

INTERNAL REGULATION

A. Courses (Lectures – Exams)

1. The courses of the winter semester start in the first ten days of October and last 13 weeks. The curriculum is announced in the beginning of September.
2. The courses of the spring semester start right after the exams of winter semester and also last 13 weeks. The curriculum of the spring semester is announced in January.
3. Lectures that are not given, due to School's General Assembly or students' events and are up to two days per semester must be replenished.
4. In case a lecture is not carried out because of the instructor, he/she must arrange for its replenishment.
5. In case of reasons of force majeure (eg illness) that force an instructor to be absent for longer than one week, the Department responsible must appoint a replacement. Instructors should schedule their outside the University activities in such way as not to be absent during the teaching period.
6. The exams periods are three:
 - a. January, for the courses of winter semester.
 - b. June, for the courses of spring semester and
 - c. September (repetitive), for the courses of both semesters.The duration of each exams period is maximum four weeks.
7. The exams schedule for each semester is announced at the beginning of the semester. If – for whatever reason- an extension of the semester is decided, there is a parallel shift for the exams. The schedule of the September period is announced in June.
8. Each student must register, attend and be examined –in each semester- in elective courses selected from the list of courses announced by the School at the beginning of the academic year. Each student can also –after checking the ECTS- select courses from all the Schools of A.U.Th. Throughout his/her studies, the student can choose eight courses of his/her interest from any School of A.U.Th.
9. The selection of elective courses for winter and spring semester is conducted at the beginning of each semester.
10. No student has the right to attend any exams before having done the electronic registration to the course. Registration to the courses is valid for each semester and by extension for only one academic year.
11. The course's examination material corresponds to 13 weeks of teaching and is announced by the instructor at the beginning of the academic year.

12. In case of cheating during written examination the penalty applied is exclusion from all courses of the next exams period, according to the decision of the Senate of A.U.Th. (Ref No. A. 11508/14.6.1989).
13. Grades for the courses must be submitted to the Secretariat as soon as possible but not later than ten days after the end of exams period.
14. The student has the right to be informed by the instructor on the way of his/her grading, regardless the type of examination.
15. Changing of the submitted grades can only be allowed by decision of the School's Assembly, following a written justification of the instructor accompanied by the re-graded exam paper.
16. In case of failure in a compulsory course, the student is required to repeat it and therefore be examined according to the new conditions, in case of any change (eg course's examination material).

B. Staff – Teaching

1. The work of the faculty members generally involves teaching and research, mentoring of graduate and doctoral papers and participation in both, collective bodies and various School committees.
2. The assignments of the courses, for next academic year, are conducted by the School's Departments in May.
3. The assignment of a, newly-introduced in the curriculum, course must be conducted at least six (6) months before the beginning of its' teaching.
4. The material of each new course is processed and determined by the General Assembly of the Department.
5. The faculty members are obliged to have at least six (6) teaching hours per week in each semester.
6. In cases of short or medium duration leaves (conferences, short educational leave, personal leave etc.), the faculty member assigned as replacement takes over all relevant obligations (courses, tutorials, labs, exams, surveys, exams' results etc.) for the required time period.
7. The inventory of the School's functioning as well as next year's planning (such as changes in the curriculum) is conducted in the School's Assembly in May, following the recommendation of the Committee on curriculum, the Heads of the Departments and Chair of the School.
8. The School has a **Committee on Curriculum**, which is provided by the Law and whose term of office is one year (Academic Year). The Committee consists of one representative from each Department and the replacement, two students' representatives and their replacements appointed by the collective students' body and the Chair (or the Deputy Chair) of the School.

The Committee works throughout the year and convenes immediately after its establishment with the purpose of planning the implementation of the conclusions of School's General Assembly in May. It also however meets every two months during the academic year.

9. The responsibilities of the Committee on Curriculum are:
 - a. To recommend to the School's General Assembly changes to be made in the curriculum or the regulation of studies, in order to improve or modernize the level of studies. To achieve this aim it brings together the necessary information from all stakeholders, as well as individual remarks of the teaching staff and the students.
 - b. It is responsible for the curriculum and the examination programme, in cooperation with the Chair of the School. It recommends any changes to the School's General Assembly.
10. The textbooks are approved by the General Assembly of the Division responsible for the course and then by the General Assembly of the School, which has the final responsibility of the Organization of Curriculum.
11. Each student, in the course registration process, selects through the Eudoxus electronic system (<http://eudoxus.gr/>) the textbook he/she wishes to obtain for each course. Each student is allowed to select only one (1) textbook for each course, from the list of the suggested textbooks. The procurement of the textbooks is done at the distribution points, as specified by the relevant publishing house, after having received the respective list of the beneficiary students at the end of courses' and textbooks registration.