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National and Kapodistrian University of Athens
EST. 1837

School of Economics and Political Sciences
Department of Turkish Studies and Modern Asian Studies

National Technical University of Athens

School of Rural, Surveying and Geoinformatics Engineering

Inter-Institutional
Program of PostGraduate Studies

"Theoretical and Applied Geopolitical Analysis in International Relations and Strategy"

Regulation of Studies, Practical Training, Mobility, Preparation of Papers and Master's Thesis

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1. Regulations of Studies

All study issues are covered by the Internal Regulations of the MSc (see Appendix A11).

1.1. CATEGORIES AND NUMBER OF ADMISSIONS - ADMISSION PROCEDURE

- The IPGS admits Graduates from Faculties of Engineering, Law, Economics, Political Sciences, International Relations, Sciences, Health Sciences, Humanities, Social Sciences, Philosophy, Area and Regional Studies (Raumwissenschaften, Études Régionales), as well as Translation and Interpreting Departments of Greek Universities or of recognized cognate institutions abroad, as well as TEI graduates of related subjects.
- The maximum number of students admitted to the IPGS is set at thirty (30) per academic year. The maximum number of admissions is determined according to the number of members of teaching staff and the student-instructor ratio, the infrastructure, the classrooms available and the absorption of graduates by the labor market.
- In addition to the number of admissions, one (1) member of the EEP, EDIP and ETEP categories is accepted per year, as long as the work he performs at his institution is related to the subject matter of the IPGS.
- The selection of students is made in accordance with applicable legislation, the Regulations for Graduate and Doctoral Studies of NKUA and the provisions of these Regulations.
- Every March, by decision of the CPS of the IPGS, an announcement for the admission of students to the IPGS is published and posted on the website of the IPGS and NKUA. Relevant applications together with necessary supporting documents are submitted to the Secretariat of the IPGS within a deadline specified in the announcement, which may be extended by a decision of the CPS of the IPGS.
- The CPS delegates to the SC the task of selecting the students to be admitted.
- Necessary supporting documents are:
    - Application form
    - Curriculum vitae
    - Photocopy of identity card or passport (both sides)
    - Copy of degree or certificate of completion of studies
    - Transcript of records for undergraduate courses
    - Certificate of English language proficiency (level B2 or higher)
    - Recommendations letters
    - Scientific publications, if any
    - Proof of professional or research activity, if any

- Certificate of recognition of foreign academic qualification.

- The evaluation of candidates and the selection of those to be admitted is based on the following criteria:

- Degree mark (weight 25%)
- Relevance of the candidate's University degree and knowledge to the subject of the IPGS (weight 10%)
- Certified knowledge of a second foreign language (other than English/prerequisite) (weight 5%)
- Scientific publications, participation in conferences (weight 10%)
- Relevant research or professional activity (weight 10%)
- Oral interview by the SC (weight 40%).

- Based on the overall criteria, the SC prepares the student ranking list and submits it for approval to the CPS.

- Successful candidates should register with the Secretariat of the IPGS within fifteen (15) days from the decision of the CPS.

1.2. DURATION OF STUDIES - CURRICULUM

- The duration of studies in the IPGS leading to the award of a Diploma of Graduate Studies (DGS) is three (3) academic semesters, including time for the preparation and submission of the diploma thesis.
- An extension of the maximum duration of study is possible, provided that a reasoned request has been submitted by a student and has been approved by the CPS. The length of an extension cannot exceed the normal duration of study in the IPGS. Hence, the maximum length of time allowed for completion of study in the IPGS is set at six (6) academic semesters.
- The IPGS begins in the winter semester of each academic year.
- To obtain a diploma of the IPGS a total of one ninety (90) ECTS credit units is required. All courses and seminars are taught on a weekly basis.
- During their study, students are obliged to attend and be examined successfully in graduate courses, as well as to prepare and submit a graduate diploma dissertation.
- The preparation of the diploma dissertation is realized during the last semester of study and carries a weight of seventeen (17) ECTS credit units.

1.3. EXAMINATIONS AND EVALUATION OF GRADUATE STUDENTS

- The educational work of each academic year is structured in two study semesters, the winter and spring semesters, each of which includes at least thirteen (13) weeks of teaching and two (2) weeks of examinations. Repeat examinations for courses offered in the winter and spring semester are given in September.
- It is foreseen that, whenever a lecture is cancelled for any reason, this lecture should be given on a new date; in such cases, details (new date and time) must be posted on the IPGS website.
- Attendance of courses/seminars etc. is mandatory. A student is considered to have attended a course (and hence has the right to participate in the corresponding examination) only if he has attended at least 75% of the lectures corresponding to this course. Otherwise, the graduate student is obliged to repeat this course during the next academic year. If the percentage of a student's absences exceeds 25% for all courses, the student may be considered for deletion from the student registry. If such an issue arises, it is discussed by the SC, which submits its recommendation to the CPS.
- The evaluation of students and their performance in the courses they are required to attend within the framework of the IPGS takes place at the end of each semester with written or oral examinations or is based on intermediate written assignments or a combination of all of the above. The evaluation method is determined by the instructor of each course. When conducting written or oral examinations, as evaluation methods, the integrity of the process must be guaranteed. Grading is done on a scale of 1-10. Examination results are announced by the instructor and are submitted to the Secretariat of the IPGS and the Department within four (4) weeks at the latest after the examination date. In the event that the above limit is repeatedly exceeded by an instructor, the Director must inform the CPS of the IPGS.
- The contribution (percentage) of the homework assignments into the final grade of each course is determined for each course separately, after a recommendation by the corresponding instructor and is mentioned explicitly in the Study Guide of the IPGS.
- Alternative assessment methods may be applied to deal with emergency needs or circumstances resulting from force majeure, such as conducting written or oral examinations by electronic means, provided that the integrity of the alternative process of assessment is guaranteed.
- It is possible to use alternative assessment methods for the performance of students with disabilities or special educational needs, after a decision of the SC and recommendation of the Committee for Disabled, taking into account relevant instructions of the Disabled Students Accessibility Unit of NKUA.
- Students are required to repeat courses for which they have not received a passing grade. However, whenever a laboratory or exercise is graded independently of a course, it does not have to be repeated, as long as it has been attended successfully.
- If a student fails to pass the same course more than three (3) times, the procedure defined by the

applicable legislation is to be followed.

- For the calculation of the mark of a degree, the weight of each course in the program of study is taken into account, which is expressed by the corresponding number of ECTS credit units. The number of ECTS credit units of each course is also the weight indicator of this course. For the calculation of the mark of a degree, the grade of each course is multiplied by the corresponding number of credit units (of the course) and the total sum of the individual products is divided by the total number of credit units required for the award of the degree. This calculation is expressed by the following mathematical formula:

$$\text{Mark of degree} = \left(\sum_{k=1}^{N} GC_k \cdot CU_k\right) / TCU$$

where:

N = number of courses required to obtain the degree

GC_k = grade of course *k*

CU_k = credit unites of course *k*

TCU = total number of credit units required to obtain the degree.

To obtain a DGS, each student is required to attend and be examined successfully in, depending on the specialization selected, and to prepare and submit a graduate diploma dissertation, thus accumulating ninety (90) ECTS credit units.

1.4. PREPARATION OF GRADUATE DIPLOMA DISSERTATION

- The assignment of a graduate diploma dissertation (GDD) is possible after a student has attended and been successfully examined in all courses of the IPGS.
- The GDD is required to be independent, original, have a research character and be prepared in accordance with the specifications posted on the website of the IPGS.
- After a student has submitted a request, mentioning the proposed title of the diploma dissertation and the name of the supervisor, which is accompanied by an abstract of the proposed dissertation, the SC designates the supervisor and the three (3) members of the examination committee, one of whom is the supervisor. The graduate diploma dissertation could be written in Greek or English.
- The title of the dissertation may be modified, provided the student has submitted an application to the SC of the IPGS, and the supervisor has consented to it. This application should be accompanied by a short justification of why the title should be modified.
- For the approval of a dissertation, the author must present it before his three- member examination committee. The minimum pass grade has been established as 6/10.
- The supervisor and the other members of the examination committee of a graduate dissertation

must belong to one of the following categories of teaching staff of the IPGS:

a) members of Teaching Research Staff (DEP), Special Educational Staff (EEP), Laboratory Educational Staff (EDIP) and Special Technical Laboratory Staff (ETEP) of the cooperating Departments or other Departments of NKUA or another Higher Education Institution (AEI) or a Higher Military Educational Institution (ASEI), who are employed beyond their legal obligations,

b) Professor Emeriti or retired members of DEP of the cooperating Departments or other Departments of NKUA or another AEI,

c) cooperating instructors,

d) authorized instructors,

e) visiting professors or visiting researchers,

f) researchers and special scientists from research and technological institutions of article 13A of Law 4310/2014 (A' 258) or other research centres and institutes in Greece or abroad.

After a decision of the CPS, it is possible to assign the supervision of diploma dissertations to members of DEP, EEP, ETEP and EDIP of NKUA or another AEI, who have not undertaken teaching at the IPGS.

- It is mandatory that graduate diploma dissertations, after their approval by the examination committee, are posted on the Digital Repository "PERGAMOS", in accordance to the decisions of the Senate of NKUA.
- Whenever a graduate diploma dissertation contains unpublished results, at the author's request and the supervisor's consent, it is possible to post on "PERGAMOS" the abstract, with the proviso that the full dissertation will be posted later.

1.5. OBLIGATIONS AND RIGHTS OF GRADUATE STUDENTS

- Graduate students have all the rights and benefits provided for students of the first cycle of studies, until the end of any granted extension of study, except for the right to

receive free textbooks.

- NKUA guarantees students with disabilities or special educational needs accessibility to suggested textbooks and teaching (https://access.uoa.gr/).
- The NKUA Career Office provides counseling support for students on study issues and professional career prospects (https://www.career.uoa.gr/).
- Graduate students are invited to participate in and attend seminars of research groups, literature review discussions, visits to laboratories, conferences/workshops on subjects related to that of the IPGS, lectures or other scientific events of the IPGS etc.
- The CPS of the IPGS, at the recommendation of the SC, may decide the deletion of graduate students from the student registry, if they:
  - exceed the maximum number of absences,
  - have failed in the examinations of one or more courses and have not completed successfully their study, in accordance with what is defined in these regulations,

- exceed the maximum length of study in the IPGS, as defined in these regulations,
- have violated written provisions regarding the treatment of disciplinary offences by the competent disciplinary bodies,
- do not pay the prescribed tuition fees,
- submit a deletion request themselves.

- In the event of deletion of a student from the student registry of the IPGS, the student may apply for a certificate concerning the courses they have attended successfully.
- Students may participate in international student exchange programs, such as ERASMUS+ or CIVIS, in accordance with existing legislation.
- In connection to their participation in the IPGS "Theoretical and Applied Geopolitical Analysis in International Relations and Strategy", graduate students have to pay tuition fees amounting to one thousand seven hundred euros (€1700) per semester. Tuition fees are payable at the beginning of each semester.

1.6. FEE WAIVERS - GRANTS AND PRIZES

- Students of the IPGS, who satisfy financial or social criteria and conditions of excellence in the first cycle of studies, are exempt from tuition fees, in accordance with current legislation. This exemption is granted for participation in only one PGS. In any case, the number of students who are exempt from tuition fees may not exceed thirty per cent (30%) of the total number of students enrolling in the IPGS for each academic year.
- A request for exemption from tuition fees may be submitted after the completion of the student selection process. The financial situation of a candidate is in no case a reason for non-selection in the IPGS.
- Examining the criteria for exemption from tuition fees is carried out by the CPS and a reasoned decision is issued to accept or reject the applications submitted.
- If current legislation sets an age criterion, it is recommended that, for reasons of good administration and equal treatment, the date of birth of students should be considered December 31 of their year of birth.
- In case that members of the same family up to the second degree are studying at the same time at the Institution, it is possible to provide a reduction by 50% in the tuition fees paid.
- **Excellence grants** (up to one), granted to excellent students of the IPGS, on the basis of their performance in the 1st or 2nd semester courses. These grants exempt their beneficiaries from tuition fees for their 3rd semester of study.

  Conditions: Applications for excellence grants may be submitted by graduate students who have completed one half of the normal length of study in the IPGS. Candidates must not hold a salaried position in the public or private sector nor receive a scholarship from any other body for the specified period.

Criteria: performance in courses (average grade greater than or equal to eight on both, 1st and 2nd semester), successful completion of all courses required by the curriculum, personal and family income. The SC of the IPGS considers the applications submitted and submits a recommendation to the CPS, which decides on the matter.

- **Excellence prizes**. Each year, the IPGS awards excellence prizes to the three best students upon the completion of the 1st and 2nd academic semesters, on the basis of a recommendation of the SC and a decision of the CPS. Prizes have no financial benefit (they concern ethical rewards). Prizes are signed by the Director of the IPGS and the Chair of the Department of Turkish Studies and Modern Asian Studies.
  Conditions: Average grade for 1st and 2nd semester courses greater than or equal to eight, Successful completion of courses in February (1st semester) and June (2nd semester) in the normal study years of each series of students.

1.7. AWARD OF DIPLOMA OF GRADUATE STUDY

- Students complete their study for obtaining a DGS upon having completed the minimum number of courses and ECTS credit units required, as well as having completed successfully their graduate diploma dissertations. The CPS verifies the completion of study in order to grant the DGS to a student.
- At the completion of the procedure described above, students are issued with a certificate of completion of study, their student status is annulled and their participation in collective administrative bodies of the University ceases.
- The DGS certifies the successful completion of study and carries a mark, to two decimal places, on the following scale: Excellent (8.5 to 10), Very Good (6.5 to 8.5 inclusive) and Good (5 to 6.5 inclusive).
- The type of DGS per kind of PGS is common to all Departments and Schools of NKUA and is included in the Institution's Graduate and Doctoral Studies Regulations.
- The IPGS awards Diplomas of Graduate Study in the “Theoretical and Applied Geopolitical Analysis in International Relations and Strategy” specialization.

2. Practical Training Regulations

The Inter-Institutional Program of Graduate Studies "Theoretical and Applied Geopolitical Analysis in International Relations and Strategy" does not include internships as part of its mandatory studies.
The reason for the decision not to include an internship is the intensive pace of the Program.
With a planned completion time of 3 academic semesters, of which the first two concern course attendance and the third involves the preparation of a thesis, with a workload of 30 ECTS / semester. Program is fully covered by the said educational activities, not allowing an excess workload for the internship.

It is noted, however, that if a student wishes to carry out an internship at an institution of his choice, with the aim of even stronger connection of postgraduate studies with the labor market and fields of application, he may do so, in accordance with what is stated in articles 10.7 and 10.8 of the Internal Regulations.

3. Mobility Regulations

Mobility issues are covered by the relevant University regulations (see http://www.interel.uoa.gr/erasmus).

Students may participate in international student programs, such as ERASMUS+ in accordance with existing legislation. To participate in exchange programs, students should apply to the SC and follow the terms of the program.

*ERASMUS**

It is the main sectoral programme of the Lifelong Learning Programme (LLP) for higher education. It includes postgraduate student mobility (exchange) for studies and student mobility for placements, mobility of teachers for teaching or training, short term intensive programmes, joint curriculum development projects, Erasmus Academic Networks, etc. More information at: http://www.interel.uoa.gr/erasmus.html

Internship

The ERASMUS+ internship action provides the opportunity for undergraduate and postgraduate studentsand doctoral candidates of all the Departments of the University to carry out an internship period in Universities, Research Centres, Enterprises and Organisations in European countries participating in theErasmus+ programme. The Department of European and International Relations announces Erasmus+ internships every academic year (usually in spring).

4. Preparation of Papers and Master's Thesis

Issues concerning the preparation of thesis are covered by the Internal Regulations of the MSc:

- The assignment of a graduate diploma dissertation (GDD) is possible after a student has attended and been successfully examined in all courses of the IPGS.
- The GDD is required to be independent, original, have a research character and be prepared in accordance with the specifications posted on the website of the IPGS.
- After a student has submitted a request, mentioning the proposed title of the diploma dissertation and the name of the supervisor, which is accompanied by an abstract of the proposed dissertation, the SC designates the supervisor and the three (3) members of the examination committee, one of whom is the supervisor. The graduate diploma dissertation could be written in Greek or English.
- The title of the dissertation may be modified, provided the student has submitted an application to the SC of the IPGS, and the supervisor has consented to it. This application should be accompanied by a short justification of why the title should be modified.
- For the approval of a dissertation, the author must present it before his three-member examination committee. The minimum pass grade has been established as 6/10.
- It is mandatory that graduate diploma dissertations, after their approval by the examination committee, are posted on the Digital Repository "PERGAMOS", in accordance to the decisions of the Senate of NKUA.

Format of the thesis:

- Cover Page
- Table of Contents
- Table of abbreviations, if abbreviations are used
- Index of tables, maps, images
- Abstract / Keywords

<u>Main part, structured in individual chapters</u>

- Introduction
- Purpose of the research
- Literature Review
- Methodology
- Systemic Geopolitical Analysis
- Geopolitical Model
- Conclusions – Geostrategic Synthesis
- Bibliography
- Annexes (if appropriate)

Technical characteristics of the postgraduate thesis:

- Page size: A4
- Font: Times New Roman. Font Size: 12 pt (footnotes: 10 pt)
- Length: 15,000 words. These limits exclude footnotes, bibliography, abstracts and any appendices (e.g. datasets, texts, figures, etc.).

The Introduction is intended to inform the reader about the main points and the aim of the paper and includes the following:

a) The subject of the paper and the scientific field in which it belongs. It is necessary to refer to previous relevant works and research and to critically approach them in order to clarify the reasons for the choice of the topic and the necessity of the specific work (whether it covers agap in the relevant literature, to what extent it is original, etc.).

b) The purpose and the research questions/assumptions of the work.

c) The methodology of thework (e.g. literature survey, theoretical or other texts that have been used as guides).

d) The basic structure of the work (the individual topics to be developed in the chapters of the main body of the work). In the chapters of the main part of the thesis the topic is developed in sub-chapters, the number and structure of which depends on the subject matter of the thesis.

The chapters focus on specific pointsthat are necessary for a complete and comprehensive approach to the topic. It includes a review of the literature, a critical analysis and synthesis of the available theoretical and research data, an analysis of the research methodology, and an analysis of the data and evidence collected.

The Conclusion summarises the main points and conclusions drawn from the results of the chapters in the main body ofthe paper. In addition, it is possible to make suggestions for possible future work and additional research in this thematic area.

The Bibliography includes all the works (ancient sources, dictionaries, monographs,edited volumes, studies, articles, conference proceedings, etc.) used in the preparation of the thesis.

The citation shall be in accordance with the bibliographical reference system identified by the supervisor.

The thesis must be the product of personal research and effort, creatively utilizing pre-existing literature on the thesis topic. References to the literature (print or online)must be clear and thorough. It is not permissible to reproduce, either verbatim or paraphrased, ideas drawn from other studies or texts without attributing their source. When this happens, the thesis is a product of plagiarism.

Research ethics: The following ethical rules are followed during the preparation of the M.D.E: The work is carried out under the responsibility of the student. The student agrees with the supervisor on how tocooperate and monitor his topic. He takes into account and studies the instructions of the supervisor, but avoids mechanistic application. The student is expected to devote considerable time to:

-studying the Greek and foreign-language literature relevant to his topic

- the discovery and processing of any kind of material relevant to the subject, especially ancient sources

- the editing and final writing of the thesis.

Plagiarism

Plagiarism is not acceptable and constitutes serious disciplinary misconduct for members of the academic community. Specifically, article 23 of the General Internal Regulations of the Universities of Applied Sciences (Government Gazette 220/A/3.11.2008), states that "disciplinary offences for membersof the Board of Directors or the Board of Governors, the Board of Directors or the Board of Governors, the Board of Governors or the Board of Governors, the Board of Governors and other auxiliary andtemporary teaching and training staff of the Universities of Applied Sciences, as well as for undergraduate and postgraduate students or students and doctoral candidates, constitute a violation of the applicable provisions of the legislation governing higher education institutions, violation of the decisions of the institution's governing bodies and violation of the rules of conduct to be observed bymembers of the academic community in order not to disturb the democratic functioning and the prestige of the higher education institution and its staff.

Plagiarism is considered to be the intentional or unintentional copying, verbatim or paraphrased, of parts of a text (regardless of size) from any printed (e.g. articles, books, newspapers, journals, papers ofother students) or electronic source without full bibliographical reference to the source from which theywere taken. Plagiarism is also considered to be any interference by a third party in the content or structure of the work (without reference) or the assignment of the writing of the work to a third party.

Plagiarism is a serious breach of academic ethics and entails sanctions, which, depending on the severityof the misconduct, which the AC considers, may range from the zeroing of the specific paper,

failure in the course, up to the final deletion of the student from the register of graduate students of the Department. The above applies to assignments in specific courses and Dissertations. Plagiarism can bepartial (copying part of a text without clear indication of its origin) or total (copying the entire source).

Indicative forms of plagiarism are listed below:

- The verbatim copying of part or even the entire intellectual work and its presentation as the author'swork.

- The copying of the text or part of it without the use of quotation marks or without an appropriatebibliographical reference.

- The literal translation and appropriation of foreign texts/paragraphs/translations in Greek.

- Copying illustrations, drawings, pictures, photographs or other visual material without properbibliographical reference.

- Self-plagiarism, i.e. the recycling-reassembling of the author's older works and presenting them as newindependent works.

Please note that it is the individual responsibility of the student to follow the rules of academic ethics inorder to avoid practices that constitute plagiarism. The aforementioned Regulations on Research Ethics also apply to the academic work carried out in the context of the seminars of the MSc, with the necessary modifications regarding the scope of the work (which is determined by the lecturer).