

UNIVERSITY OF CRETE
SCHOOL OF SOCIAL SCIENCES
DEPARTMENT OF PSYCHOLOGY

REGULATION OF UNDERGRADUATE STUDIES

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Article 1. Organization of Undergraduate Studies

1. Academic calendar

The academic year begins on 1 September and ends on 31 August of the following year. The teaching activity of each academic year is structured into two semesters. Each semester includes at least thirteen (13) full weeks of teaching.

The start and end dates of classes in the winter and spring semesters, as well as the dates of the corresponding examination periods and graduation ceremonies, are determined by decisions of the Senate and the applicable legal provisions.

2. Duration of study and organization by semester

The courses of the Department of Psychology of the University of Crete are distributed across eight (8) distinct academic semesters and are taught on a weekly basis. Each semester lasts fifteen to sixteen educational weeks and includes thirteen (13) teaching weeks and two to three (2–3) examination weeks.

The teaching timetable is announced before the beginning of each academic semester.

3. Maximum duration of study

According to Article 76(1) of Law 4957/2022, the maximum duration of study in a first-cycle programme of study with a minimum duration of eight (8) academic semesters (i.e., four years of study) for the award of the degree, as is the case for the Department of Psychology, is this period plus four (4) additional academic semesters. After the expiry of the maximum duration of study, and after completion of the repeat examination period of September of the final academic year, subject to paragraphs 2–5 of Article 76 of Law 4957/2022, students who have not completed the required number of credits (ECTS) for the award of the degree are deleted in accordance with the procedures laid down by the applicable legislation and the Internal Regulation of the University of Crete.

According to the transitional provisions of Article 454(3) of Law 4957/2022:

- The maximum duration of study as defined in Article 76(1) of Law 4957/2022 and in Article 1 of the present Regulation applies to students admitted to Higher Education Institutions from academic year 2022–2023 onwards.
- For students who were enrolled in first-cycle programmes of study at the University of Crete when Law 4957/2022 entered into force and had not exceeded the minimum duration of study of their programme by the publication of Law 4777/2021, the calculation of the maximum duration of study under Article 76(1) of Law 4957/2022 applies from the beginning of academic year 2021–2022 onwards. For those already enrolled students who, during academic year 2020–2021, had not exceeded the minimum period of study (i.e., students who in academic year 2020–2021 were in the 1st through 4th year of study), the calculation of the maximum duration begins at the start of academic year 2021–2022 and extends over eight (8) academic semesters (four academic years), increased by four (4) academic semesters (two academic years).
- For students who were enrolled in first-cycle programmes of study of the Institution when Law 4777/2021 entered into force and had exceeded the minimum duration of study of their programme, the time available for completion of their studies is equal to the minimum duration of study, counted from the beginning of academic year 2021–2022 onwards, without entitlement to the additional extension provided for in Article 76(1) of Law 4957/2022. Consequently, the above students were

required to complete their studies by academic year 2024–2025, including the September 2025 examination period.

- For students admitted to first-cycle programmes of study through transfer examinations and placed retroactively in a higher semester (e.g., in the 3rd semester instead of the 1st), the years of study are counted from the year of their placement and not from the year of their registration.
- After completion of the maximum duration of study, a deletion act may be issued in accordance with the procedure provided by the applicable legislation and the Internal Regulation of the University of Crete.
- Students may also request voluntary deletion from the Department by submitting a written application to the Department Secretariat together with all supporting documents required by the applicable legislation and the Internal Regulation of the University of Crete.

4. Exceptional extension beyond the maximum duration of study

The maximum duration of study may exceptionally be extended for serious health reasons relating either to the student or to a first-degree blood relative, spouse, or person with whom the student has entered into a cohabitation agreement, as well as in the event of the death of a first-degree blood relative, spouse, or person with whom the student had entered into a cohabitation agreement. In accordance with Article 76(2) of Law 4957/2022, the present Regulation specifies the procedural details and supporting documents required for such exceptional extension in a first-cycle programme of study.

The student may apply for an exceptional extension of the maximum duration of study, as defined in Article 76(1) and the provisions of Article 454(3) of Law 4957/2022, for serious health reasons concerning the student themselves, as well as for serious health reasons or the death of a first-degree blood relative, spouse, or person with whom the student has entered into a cohabitation agreement.

The application must be submitted to the Department Secretariat before the end of the final semester of the maximum period of study, together with the supporting documents required in each case. Where the application concerns serious health reasons, these must be documented by medical certificates issued by a Public Hospital in accordance with the criteria set by the applicable legislation and the Internal Regulation of the University of Crete. If the serious health reasons concern not the student but a third person as described above, a family status certificate or a copy of the cohabitation agreement must additionally be submitted. The same supporting documents must also be submitted where the application concerns the death of a first-degree blood relative, spouse, or person with whom the student had entered into a cohabitation agreement.

After submission of the application to the Secretariat, the Department Assembly decides whether to approve it and, if approved, for what period the additional study time will be granted. A further extension may be approved again in accordance with the same procedure, provided that the relevant legal provisions remain in force and the required conditions continue to be met. The detailed stages of the procedure are governed by the Internal Regulation of the University of Crete and the applicable legislation.

5. Part-time study

Students who have not exceeded the maximum duration of study under Article 76(1) and the transitional provisions of Article 454 of Law 4957/2022 may apply for part-time study status. For students studying on a part-time basis, each semester counts as half an academic semester. Such students may not register for, attend, or be examined in more than half of the courses prescribed for the semester by the curriculum. The Department Assembly may maintain the existing full-time curriculum for students enrolled on a part-time

basis, but impose only the above restrictions on the number of courses that may be declared and examined per semester.

In order to be admitted to part-time study status, interested students must submit an application to the Department Secretariat together with the documents proving that the conditions for part-time study are met. The application, together with the supporting documents required in each case, is submitted to the Department Secretariat at the beginning of each academic year for which the commencement of part-time study is requested.

Under Article 76(3) of Law 4957/2022, the right to apply for part-time study is granted to:

- Students who can prove that they work at least twenty (20) hours per week.
- Students with disabilities and special educational needs.
- Students who are also athletes and, during their studies, belong to sports clubs registered in the electronic registry of sports clubs under Article 142 of Law 4714/2020, kept by the General Secretariat of Sports, provided that either: (i) they achieve 1st to 8th place in national individual championships involving at least twelve (12) athletes and eight (8) clubs, or compete in teams of the two highest divisions in team sports, or participate as members of national teams in European championships, world championships, or other international events under the Hellenic Olympic Committee; or (ii) they participate at least once, during their studies in the programme for which they apply for part-time status, in the Olympic Games, Paralympic Games, or Deaflympics.

Applications for part-time study, together with the supporting documents proving the relevant conditions, are submitted to the Department Secretariat in accordance with the Internal Regulation of the University of Crete. The application concerns inclusion in the part-time study regime starting from the academic semester that begins after the application period. Students of all categories must also submit a completed solemn declaration undertaking to notify the Department Secretariat of any change in the reasons on the basis of which they requested part-time study.

After the end of the application period, the Department examines the applications and supporting documents and issues a reasoned decision approving or rejecting each application, in accordance with the procedure provided by the Internal Regulation of the University of Crete.

Certificates relating to employment and athletic participation must be submitted again to the relevant Department Secretariat at the beginning of each academic year so that it can be determined whether the reasons justifying continuation of part-time study still apply. The Secretariat must verify each academic year that students under part-time study status have submitted the required continuation documents.

A student who has been placed under part-time study status may return to full-time study either after submitting a request to the Department Secretariat or following a recommendation of the Department, if it is established that the reasons for continuation no longer apply, and the issuance of the corresponding decision.

No change of study status is permitted during an academic semester.

6. Interruption of studies

According to Article 76(4) of Law 4957/2022, students who have not exceeded the maximum duration of study under Article 76(1) and Article 454(3) of Law 4957/2022 may, upon application to the Department Secretariat, temporarily interrupt their studies. The right of interruption may be exercised once or in parts

for a period of at least one (1) academic semester. If granted in parts, the total duration of interruption may not cumulatively exceed two (2) years (four academic semesters).

Student status is suspended during the interruption period and participation in any educational process is not permitted. The academic semesters during which a student is under interruption status are not counted towards the maximum duration of study.

To exercise this right, first-year students submit the application during their registration period in the Department, while students in the second and subsequent academic semesters submit it during the first fifteen days of the relevant semester and before the expiry of the deadline for course declarations, as specified in the relevant announcement of the Department Secretariat. In exceptional circumstances and for reasons of force majeure, the application may be submitted after the above deadlines; in such a case, the interruption has retroactive effect from the beginning of the current academic semester.

The application for interruption must state the requested period of interruption and be accompanied by a solemn declaration under Law 1599/1986 describing the reasons for the interruption (health reasons, force majeure, personal, family, financial reasons, etc.). No additional supporting documents are required.

The application must also be accompanied by the student academic identity card, so that it can be invalidated, or by a solemn declaration under Law 1599/1986 stating that the card has been lost.

The decision confirming the interruption of studies is taken by the Department Assembly, after which the procedures laid down by the applicable legislation and the Internal Regulation of the University of Crete are followed.

A student who has been placed under interruption of studies may, upon application to the Department Secretariat, return to regular study status. The relevant application is submitted during the first fifteen days of each academic semester and, in any case, no later than the expiry of the deadline for course declarations for that semester, unless reasons of force majeure apply. The return to full study status is approved by a decision of the Department Assembly, and thereafter the procedures provided by the applicable legislation and the Internal Regulation of the University of Crete are followed. After the end of the interruption period, the student returns to regular study status with all the rights and obligations held before the interruption and suspension of student status.

7. Special arrangements

More specific arrangements concerning duration of study, part-time study, and interruption of studies are governed by the Internal Regulation of the University of Crete, in accordance with the applicable legislation.

8. Admission procedures

The manner of admission to the Department is determined by the competent Ministry through special examinations that it conducts, through procedures for the selection of special categories as provided by the applicable legislation, through transfer from other Departments of Psychology, and through transfer examinations for degree holders.

- Participation in the Panhellenic Examinations. This concerns candidates participating in the Panhellenic Examinations system as graduates of General, Vocational, or Evening Lyceums.
- Admission under a Special Category. Special categories of candidates include: Greeks from abroad and children of Greek civil servants serving abroad; foreign/non-Greek-ethnicity graduates of schools outside the EU and graduates of schools or equivalent schools of EU Member States; foreign/non-

Greek-ethnicity and ethnic Greek scholarship holders of the Greek State; Greek citizens belonging to the Muslim Minority of Thrace; athletes with special distinctions; candidates distinguished in Balkan or International Olympiads in Mathematics, Informatics or Robotics, Physics, Chemistry, Biology, the European Contest for Young Scientists, or the European Girls' Mathematical Olympiad (EGMO); and candidates with serious diseases under Article 35 of Law 3794/2009, as amended and in force.

- By transfer, students from other Departments of Psychology may register, as provided by the applicable legislation.
- By admission of degree holders, graduates of other Departments may register through special examinations (transfer examinations) conducted by the Department. The framework, the procedure for selecting examination topics, the conduct of the examinations, the grading method, and the ranking order are determined by the applicable legislation.

The admission procedures for each category, the submission of supporting documents, the verification of conditions, and the registration of students are governed by the applicable legal provisions.

9. Recognition of courses

Students who have enrolled in the Department through transfer examinations or other procedures, such as admission through the 10% quota or transfer, may apply once, after their admission to the Department, for recognition of courses, either from 1 to 20 October or from 1 to 20 March.

Applicants must submit the following:

- An application stating the title and code of the undergraduate courses of the department of origin for which exemption is requested. These courses must correspond to specific courses (titles and codes) of the Department of Psychology of the University of Crete with at least 80% coverage of the syllabus, or to courses offered by other Departments of the University of Crete. In the latter case they are classified as free electives.
- A certified study guide of the department of origin, including the detailed course descriptions of the courses for which recognition is requested.
- A certified transcript of grades from the department of origin.

The total number of such recognized courses may not exceed 20% of the Department's courses, unless they were selected by the student from a list of courses offered by the Department itself.

After the two application periods have ended, and within fifteen (15) days, the Department's Undergraduate Studies Committee meets. Each application is discussed and the Committee's decision is submitted in writing to the Department Secretariat. Any rejection of requests must be reasoned. Committee members may consult other faculty members of the Department on courses related to their scientific field, where this is necessary to form a more complete view.

These decisions are ratified at a subsequent meeting of the Department Assembly.

Recognized courses are recorded on the student's transcript without a grade, with the indication "Recognition", and are not included in the calculation of the degree grade point average.

10. Student status, academic advisors, course declarations, and ECTS

Student status is acquired upon registration in the Department.

Student status confers rights but also entails obligations. Both rights and obligations are determined by the applicable legal provisions and the Internal Regulation of the University of Crete.

There is a possibility of suspension of studies as well as part-time study, under the conditions laid down by the Internal Regulation of the University of Crete and the applicable legislation.

At the beginning of each academic year, the Department appoints Academic Advisors for newly admitted students. The role of the advisors is to guide and counsel students on matters relating to their studies. Academic Advisors monitor the progress of their students throughout their studies by organizing meetings at the beginning of the semester, after the publication of examination results, and whenever this is deemed appropriate. Detailed instructions are laid down in the Regulation governing the Institution of the Academic Advisor.

Students may communicate with all instructors during office hours, as posted on the Department website, as well as via electronic correspondence. Students may also communicate with the Secretariat by email, telephone, or in person, exclusively on the days and hours designated for this purpose and posted on the Department website. Communication with instructors, the Secretariat, and generally with any service of the University of Crete must take place exclusively through the academic email account.

At the beginning of each academic year, the Department organizes a Welcome Ceremony for newly admitted undergraduate students, during which members of the Department and the undergraduate students' association provide information on the curriculum, while representatives of university authorities and services provide information on academic life more generally and the support structures of the University of Crete.

Registration in each semester is effected through electronic course declaration only. Each student may declare courses offered in the semester of study in accordance with the Department's Undergraduate Study Guide and the rules governing student workload and the European Credit Transfer and Accumulation System (ECTS). The minimum requirement for graduation is two hundred and forty (240) ECTS credits and a minimum duration of eight (8) academic semesters.

During the course of their studies, students may choose certain courses from other Departments of the University of Crete, as specified in the Department's Undergraduate Study Guide. The maximum number of credits that may be obtained from successful assessment in courses and educational activities of other study programmes within the School of Social Sciences is 20 ECTS, and from study programmes outside the School of Social Sciences 12 ECTS. Consequently, students of the Department may, for the successful completion of the Department's programme of study, complete courses outside the Department corresponding in total to up to 32 ECTS, according to the above ratio, out of the 240 ECTS required overall.

The courses that may be declared at the beginning of each academic semester correspond to the student workload required for the completion of one academic semester. The total number of ECTS credits corresponding to the courses that may be declared each semester is determined by decision of the Department Assembly and may in no case cumulatively exceed 35 ECTS credits.

Course declarations are submitted at the beginning of each semester, in accordance with the relevant announcement of the Department Secretariat.

Each student is required to sit examinations in the compulsory courses, elective courses, seminars, and laboratories offered in the relevant semester and declared by them. If no course declaration is submitted, participation in examinations is not permitted. Course declarations apply to the specific semester and, by extension, to the relevant academic year.

11. Study Guide, Courses, and Textbooks

- Each May, the Department Assembly prepares the Department's Undergraduate Study Guide, 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 taught courses and learning outcomes, and the rights and obligations of students of the Department and the University of Crete. It also provides general information on the structure of the Department, the services offered, its staff, and useful information material for each newly registered student. Careful study of the Study Guide, as well as compliance with all obligations arising from it, constitutes a basic obligation of every student. The Study Guide is updated every academic year and posted on the Department website.
- The Department's Undergraduate Programme consists of compulsory courses, compulsory electives (seminars and laboratories), elective courses (free electives), and the completion of an internship.
- Compulsory courses correspond to 110 ECTS credits out of the 240 ECTS required as the minimum for graduation.
- If the knowledge provided in one course is a prerequisite for successful attendance in another course, the first is characterized as a prerequisite and the second as dependent. Prerequisite courses are determined in the course outline of each course. In order for a student to attend a dependent course, they must have successfully completed the prerequisite course or courses linked to it. The characterization of a course as a prerequisite may be changed following a recommendation by the instructor to the Undergraduate Studies Committee, approval by the Committee, and ratification by the Department Assembly.
- Courses in the Programme are distributed into cycles corresponding to major thematic fields of the science of Psychology.
- Compulsory courses must be attended and successfully completed by all students in order to complete their studies. If a student fails a compulsory course, it cannot be replaced by another course.
- The purpose of compulsory courses is to introduce students to fundamental concepts across almost all major fields of the discipline and to provide all Department students with a common basic training.
- Elective courses (free electives) offer students the possibility of various choices from a wide range of courses and approaches. They allow students to structure their programme to a certain extent according to their interests and preferences in different areas of Psychology or other scientific fields.
- Compulsory elective courses aim at deeper engagement with individual thematic fields of Psychology, while also familiarizing students with the research process and the development of specific skills. For this reason, these courses have a seminar or laboratory format.
- Each student must choose a specified number of these courses as defined each time in the Undergraduate Study Guide.
- In order for an elective course to be taught, it must be declared by at least five (5) students.
- In addition, there are courses in English-language psychology terminology, the Internship, and the Undergraduate Dissertation.
- Teaching sessions that do not take place because of a Department Assembly meeting, student events, or the instructor's absence, up to three days per semester course, must be made up.
- Student events should always be scheduled so as not to create major problems in the timetable, and both the instructor and the Department Secretariat should be informed.
- If, for reasons of force majeure such as illness, an instructor is expected to be absent for a long period, the Department Assembly must appoint a substitute.

- If, for any reason, the hours corresponding to the minimum required teaching weeks for a course are not completed, the course is considered not to have been taught. If the course is compulsory and/or a prerequisite, it is repeated in the following semester, in addition to the number of courses specified in the undergraduate study guide, following a decision of the Department Assembly, provided that there is a faculty member or another instructor available to teach it.
- Teaching activity may also include exercises or tutorials. These hours may be compulsory and differ from lecture hours, since exercises and tutorials necessarily require active student participation. Exercises include solving applied problems. Tutorials include preparation of students on material to be presented in class and are not used merely to cover course content in a lecture format. The Department Assembly, upon proposal of the instructor, decides on the allocation of teaching hours among lectures, exercises, and tutorials.
- Teaching needs are covered by faculty members, special teaching staff, laboratory staff, and contracted instructors.
- In all courses, instructors may propose textbooks to the Integrated Textbook and Auxiliary Material Management Service (Eudoxus). Through Eudoxus, textbooks are provided free of charge to students under the applicable legislation.
- In order to attract foreign students through the Erasmus programme, an effort is made for some elective or compulsory elective courses to be offered in English.

12. Laboratories and seminars

- Laboratories and seminars are governed by the same provisions of the Department's internal regulation as those applying to compulsory courses.
- From the second year onwards, students may attend a specified number of laboratory courses and seminars. Before the semester begins, students state their preferences through a platform operating on the Department website, and allocation is completed by the Undergraduate Studies Committee on the basis of criteria decided by the Department Assembly. In order to attend the laboratory course or seminar in which they are selected, the responsible instructor must verify the correctness of the declaration and compliance with any special criteria that have been set and publicized in advance, and must send the list of participants to the Secretariat.
- In order for a compulsory elective course (seminar or laboratory) to run, it must be declared by at least five (5) students. The maximum number of participants in seminars and laboratories is fifteen (15). Erasmus+ students are not counted within this limit.
- In cases of a large number of registered students in a course or where special educational needs so require, the course may, following an instructor's recommendation and decision of the Assembly, be conducted in separate groups of students.
- Attendance and participation in all laboratory exercises and seminar meetings are compulsory. Up to two (2) absences may be justified. If a student is absent more than twice, they lose the laboratory course or seminar.
- In this category of courses in particular, the greater part of the recommended bibliography consists of research articles and review articles on specialized thematic units, searched electronically through foreign-language databases. This aims to familiarize students with the most up-to-date international literature.
- Each year, efforts are made to offer some laboratories and seminars in English in order to enhance outward-looking orientation and attract foreign students through Erasmus+.

13. Course evaluation

- Teaching work is evaluated anonymously every semester by the students who have declared the course. Evaluation in each course takes place between the 9th and 11th week of teaching.
- It is expressly prohibited for the evaluation process to take place during the examination period.
- The evaluation process is followed by the collection and processing of data through the Information System of the Quality Assurance Unit (MODIP) of the University of Crete.
- After completion of the evaluation, and in any case not before grades have been submitted, the results are extracted by the responsible employee and sent to the President and the Internal Evaluation Group (OMEA).
- In this process, and if issues arise, any of the above bodies may intervene by recommending possibilities for improving evaluation indicators.
- The Department's OMEA is responsible for collecting the data for further processing in order to draw useful conclusions for the improvement of the educational process.

14. Examinations

- There are three examination periods: January for winter-semester courses, June for spring-semester courses, and September (repeat period) for courses of both semesters.
- The Department Secretariat, under the supervision of the President, coordinates the smooth conduct of examinations, arranges in good time the examination schedule and its publication on the Department website, appoints invigilators, and ensures the suitability of rooms and availability of materials and means. Special care is taken so that examined courses are evenly distributed throughout the examination period. Compulsory courses corresponding to the same year of study may not be examined on the same day.
- The examination syllabus corresponds to the thirteen weeks of teaching and is announced by the instructor at the beginning of the course. At the beginning of the semester, the assessment method is also specified (written or oral examinations, mid-terms, tests during the semester, assignments, etc.). The relevant information is posted on the course website in e-learn.
- Only undergraduate students who have included the relevant course in the course declaration submitted in the Secretariat information system are entitled to participate in examinations.
- Students must bring their student identity card, or at least their police identity card, for identity verification when attending examinations. The use of mobile phones or other electronic devices during examinations is prohibited unless required by the nature of the course and explicitly authorized by the instructor. Mobile phones must remain switched off and out of sight throughout the examination. Personal belongings and printed materials such as books or notes must be placed where instructors or invigilators indicate. Before leaving the examination room, students must complete their details (name, student number, signature). Where oral examinations are conducted, their reliability must be ensured and they must take place in a place and at a time announced in advance.
- Invigilators must be present in the examination rooms before the scheduled start time and must safeguard the prestige, reliability, and integrity of the examinations.
- No student may leave the examination room before twenty (20) minutes have elapsed from the beginning of the examination.
- After the topics have been announced or distributed, no other students may enter the room. Necessary clarifications are provided by the course instructor; any further clarifications must be given publicly.

- When written papers are handed in, the invigilator checks the identity of the examinees. Students must hand in their scripts within the time frame predetermined by the invigilators and/or the instructor.
- Every examinee must respect the conditions for the orderly conduct of the examination, follow the instructions of invigilators, and comply with them.
- Invigilators have the right and the duty to make oral remarks to examinees who obstruct the smooth conduct of examinations, for example by talking, possessing or exchanging notes or other objects, writing on desks, facilitating or participating in cheating, or using a mobile phone. If any form of violation is detected, invigilators must act according to their judgment and always in accordance with the instructions of the instructor, whom they must inform immediately. In order to safeguard the integrity of the examination process, the written paper is graded zero as an internal disciplinary measure. Additional sanctions may be imposed in accordance with the procedures of the Institution. In case of cheating, the invigilator informs the course instructor if not the same person, initials the script, expels the student from the room, and completes the relevant form recording the student's misconduct.
- Students are prohibited from leaving the examination room before handing in both the examination topics and their script unless there is a serious health reason. Exceptionally, for health reasons, a brief exit from the room is allowed under the escort of an invigilator. In order to ensure the reliability of examinations, the last remaining examinee may not be left alone; the penultimate examinee is asked to remain until the last examinee has handed in their script.
- Invigilators ensure compliance with the examination start and end times. They also inform examinees of the remaining time at intervals during the examination and certainly fifteen (15) minutes before the end. After the examination, invigilators check whether the number of scripts matches the number of examinees and, in case of discrepancy, draw up a relevant record.
- Examination results are entered by the instructor in the university's electronic instructors' application and are validated by the Department Secretariat. Course grades must be entered as soon as possible and in any case no later than fifteen (15) days after the end of the examination period. Compliance with this provision is monitored by the Secretariat.
- Exceptionally, because of the particular nature of undergraduate dissertations, the relevant grade may be submitted up to three weeks after the end of the examination period.
- Students have the right to be informed by the instructor of the way in which their script was graded, regardless of the type of examination.
- No change after submission of grades is permitted except upon written justification by the instructor. Such justification must be submitted within an exclusive deadline of twenty (20) days from the initial submission of the grades.
- If a student fails a compulsory course, they are required to repeat it and to be examined in accordance with any new conditions that may have been introduced, for example in relation to the syllabus.
- If a student fails more than three times in a course with the same instructor, they may, upon application, be examined by a three-member committee of instructors of the same or a related field appointed by the Dean following a proposal of the Department. In that case: (a) the examination takes place in the first examination period in which the course is examined after the committee has been appointed; (b) students retain the same rights they enjoy in the ordinary examination procedure in matters related to supporting the learning process, for example the possibility of discussing their mistakes with the examiners individually or collectively; and (c) the weighting of grades from assignments, tests, and similar assessment components established by the instructor is maintained.

- Grade improvement in a course already passed is permitted in at most four (4) compulsory courses throughout undergraduate studies and only once for each of them. The request for grade improvement must be declared to the Secretariat. The grade obtained in the second examination, together with the corresponding ECTS workload, is the final one, even if it is lower than the original grade. Students may cancel the grade-improvement request before they sit the examination.
- Course grades range from zero (0) to ten (10), with the minimum increment being half a unit. Passing grades are those equal to or above five (5).
- Written scripts are kept under the responsibility of the instructor for one (1) academic year, after which they may be destroyed.
- It is recommended that students who wish to see their script in order to understand their mistakes visit the instructor's office during designated office hours, after communication, within twenty (20) days from the posting of the grade.

15. Attendance, examination of students with disabilities, and special educational arrangements

- The Department Assembly of Psychology encourages Department students to assist fellow students with motor or sensory disabilities or serious learning difficulties in taking notes, studying, communicating with the Department, and socializing.
- The Department Assembly encourages instructors to allow the recording of lectures by students who demonstrably fall within the above categories and to devote more time to them for answering questions.
- Assessment through special arrangements, including oral examinations where appropriate, or the provision of additional time during examinations for students with special educational needs, is implemented following an individualized recommendation on educational arrangements by the Centre for Psychological and Counselling Support of the University of Crete, to which all students of the Department have access.
- In the case of students with special educational needs, such as dyslexia or dysgraphia, examination may also be written, but spelling errors are not taken into account; alternatively, examination may be conducted through multiple-choice questions, matching, or sentence/completion items.
- For students who have difficulty but are able to write, for example because of dyslexia, dysgraphia, dyscalculia, reading disorders, spelling disorders, or pervasive developmental disorders, but whose script is not legible due to dysgraphia or spelling errors, the student is called immediately after handing in the script and is asked to read aloud clearly the answers given in writing. Otherwise, their examination does not differ from that of other students examined in writing. It remains within the instructor's discretion to ask clarifying questions.
- In particular, in cases of students who fall within the autism spectrum or other pervasive developmental disorders, instructors are advised to simplify the vocabulary they use wherever feasible.

16. Scholarships

- The regulatory framework for student scholarships is determined by the Scholarship Regulation of the Special Account for Research Funds (ELKE).
- Relevant information on scholarships provided either by the University of Crete in general or by the Department of Psychology through bequests and donations, or by state bodies such as the State Scholarships Foundation, is also posted on the Department website.

Article 2. Internship

1. Definition of Internship

The Internship is included in the undergraduate Curriculum of the Department of Psychology as a compulsory educational activity. It concerns the short-term placement of students and the undertaking of duties related to the purposes of the present Regulation in potential workplaces. The Internship is carried out in public and private bodies, as provided for by the Institutional Regulation of Internship of the University of Crete, and in no case may it be conducted in private psychology offices. These bodies may be public services, legal entities under public law, first- and second-degree local government organizations, legal entities under private law, and enterprises, hereafter referred to as Host Institutions (HI).

Successful completion of the Internship entails the award of twelve (12) ECTS credits, all of which count toward the degree.

2. Purpose

The aim of the Internship is to familiarize undergraduate students of the Department of Psychology with fields of their future professional activity. Through the Internship, students are given the opportunity to observe, become sensitized, reflect, and personally engage with positions and approaches they have already studied during their degree. In this way, the foundations are laid for the development and critical review of ideas, positions, and practices concerning the place of Psychology as a science in society and, more broadly, the linkage between academic studies and the labour market. The Internship aims at understanding the connection between theoretical knowledge and empirical reality, as well as familiarization with the work environment and the demands of the professional field.

3. Benefits for Students

Indicatively, students benefit by coming into contact for the first time with a professional field related to their studies in Psychology; applying acquired knowledge and learning about current labour-market trends and required skills; gaining experience of teamwork and preparing for conditions, problems, and challenges after graduation; and becoming acquainted with professional settings so as to choose the one most beneficial at professional and personal level.

4. Ethics and Deontology

Interns are bound by the Code of Ethics of Psychologists (Government Gazette 2344/B ' /18-6-2019), the code of ethics of the relevant structure, and strict confidentiality regarding service users and, more generally, anything that occurs within the Host Institution where the Internship takes place. In the event of breach of ethical rules, the supervisors at the Host Institution or the Internship Supervisors inform the Internship Coordinator, who then informs the Department Assembly, which decides on any sanctions.

5. Organization of the Internship

The proper implementation of the Internship is supported by the Internship Coordinator, the Internship Committee, the Internship Appeals Committee, and the Internship Supervisors.

5.1. Internship Coordinator

The Department Assembly appoints an Internship Coordinator for a three-year term from among members of the teaching staff. The Coordinator heads the Internship Committee, oversees the educational process of the Internship, coordinates supervisors and host institutions, prepares annual reports and statistical

data, ensures the collection of required deliverables, organizes each internship cycle, maintains records and files, and notifies the Secretariat of successful completion so that ECTS credits are recorded.

5.2. Internship Committee

The Department Assembly appoints a three-member Internship Committee for a three-year term. The Committee evaluates applications on the basis of the Regulation, submits the final list of selected and reserve students to the Department Assembly, coordinates Internship-related activities, supports students in finding Host Institutions, approves changes of Host Institution where justified, resolves problems arising during the Internship, appoints an Internship Supervisor for each intern, and proposes amendments to the curriculum concerning Internship matters.

5.3. Internship Appeals Committee

The Department Assembly appoints a three-member Internship Appeals Committee for a three-year term. The Committee examines appeals submitted by students against selection decisions and communicates its decisions to the Internship Committee, which must implement them before the final list of selected students is forwarded for ratification. The same Appeals Committee serves both the undergraduate programme and the postgraduate programmes coordinated by the Department.

5.4. Departmental Internship Supervisors

Internship Supervisors are appointed for each intern from among teaching staff. They guide and support students, communicate with Host Institutions so that intended learning outcomes are achieved, inform the Internship Coordinator and Committee, record leave in cooperation with the Internship Office, visit Host Institutions when necessary and feasible, monitor progress through communication with students and Host Institution Supervisors, discuss concerns, and submit an evaluation form for each student who completes the Internship.

5.5. Internship Contract

The Internship contract is governed by the Institutional Regulation of Internship of the University of Crete.

5.6. Change of Host Institution – Termination of Internship

Change of Host Institution is possible when the Host Institution does not respect agreed conditions, assigns unrelated duties, serious collaboration problems cannot be resolved, or serious health issues documented by public health certificates require absence beyond the permitted leave. The Internship Committee decides whether the change is justified and arranges a new placement where possible. Termination may also occur when the intern requests it for personal reasons, fails to fulfill contractual obligations, or does not comply with safety and work regulations. Because the Internship is compulsory, unjustified termination or loss of place results in the obligation to repeat the Internship in full and, where applicable, loss of the right to apply in the next cycle.

5.7. Insurance of Interns

Insurance is governed by the Institutional Regulation of Internship of the University of Crete.

5.8. Remuneration of Interns

The Internship is remunerated upon successful completion in accordance with current legislation and the Institutional Regulation of Internship of the University. Students must submit all documentation required by the Internship Coordinator and/or the Internship Office.

5.9. Rights and Obligations of Interns

Before the Internship, students must follow the instructions of the Department and the Internship Office. During the Internship, they are entitled to one day of leave per month for personal, health, or educational reasons, subject to the notice requirements set by the Regulation. They must comply with safety and workplace rules, participate actively in the activities of the Host Institution, act consistently in assigned tasks, collaborate effectively with staff, and comply with the ethical rules governing the profession of the psychologist. For successful completion they must submit all required documents. The Coordinator examines submitted documents and, if necessary, the Committee decides on any additional duration or tasks; a right of appeal exists before the Appeals Committee.

5.10. Host Institution of Internship

The Internship is carried out in bodies providing psychological services to children, adolescents, or adults, or other psychology-related activities. A necessary condition for cooperation with a Host Institution is the presence of a licensed psychologist and, exceptionally, a psychiatrist only where no psychologist is employed. The Internship Committee evaluates and selects eligible Host Institutions, which are then made available to students. Organized private-sector settings such as private psychiatric clinics or private care centres for older adults may also host Internships.

5.11. Obligations of Host Institution

Host Institutions must contribute to the best possible training of interns, appoint a sufficiently experienced Host Institution Supervisor for each intern, supervise students effectively, safeguard their personal and professional well-being in relation to service users, provide daily supervision by the appointed psychologist or, exceptionally, psychiatrist, and submit all required documentation at the end of the Internship.

5.12. Supervision

Supervision is coordinated by the Internship Committee in cooperation with the Department Internship Supervisors and the Host Institution Supervisors throughout the Internship.

6. Registration and ECTS

The Internship is carried out during the 4th year of studies (7th and 8th semesters) or later, has no prerequisite courses, and corresponds to 12 ECTS credits: 200 hours in the Host Institution (8 ECTS) and 100 hours of personal study and preparation of materials to be submitted (4 ECTS). It is compulsory and is covered by the courses Full-time Internship and Part-time Internship, which are graded on a pass/fail basis.

7. Internship Cycles

The Internship is organized in three cycles each academic year (November–December–January, March–April–May, and June–July–August), with a possible fourth cycle in emergencies. The Internship Committee determines available places and announces each cycle in due time, with an application period of at least ten calendar days.

8. Application Procedure

Applications are submitted electronically through a digital platform or, if unavailable, by email. A necessary condition for application is successful completion of at least twenty-five courses in the curriculum and being in the 4th or a later year of study. Applications must include the completed application form, student record form, transcript, and any other documents requested by the Internship Committee.

9. Selection Criteria

Students are selected in each cycle on the basis of year of study multiplied by 1.0, number of successfully completed courses multiplied by 2.5, and current grade point average multiplied by 1.0. In case of a tie, priority is given to the student who has successfully completed more courses; if the tie remains, a draw is conducted and recorded in the minutes. The final ranking and placement are ratified by the Department Assembly.

10. Appeals

Students may file a written, reasoned appeal with the Department Secretariat within five calendar days from the announcement of the selected students. Appeals are examined by the Internship Appeals Committee.

11. Facilitation of Students with Disabilities and Special Educational Needs

Applications from students with disabilities and/or special educational needs are evaluated under the same criteria as all others, but priority is given within 5% of positions in line with constitutional and statutory provisions protecting vulnerable social groups. Where appropriate, the Committee seeks suitable Host Institutions in collaboration with the relevant university services.

12. Completion of Internship

For successful completion, interns must submit all required documentation; Host Institution Supervisors must submit the necessary end-of-placement documents; and the Internship Coordinator must inform the Undergraduate Secretariat of successful completion so that ECTS may be recorded.

12.2. Documents Submitted by Interns

Upon completion, interns submit the attendance sheet, the student evaluation form signed by the Host Institution Supervisor, the student's own evaluation/report on the experience gained, and the daily logs submitted to the Internship Supervisors.

12.3. Evaluation

The Department Internship Supervisor submits an evaluation form for each student. The final evaluation is made by the Internship Committee and is recorded as Successful or Unsuccessful on the basis of attendance consistency, the evaluations by the Host Institution Supervisor and the Internship Supervisor, and the evaluation of the student report.

13. Internship for Graduates by Decision of the President of DOATAP

Graduates holding a foreign degree recognized as equivalent may complete an Internship through the Department of Psychology. Depending on available funding, positions are allocated in the two Internship courses. The graduate may propose a Host Institution or choose one of the Department's collaborating structures. After completion, a certificate is issued including the host structures, the total 200 hours and/or corresponding ECTS, the period covered, the allocation of hours, the field of Internship, and the framework and supervision process.

14. Internship under Emergency Conditions

If the Internship is suspended or interrupted due to emergency conditions, it may be completed through rotating presence, teleworking, transfer of the remaining period to a later semester where permitted, or alternative forms such as case studies, presentations of books and review articles, or written assignments

with interviews and reflexive accounts. The entire Internship may be completed through a combination of such alternative means if required.

15. Administrative Procedures and Other Provisions

Administrative procedures are laid down in the Procedures Manual for the Internship of the University of Crete. Students must consult the relevant section on the Department website and the central Internship Office website for continuing information.

16. Final Provisions

Issues not regulated by the present Regulation are governed by the Institutional Regulation of Internship of the University of Crete and the competent bodies under the applicable legislation. The Regulation may be amended by the Department Assembly in accordance with the institutional framework and the internal regulatory framework of the University of Crete.

Article 3. Undergraduate Dissertation

1. Definition

The undergraduate dissertation constitutes the culmination of undergraduate studies in a Department of Psychology. It may take the form of a systematic review of an area of existing scientific knowledge in psychology, an empirical research project, or the development of a research protocol. It is optional, offering students the opportunity to deepen their engagement with a scientific subject that interests them, to practise research methodology, and to synthesize theoretical and empirical knowledge acquired during their studies. It aims at the synthesis and application of knowledge acquired through the curriculum, the development of basic research skills (such as formulating research questions, conducting an adequate literature review, selecting appropriate methodological tools, and collecting and analysing data), and the critical presentation of findings.

As a learning process, the undergraduate dissertation aims to develop skills in the design, implementation, and writing of a well-documented scientific study.

2. Objectives and Expected Outcomes

The undergraduate dissertation aims to help students receive training in scientific research, become familiar with the use of research tools, and develop critical thinking in the analysis, interpretation, and presentation of research data, while also offering the possibility of interdisciplinary linkage where the subject matter permits. At the same time, the undergraduate dissertation may function as a point of departure for students' future engagement in research, constituting an important step for their further academic and/or professional development.

More specifically, the objectives of the undergraduate dissertation are as follows:

Depth of engagement with a field of knowledge: The dissertation allows for intensive study of a specific topic, enabling students to demonstrate their research capacity through an in-depth analysis of the relevant literature.

Development of research skills: The dissertation offers practical opportunities for learning and applying research methods, whether quantitative or qualitative. It familiarizes students with the process of designing a study, collecting data (e.g., psychometric instruments, interviews, experimental procedures),

analysing data (statistical processing or qualitative content analysis), and, ultimately, critically interpreting and presenting the findings.

Critical thinking and substantiation: Writing and presenting the undergraduate dissertation fosters critical thinking and encourages reflexive engagement with research methods, thereby strengthening the broader research culture of the Department of Psychology.

Contribution to knowledge: Although undergraduate dissertations do not necessarily aim at innovation, they often produce original findings and may potentially serve as a starting point for future publications or further academic research.

3. Requirements and Procedure

3.1. Requirements. Students who are in their 7th semester of study at least and who have successfully completed at least seventeen (17) compulsory courses - which must include Research Methodology in the Social Sciences I and Statistics I - as well as courses in the scientific field of the dissertation are eligible to undertake an undergraduate dissertation. In addition, instructors may apply further selection criteria. The procedure of registering for an undergraduate dissertation is described in the semester registration announcement.

3.2. Duration. The minimum duration for the completion of a research-based undergraduate dissertation is two (2) academic semesters and the maximum duration is four (4) academic semesters. An extension beyond the prescribed period is possible following a request for extension submitted by the student, countersigned by the supervisor. The request must be submitted to the Secretariat of the Department and approved by the Departmental Assembly, following a recommendation from the Undergraduate Studies Committee. In the case of unjustified interruption of the dissertation process or failure to complete it within the prescribed time, the student loses the right to register for a dissertation again with the same instructor.

3.3. ECTS. Students of the Department of Psychology who complete an undergraduate dissertation are awarded 12 ECTS credits towards their degree. Students who do not choose to complete an undergraduate dissertation must obtain the corresponding ECTS credits from elective courses offered exclusively by the Department of Psychology.

3.4. Topic selection. Students intending to prepare an undergraduate dissertation must contact a member of teaching staff in the Department of Psychology and submit a written research proposal. This text, of an indicative length of approximately two pages, includes the general aim of the study and a general outline of the methodological design together with the corresponding timetable. The dissertation topic may be proposed by either the student or the instructor or jointly by both.

Teaching staff may, through announcements on the Department website, propose topics for undergraduate dissertations in specific areas of interest.

The topic of the dissertation should correspond to the student's interests, possess some form of social and scientific significance, and draw on sources that are accessible, available, manageable, and appropriate to the student's capacities. Overly general and panoramic topics should be avoided, as should excessively specialized ones. The topic should be linked to a clear and delimited research question that can be addressed through methodological tools that the student is able to handle competently.

After the student and supervisor have reached agreement, the dissertation topic is registered during course registration at the beginning of each semester under the responsibility of the student, in accordance with the rules governing course registration.

3.5. Supervision. All members of the teaching staff who participate in the implementation of the curriculum of the Department of Psychology through autonomous teaching of a course (Faculty members, Laboratory Teaching Staff, assigned instructors, and contract instructors) may undertake the supervision of an undergraduate dissertation on topics relevant to their disciplinary field and research interests, provided that the topic falls within a branch of psychology, following the expression of interest by students or an invitation by the instructors themselves.

The Supervisor guides students at all stages of the dissertation process, from the literature review and the refinement of research hypotheses, to methodological design and the selection of psychometric instruments, and further to data analysis and the writing of the final text. Supervisors and students meet at regular intervals. The role of Supervisors is advisory and guiding. Students bear sole responsibility for the final product of their undergraduate dissertation.

No Supervisor may undertake the supervision of more than ten (10) undergraduate dissertations. This number may be revised at the beginning of each academic year.

If there are not enough available dissertation supervision places among the teaching staff of the Department, interested students may be allowed to prepare their undergraduate dissertation with two supervisors: a research supervisor from another Department of the University of Crete or from another Department of Psychology outside the University of Crete, and an academic supervisor from the Department of Psychology. The requirements set by the Department of Psychology for the preparation of an undergraduate dissertation remain fully applicable regardless of the Department to which the student turns.

4. Structure of the Undergraduate Dissertation

Categories of undergraduate dissertations. Undergraduate dissertations fall into the following four categories: (a) the conduct of standard primary research; (b) the use of existing datasets, whether publicly accessible datasets or datasets belonging to supervisors - in the latter case this does not constitute new research, but rather a dissertation topic aligned with a study already conducted by the supervisor and involving the re-analysis of the relevant dataset; (c) the conduct of a systematic review (and not merely a narrative literature review) on a specific topic; and (d) the development of a complete original research protocol and corresponding methodology, based on a full literature review on a specific topic, modelled on research proposals submitted to official funding bodies.

Organisation of the dissertation text. The structure of the undergraduate dissertation varies depending on the topic under examination and is determined in accordance with the instructions of the supervisor, within whose field of expertise the dissertation thematically falls. Dissertations may, where appropriate, be adapted to the special requirements of the topic, and their structure is determined by the instructor.

However, bibliographic references must strictly follow the current edition of the widely recognized system of the American Psychological Association (APA), whose recommendations for the organization of the dissertation are recommended to be followed.

Detailed writing instructions have been prepared in the form of guides and posted on the Department website, both with regard to the general organization and writing of any scientific paper (Guide for Writing Scientific Papers and Doctoral Dissertations) and specifically with regard to the preparation of a systematic review.

Length. The most important qualities in an undergraduate dissertation are coherence, conceptual clarity, and the overall organization of the text, together with a well-structured arrangement of content. An appropriate length is between 15,000 and 30,000 words, that is, approximately 50 to 100 pages, including all sections, namely the cover page, table of contents, abstract, main body (Introduction, Method, Results, Discussion), list of references, and tables and figures, using the Greek version of Times New Roman font, 12-point type size, 1.5 line spacing, and margins of 2.5 centimetres from the right and left edges of the page.

5. Ethical and Deontological Issues

5.1 Approval by the Research Ethics and Deontology Committee (EHDE). Undergraduate dissertations involving primary research must obtain approval from the Research Ethics and Deontology Committee (EHDE) of the University of Crete. The required documents and the relevant procedure are described in detail on the EHDE website.

5.2 Plagiarism.

One of the most serious forms of misconduct in academic life, with significant ethical as well as legal implications, is plagiarism. Plagiarism is defined as the appropriation of the views, ideas, or expressions of other persons without acknowledging them.

Plagiarism is, first and foremost, an ethical offence, since a person presents an idea that does not belong to them as their own. It is also a legal offence, since it effectively constitutes the theft of another person's intellectual property and may entail legal sanctions if proven. Above all, however, plagiarism constitutes an unsound scientific practice that leads to the stagnation of scientific knowledge, since knowledge does not develop or become enriched with new ideas, viewpoints, arguments, or judgments.

In academic discourse, reference to the work of others is always made through bibliographic references. If the author of an undergraduate dissertation fails to provide the bibliographic reference corresponding to a stated view, idea, argument, or judgment, then they commit plagiarism, because it appears as though these views are being presented as their own. Even close paraphrasing of another person's views without the corresponding reference falls within the meaning of plagiarism.

Plagiarism may be committed even in the absence of intent, when the author of a text has neglected to mention the sources from which the information included in the text derives. In all cases, writing a dissertation presupposes the student's obligation to acknowledge every idea, concept, finding, or any other intellectual property of another author. Plagiarism checks are carried out through specialized software. Students are invited to consult the Department's Regulation on Ethics and Plagiarism, which is posted on the Department website, for the precise definitions, the guidelines for avoiding unintentional plagiarism, and the penalties provided for possible violations.

By submitting the final text of the undergraduate dissertation to the Supervisor, the student accepts that they have followed the rules of research ethics and deontology in its preparation, as will be explicitly stated in the text in question. Any finding that this commitment has not been respected results in the cancellation of the undergraduate dissertation.

6. Evaluation and Grading

6.1. Evaluation. The evaluation of the dissertation concerns the written text of the dissertation. The individual evaluation criteria are determined, as appropriate, by the instructor and may indicatively concern the structure of the text, the appropriate use of terminology and language, the precise formulation of scientific concepts, the depth and breadth of understanding of the subject matter addressed by the dissertation, and the proper research design, where applicable.

The content of the final text of the undergraduate dissertation is shaped under the sole responsibility of the student, taking into account the comments and observations of the Supervisor and acknowledging the contribution of third parties through references to bibliographic sources, wherever and whenever this is required.

More specifically, the evaluation criteria for the undergraduate dissertation include the following:

The degree of originality and difficulty of the topic, as well as the clarity of the aims, methodology, and conclusions.

The internal organization and coherence of the dissertation, its proper format and structure, and the correct use and presentation of references.

The critical appraisal of prior knowledge and contemporary literature, and the connection of the conclusions with the theoretical framework of the research.

The correct use of appropriate methods for the analysis, interpretation, and presentation of research data.

6.2. Grading. The evaluation of undergraduate dissertations is conducted by the supervisor(s), where the nature of the dissertation so requires. Where there are two supervisors (an academic supervisor and a research supervisor), the grade is awarded by the research supervisor countersigned by the academic supervisor.

The grading scale ranges from zero (0) to ten (10), with a minimum increment of half a point. The grades for undergraduate dissertations must be submitted no later than three (3) weeks after the end of each examination period. Grades are recorded by the Secretariat of the Department of Psychology after the relevant evaluation form has been submitted by the supervisor.

Selected dissertations may be presented before an audience at special events in the form of a workshop or one-day conference or, subject to strict conditions laid down by the editorial board, may be published in adapted form in the Department's journal, Eleftherna.

In 2020, the Department of Psychology established the student excellence award "Theoni Velli" in honour of the late Professor of Cognitive Psychology Theoni Velli and her long-standing contribution to the Department. The award is announced annually and is granted to graduates of the Department who have produced an undergraduate dissertation of exceptional quality. The aim of the award is for the Department of Psychology to continue, in the most appropriate way, its tradition in the education of students and in

their involvement in psychological research. The regulation governing the award was published in Government Gazette 6115/B/22.12.2021.

7. Register of Undergraduate Dissertations

The Secretariat of the Department maintains a digital record, through the student registry application, containing the following details: the student's full name and registration number, the title of the undergraduate dissertation, the name of the supervisor, and the grade. The supervisor is required to keep the final text of the undergraduate dissertation in their personal archive for at least three years. The register of undergraduate dissertations is made available to the Department of Psychology's Internal Evaluation Group for statistical and reporting purposes.

8. Final Provisions

The present Regulation may be amended by decision of the Department Assembly, in order better to serve academic needs and evolving scientific requirements. Any amendment enters into force from the immediately following academic period, unless otherwise specified by the Department Assembly.

Article 4. Student Mobility through Erasmus+ and Erasmus Placement

1. General

Subject to the conditions described below, students of the Department of Psychology are entitled to participate in Erasmus+, a student exchange programme through which students may complete part of their studies or their Internship at one of the collaborating universities and bodies abroad.

2. Procedure

Students are informed by the Department of International Relations of the University of Crete about Erasmus+, the procedures they must follow for their application, the deadlines, and the method of submission. Within this framework, students submit an electronic application, with all required supporting documents, by the relevant deadline in the academic year preceding the year in which they wish to participate in the programme. They must also have attended at least one information session organized by the Department of International Relations before submitting the application. The application is accepted or rejected by the Department of Psychology Erasmus+ Coordinator.

3. Requirements of participation in Erasmus+ for studies

- Active student status in the Department of Psychology of the University of Crete, meaning that the final grade of the last course required for completion of the degree ECTS has not yet been recorded.
- Completion of two years of study prior to the mobility period.
- Documented adequate knowledge of the language of the host institution or the language of instruction there, at the level required by the agreement with the foreign institution.
- The mobility period must last at least one academic trimester and may not exceed two academic semesters.

4. Requirements of participation in Erasmus+ for Internship

The requirements of participation in the programme are as follows:

- Active student status in the Department of Psychology of the University of Crete at the time the application is approved by the Erasmus+ Coordinator. "Active student status" means that the grade of

the final course required for completion of the degree ECTS has not yet been recorded; the submission or non-submission of an application for graduation is irrelevant. The Internship mobility must be completed no later than one academic year after the date of graduation.

- Completion of at least three years of study before mobility.
- The Internship must take place in structures, institutions, or bodies where psychological knowledge is applied and must last at least 200 hours.

Students wishing to move abroad must propose in due time two or three foreign structures to the Department of International Relations of the University of Crete. Changes of structure after selection are possible only in exceptional cases, following a reasoned proposal by the student and agreement of the Department Erasmus+ Coordinator. Final approval of the host body is given by the competent Erasmus+ Coordinator of the Department of Psychology after the deadline set by the Department of International Relations for securing a host body and before the student's departure. The mobility period must last at least two months and may last up to twelve months, provided that it can be completed within the time frame specified in the call.

If the mobility takes place after graduation, the Internship must be completed within one year of graduation.

An Internship abroad may be matched to the compulsory Internship course of the Department of Psychology provided that the following basic conditions, also imposed by the Department's Internship Regulation, are satisfied:

- Duration of 200 hours.
- Supervision by a full-time professional psychologist.
- The Internship may not be carried out in a private psychologist's office.

5. Selection criteria for outgoing students for Erasmus+ studies

The selection criteria for outgoing students are:

- The grade point average of all courses successfully completed by the student at the time of application.
- The number of ECTS credits already earned at the time of application.
- Other criteria may also be taken into account by the Department Erasmus+ Coordinator, such as a satisfactory number of passed courses, the possibility that the mobility may hinder the smooth completion of the student's studies, or cancellation of participation in Erasmus+ in a previous academic year without serious justification.

Ranking points are calculated as follows: overall grade point average + (number of ECTS credits earned × 0.01).

Priority in the ranking is given, in the following order, to doctoral students of the Department of Psychology of the University of Crete, postgraduate students of the Department, and students participating in Erasmus+ for the first time.

6. Selection criteria for outgoing students for Erasmus+ Internship

The criteria and ranking system for outgoing students undertaking an Erasmus+ Internship are the same as those followed for mobility for study purposes.

7. Procedure after selection for studies or Internship through Erasmus+

- Outgoing students for studies must submit a learning agreement for course matching, which is checked and signed by the responsible Department Erasmus+ Coordinator.
- Outgoing students for Internship must submit an agreement with the foreign host body clearly stating duties, working hours, and supervision arrangements. This agreement is checked and signed by the responsible Department Erasmus+ Coordinator.
- Students follow the instructions of the Department of International Relations in order to receive a grant before the beginning of their mobility abroad.
- After completion of the programme abroad and upon their return to the Department of Psychology, students submit the documents issued by the host institution/body, including reference to the ECTS credits awarded where applicable. The Department Erasmus+ Coordinator checks whether the student has satisfactorily fulfilled the programme. If the programme has not been completed satisfactorily, the student will be asked to return the grant. What counts as satisfactory completion is decided by the Undergraduate Studies Committee of the Department of Psychology after a question by the programme Coordinator, usually on the basis of proof of attendance and successful completion of a minimum number of courses.
- During their stay at the host institution for studies, students may not declare courses or participate in examinations at the University of Crete.
- During their stay at the host institution/body for Internship, students may, if they wish, declare courses and participate in examinations at the University of Crete, provided that the course does not require compulsory attendance, they are able to be physically present at the home institution at the time of the examination, and, in the case of Undergraduate Dissertations, they have the consent of their supervisor to continue the dissertation while away from the University of Crete.

8. Matching of ECTS Credits

- One of the central pillars of Erasmus+ is the transfer and accumulation of ECTS credits from the host institution to the University of Crete. Courses of the host institution must be matched to courses of the University of Crete. After successful completion of Erasmus+, the titles and ECTS credits of the University of Crete courses to which the host-institution courses were matched are recorded and recognized in the student's academic record.
- Students are responsible for searching for and proposing matching courses. The credits from proposed University of Crete courses may not exceed 35 ECTS per semester or 70 ECTS per year, while ideally they should not be fewer than 27 ECTS. It is recommended that declarations amount to about 30 ECTS per semester. The total ECTS derived from host-institution courses may not differ by more than two credits, either above or below, from the total ECTS of the matched University of Crete courses.
- Students may match host-institution courses to University of Crete courses from the following categories: courses of the Department of Psychology curriculum (compulsory, compulsory elective, and elective courses), with matching to only one compulsory course permitted and no numerical restriction for the other categories; courses outside the Department of Psychology, whether within the School of Social Sciences or in other Schools of the University of Crete; and courses of distinctive content offered by the host institution that do not correspond to any course of the University of Crete, which may exceptionally be retained as such with the same title and the same number of ECTS ("Erasmian courses").

- Students may not match University of Crete courses they have already passed in the past. Nor may they exceed the permitted number of ECTS per course category. Where such courses cannot be counted towards the degree, they are nevertheless recorded in the Diploma Supplement.
- Matching is made on the basis of thematic affinity. Outgoing students must demonstrate the affinity of the courses they propose by reference to the relevant study guides or course outlines of the host institution. For matching with a compulsory course of the Department's programme of study, the sole competent authority is the instructor of the relevant course. In all other cases, the sole competent authority is the Department Erasmus+ Coordinator. For seminars and laboratories, in addition to thematic affinity, the corresponding host-institution courses must also have a seminar or laboratory character, such as small groups, focus on specialized topics, assignments, or skills training. For Erasmian courses without direct match, the Department Coordinator determines the classification of the course at the recognition stage, for example seminar, laboratory, Department elective, or free elective.
- The aim of Erasmus+ for studies is not one-to-one correspondence between courses but recognition and transfer of the student's overall workload. Ideally, approximately five to seven University of Crete courses should be matched with a similar number of courses at the host institution, although this is not always feasible. In such cases, more than one host-institution course may be matched to a single University of Crete course.
- Changes to the Learning Agreement may be made in exceptional cases after mobility has begun. This may be unavoidable because host institutions do not always have complete course catalogues by the time the Learning Agreement deadline expires and some courses declared may therefore be unavailable. Regardless of the reason, changes must be approved both by the Department of International Relations and by the Department Erasmus+ Coordinator and must in all cases be submitted in due time.

9. Incoming Erasmus+ Students to the Department of Psychology

- The Department of Psychology of the University of Crete receives students from foreign universities for studies within the framework of its agreements with those institutions. It may also receive foreign students for Internship. The list of Internship positions is prepared at the beginning of the academic year under the responsibility of the Department's laboratories or individual faculty members. It is also possible for an Internship to be arranged after communication between the interested students and the Director of a laboratory or an individual faculty member throughout the academic year. Students must provide a letter of acceptance from the laboratory director or the faculty member who will supervise the Internship.
- The maximum number of ECTS credits that incoming students may earn in one academic semester is 35. In exceptional cases, applications from incoming students for fewer ECTS may be accepted on the basis of a reasoned letter from the candidate.
- Incoming students have the rights and obligations arising from the Erasmus+ programme charter and the Tripartite Learning Agreement. At the end of each academic year the Department posts a list of courses offered to incoming students for the next academic year, some of which are taught in English. Incoming students are encouraged to register for these English-language courses. Where the incoming student does not know the language of instruction, the course instructor must provide study material in English. The type and content of that material is determined by the instructor, provided that it covers as many thematic areas as possible from the original course content.

- The method of examination of incoming students, for example written examination, assignment, or combination thereof, must correspond to that used for domestic students. Examination topics or assignments for incoming students may differ from those for domestic students so as to be adapted to the students' needs and abilities, for example by being set in English, and to the study material provided by the instructor. Incoming students take examinations or submit assignments on the same dates as domestic students under the schedule announced by the Secretariat. Different dates are permitted only in exceptional cases, following timely and responsible notice by the student and where the instructor considers this reasonable and feasible.
- If instructors have incoming students to their courses who cannot participate in lectures because of language difficulties, they are encouraged, where feasible, to organize one meeting per month with them in order to answer questions, maintain discussion, and preserve the students' connection with the Department, its instructors, and the other incoming students.
- After the end of the third week from the start of the semester, incoming students may no longer move between courses.
- Further details on mobility procedures to and from the Department of Psychology of the University of Crete are laid down in the Mobility Regulation in force at any given time.

Article 5. Internal Mobility

Under the conditions described in the present Article, first-cycle students of the Department of Psychology are entitled to take part in the Internal Mobility Programme, as provided by the applicable legislation and the Internal Regulation of the University of Crete.

1. Duration of mobility and eligible students

- The mobility takes place for one (1) academic semester in order for students to attend educational activities and be assessed in them, provided that their application in the context of the internal mobility programme is accepted.
- According to the existing legal framework governing the operation of the programme, the maximum number of students who may move to the Department of Psychology equals ten per cent (10%) of the total number of students admitted to the Department in each academic year.
- Any student enrolled in a corresponding first-cycle programme of study in Greece may participate in the internal mobility programme provided that they have completed at least the first academic semester of the first year in their home programme, have at least thirty (30) ECTS credits remaining to obtain the degree, have not exceeded the minimum duration of study of their programme, have not previously taken part in the internal mobility programme during their studies in that programme, and are not under part-time study status during the semester for which they apply.

2. Characteristics of the programme of study and mobility possibilities

The programme of study of the Department of Psychology falls within the category of programmes whose subject matter is so specialized that successful attendance of its educational activities can be achieved only by students in corresponding Departments or Schools. Psychology covers a complex and specialized field that includes a broad range of theoretical, methodological, and applied knowledge contributing to the understanding of all aspects of human behaviour and personality and to the promotion of the well-being of individuals, groups, and communities through the provision of specialized psychological services. For this reason, first-cycle psychology programmes in Greece have a highly cohesive curriculum with a large

number of compulsory and elective courses centered on the discipline of Psychology. In addition, graduation from a Department of Psychology leads to the professional licence to practise and to the provision of psychological services. These characteristics make it necessary for the Department's students to move only to Departments of Psychology, so that they can continue studying in the field they chose without risking delay in the completion of their studies.

Correspondingly, the Department of Psychology of the University of Crete accepts only students from corresponding Departments of Psychology, who will be able to attend and successfully complete our courses and to integrate them into their own curriculum without risking delay in graduation.

3. Procedure for submission and evaluation of applications

Applications for participation in the mobility programme are submitted exclusively electronically through a special digital platform of the Ministry of Education and Religious Affairs. Applications are submitted twice a year, once for each academic semester. The exact dates are announced by the General Directorate of Higher Education on the Ministry website and subsequently on the website of the Department of Psychology. Each interested student from another Department may apply to move to one (1) Higher Education Institution in Greece of their choice. Likewise, each student of the Department of Psychology may apply to move to one (1) Higher Education Institution in Greece where a corresponding first-cycle programme operates as defined above. The application must be accompanied by the supporting documents required by the applicable legislation and uploaded to the special digital platform under the sole responsibility of the applicant. The submission and evaluation procedure is governed by the applicable legislation and the Internal Regulation of the University of Crete.

4. Rights of mobile students

Students moving to and from the Department of Psychology of the University of Crete under a corresponding programme are integrated, for the duration of the mobility, into the corresponding semester (winter or spring) of the curriculum in which each mobile student is enrolled. Educational activities concerning Internship and the preparation of the Undergraduate Dissertation are excluded from the activities that mobile students may choose to attend and in which they may be assessed under the internal mobility programme.

5. Registration and certificates of mobile students

Students moving to and from the Department of Psychology of the University of Crete have, during the period of their studies at the host Department, all the rights and obligations of students in accordance with the Internal Regulation of the host institution and the undergraduate studies regulation. The Secretariat of each Department issues a certificate, which may also be issued through the special digital platform provided by the applicable legislation, certifying: (a) the student's mobility under the internal mobility programme, (b) the specific first-cycle programme of study they follow, and (c) the academic semester into which they have been integrated. During their participation in the internal mobility programme, mobile students receive a new academic identity card from the host Department, which is returned to the host Department after the end of the semester.

6. Recognition of educational activities

Participation in the internal mobility programme allows the Department of Psychology to recognize the period of study completed in the corresponding Department to which the students moved. Students of the Department of Psychology of the University of Crete who, during their mobility, have been successfully assessed in educational activities of the host Department may submit a request for recognition of the

corresponding educational activities. The application must be accompanied by a certificate from the host Department listing the titles of the educational activities attended, the grades obtained in each activity, and the number of ECTS credits of each activity. Recognition of the educational activities successfully completed by each mobile student requires a decision of the Department Assembly within one month from the entry of the above data and the completion of the mobility programme. Recognition follows the applicable legislation and the Internal Regulation of the University of Crete. In all cases, the maximum number of ECTS that incoming students may earn in one academic semester is 35. The courses and educational activities in which the student was successfully assessed במסגרת the mobility programme, the grades obtained, and the corresponding ECTS credits must in all cases be recorded in the Diploma Supplement, regardless of whether they have been recognized or counted toward the degree.

Article 6. Cheating and Plagiarism

Academic integrity is a fundamental value of the Department of Psychology and the University of Crete. It presupposes honesty, fairness, reliability, and responsibility, and entails respect for knowledge and its advancement. All students of the University of Crete belong to an academic community and are therefore expected to follow academic values and principles and continually develop their academic ethos. The Department of Psychology and the University of Crete are committed to providing students with the support necessary for successful studies and with guidance so that the criteria of academic ethics are clearly understood. Understanding these criteria is a necessary condition for successful study, research, and every interaction with the broader academic community. They are guidelines useful to every student even after graduation, at postgraduate or doctoral level, as well as in employment and professional contexts. They are ethical principles followed by psychologists in all professional settings in which they may work.

Plagiarism and cheating in assignments and examinations are contrary to the very idea of academic ethos. Plagiarism constitutes a disciplinary offence that falls within the broader field of infringement of intellectual property under the legal framework of Greece and the European Union.

The practices of plagiarism and cheating constitute deception and are contrary to equal treatment and democratic fairness, because a student who has not adequately studied the material resorts to this practice by deceiving the instructor and the academic community to the detriment of those who have attended classes and studied. By such conduct, the learning process itself is undermined, the value of degrees is diminished, and the competence of future professional psychologists is degraded.

The Department of Psychology recognizes that acts of cheating and plagiarism by students are unacceptable and have no place at the University, because they undermine academic objectives, offend academic ethos, and harm the rights of other students.

Students registered in the Department of Psychology, or attending courses taught within its programme of study, must fulfill their academic obligations in accordance with the criteria set by the instructors, the Department, the School, and the University. These criteria apply to all undergraduate and postgraduate students of the University of Crete who attend courses of the Department of Psychology.

Definition of cheating

The term “cheating” refers to the deliberate falsification of the sources, nature, or conditions of an academic task for the purpose of obtaining a grade or credit unfairly. The definition also applies where the falsification results from collaboration with others, without however being limited to this. The following instances are considered cheating, without the list being exhaustive:

- Possession of part or all of a copy of examination or assessment questions before they are officially given to students.
- Use of notes, manuals, mobile phones, or other sources of information during examinations, tests, and assessments, unless explicit permission has been granted.
- Acquisition of confidential information concerning an examination, test, or assessment beyond what is made public by the instructor, for example attempting to find the test or the examination questions.
- Obtaining or exchanging information during the examination.
- Misappropriation of research data or other material collected by another person or group without the required permission.
- Falsification of research data or information.
- Having another person appear in place of the student to fulfill any academic obligation without the consent of the instructor.
- Collaboration with other persons in the commission of one or more of the above violations.
- Use of an extensive part of a paper already submitted in a previous course or another programme of study to satisfy the obligations of a later course or programme without informing the instructor.
- Presentation of false information, such as a pretext of illness or a serious family incident, in order to postpone or avoid an examination, test, assessment, or other academic obligation and thereby not be examined at the same time as one's fellow students.

Definition of plagiarism

The term “plagiarism” refers to the appropriation of material, ideas, and discourse belonging to another person, or the presentation of an idea or work that derives from a pre-existing work without full and proper bibliographic citation. The following instances are considered plagiarism, without the list being exhaustive:

- Direct copying of terms, sentences, or paragraphs from a work belonging to another person without proper bibliographic citation and without the use of quotation marks indicating that the text belongs to someone else.
- Use of information from the internet without indicating its source.
- Inclusion of falsified references.
- Copying so many words or ideas from a source that the greater part of the assignment is based on external sources, whether or not the source is cited.
- Copying illustrations, representations, photographs, drawings, models, or other visual material without appropriate bibliographic citation.
- Presenting work written by another person, either in final or draft form, without indicating the source.
- Using artificial intelligence software to write part or the whole of assignments, or to participate in tests or written examinations, except where the instructor has expressly permitted such use and where there is a clear agreed reference to the manner and form in which the technology has been used.

Avoiding plagiarism

- All verbatim excerpts must be presented within quotation marks and followed by the corresponding citation in parentheses, either in the main text or in a footnote/endnote.
- Material paraphrased or summarized by the student in their own words must be accompanied by the source, either in parentheses in the main text or in a footnote/endnote.

- Information acquired through study and research, where it does not constitute common professional knowledge, must likewise be followed by the corresponding citation in parentheses or in a footnote/endnote.
- Any use of artificial intelligence software must be explicitly reported, in agreement with the instructor.

In cases of premeditated cheating, forgery, and impersonation, sanctions are imposed in accordance with the procedure described below. In the latter two cases, sanctions are imposed on both involved students by decision of the Department Assembly. A student against whom sanction proceedings have been initiated may not obtain the degree before completion of the procedure.

The instructor who ascertains the offence, after first calling the student, submits a written complaint to the President of the Department. The President is obliged to order an administrative inquiry, assigning it to two faculty members. The findings of the inquiry are submitted to the Department Assembly, which decides either to acquit the student or to impose a specific sanction. The accused student and the complaining instructor are invited to the meeting. If the student disagrees with the sanction imposed, they have the right to appeal to higher bodies of the Institution, as provided by the Internal Regulation of the University of Crete.

Article 7. Degree, Diploma Supplement, and Graduation Ceremony

1. Requirements for the award of the degree

The following requirements must be met for the award of the degree:

- Registration in the Department and attendance for at least eight (8) semesters.
- Completion of at least 240 ECTS credits in total.
- Successful completion of all compulsory courses as well as the prescribed number of compulsory elective courses (laboratories, laboratory courses, and seminars).
- Successful completion of the Internship.
- More generally, the requirements of the study regulation in force in the year of the student's first registration in the Department of Psychology apply, unless otherwise provided by transitional provisions.

2. Calculation of the degree grade

For the calculation of the degree grade, the grades of all courses required for the award of the degree are taken into account. The method of calculation of the degree grade, as a qualification title, as well as the characterization of the student's overall performance, is determined by the applicable legislation as specified by decisions of the governing bodies of the University of Crete.

If the student has completed more than the minimum of 240 ECTS and meets the requirements for graduation, they may, upon application to the Secretariat, request that elective courses, seminars, and laboratories not be counted in the calculation of the degree grade, provided that their exclusion does not affect the requirements for the award of the degree and in any case does not affect the minimum of 240 ECTS required for completion of studies.

3. Diploma Supplement

All courses, whether counted in the degree grade or not, are recorded in the Diploma Supplement.

The Diploma Supplement (DS) is an explanatory document providing critical information concerning the nature, level, background, educational context, and content of the student's studies, but it does not in any case replace the degree and does not guarantee recognition of the qualification. It is designed to provide information on the identity, content, and special requirements of the studies that have been successfully completed. The Diploma Supplement provides transparency and facilitates academic and professional recognition of qualifications at an international level, since it records all necessary as well as additional activities completed by the graduate during their studies.

The issuance of the Diploma Supplement once, in both Greek and English, is an obligation of the Department of Psychology.

4. Grading scale

The grading 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 hundredths): Very Good
- 5 (five) to 6.49 (six and forty-nine hundredths): Good

5. Graduation ceremony

- Students who complete their studies take an oath before the university authorities on specified dates, signifying their commitment to the science and the ethical principles taught in the Department. The degree is awarded in a formal graduation ceremony in the presence of all graduates, before the Rector of the University of Crete, the Dean of the School of Social Sciences, the President of the Department, and the faculty members. The oath ceremony is not constitutive of successful completion of studies, but it is a necessary prerequisite for the issuance of the formal degree certificate.
- The ritual of the oath ceremony and the award of degrees are described in the Institution's Internal Regulation. Graduation ceremonies take place three (3) times per year, after the January, June, and September examination periods. The exact dates are determined by the Department and the Dean's Office of the School of Social Sciences and are posted on the Department website.
- In order to participate in the graduation ceremony, an application must be submitted to the Department Secretariat on dates announced by the Secretariat and posted in due time on the Department website. All supporting documents required by the applicable legislation and the Internal Regulation of the University of Crete must be submitted together with the application.

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