinics, private elderly care centers, etc.

It is not allowed to prepare a PA (a) in institutions where the student works or in institutions where his/her relative works, (b) in an institution in which the student prepares his/her diploma thesis in the same period of time and (c) in services within the University of Crete. and the cooperating Institutions, in the case of inter-institutional Undergraduate Studies and Postgraduate Programs, as well as (d) in private psychologists' offices. For reasons of ethics and ethics, the Internship cannot be carried out in an organization that has a legal representative or supervisor with whom the trainees have up to the third degree relationship.

16. Obligations of the Host Institutions

The administration of the Host Institutions, in which students train, is obliged to contribute in the best possible way to the best possible education of trainees. The Host Institutions take care of the following:

- for the compulsory registration and allocation of Internship positions specifically for the Department of Psychology in the special ATLAS Information System of the Societe Anonyme of the Greek State under the name "National Infrastructures for Technology and Research S.A." (E.D.Y.T.E. S.A.)
- the placement of each intern in an Internship position, in the field he/she has declared and is relevant to the subject of the science of psychology, without however excluding the possibility of job rotation, in cases where this is sufficiently justified based on the educational purposes of this regulation
- ensuring a suitable workplace and assigning tasks to each trainee based on their

field of study in psychology

- the timely signing of the Internship contract that will be given to him by the Institution
- the insurance of trainee students, in accordance with the applicable legislation and the provisions of paragraph 3.6 hereof
- informing trainee students about the applicable safety and health rules at the Host Institution
- the declaration of trainee students to the ERGANI Information System, in accordance with the applicable legislation and the sending of a copy of the declaration (E3.5 forms) to the Internship Office
- the appointment of a Supervisor (Host Institution) for each intern with sufficient experience in the subject of the internship, who supervises the internship and the performance of the trainees, submits proposals to the management of the Host Institution for the improvement of the training conditions of the trainees, cooperates with the Academic Internship Supervisor on the part of the Department of Psychology for the most effective training of the students, submits, at the end of the student internship, to the Internship Manager, and/or to the Internship Office of the Student Support Unit (M.Y.F.) of the Institution, all the necessary information and supporting documents, as defined by the internal Internship Regulation of the Department's Undergraduate Program.

17. Supervision

During the preparation of the PA, students participate in internal supervision, which is considered absolutely necessary for the implementation of the activities that take place in the Host Institution as well as for the connection of theory and practice. At the same time, their personal and professional well-being is protected in terms of their relationship and work with the beneficiaries of the Host Institution and with any population with which they come into contact, indirectly ensuring the quality of services provided to them.

Internal supervision is carried out on a daily basis by the supervisor (professional psychologist or exceptionally psychiatrist) appointed by the Host Institution and who is responsible for monitoring - supporting and supervising the work of the trainee students.

The academic supervision of trainee students is carried out by faculty members or EDIP members or Special Educational Staff (EEP) or Special Technical Laboratory Staff (E.T.E.P.) of the Department or the Postgraduate Program of the Department of Psychology. The role of the Academic Supervisor is to monitor the student's progress during the preparation of the Internship both in direct communication with the student and in cooperation with the supervisor, to discuss with the student concerns and questions that have arisen, to guide the student's study during the Internship and to regulate all issues of an academic nature that arise. For each student who completes the Internship, the Academic Supervisor submits to the Head of the Internship the corresponding evaluation form.

The coordination of supervision is carried out by the PA Committee, which cooperates with the supervisors throughout the PA.

18. Declaration and ECTS

The Internship is a compulsory course, it has a code, it does not have a numerical grade but a characterization (PASSED/UNSUCCESSFUL) and is listed in the diploma supplement. The Internship takes place during the 4th year of studies (G and H semester of studies), has no prerequisite courses and corresponds to 12 credits (12 ECTS). The 12 credits correspond to 200 hours of the student's internship at the Host Institution (8 credits) and 100 hours of personal study and preparation of the material to be delivered upon completion of the Internship (4 credits).

19. Internship Cycles

The PA takes place in 3 cycles during each academic year during the months of November – December – January (first cycle), March – April – May (second cycle) and

June – July – August (third cycle). In case of emergencies, it is also possible to carry out a fourth cycle.

In exceptional cases, the exact dates of each cycle can be changed, but they cannot be moved to a different semester. Before the start of each PA cycle, a relevant announcement is posted in time by the PA committee stating the respective period for the submission of applications by the students. The minimum time for submitting applications is two weeks, except in special cases that require this period to be minimized.

The available positions in each PA cycle are determined by the respective PA committee at the beginning of each academic year with a distribution of positions, which result from the available funds (notified to the PA committee at the beginning of each academic year by the competent bodies of the University of Crete).

20. Application Submission Process

Students' applications are submitted electronically, through a special digital platform. In case of non-operation of the digital platform, the submission is made to an e-mail account monitored by the competent PA Committee and supported by the Secretariat of the Department. A prerequisite for the application is that students have successfully completed at least 25 courses of the Study Program, regardless of the category of the course (compulsory or elective) and be in the 4th or higher year of studies.

Students can declare either bodies included in the call for applications or bodies proposed by themselves. They themselves have the option to choose up to two bodies. In this case, the student must (a) inform the PA committee in a timely manner in order to have sufficient time for the PA committee to check the eligibility of the institution and (b) during his/her application to submit written acceptance by the institution.

21. Criteria of Choice

The PA is carried out by the students selected in each cycle based on the following selection/classification criteria and the corresponding weighting factors:

(a) Year of study on (1.0)

(b) Successfully completed courses: multiplied by 2.5

(c) Current average score: times 1.0

The final score results from the sum of the above. The score submitted within the time period for the submission of the applications is taken into account. In case of a tie and if there is no more than one available place, the student who has successfully completed more courses is selected. In the event of a second tie, a draw is made, under the responsibility of the Internship Officer before the Internship Committee and is explicitly mentioned in the relevant minutes.

The final classification/selection of students according to the aforementioned criteria is made by the respective PA committee. The Committee may, in order to serve the needs of the HAF and its smooth operation, place a student in a structure other than the one from which it has chosen. The final record of the selection and placement of students in institutions and their matching with Academic Supervisors is validated by the Assembly of the Department of Psychology.

22. Objections

Following the announcement of the selected students by the PA committee in each cycle, students who wish to submit an objection are invited within five (5) calendar days from the date of the announcement of the selected students to submit a written and reasoned objection to the Secretariat of the Department of Psychology, which is obliged to register it. The objections are examined by the respective Appeals Committee of the Department of Psychology (or, if such has been appointed, by the Central Committee for the evaluation of the objections at the level of the University of Crete or the School of Social Sciences or Schools of Rethymno), which informs the students of its decision.

23. Facilities for students with disabilities and special educational needs.

For cases of expression of interest for participation in the Internship of students with disabilities (PWD) and/or special educational needs, applications will be evaluated with the evaluation criteria that will apply to all interested parties. However, for 5% of the positions, priority is given to people with disabilities, taking into account Article 21 of the Constitution on the protection of vulnerable social groups, as well as in S.T. 1 Law 4074/2012 Government Gazette 88 A' ratification of the Convention on the Rights of Persons with Disabilities and the Optional Protocol to the Convention on the Rights of Persons with Disabilities. Therefore, students with disabilities occupy 5% of the provided positions of the Department, in proportion to the 5% provided for the Admission to Higher Education of people suffering from serious diseases (Article 35- Law 3794/2009), provided that they show a corresponding Certificate of the Health Committee when submitting their application in accordance with the applicable disability certification system which is in force in the year of submission of the application. In case the number of applications is greater than the number of positions corresponding to the percentage of 5%, the evaluation among the candidates of the special category is carried out on the basis of the criteria set by the existing Regulation of the Department. Finally, in the event that the number of applications in a special category is less than the provided positions, these can be filled by candidates of the general category and vice versa.

However, if there are students with disabilities who meet the selection criteria, but are in the first places of the runners-up, an effort will be made to satisfy their application exceptionally with a simultaneous increase in the number of Internship places offered. At the same time, the Internship Committee, in collaboration with the Internship Office and in consultation with the Equal Access Unit for People with Disabilities and People with Special Educational Needs (M.I.P.A.A.E.A.), will take care of finding a suitable Host Institution that can accommodate the internship of a student with a disability.

24. Completion of Internship

For the successful completion of the Internship, trainee students are required to

submit any information and/or supporting document requested by the Internship Manager, and/or the Internship Office of the M.Y.F., as defined in the current Internship Regulation. The Internship Supervisor on behalf of the Host Institution must submit, at the end of the student's internship, to the Internship Officer, and/or the Internship Office of the M.Y.F., all the necessary supporting documents, as defined by the Internship Regulation. The Internship Coordinator must inform the Secretariat of the Department's Undergraduate Program of the Internship of each intern, in order for the Credits (ECTS) to be registered.

25. Evaluation

For each student who completes the HAF, his/her Academic Supervisor submits to the Supervisor the corresponding evaluation form. The Internship Committee makes the final evaluation of each student's Internship. The evaluation is classified as "Successful" or "Unsuccessful" based on the student's consistency at the level of attendance, the evaluation by the Host Institution's supervisor and the Academic Supervisor and the evaluation of the Activity Report.

26. Internship of Graduates by Decision of the President of D.O.A.T.A.P.

For graduates who hold a degree from a foreign educational institution recognized as equivalent, it is possible to carry out a PA by the Department of Psychology. In this case, the PA is carried out without the provision of a daily allowance. The graduate may propose an institution for the preparation of the PA, having first contacted him/her, and then inform the PA Committee of the Department of Psychology, which will evaluate the body. Alternatively, the Department may propose to the graduate structures with which he/she cooperates. The graduate's internship can also be conducted at a time other than that provided for in paragraph 7 of the current Regulation. For the evaluation of the graduate's PA, articles 12 and 14 of this Regulation apply mutatis mutandis.

After the completion of the Internship, the graduate receives a certificate of

completion of the Internship with a detailed description of the preparation of the Internship in Psychology, in which, according to a decision of the competent Administrative Bodies of D.O.A.T.A.P. (Minutes of the AA Department of the meeting of October 4, 2019), the following information must be recorded: (a) Institutions/structures where the Internship took place. b. Total of 200 hours and/or ECTS units corresponding to the Internship that has been prepared, (c) Time periods covered by its realization, (d) Distribution of hours per time period (e.g. weekly, monthly, etc.), (e) Subjects of Internship, (f) Framework – supervision procedure.

The Department of Psychology may accept candidate graduates for University Studies referred by the Interdisciplinary Organization for the Recognition of Academic Titles and Information (DOATAP) in a number equal to 10% of the admissions (Decision of the Ordinary Assembly of the Department with no. plus: 361/24-05-2023) during the specific academic year.

27. Internship in Extraordinary Circumstances

In the event that during an academic year the students' Internship is interrupted or suspended in accordance with the applicable regulatory decisions of the Administration due to extraordinary circumstances, the Internship may be completed with the application of one of the following cases:

(a) rotational presence of students at the Host Institution or in the form of teleworking from home or exclusively by teleworking, as long as the same procedure is followed with the other employees of the Host Institutions only for the period that the measures to ensure public health are in force and if the employees, in a subject related to the trainee's Internship, in the specific Host Institution they work with a rotating presence or in the form of teleworking. In this case, in addition to the other deliverables of the Program, there should be a program of the student's attendance and activities, which will be completed and signed by the Supervisor of the Host Institution. In this case, the total compensation of the students is ensured.

(b) extension of the duration of the Internship beyond the end date of the

semester in which the Internship takes place and until the completion of the prescribed duration of the internship (but not after the end of the respective calendar year).

(c) transfer of the remaining time of the Internship to a subsequent semester, provided that it does not take place in the final year of the study program,

(d) implementation of the Internship in alternative ways or its substitution, especially for graduate students, as defined by the applicable Internship Regulation.

The Internship Committee may update the list of alternative ways of preparing an Internship depending on the circumstances.

28. Administrative Procedures and Other Regulations

The administrative procedures followed for the implementation of the internship are defined in the Manual of Procedures for the conduct of the Internship of the University of Crete, which is drawn up and amended, in accordance with the Internship Regulation of the University of Crete and the current legislation, by the Student Support Unit according to the needs of the implementation of the internship.

The PA process is assisted by the Student Support Unit of the University of Crete in the context of providing know-how and further support of the process. Specifically, the MYF:

- a.** participates in the process of informing trainee students,
- b.** matches the student trainees with the trainee organisations in the ATLAS system,
- c.** collects copies of all documents related to the PA of each student,
- d.** undertakes the processing of the bureaucratic procedure concerning the remuneration and insurance of students and
- e.** facilitates the communication of information from all relevant bodies to the Ministry of the Interior.

The Department of Psychology, in turn, must provide the MYF with all the information

required on a case-by-case basis in order to:

- a. ensure transparency at all stages of the Air Force and
- b. to facilitate the collection of aggregated statistics.

For their continuous information regarding the PA, all students of the Department of Psychology should consult the relevant link on the website of the Department of Psychology as well as the website of the central office of the Ministry of Psychology at the University of Crete.

29. Internship Regulation

More specific terms and conditions of the Internship as well as the more detailed description of the process of applications, selection, objections, insurance, obligations and rights of the students participating in the Internship are referred to in the Internship Regulation of the Department of Psychology, as in force.

Article 6. Dissertation

1. Definition of Dissertation

The thesis is optional, being an opportunity for students to delve into a scientific subject that interests them, to practice research methodology and to synthesize theoretical and empirical knowledge acquired during their studies. It constitutes a systematic review of an area of existing scientific knowledge in the science of psychology or an empirical-research project or development of a research protocol. It aims at the synthesis and application of knowledge acquired from the curriculum, the development of basic research skills (such as the formulation of research questions, adequate literature review, selection of appropriate methodological tools, data collection and analysis) and the critical presentation of the results.

As a learning process, the thesis aims to develop skills in designing, implementing and writing a thorough scientific research.

2. Objectives and Expected Results

The thesis aims to help students to be trained in scientific research, to become familiar with the use of research tools and to develop critical thinking when analyzing, interpreting and presenting research data, offering the possibility of interdisciplinary connection, when the subject allows it. At the same time, the thesis serves as a starting point for students' research engagement, being an important step for their further academic and/or professional development.

In particular, the objectives of the thesis are as follows:

- **Deepening in an area of knowledge:** The project provides the possibility of intensive study of a particular subject, allowing students to highlight their research ability through the in-depth analysis of the relevant literature.
- **Development of research skills:** The thesis offers practical opportunities to learn

and use research methods, quantitative or qualitative. It provides familiarity with the process of designing a study, collecting data (e.g., psychometric tools, interviews, experimental procedures), analyzing the data (statistical processing or qualitative content analysis), and, ultimately, critically interpreting and presenting its results.

- **Critical thinking and documentation:** The writing and presentation of the thesis promotes critical thinking and encourages reflection on research methods, thus strengthening the general research culture of the Department of Psychology.
- **Contribution to knowledge:** While undergraduate theses are not necessarily aimed at innovation, they often produce original results and potentially serve as a starting point for future publications or further academic research.

3. Conditions and Procedure

3.1. Conditions.

Students who are at least in the 7th semester of study and who have passed at least 17 Compulsory courses (which necessarily include the Methodology of Scientific Research in Social Sciences I and Statistics I) and definitely the courses of the scientific field in which they intend to prepare their thesis are allowed to prepare a thesis. In addition, teachers may set additional selection criteria. The process of declaring the thesis is described in the announcement of the declarations of each semester.

3.2. Duration.

The minimum time for the preparation of a Research Thesis is set at two (2) Academic Semesters and a maximum time (4) four Academic Semesters. Exceeding the expected completion time is possible following a request for extension by the student, with the consent of the supervisor, which is submitted to the Secretariat of the Department and approved by the Assembly of the Department, following a Recommendation of the Undergraduate Studies Committee. In case of unjustified interruption of the process of preparing the

thesis or its non-completion within the prescribed time, the student loses the right to re-declare the thesis with the same lecturer.

3.3. ECTS.

For students of the Department of Psychology who will prepare a thesis, 12 ECTS will be counted towards obtaining their degree. Those students who do not choose a thesis will have to cover the corresponding ECTS from selected courses exclusively of the Department of Psychology.

3.4. Topic Selection.

Students who intend to prepare a thesis should contact a lecturer of the Department of Psychology and submit a written research proposal. This text, of approximately two pages, includes the general purpose of the research and a general outline of the methodological design with the corresponding timetable. The topic of the project is proposed either by the student or the lecturer of the course or in collaboration between the two.

Lecturers can propose proposals for the preparation of theses in specific areas of interest by making announcements on the Department's website.

The topic of the thesis should correspond to the student's interests, have some form of social and scientific significance, research sources should be accessible, available, easy to use and be managed within the student's capabilities. Overly general and panoramic topics, as well as highly specific topics, should be avoided. The topic should be linked to a clear and delimited research question, which can be answered using methodological tools that the student can easily manage.

Following the agreement between the student and the supervisor, the topic of the assignment is declared during the course registration at the beginning of each semester under the responsibility of the student, in accordance with the course registration rules.

3.5. Supervision.

All members of the teaching staff who participate in the implementation of the curriculum of the Department of Psychology with independent course teaching (DEP, EDIP, lecturers by assignment, lecturers by contract) have the opportunity to undertake the supervision of a thesis on topics related to their subject and their research interests (provided that the subject falls within a psychological discipline), following an expression of interest by the students or an invitation by them.

The Supervisor guides students through all stages of the preparation of the thesis, from the literature review and specialization of research hypotheses, the methodological design and the selection of psychometric means, to the analysis of the data and the writing of the final text. Supervisors and students meet at regular intervals. The role of the Supervisors is advisory and guiding. For the writing of the thesis, students bear the sole responsibility for the final product of their thesis.

No supervisor can undertake the supervision of more than 10 theses. This number may be revised at the beginning of each Academic Year.

If there are not enough positions available for the supervision of theses by the teaching staff of the Department or in the event that a student is interested in doing a thesis in a subject that is not covered by the teaching staff of the Department, then the interested students are given the opportunity to prepare their Dissertation with two supervisors: a research supervisor from another Department of the University of Cyprus and an academic supervisor from the Department of Psychology, with the consent of the latter. The conditions set by the Department of Psychology for the preparation of a Thesis normally apply regardless of the Department to which the student is addressed.

4. Thesis Structure

4.1. Categories of theses.

The theses fall into the following four categories: (a) conducting formal primary research, (b) using ready-made databases, either open to the public or databases

of the supervising professors (in this case it is not a new research, the topic of the thesis is in line with one of the research already conducted by the supervising professor and is used for re-analysis of a corresponding database), (c) conducting a systematic review (not just a literature paper) on one, and (d) developing a complete original research protocol and corresponding methodology, based on a complete literature review on a specific topic, on the model of proposals for funding by official bodies.

4.2. Organization of thesis text.

The structure of the thesis varies depending on the topic under examination and is done according to the instructions of the supervisor, in whose subject the thesis is included. The assignments may, on a case-by-case basis, be adapted according to the specific requirements of the subject and their structure is determined by the teacher. However, the bibliographic references must faithfully follow the current edition of the widely recognized system of the American Psychological Association, whose suggestions for the organization of the structure of the work are recommended to be followed.

Detailed writing instructions have been compiled in the form of Guides and posted on the Department's website, both in general with regard to the organization and writing of any scientific paper (Guide to the Writing of Scientific Theses and Doctoral Theses, and specifically for the writing of a systematic review.

5. Ethics and Ethical Issues

5.1 Approval by E.I.D.E.

Theses that have a primary research character must be approved by the Research Ethics Committee (E.I.D.E.) of the University of Crete. The required documents and the procedure are described in detail on the website of E.I.D.E.

5.2 Plagiarism.

Plagiarism is defined as the appropriation of other people's opinions, ideas, or

phrases without reference to them. Plagiarism is a moral offense, as someone presents an idea that does not belong to them as their own. It is also a legal offense, since it is essentially theft of the intellectual property of another, and can result in legal sanctions if proven. Above all, plagiarism is an erroneous scientific practice that leads to stagnation of scientific knowledge, as it does not evolve and is not enriched with new ideas, opinions, arguments or judgments and for this reason in academic discourse, reference to the work of others is always made using bibliographic references. In case the author of the thesis does not mention the bibliographic reference that corresponds to a formulated opinion, idea, argument or judgment, then he/she falls into the offense of plagiarism, since it "appears" as if he/she presents the specific views as his/her own. Even paraphrasing someone else's views without citing the corresponding citation falls under the concept of plagiarism.

The offense of plagiarism can be committed even without intention, since the author of a text has neglected to mention the sources from which the information mentioned in his text comes. In all cases, the writing of the paper presupposes the student's obligation to mention any idea, concept, finding or any intellectual property of another author. Students are invited to consult the Department's Ethics – Plagiarism Regulation, which is posted on its website, regarding the exact definitions, the instructions for avoiding unintentional plagiarism and the penalties provided for possible violations.

By submitting the final text of the thesis to the Supervisor, the student accepts that he/she has followed the rules of ethics and ethics of the research for its preparation, as will be explicitly stated in the said text. Any finding of non-compliance with this commitment will result in the cancellation of the thesis.

6. Evaluation and Marking

6.2. Evaluation

The evaluation of the assignment refers to the written text of the assignment. The individual criteria for the evaluation of the thesis are determined on a case-by-

case basis by the instructor and concern, but are not limited to, the structure of the text of the thesis, the correct use of terminology and language, the accurate formulation of scientific concepts, the depth and extent of the understanding of the theoretical topic dealt with by the thesis, the correct research design, where required.

The content of the final text of the thesis is formed under the sole responsibility of the student, taking into account the comments and observations of the Supervisor and acknowledging the contribution of third parties with reference to bibliographic sources, where and as provided.

Specific criteria for the evaluation of the thesis are the following:

- The degree of originality and difficulty of the subject, the clarity of the objectives, the methodology and the conclusions.
- The internal constitution and coherence of the work, the correct form and structure of the work, the correct use and reference of the bibliography.
- The critical evaluation of pre-existing knowledge and modern literature and the connection of conclusions with the theoretical framework of research.
- The proper use of appropriate methods of analysis, interpretation and presentation of research data.

6.3. Marking

The thesis is checked by the supervisor. In case there are two supervisors (academic and research supervisor), the grade is given by the research supervisor with the consent of the academic supervisor.

The score ranges from zero (0) to ten (10) with a minimum rating of half a point. The grades of the theses are submitted no later than three (3) weeks after the end of each examination period. The registration of the grade is made by the Secretariat of the Department of Psychology, after the submission of the relevant evaluation form by the supervisor.

Selected theses can be presented in front of an audience at special events in the

form of a conference or even, under strict conditions set by the editorial board, published adapted in the journal of the Department of Psychology "Eleftherna".

In 2020, the Department of Psychology established the "Theoni Velli" Student Award of Excellence, honoring the memory of the late Professor of Cognitive Psychology Theoni Velli and her many years of contribution to the Department. The Award is announced annually and is awarded to graduates of the Department, who have prepared a Bachelor's thesis of excellent quality. The aim of the Award is for the Department of Psychology to continue in the most appropriate way its tradition in education and the involvement of its students in psychological research. The rules of the Prize have been published in the Government Gazette 6115/B/22.12.2021.

7. Register of Diploma Theses

The Secretariat of the Department maintains a digital file through the student register application with the following information: name and registration number of the student, title of the thesis, name of supervisor, grade. The supervisor must keep the final text of the thesis in his/her personal file for at least three years. The register of theses is available to the Internal Evaluation Team of the Department of Psychology for census purposes.

Article 7. Bachelor's Degree, Diploma Supplement, and Graduate Certificate

1. Requirements for obtaining a degree

In order to obtain a degree, the following requirements must be met:

- 1.1.** Enrollment in the Department and attendance of courses for at least eight (8) semesters.
- 1.2.** Completion of at least 240 ECTS credits in total.
- 1.3.** Successful completion of all compulsory courses as well as the prescribed number of compulsory courses (laboratories, laboratory courses and seminars).
- 1.4.** Successful completion of the Internship
- 1.5.** In general, the requirements of the study regulations in force during the year of the student's first enrollment in the Department of Psychology apply to the acquisition of a degree, unless otherwise provided through transitional provisions.

2. Degree Grade Calculation

- 2.1.** For the calculation of the degree grade, the grades of all courses required to obtain the degree are taken into account. The method of calculating the grade of the degree, as a degree, as well as the way of characterizing the student's overall performance in it, is determined by the current legislation, as specified by the decisions of the Governing Bodies of the University of Crete.
- 2.2.** If the student has completed more than the minimum number of 240 ECTS and meets the requirements for obtaining a degree, he/she may, upon

application to the Secretariat, not count Elective Courses, Seminars and Laboratories in the degree grade, provided that their non-calculation does not affect the conditions for obtaining a degree and in any case does not affect the minimum number of 240ECTS for the completion of studies.

3. Diploma Supplement

- 3.1.** All courses (whether they count towards the degree grade or not) are reflected in the Diploma Supplement.
- 3.2.** The Diploma Supplement (DS) is an explanatory text that provides critical information regarding the nature, level, background, educational context and content of the student's studies but in no way replaces the degree and does not guarantee recognition of a degree. It is designed to provide information about the physiognomy, content and specific requirements of the studies, which have been successfully completed. The Diploma Supplement provides transparency and facilitates the academic and professional recognition of qualifications at an international level, as it lists all the necessary and additional activities of the graduate, which took place during his/her studies.
- 3.3.** The issuance of a Diploma Supplement (once) in Greek and English is an obligation of the Department of Psychology.

4. Marking scale

The marking scale for degrees is as follows:

- 8.5 (eight and a half) to 10 (ten): Excellent
- 6.5 (six and a half) to 8.49 (eight and forty-nine): Very good
- 5 (five) to 6.49 (six and forty-nine): Welcome

5. Graduation of Graduates

- 5.1.** Students who complete their studies take an oath before the university authorities on set dates, indicating their commitment to science and the

ethical principles taught in the Department. The degree is awarded in a special solemn confession ceremony (swearing-in) in the presence of all graduates, in front of the Rector of the University of Crete, the Dean of the School of Social Sciences, the Head of the Department and the faculty members. The oath is not a constitutive process for the successful completion of studies, but it is a necessary condition for the granting of the written degree title.

5.2. The swearing-in ceremony and awarding of degrees are described in the Institution's Internal Rules of Procedure. Graduation ceremonies take place three (3) times a year after the end of the examination periods of January, June and September. The exact dates of the graduation ceremonies are determined by the Department and the Deanship of the Faculty of Social Sciences and are posted on the Department's website.

5.3. In order to participate in the swearing-in ceremony, an application is submitted to the Secretariat of the Department on dates announced by it and posted on the website of the Department in a timely manner. The application for participation in the swearing-in ceremony is accompanied by all the supporting documents provided for by the current legislation and the Internal Regulation of the Operation of the University of Crete.

Article 8. Postgraduate Studies

1. Postgraduate Program "Clinical Interventions in Addictions".

- a. The Program is under the supervision of the Department of Psychology in collaboration with the National Organization for the Prevention and Treatment of Addictions (EOPAE).
- b. The Program offers training and practical training in the most advanced psychological, biological and ecological approaches in the field of addictions. Postgraduate students acquire the clinical knowledge and skills required to be able to work in addiction prevention, rehabilitation programs and in structures where interventions related to the use and abuse of psychotropic substances are implemented, as in behavioral addictions.
- c. The Program includes clinical laboratories, courses and internships (1,500 hours) with supervision in addiction-related structures. Research and diploma thesis aim to expand evidence-based knowledge regarding the prevention and treatment of addictions in our country.
- d. The institutional and academic framework for the operation of the Program are specified in the Government Gazette 1052/B/13-3-2024.

2. Inter-institutional, Interdepartmental, Interdisciplinary Postgraduate Program "Brain and Mind"

- a. The Department of Psychology participates in the Program, which is organized by the University of Crete in collaboration with the Foundation for Research and Technology - Hellas (FORTH). In addition to the Department of Psychology, the School of Medicine and the Departments of Computer Science, Philosophy, Physics of the University of Crete participate in the program.

- b.** The aim of the Program is a comprehensive, integrated, interdisciplinary approach to fundamental scientific questions of the brain and the emergence of thought, consciousness and behavior from it. The aim is the multi-level approach of the Brain and Cognition, in order to ensure the upgrading of postgraduate education provided in Greece, the promotion of modern research in cutting-edge scientific and technological areas and the preparation of scientists for excellent careers in academia, research institutions, public services and the productive sector.
- c.** The institutional and academic framework for the operation of the Program are specified in the Government Gazette 5025/26.04.2018 (update in Government Gazette 1079/15-02-2024).

3. Interdepartmental Postgraduate Program "Neurosciences".

- a.** The School of Medicine, the Department of Biology and the Department of Psychology of the University of Crete are organizing and operating from the academic year 2024-2025 the English-language interdepartmental MSc "Neuroscience".
- b.** The aim of the Program is to provide a high level of postgraduate education in Neuroscience, with an emphasis on Cellular – Molecular Neuroscience, Systems Neuroscience and Translational - Clinical Neuroscience. The aim is to promote knowledge and research in the field of Neurosciences and to prepare highly trained executives for careers in academia, research institutions, public services and the productive sector both nationally and internationally.
- c.** The institutional and academic framework for the operation of the Program are specified in the Government Gazette 1939/B/28.03.2024.

4. Inter-institutional Postgraduate Program "Counseling".

- a.** The establishment of the Inter-Institutional Postgraduate Program of the Departments of Early Childhood Education of the National and Kapodistrian University of Athens, Social Work of the Democritus University of Thrace and

Psychology of the University of Crete, entitled "Counselling" was carried out with the no. 259/30-06-2020 Rector's act, in accordance with the provisions of Law 4485/2017, - Government Gazette 2980/20-07-2020 vol. B). The I.P.P.S. "Counseling" is an evolution of the MSc "Counseling Psychology and Counseling in Education, Health, Work" which operated from 2009-2010 (with both an organic expansion and its specialization).

- b. The purpose of the JPSP is to offer a high level of postgraduate education in the scientific field of counseling. Taking into account the contemporary interdisciplinary concerns and the needs of Greek society for specialized knowledge in the specific fields of counseling psychology, counseling in education and counseling in social work, the JPSP aims to: provide theoretical education and training in principles, philosophy, fields of application, design counseling interventions and at the same time, the practical and experiential experience of students, their involvement in reflective processes, as well as the formation of research thinking, reflection and methodology. The JPSP leads to the award of a "Master's Degree" in "Counseling" with three specializations offered: "Counseling Psychology", "Counseling in Education" and "Counseling Social Work".
- c. The approval of the Regulation of the Inter-Institutional Postgraduate Program, entitled "Counseling" was carried out with the no. 260/30-06-2020 decision of the Senate of the University of Athens [Government Gazette 2924/17-07-2020 vol. B'] <https://counselling.ecd.uoa.gr/organosi/>

5. Interdepartmental Postgraduate Program "Employment, Labor Organization and Labor Relations".

- a. The Program "Employment, Work Organization and Labor Relations" is under the supervision of the Department of Sociology, Political Science and the Department of Psychology of the University of Crete.
- b. The aim of the Program is to offer high-level postgraduate studies, utilizing modern, interdisciplinary and innovative approaches to the study of

employment, work organization and the dynamics of labor relations, while focusing on the sociological understanding of phenomena, their political explanations and extensions, the economic view and interpretation of developments as well as the psychological effects and occupational well-being.

- c.** The institutional and academic framework for the operation of the Program are specified in the Government Gazette 5941/B/12-10-2023.

Article 9. Doctoral Studies

1. The Department of Psychology offers the opportunity to excellent candidates to prepare the Doctoral Dissertation. The aim is to fully prepare PhD Candidates for an autonomous Academic career in Greece or abroad.
2. The institutional and academic framework for the operation of the Department's Doctoral Studies are determined by the current legislation, the Doctoral Studies Regulation of the Department and the Doctoral Studies Regulation of the University of Crete.

Article 10. Student mobility with Erasmus+ and Erasmus placement

1. General

Under the conditions described below, students of the Department of Psychology have the right to take part in the Erasmus+ program, a student exchange program with which students can complete part of their studies or their Internship in one of the partner universities and institutions abroad.

2. Procedure

Students are informed by the Department of International Relations of the University of Crete about the Erasmus+ program, the procedures they must follow for their application, as well as the deadlines and how to submit. In this context, students submit an application electronically, with all the required supporting documents, by the deadline in the academic year preceding the year they wish to participate in the program. They must also have attended at least one briefing organized by the Department of International Relations, before submitting the application. The application is accepted or rejected by the competent Erasmus+ Coordinator of the Department of Psychology.

3. Requirements for participation in the Erasmus+ Programme of studies

- (a) Active student status at the Department of Psychology of the University of Crete (the last grade of the last course required to complete the required credits (ECTS) for obtaining a degree must not have been registered).
- (b) Completion of two years of study before moving.
- (c) Demonstrably sufficient knowledge of the language of the host institution or the language of instruction at it, at the level defined by the agreement with the institution abroad.
- (d) The transfer must last at least one academic term, with a maximum duration

of two academic semesters.

4. Requirements for participation in the Erasmus+ Programme of Traineeships

The conditions for participation in the program are:

- (a)** Active student status at the Department of Psychology of the University of Crete at the time of approval by the Coordinator of the application for expression of interest submitted by the student to the Department of International Relations. "Active student status" is defined as not having entered the grade of the last course required to complete the ECTS required to obtain a degree (and NOT the submission or not of the graduation application). be completed no later than one academic year from the date of graduation.
- (b)** Completion of at least three years of study before moving.
- (c)** The Internship takes place in structures, institutions and institutions where psychological knowledge is applied and lasts at least 200 hours.

Students who wish to move should propose 2-3 structures abroad to the Department of International Relations of the University of Crete within the deadline. Changes in structures after the selection will be made in exceptional cases following a reasoned proposal by the student and the agreement of the Erasmus+ Coordinator of the Department of Psychology. The final approval of the host institution will be made by the competent Erasmus+ Coordinator of the Department of Psychology of the University of Crete after the end of the deadline set by the Department of International Relations for finding an institution and before the student's transfer. The travel must have a duration of at least two months with a maximum duration of twelve months, if they can be completed within the time frame set by the notice.

In case of moving as a graduate, the Internship must be completed by the completion of one year from graduation.

The Internship abroad can be matched with the compulsory course of the Internship of the Department of Psychology, provided that the basic

conditions set by the Department's Internship Regulation are met:

- Duration 200 hours
- Supervision by a full-time professional psychologist
- It is not allowed to carry out the Internship in a private psychologist's office.

5. Criteria for selection of outgoing students for Erasmus+ Studies

The selection criteria for outgoing students are:

- (a)** Average (Average) of all courses successfully completed by the student at the time of application.
- (b)** Number of ECTS registered at the time of application.
- (c)** Other criteria that are not listed are taken into account on a case-by-case basis by the Erasmus+ Coordinator of the Department (such as a satisfactory number of courses passed, possible obstruction of the smooth completion of the student's studies due to the transfer, cancellation of participation in the Erasmus+ program in a previous academic year without serious justification).

The scoring for the ranking of students is calculated based on the above and is calculated as follows: (General Average) + (Number of ECTS credits that have been secured X 0.01)

The following are given priority in the order in which they are listed:

- PhD students of the Department of Psychology of the University of Crete.
- Postgraduate students of the Department of Psychology of the University of Crete.
- Students participating in Erasmus+ projects for the first time.

6. Criteria for selection of outgoing students for an Erasmus+ Internship

The criteria and scoring of outgoing students for Internship are the same as those followed for travel for study purposes.

7. Post-selection process for Erasmus+ studies or traineeships

Outgoing students for studies must submit a course matching agreement, which is checked and signed by the competent Coordinator of the Department for the Erasmus+ program.

Outgoing students for an Internship must submit an agreement with the Institution abroad clearly stating the duties, working hours and the way of supervision. The agreement is checked and signed by the responsible Coordinator of the Department for the Erasmus+ program.

Students follow the instructions of the Department of International Relations to receive a grant before starting a move abroad.

At the end of the program abroad and upon their return to the Department of Psychology, students submit the documents given to them by the Host Institution/Institution with reference to the ECTS that have been credited to them (where applicable). The responsible Erasmus+ Coordinator of the Department checks whether the student has satisfactorily completed the program. In case of unsatisfactory completion of the program, the student will be asked to return the grant. The Undergraduate Studies Committee of the Department of Psychology decides on what constitutes a satisfactory completion of the program after a question from the Coordinator of the program (usually proof of attendance and successful completion of a minimum number of courses).

During their stay at the Host Institution for studies, students cannot register for courses and participate in the examinations at the University of Crete.

During their stay at the Host Institution/Institution for an Internship, students may, if they wish, register for courses and participate in examinations at the University of Crete, provided that:

- The course does not have compulsory attendance (e.g. Seminars and Workshops)
- They will be able to be physically present at the Home Institution at the time of the examination.
- In cases of Dissertations, that they have the consent of their supervisor to prepare

their Thesis while they are outside the University of Crete.

8. Credit Matching (ECTS)

One of the central pillars of the Erasmus+ program is the transfer and accumulation of ECTS from the Host Institution to the University of Crete. The courses of the Host Institution must be matched with courses of the University of Crete. After the successful completion of the Erasmus+ program, the student's attendance card will register and recognize the titles and ECTS of the courses of the University of Crete with which the courses of the Host Institution were matched.

Students have the responsibility and obligation to seek and propose matching courses. The credits they will accumulate from the proposed courses of the University of Crete cannot exceed 35 ECTS per semester or 70 ECTS per year, while ideally they cannot be less than 27 ECTS. It is proposed that the declarations should collect about 30 ECTS per semester. Also, the total ECTS resulting from the courses of the Host Institution cannot have more than 2 points difference (either more or less) from the total ECTS resulting from the courses of the University of Crete with which they have been matched.

Students can match the courses they choose at the Host Institution with courses of the University of Crete from the following categories:

- Courses of the curriculum of the Department of Psychology (Compulsory, Compulsory Elective and Elective). It is allowed to assign up to a single Compulsory course, while there is no numerical restriction for the other categories.
- Courses outside the Department of Psychology, both from the School of Social Sciences and from other Schools of the University of Crete.
- Courses of particularly special content that may be offered by the Host Institution and do not correspond to any of the courses offered by the University of Crete, can be maintained unchanged, transferring the same title and the same number of ECTS (the so-called "Erasmus Courses"). The retention of a course without a match is allowed in exceptional cases and after a justified inability to match.

Students cannot assign courses of the University of Crete to which they have already been successfully examined in the past. Also, they cannot exceed the allowed number of ECTS per course category (For example, if a student has completed the allowed number of ECTS from Free Elective courses from other Schools of the University of Crete, he/she cannot make further correspondences with such courses, but they are listed in the Diploma Supplement).

The assignments of the courses are made at the level of thematic relevance. Outgoing students must prove the relevance of the courses they propose by referring to the respective study guides / course outlines of the Host Institution. For the matching with a Compulsory course of the curriculum of the Department of Psychology, the instructor of the course is solely responsible for approving the matching. For all other cases, the Erasmus+ Coordinator of the Department of Psychology is solely responsible. For the cases of Seminars and Workshops, in addition to the thematic relevance, there should also be a corresponding Seminar or Laboratory character in the courses of the Host Institution (e.g. small groups of students, focus on topics of special interest, preparation of assignments, learning skills, etc.). For the cases of Erasmus courses, the Department Coordinator defines the designation of these courses during the recognition phase (e.g. Seminar, Workshop, Elective Department, Free Elective, etc.)

The aim of the Erasmus+ Programme for studies is not to match one-to-one courses but to identify and transfer the general workload of the student. Ideally, about 5-7 courses of the University of Crete should be matched with a corresponding number of courses of the Host Institution, although this is not always possible. In these cases, it is possible to match more courses of the Host Institution with a course of the University of Crete. For example, a course "Cognitive Psychology - Memory, Perception, Learning" of the University of Crete could be matched with two courses of Cognitive Psychology of a Host Institution that offers a course that covers Learning and a different one that covers Perception and Memory.

Changes to the Learning Agreement may be made for exceptional cases after the commencement of the move. Sometimes this is unavoidable as the course catalogues are not complete in the host Institutions at the deadline for submitting the Learning Agreement and therefore a course that has been declared may not be available.

Regardless of the reason why a change will need to be made to the Learning Agreement, changes should be approved by both the Department of International Relations and the Department Coordinator and should definitely be on time.

9. Incoming Students to the Department of Psychology with Erasmus+

The Department of Psychology of the University of Crete accepts students from foreign universities to study within the framework of the agreements it has concluded with these Institutions. Also, the Department of Psychology of the University of Crete can accept students from foreign universities for Internships. The list of Internship positions is compiled at the beginning of the academic year under the responsibility of the Department's Laboratories or individual faculty members. It is also possible to carry out a Internship after consultation of the interested students with the Director of a laboratory or with an individual faculty member throughout the academic year. Students are required to submit a letter of acceptance from the Laboratory Director or the faculty member of the Department of Psychology who will undertake the supervision of their Internship.

The maximum number of ECTS that incoming students can secure in an academic semester is 35. In exceptional cases, applications from incoming students with fewer ECTS may be accepted after a reasoned letter from the candidates.

Incoming students have the rights and obligations deriving from the Erasmus+ Charter and the Tripartite Learning Agreement between the parties. The Department of Psychology publishes a list of courses offered to incoming students at the end of each academic year (for the following year), some of which are offered in English. Incoming students are encouraged to enroll in these courses offered in English. In cases where the incoming student does not know the language of the course, then the course instructor must provide study material in English. The type and content of the material (e.g. textbooks, articles, notes, etc.) is determined by the teacher with the only condition that he covers as many topics as possible from the original material of the course.

The way of examination of incoming students (e.g. written examination, exculpatory

paper or a combination of both) must correspond to that of domestic students. For example, courses that provide written exams for domestic students must be examined with written exams for incoming students as well. The exam/assignment topics for incoming students may differ from those for domestic students in order to adapt to the needs/capabilities of the students (e.g. exam in English) and to the study material given by the instructor. students are examined in the courses and/or submit their papers on the same dates as the local students based on the examination schedule announced by the Secretariat of the Department. Examinations / submissions of assignments on different dates are allowed only in exceptional cases, after timely and responsible information on the part of the student and if the instructor deems it reasonable and feasible.

If some lecturers have incoming students to their courses who, due to language, cannot participate in the lectures, it is recommended, to the extent possible, to organize one meeting per month with them to resolve questions and discuss and to maintain contact between the students and the Department, the lecturers and the other incoming students.

After the end of the 3rd week from the beginning of the semester, incoming students are not allowed to move between courses.

Details of the procedure for moving to and from the Department of Psychology of the University of Crete are mentioned in the Mobility Regulation in force from time to time.

Article 11. Internal Mobility

Under the conditions described in this article, first-cycle students of the Department of Psychology have the right to take part in the Internal Mobility Program, as defined by the current legislation and the Internal Regulation of the University of Crete.

1. Travel Duration and Beneficiaries

1.1. The transfer takes place for a period of one (1) academic semester, in order to attend his/her educational activities and be evaluated in them, if their application is accepted in the context of the internal mobility program.

1.2. According to the existing legal framework, which also defines the operation of the internal mobility program, the maximum number of students who can move to the Department of Psychology is equal to ten percent (10%) of the total number of admissions to the Department as it is formed per academic year in accordance with the current legislation.

Any student enrolled in a similar first-cycle study program in Greece has the right to participate in the internal mobility program if he/she meets the following conditions:

- (a)** has completed at least the first academic semester of the first year according to the study program he/she is enrolled in,
- (b)** there are at least thirty (30) credits remaining to obtain the degree,
- (c)** has not exceeded the minimum duration of study of the study program, as defined in the decision establishing it,
- (d)** has not moved before within the framework of the internal mobility program during his/her studies in the specific first-cycle study program,
- (e)** has not been included in a part-time study regime during the semester for which he/she applies to participate in the internal mobility program.

2. Curriculum Features and Mobility Benefits

The curriculum of the Department of Psychology belongs to this category whose subject is so specialized that the successful attendance of the educational activities of the program can only be carried out by students of study programs of respective Departments/Schools. The science of Psychology treats a complex specialized field of knowledge that covers a wide range of theoretical, methodological and applied knowledge that contributes to the understanding of all aspects of human behavior and personality and to the promotion of the well-being of individuals, groups and the community through the provision of specialized psychological services. For this reason, the first-cycle Psychology degree programs in Greece have a very coherent curriculum with a large number of compulsory and elective courses focused on the science of Psychology. In addition, graduation from the Departments of Psychology leads to the license to practice and the provision of psychological services. These characteristics make it necessary for the students of the Department to be mobile exclusively in Psychology Departments, as they will be able to continue their studies in the subject they have chosen to study and without the risk of delaying the completion of their studies.

Accordingly, the Department of Psychology of the University of Crete accepts students exclusively from respective Psychology Departments, who will be able to attend and successfully complete, will be able to integrate the courses of our study program into their own program without the risk of delaying the completion of their studies.

3. Application Submission and Evaluation Process

The submission of applications for expression of interest for participation in the mobility program is carried out exclusively electronically through a special digital platform of the Ministry of Education and Religious Affairs. The application process takes place two (2) times a year, one for each academic semester. The exact dates for the submission of applications are announced by the General Directorate of Higher Education on the website of the Ministry of Education and Religious Affairs and then on the website of the Department of Psychology. Any interested student of another

Department may submit an application for transfer to one (1) Higher Education Institution (HEI) of the country of his/her choice. Similarly, each student of the Department of Psychology may submit an application for transfer to a one-to-one (1) Higher Education Institution (HEI) of the country of his/her choice, in which a similar first-cycle study program operates in the sense mentioned above. The application must be accompanied by the supporting documents required by the current legislation and which are posted on the special digital platform, exclusively under the responsibility of the applicant. The application and evaluation process is defined by the current legislation and the Internal Regulation of the University of Crete.

4. Rights of mobile students

Mobile students during their study trip to and from the Department of Psychology of the University of Crete in a similar program, are included in the corresponding semester (winter or spring) of the study program that each moving student is in. Also, from the educational activities that mobile students may choose to attend and be evaluated in the context of the internal mobility program, to and from the Department of Psychology of the University of Crete, educational activities related to internships and the preparation of a thesis are excluded.

5. Registration and certificates of mobile students.

Students traveling to and from the Department of Psychology of the University of Crete during the period of their studies at the host Department have all the rights and obligations of students in accordance with the Internal Regulation of Operation of the University and the Regulation of Undergraduate Studies. The Secretariat of each Department issues a certificate which can be issued through the special digital platform provided for by the current legislation, to mobile students. This certificate certifies: (a) the student's travel within the framework of the internal mobility program, (b) the specific first-cycle study program he/she attends and (c) the academic semester in which he/she has joined. During their studies in the framework of the internal mobility program, mobile students receive a new academic identity card from the host Department. After the end of the semester, the academic ID is returned to

the host Department.

6. Recognition of educational activities.

Participation in the internal mobility program provides the possibility for the Department of Psychology to recognize the period of study in the curriculum of the similar Department to which the students have moved. Mobile students of the Department of Psychology of the University of Crete who, during the period of their transfer, have been successfully evaluated in educational activities of the study program of the similar host Department may submit a request for recognition of the respective educational activities. The application must be accompanied by a certificate from the host Department stating the titles of the educational activities attended by the travelling student, the grades received during the evaluation process of each educational activity and the number of credits (European Credit Transfer and Accumulation System ECTS) of each educational activity. For the recognition of the educational activities in which each traveling student has been successfully evaluated, a decision of the Assembly of the Department is required within a period of one month from the registration of the data of the previous paragraph and the completion of the mobility program. The recognition follows as defined by the current legislation and the Internal Regulation of Operation of the University of Crete. In any case, the maximum number of ECTS that incoming students can secure in an academic semester is 35. The courses and educational activities in which the student has been successfully evaluated in the context of the mobility program by the Department of Psychology in a similar Department in the country, the grade of the courses as well as the number of credits corresponding to each course/educational activity, must be listed in the appendix of the degree, regardless of whether they have been recognized or are counted for obtaining a degree.

Article 12. Issues of Academic Conduct and Ethics

1. Moral integrity is a fundamental academic value embraced by the Department of Psychology. As a deviation from it and therefore as an academic misconduct for students, it constitutes any violation of the provisions of the current legislation and the decisions of the bodies of the Department and the Institution, which adversely affects their proper functioning.
2. According to the current legislation on student disciplinary law (Government Gazette 25/17/02/2021), disciplinary action against a student may be brought by the Head of the Department for various disciplinary offenses, such as (a) violation of the integrity of the examinations, (b) plagiarism, (c) destruction of the institution's property, (d) obstruction of the proper functioning of the institution, (e) use of the institution's covered or open spaces and equipment without the permission of its competent bodies or for the serving purposes that are not in line with its mission, as well as facilitating third parties to commit this act, (g) pollution of the covered or open spaces of the institution, including noise pollution, (h) use of prohibited substances, falling under Law 4139/2013 (A' 74), within the institution and any contribution to their trafficking, (i) committing any misdemeanor or felony if it is related to student status (article 23, Government Gazette 25/17/02/2021).
3. Academic misconduct related to the integrity of examinations and their treatment is addressed in the articles on examinations, copying and plagiarism of this regulation.
4. In addition, serious academic misconduct constitutes:
 - a. the inappropriate behavior towards the members of the teaching, research and administrative staff of the Department, as well as towards any member of the academic community,
 - b. intentionally causing damage to the property of the Department and the

Institution and

c. any other behavior that is characterized as an academic offense by the current legislation and the Internal Regulation of the University of Crete

5. Any violation concerning academic conduct and ethics is dealt with in accordance with the provisions of the applicable legislation and the Internal Regulation of the Institution. Disciplinary penalties imposed on a student who commits a disciplinary offense are the following, as defined in the legislation on student disciplinary law (art. 24, Government Gazette 25/17/02/2021): (a) written reprimand, (b) prohibition of participation in examinations of one or more courses, for one or more examination periods, (c) temporary or permanent ban on the use of equipment or facilities of the institution, (d) temporary suspension of student status from one (1) to twenty-four (24) months and (e) permanent expulsion. During the temporary suspension of student status, the student is deprived of all the rights that this status entails.

Article 13. Complaints and objections

In the context of strengthening the student-centered approach, the Department of Psychology makes every effort to continuously improve its services and maintain excellent relations between its members. Given that objections and complaints are likely to arise from students during their studies, they are encouraged to contact the person or service concerned immediately, with the aim of resolving any problems through fruitful dialogue. Alternatively, students can formally report their complaint to the competent body/service. The complaint management process concerns all complaints related to the quality of the educational and administrative services provided by the Department of Psychology and more broadly by the University of Crete.

1. Definitions

1.1. Complaint. A complaint is the expression of dissatisfaction on the part of the student, due to the disappointment of his/her expectations regarding the level of quality of the services provided.

1.2. Objection. Objection is the process of expressing objections or reservations on the part of a student regarding the pending or even problematic resolution of an issue/problem that concerns him/her. This procedure should not be confused with the objection defined by law in an administrative appeal of article 24 of Law 2690/1999.

2. Purpose

The complaint management policy is addressed to active students of the Department of Psychology of the University of Crete of all study cycles and aims at the most appropriate resolution of a disagreement or problem and to ensure the smooth operation of the Department on issues such as:

- a. Disagreement on issues of implementation of the regulatory framework for studies, attendance and provision of services.
- b. Inappropriate behavior by a member of academic or administrative staff.
- c. Intentional or negligent omission on the part of a member of the teaching staff (FAPE, EDIP, ETEP, EEP, academic scholars, etc.) to fulfill his/her academic obligations towards the student.

3. Scope of Application

Students are encouraged to study the Study Regulations and in general the rules of operation of the Department and the University of Crete in general, in order to be aware of their rights and obligations. Students may submit an oral and/or written complaint when an action or decision of a member of the Department of Psychology is not consistent with:

- a. The regulations of studies and studies, the operating regulations, the approved decisions of the Assembly and the Senate.
- b. The Codes of Conduct in accordance with the institutional framework of operation of the Department and the Institution
- c. The principles of Academic Teaching
- d. The proper use of facilities and infrastructure
- e. The protection of intellectual property and copyright
- f. The protection of personal data
- g. Proper work behavior
- h. The principles of gender equality and the principles of combating discrimination, bullying, harassment and sexual harassment.

4. Complaint Management

In any case, the submission of a complaint is not a reflexive choice of reaction to any unsatisfied request of a student. The well-intentioned discussion and willingness to solve a problem in person is a basic academic strategy of the Department and must be

chosen before the problem acquires the possible rigidity of the complaint. If a complaint is finally submitted, the student should submit it by name within 30 days from the day of its occurrence problem, in writing or by e-mail, to the competent body/service, using exclusively his/her institutional email. The contact details of each competent body / service are posted on the respective website of the Department of Psychology and the University of Crete in general.

The members of the academic and administrative services of the Institution or of the competent bodies involved in Complaint Management carry out the process in terms of confidentiality, transparency, objectivity and respect for the personal data of the parties concerned. The obligation of confidentiality extends to the content of the consultations necessary for the evaluation of the data and the decision-making. The Department of Psychology addresses the issues of protection and security of personal data with seriousness and sensitivity in accordance with the provisions of the 2016/679 General Data Protection Regulation.

At each step of complaint management, the complainant has the option to address one or more of the competent bodies requesting parallel action to resolve the case.

5. Complaint Management Process

The steps to be followed in case of filing a complaint are presented in detail below and briefly in the Flow Chart, which is an integral part of this Regulation

6. Listening.

The student can meet directly with the directly interested member of the academic community with whom he/she has the problem. Alternatively, he/she can contact the Academic Advisor asking for advice and guidance on how to solve the problem. Accordingly, the student can meet directly with the Head of the Department. At the end of the Audition process, if the advisor professor participates, the student informs him/her about the successful or unsuccessful outcome of the process. If the outcome is successful, it is recorded by the consultant and reported to the superior authorities only if requested and under conditions of confidentiality and anonymity, for use in

statistical analyses.

7. Submission of a complaint or objection in writing.

In cases where the student does not wish to choose the hearing procedure or if, after the completion of the direct resolution process, the student still objects to the way of resolution or the situation is still problematic, then he/she can submit his/her complaint in writing to the appropriate competent body/service requesting to mediate for the resolution of the case.

7.1. Issues concerning the Department. In the event that any member of the Department or a member of the overall academic or wider community wishes to submit suggestions or requests or wishes to express complaints in writing on issues related to the operation of the Department, he/she addresses the Chair of the Department through a written registered request or an information letter submitted to the Secretariat of the Department. The objection or complaint is submitted through a confidential protocol using specific Complaint or Objection Submission Form (see Annex).

The Chair and the Secretariat of the Department are obliged to preserve the anonymity of the applicant in the case of issues that may cause him/her personal harm of any kind.

For the satisfaction of suggestions/requests/complaints, the Chair of the Department may request the assistance of the Committees of the Department if he/she deems it necessary and/or refer the matter to the Department Assembly.

In cases where the request concerns issues that do not directly relate to the Chairman's responsibilities or concerns issues that the President does not have the means to satisfy, the President may either request the assistance of higher administrative bodies or refer the matter to them entirely.

7.2. Issues that can be managed by other bodies of the University of Crete.

In case any member of the Department wishes to submit a suggestion or express a complaint on issues related to the operation of other support

and/or administrative Services of the University of Crete, he/she addresses the respective body or service and follows the relevant procedures provided by the respective service, namely:

- The Student's Ombudsman (provided that the request does not concern grading issues and exam issues).
- The Committee on Gender Equality and Anti-Discrimination.
- The Data Protection Officer.
- The Ethics Committee.
- Other service/body with a special purpose.

8. Resubmit a complaint or objection.

In cases where, after the completion of the procedure of par. 2 and 3 of the previous article for the resolution of the problem-complaint, the student objects to the resolution or the situation is still problematic, then he/she can resubmit his/her complaint in writing to the Competent Administrative Bodies of the Department of Psychology and the University of Crete.

9. Outcome.

If the outcome is successful, it is recorded by the person in charge of the competent body and reported to the superior authorities only if requested and under conditions of confidentiality and anonymity, for use in statistical analyses.

Article 14. Academic Visitors

1. The status of academic visitor is held by scientists who visit the Department at the invitation of the Department or a faculty member and stay continuously for a period of more than 10 days. During their stay, they participate in the Department's activities (educational and research), enhancing the quality of the Department's work and contributing to the increase of its extroversion.
2. The conditions for someone to receive the title of academic visitor, the benefits to the academic visitor and his/her obligations are defined by the current legislation, by the Internal Regulation of the University of Crete and by the relevant decisions of its governing bodies.

Article 15. Laboratories

1. The Laboratories are educational and research units with greater specialization in individual scientific fields of the Department of Psychology.
2. In the Department of Psychology there are five (5) fully institutionalized laboratories, the operating framework of which is defined by the respective Government Gazettes and in general by the current legislation and the decisions of the collective bodies of the University of Crete concerning the institution of the Laboratories.
3. The five laboratories operating in the Department are as follows:
 - Laboratory of Applied Psychology (Government Gazette 6115, vol. B', 22.12.2021).
 - Neuropsychology Laboratory (Government Gazette 790, vol. Y.O.D.D., 31.12.2022).
 - Laboratory of Behavioral Neurosciences (Government Gazette 91, vol. A', 23.05.1995, Government Gazette 1053, vol. B', 13.07.2004)
 - Laboratory of Experimental Psychology (Government Gazette 91, vol. A', 23.05.1995, Government Gazette 1053, vol. B', 13.07.2004)
 - Laboratory of Addiction Psychology (Government Gazette 3643, vol. B', 16.10.2017)

Article 16. Research

1. Each faculty member, E.D.I.P. or Special Teaching Staff member of the Department is free to conduct research either through the research activities of the Department, which are funded by the regular budget and the Public Investment budget, or through specific research programs, which are funded by other sources.
2. The members of the D.E.P., E.D.I.P. or E.E.P. submit their proposals for approval to the Ethics and Research Committee of the University (E.I.D.E.).
3. Research funded by sources other than the University follows the regulation of the Research Committee of the University of Crete.
4. In the publication of the results of the research programs, reference should definitely be made to the Department of Psychology.

Article 17. Copying - Plagiarism

1. Academic integrity is a fundamental value of the Department of Psychology and the University of Crete. It presupposes the observance of attitudes of honesty, honesty, reliability and responsibility and implies the existence of respect for knowledge and its development. All students of the University of Crete belong to an academic community. Consequently, they are expected to follow academic values and principles and continuously develop their academic ethos. It is a commitment for the Department of Psychology and the University of Crete to provide students with the necessary support for successful studies as well as the guidance to understand the criteria of academic ethics. Understanding these criteria is a prerequisite for a successful course in studies, research and in any interaction with the wider academic community. They are guidelines that will be useful to every student even after receiving a degree, at postgraduate or doctoral level of study, as well as in work and professional contexts. These are ethical principles followed by psychologists in all professional contexts in which they can work.
2. Plagiarism and copying in assignments and exams go against the concept of academic ethos. Plagiarism is a disciplinary offense that falls within the general scope of intellectual property infringement under the legislative framework of Greece and the European Union.
3. The practices of plagiarism and copying constitute deception and are contrary to the concept of equal treatment and democracy, as a student who has not studied the material sufficiently, resorts to this practice by deceiving the teacher and the academic community at the expense of those who have attended the courses and studied. This tactic undermines the learning process itself as well as the value of degrees and degrades the competence of future professional psychologists.
4. The Department of Psychology recognizes that acts of copying and plagiarism by students are not acceptable and have no place in the University, because they

undermine academic goals, offend the academic ethos and affect the rights of other students.

5. Students who are enrolled in the Department of Psychology or attend courses taught within the framework of its curriculum, must comply with their academic obligations in accordance with the criteria set by the teachers, the Department, the Faculty and the University. These criteria apply to all students of the University of Crete, undergraduate and postgraduate, who attend courses of the Department of Psychology.
6. The term "copying" refers to the deliberate misrepresentation of the sources, nature, or circumstances of an academic work for the purpose of improperly obtaining a score (or credits). The definition also applies where the falsification is the result of cooperation with others, but is not limited to it. "Copying" is defined as the following cases (without the term being limited exclusively to them as it refers to any form of similar unfair practice):
 - a. Possession of part or all of the examination or evaluation papers, before they are officially given to students for completion.
 - b. The use of notes, manuals, mobile phones or other means of information during examinations, tests and assessments, unless expressly permission has been given.
 - c. Obtaining confidential information about an exam, test or assessment, other than what the instructor discloses. For example, trying to find the test or exam topics.
 - d. Obtaining or exchanging information during the examination.
 - e. The misappropriation of research data or other material collected by another person or group, without the required permission.
 - f. The falsification of research data or information.
 - g. The presence of another person in the student's position to fulfill any academic obligation, without the consent of the instructor.
 - h. Cooperating with other persons to commit one or more of the aforementioned violations.
 - i. The use of an extended part of a project that has already been submitted to a

footnote/endnote.

- b.** For material paraphrased or summarized by the student in his/her own words, the source should be indicated either in parentheses within the text or in a footnote/endnote.
 - c.** Information obtained through study and research, if it does not constitute common professional knowledge, should be followed by the corresponding reference in parentheses, either within the text or in a footnote/endnote.
 - d.** Any form of use of artificial intelligence software should be explicitly mentioned, in agreement with the teacher.
- 9.** In cases of pre-planned copying, forgery and impersonation, penalties are imposed in accordance with the procedure described below. In the last two cases, sanctions are imposed on both students involved by a relevant decision of the Department Assembly. A student for whom a sanction procedure has been initiated does not obtain his/her degree before the completion of the procedure.
- 10.** The lecturer who discovers the offense, after first summoning the student, submits a written complaint to the Head of the Department. The Chairman is obliged to order an administrative examination, which he/she assigns to two members of the Teaching Staff. The conclusion of the administrative examination is submitted to the Assembly of the Department. The Department Assembly decides on the student's exemption or the imposition of a specific sanction. The student complained of and the complaining teacher are invited to the meeting. In case the student disagrees with the imposed sanction, he/she has the right to appeal to higher bodies of the institution, as defined in the Internal Regulation of the University of Crete.

Article 18. Quality Policy and Evaluation Procedures

1. The Department of Psychology has adopted a quality policy that is harmonized with the quality policy of the University of Crete and with the relevant legislation of the Greek State. The strategic goals associated with the quality policy and the process of achieving them are a point of reference for all the functions of the Department. In the Department of Psychology, the procedures for the evaluation of the infrastructure, the staff, the Undergraduate Study Program, the quality of teaching and research that have been established at the University of Crete are followed with the ultimate goal of training young scientists, who have interdisciplinary abilities and skills as they derive from the continuous developments in the field of Psychology and adhere to the principles of scientific ethics and social accountability.
2. The O.M.E.A. of the Department of Psychology participates in the collection and submission of data to the Integrated National Quality Information System (O.P.E.S.P.) of the HAHE. Also, the OMEA. collects and examines the data submitted to the relevant platform of the MODIP. and concern the faculty members and E.D.I.P. of the Department regarding their administrative, teaching and research work, the evaluations of the courses by the students and the evaluations of the undergraduate program by the graduates of the Department. On the basis of the analysis of all these data, it formulates proposals for improving the quality of the teaching, research and administrative work of the Department of Psychology, the infrastructure and the services provided. These proposals are forwarded to the competent Committees of the Department and are examined in the S.T.
3. The O.M.E.A. of the Department meets regularly at the beginning of each academic semester and extraordinarily whenever this is deemed necessary for the control of quality assurance procedures.

Article 19. Safety and health

The Department has a Safety and Health Committee. The aim of this is to inform the staff, students and those who use the Department's premises on these issues. The members of the committee are appointed by the Chair of the Department.

The main responsibilities of the Safety and Health Committee are:

1. The cooperation with the competent bodies of the University so that there is systematic control, supervision, coordination and care in matters of safety and health in the premises of the Department.
2. The cooperation with the other safety committees of the Departments of the School in order to seek a common approach to informing and dealing with problems.
3. To ensure the posting of relevant information documents in prominent places and on the Department's website regarding procedures that should be followed in crisis situations (e.g., earthquake, fire) and to provide information and resources (through relevant links) on safety and health issues.
4. To inform the newly admitted students at the welcome event, with the aim of raising awareness among all students of the Department and gradually consolidating in their consciousness the importance of meaningful and timely information on these issues.

Article 20. Regulation control and implementation

1. The Department ensures that the Internal Regulation of Operation is updated whenever necessary. The competent body for the update is the Assembly of the Department.
2. The supervision of the implementation of this regulation is the responsibility of the Chair of the Department and its observance concerns all members of the Department.