



UNIVERSITY OF WEST ATTICA  
FACULTY OF ENGINEERING  
DEPARTMENT OF ELECTRICAL & ELECTRONICS ENGINEERING

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## **M.Sc. by Research in Electrical and Electronics Engineering**

### **A.12.1**

#### **MSc Program Study Regulation**

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## **Foreword**

MSc by Research in Electrical and Electronics Engineering is a departmental graduate study program offered by the Department of Electrical and Electronics Engineering (DEEE), Faculty of Engineering, University of West Attica (UNIWA) in the Ancient Olive Grove Campus, in Athens-Egaleo, Greece.

Starting in academic year 2024-2025, the program is offered in its new form which constitutes a major update of a conceptually similar preceding program, offered by the same department during 2018-2023, as authorized by UNIWA and national competent authorities (Greek Gov. Gazette 2694/B/09-07-2018). That program succeeded to attract considerable interest, as expressed by the applications to annual open calls: in 5 years of operation, it has received an average of 23 applications/year, with an average enrollment of 15 students/year, and has produced approximately 30 graduates, half of them now enrolled in DEEE as PhD candidates. The supervised research carried out has produced almost 40 scientific publications in renown journals and conferences within the field of Electrical and Electronics Engineering.

Drawing upon the annual student evaluations of the course, the individual modules and their instructors, DEEE has proceeded to the radical update of the program. By launching the program in its new form, starting in academic year 2024-25, DEEE aspires to maintain and raise the performance of the preceding program, both as to the quality and volume of the produced research results and as to student satisfaction from the studies and the degree obtained.

## **ARTICLE 1. Aim – Objectives – Learning Outcomes – Degree Conferred**

### **1.1 Aim**

The aim of this MSc program is to offer graduate-level studies leading to the Master of Science By Research in Electrical and Electronics Engineering. The major objectives of the program are to produce graduates that

- (i) are specialized in an area of their choice within the field of Electrical and Electronics Engineering,
- (ii) have acquired adequate research skills and experience in order to staff research teams in research institutions and laboratories,
- (iii) are able to make an informed decision as to whether they should engage in PhD studies in the field of Electrical and Electronics Engineering.

### **1.2 Objectives**

Under the supervision and guidance of experienced DEEE academic staff, students are encouraged and led to delve into a specific area of interest within the field of Electrical and Electronics Engineering and to engage in innovative research in this area. Research areas are strongly connected to the research carried out in the Laboratories of the Department. Students become members of the laboratory teams right from the beginning of the study program; they are thus smoothly introduced to the research atmosphere, procedures and ethics. Laboratories host, encourage and scaffold young researchers in their first steps towards independent research. Moreover, through this program, students that aspire to PhD studies can get a lived experience of research and make an informed decision as to whether they will engage in a long-term project,

such as PhD studies are – and this at minimum risk of dropout; a benefit for both the involved parties, student and supervisor/department.

These objectives dictate the character of the program that is offered free of tuition or fees, features a limited number of places opened annually, strict selection criteria, and close academic supervision throughout the study program. Taught courses are kept to a minimum (18 ECTS) in order to maximize the part dedicated to research (72 ECTS). Research work towards the MSc thesis starts from day one, proceeds along all 3 academic semesters of the program and is culminated by the (required) publication of the results in relevant, internationally renowned journals or conference proceedings, as deemed suitable by the supervisor.

### **1.3 Learning Outcomes**

Upon successful completion of the MSc program, students are expected to be able to:

1. Demonstrate their expertise in the chosen area of specialization within the field of Electrical and Electronics Engineering. To do so, they are expected to understand, describe and classify the underlying theories, knowledge representation models, methods and tools employed to address existing as well as emerging problems / challenges and open research questions in this area.
2. Analyze problems, construct solutions and comparatively evaluate alternative solutions or approaches within their chosen area of research.
3. Design and implement (initially, under supervision and later on, independently) research plans based on specific research methodologies and protocols, in order to pose, test and accept or reject scientific hypotheses, through theoretic or experimental approaches.
4. Describe, present and defend in an accurate, detailed and complete manner the results of their work, either individual or teamwork, in speech, text or other multimedia form.
5. Collaborate with peer scientists and engineers on cross-disciplinary fields and apply their specialized skills in the development of innovative knowledge and technology.
6. Cultivate and demonstrate their awareness on the rules and ethics of research regarding personal, social, economic and environmental dimensions and the impact of research results on all these axes and discern new / open issues or challenges when and where they arise.
7. Develop their personal research interests in order to proceed to the next grade of PhD studies in more focused / specialized areas within the field of Electrical and Electronics Engineering.

### **1.4 MSc Degree**

A call for applications is issued annually, after endorsement by the Assembly of the Department. The call opens a number of places grouped under research areas of specialization within the field of Electrical and Electronics Engineering as these are proposed by the academic staff members willing to supervise research in the respective area. In addition to the area of specialization, each place is accompanied by a proposed research title, brief description, prerequisite knowledge and skills and expected research outcomes. Areas of specialization, as listed below, are mentioned on the MSc title conferred:

- 1 Energy
- 2 Telecommunications
- 3 Electronics
- 4 Computing Systems
- 5 Cross-disciplinary areas: Defense / Education / Biomedical / Marine / Industrial Automation technologies

The above list is not exclusive; new specialization areas may be proposed by academic staff members to be included in future calls, upon approval by the Assembly of the Department.

Upon successful completion of all requirements of the program, the Department confers the “Master of Science By Research in Electrical and Electronics Engineering” degree. The specialization area, as defined in the respective call and selected by the graduate, is mentioned on the degree. Furthermore, the specific title of research is detailed in the Diploma Supplement issued upon graduation.

## **ARTICLE 2: Program Administration**

As designated by national legislation (Greek Law 4957/2022, article 82), the MSc program is hierarchically administered by

- the Senate of the University of West Attica,
- the Assembly of the Department of Electrical and Electronics Engineering,
- the MSc Program Coordinating Committee, and
- the MSc Program Director.

Responsibilities are detailed below.

### **2.1 Coordinating Committee**

The MSc Program Coordinating Committee (CC) is comprised of the MSc Program Director and 4 more DEEE academic staff members whose areas of specializations are relevant to the MSc program subject and who are involved in the program as module instructors or MSc thesis supervisors. All 5 CC members are appointed by the Assembly of DEEE. Professors Emeriti may be appointed as CC members, on the condition that they undertake instruction or supervision in the program.

### **2.2 Director**

One of the CC members is appointed by the Assembly of DEEE as the MSc Program Director, for a 2-year term of office. The Director is chosen preferably among Professors or Associate Professors. Term of office may be renewed for any number of times.

The Director and other CC members are not entitled to remuneration or reimbursement of any type against their administrative responsibilities and office duties.

### **2.3 Administrative and Secretarial Support**

The MSc program administrative and secretarial support is handled by the Secretariat of DEEE. Duties include the support for the issue of annual calls for applications and candidate selection

processes, the financial administration and record keeping, the secretarial support of the CC members and Director, the keeping and updating of the Student Registry, the inauguration of graduates, the issue of MSc degree titles, Diploma Supplements and all relevant certificates, as well as the preparation of graduation ceremonies.

## **ARTICLE 3: Candidates and Academic Staff**

### **3.1 Candidates**

Applications are accepted from candidates who hold an academic title of the 1st cycle, at Level 6 of the EQF or equivalent, from an academic institution accredited by Greek NARIC. Candidates may check the status of their degrees online in <https://www.doatap.gr/national-registry-of-foreign-recognized-higher-education-institutes/>. The ideal candidate should hold a degree in Electrical and/or Electronics and/or Computer Engineering. Degrees in other Engineering Faculties or degrees in Sciences are also welcome. Applications from candidates who hold degrees in other disciplines are judged per case by the Selection Committee.

### **3.2 Teaching**

Teaching duties in the MSc program are assigned yearly to academic staff members by the Assembly of DEEE. The following classes of academic staff members can get a teaching assignment:

- 1 Professors of DEEE or of other Departments of the same or other Greek University,
- 2 Professors Emeriti or retired professors of DEEE or of other Departments of the same or other Greek University,
- 3 Adjunct professors,
- 4 On-contract professors,
- 5 Visiting professors or Visiting researchers,
- 6 Researchers and other scientists tenured in the research and technology institutions described in Greek Law 4310/Gov. Gazette 258/A/2014, or in any other Research Center or Institute, in Greece or abroad,
- 7 Renowned scientists with specialized knowledge and experience in the MSc program subject.

### **3.3 MSc Thesis Supervision**

MSc thesis supervision duties may be assigned to any academic staff member of the first 6 classes enumerated above, provided they hold a PhD in a relevant field. MSc thesis supervision duties are assigned yearly by the Assembly of DEEE. The same body may assign such duties to academic staff members that do not teach in the MSc program but hold a PhD in a relevant field.

### **3.4 Renumeration**

All academic staff members involved in teaching or supervision are entitled to renumeration against the program budget, according to the provision of Greek Law 4957/2022, article 83, as it stands.

### **3.5 Teaching Assistantships**

The Assembly of DEEE may assign Teaching Assistantship (TA) duties to PhD candidates enrolled in the Departmental PhD program of studies. In these cases, PhD candidates offer ancillary work in the MSc program courses and laboratories under the supervision of an academic staff member.

## **ARTICLE 4: Applications and Candidate Selection Procedures**

Application and candidate selection procedures follow Greek Law 4957/2022 and the provisions of the present Regulation. Intake is once per year, initiated by an open call for applications that advertises 25 places maximum, each place under a specific research topic.

### **4.1 Call for Applications**

The call for applications for studies starting in the fall semester of a given academic year is issued during the spring semester of the previous academic year. The call is prepared by the MSc program coordination committee, is endorsed by the Assembly of the Department and is published online in the website of the MSc program, the website of the Department and the website of the University. The MSc program Director takes care to advertise the annual call as widely as possible.

The call includes:

- Minimum requirements for an acceptable application,
- Necessary documents that should accompany the application form,
- Deadline for filing of application forms and accompanying documents as well as ways and address of filing (in paper or in electronic form, etc.),
- Selection procedure and criteria,
- Interview dates, in case interviews are to be held,
- Any other detailed deemed necessary or helpful for a successful application and merit selection.

Applications are filed with the Secretariat of the Department, as detailed in the annual call and within the deadline set therein. If necessary, the deadline may be postponed by the Assembly of the Department.

In order to prepare the annual call, CC issues a call to all departmental Research Labs to contribute Research proposals in their specialization area, each Research Proposal accompanied by a number of places to be opened in the current call. Academic staff members that do not belong to a Research Lab may also contribute Research Proposals individually. The final contribution from each Research Lab may be the result of an internal discussion, evaluation and selection process.

A Research Proposal should include

- a) the academic staff member willing to supervise this research and the hosting Research Lab,
- b) one of the specialization areas as defined in Article 1 herein; the specialization area is mentioned on the MSc degree,
- c) the specific title of the proposed research; the research title is also the title of the MSc thesis to be carried out in the 3<sup>rd</sup> semester of study,
- d) a brief description of the research proposed, prerequisite knowledge and skills and expected research outcomes.



The candidate selection committee is appointed by the Assembly of the Department; It consists of the Directors of the Research Labs that participate with Research Proposals in the current call, or any Lab members they designate to act in their place.

Candidates may apply for up to three Research Proposals, in order of preference. The Selection Committee evaluates all candidacies and produces a sorted list of merit, on the basis of the criteria stated in the call. Specifically, candidates receive two marks, one on the basis of their application and accompanying documents that certify their qualifications and a second one on the basis of a personal interview held with the committee. Their place in the list depends on the average of these two marks. The committee forms a list of successful candidates and a list of runners-up and then works with the first list: applications are accepted in order of merit and places are given by order of preference. This procedure continues until either the list of successful candidates or the list of opened places is exhausted.

In case the committee detects specific knowledge gaps in a successful candidate, the place is offered on the condition that the candidate attends and succeeds in up to two (2) undergraduate courses from the Departmental Syllabus, before graduation.

## **4.2 Application and accompanying documents**

A complete application 'portfolio' is comprised of

1. A completed and signed application form, along with the following documents:
2. Curriculum Vitae detailing studies and (if applicable) any professional/teaching/research experience. In that case, a digital copy of all relevant documentation and possible research publications should be submitted (see nr. 5 and nr. 6 below). In case undergraduate studies included a dissertation or thesis, this should also be submitted in digital form,
3. A copy of the degree of 1<sup>st</sup> cycle studies or a graduation certificate, stating the degree GPA and accompanied by the corresponding Diploma Supplement or Transcripts,
4. A copy of the degree of 2<sup>nd</sup> cycle studies or a graduation certificate, stating the degree GPA and accompanied by the corresponding Diploma Supplement or Transcripts, where applicable,
5. Publications in scientific journals or conference proceedings, (co-)authored by the candidate, where applicable,
6. Professional or research experience certificates, where applicable,
7. A photocopy of ID (valid passport, for foreign candidates),
8. Two confidential recommendation letters from academic teachers/supervisors or professional superiors,
9. Letter of intent for the specific MSc program (max 500 words),
10. English language certification at level B2 of the CERF or equivalent (minimum; ideal candidates should hold C2 level certificates or equivalent), or equivalently a degree of 1<sup>st</sup> or 2<sup>nd</sup> cycle of studies completed in an English-speaking program. Candidates that do not possess a B2-level certification or equivalent may prove their fluency in English through a test organized and delivered in UNIWA. Success in this test does not constitute a valid B2 certification beyond UNIWA, however.

Validity of the degrees of candidates obtained in academic institutions not in Greece are checked by the Secretariat of the Department through the Greek NARIC, according to the procedure defined in Greek Law 4957/2022, Chapter A, Article 304.

### **4.3 Candidate evaluation and selection procedure**

As already stated, this is a merit selection procedure completed in two phases:

- a) evaluation of the application and the accompanying documents that certify qualifications, and
- b) a personal interview of the candidate held with the Selection Committee.

Marks gained by a candidate during each of these phases are defined by legislation and the MSc Program Study Regulation, as detailed in the annual call.

During application evaluation phase, the Secretariat of the Department (i) checks all received applications for completeness, (ii) validates all accompanying documentation (especially, candidates' degrees) and (iii) produces an alphabetic list of applicants forwarded to the Selection Committee along with all accompanying documentation. The Selection Committee picks out and rejects any out of time applications or any applications lacking the minimum requirements and then marks the rest of the applications and orders them by merit (mark). Marks are given for all qualifications claimed and documented (see next paragraph) and especially for:

- a) Letter of intent,
- b) Degree or diploma GPA,
- c) Dissertation or Degree Thesis or Diploma Thesis grade, if the candidate's studies of 1<sup>st</sup> cycle require a dissertation or thesis,
- d) Certified knowledge of a second foreign language besides English,
- e) A second degree gained for studies either of the 1<sup>st</sup> cycle (EQF level 6 or equivalent) or of the 2<sup>nd</sup> cycle (EQF level 7 or equivalent),
- f) Research activity,
- g) Research publications.

On the basis of the marks obtained in this first phase, a number of high-ranking applicants are invited to a personal interview with the Selection Committee. Their number cannot exceed the double of the places offered in the current call.

### **4.4 Interview**

The second phase of the selection process is an interview to be held between candidates who ranked high in the first phase and the Selection Committee. In the interview, the candidate is expected to be able to discuss topics on his/her selected area of specialization as well as topics of broader scientific interest. The discussion aims to evaluate:

- The general composure and scientific adequacy of the candidate regarding the subject studied in the MSc program, as well as the correspondence of the candidate's profile to that outlined in the reference letters,
- The motivation and interest of the candidate in the program,
- Previous experience in activities relevant to the program subject,
- Communication and other social skills of the candidate,
- Possible knowledge gaps in the background of the candidate,
- The capacity of the candidate to carry out research, as perceived by the Committee.

Interviews are graded individually by each member of the Committee. The final grade received by a candidate is the average of the grades given by the Committee members.

## **4.5 Selection criteria**

Selection criteria applied by the Selection Committee are defined in order to promote candidates who preferably

- Hold a university degree in Electrical and/or Electronics and/or Computer Engineering (Degrees in other Engineering Faculties or degrees in Sciences are also welcome; degrees in other disciplines are evaluated on a per case basis),
- 'Very Good' (B+) or higher mention on their degree from studies of the 1<sup>st</sup> cycle,
- English language certified at C1 level of the CERF or equivalent, or higher.

Qualifications that are highly graded in the selection process are

- Participation in research activities, such as research projects, proportionally to duration and task assignment,
- (Co-)authorship of research publications, proportionally to their impact as measured by the Impact Factor or any other similar index. Candidates who have (co-)authored publications of Impact Factor  $\geq 1.0$  are given top priority in the selection process.

As already clearly stated, research work is an essential part of this program. Consequently, both the selection process and the selection criteria are stricter than in a typical MSc program. The successful candidate is expected to carry out innovative research, i.e., research that generates or employs new information/data (scientific measurements, publications or other material) or develops a novel approach or solution as compared to existing / conventional ones. This research is expected to produce a publication of its results. The requirement for at least one publication before graduation is set to support the general aim of the MSc thesis that is the development of advanced skills in research, in expression/communication, in the formulation of scientific hypotheses and in the interpretation and presentation of research results. Therefore, the Selection Committee may decide to reject an application if it judges that the applicant does not fulfill the research criterion, even if he/she fulfills all other criteria.

## **4.6 Final evaluation and announcement of selection results**

The final score of a candidate is in the 0 to 100 scale and is the average of two marks with equal weights:

- a) One mark gained from the application and the accompanying documents that certify qualifications x 50% and
- b) One mark gained from the personal interview of the candidate held with the Selection Committee x 50%.

The merit list of candidates is formed in descending order of the final score. Candidates above 50 / 100 are considered successful and may be offered a place depending on the availability of their 3 preferences. Successful candidates not granted a place due to exhaustion of their 3 preferences are considered runners-up. The list of successful candidates and the list of runners-up, if any, are announced by the Committee. Candidates can appeal against the results regarding their personal case, within 5 working days from the announcement of the results. Appeals must contain a justification, are submitted in written to the Secretariat of the Department and are judged finally by the Committee. Subsequently, the Committee forms the final list of successful candidates and forwards it to the Assembly of the Department for endorsement. Results are then publicly announced through the MSc program website.

#### **4.7 Enrollment of successful candidates**

Successful candidates are invited to enroll in the program within ten (10) days of the announcement of the final results. In doing so they must file with the Secretariat of the Department all necessary registration documents along with a receipt of payment of the first instalment of the semester tuition fees.

If one or more successful candidates do not enroll, the runners-up, if any, are invited to enroll, in the order of their ranking on the approved merit list.

Following enrollment, the list of enrolled students is forwarded by the Secretariat to the Assembly of the Department, the CC and the Research Laboratories or individual academic staff members that had contributed Research Proposals. CC appoints a tripartite examination committee for each new student. The academic staff member who had contributed the specific Research Proposal is by default one of the 3 members. Furthermore, at least one of the 3 members comes from a Research Laboratory different than that of the supervisor. Replacement of an appointed examination committee member is possible in cases of leave of absence, paid or not, sick leave, resign or major force reasons.

Depending on the annual budget availability of each Research Laboratory and/or of the Department, Teaching Assistantships may be offered to MSc students, in order to aid faculty members of the Department in their undergraduate teaching duties. In this case, the student signs a contract with the Department, for up to 10 hours per week work, paid per hour.

#### **4.8 Enrollment renewals and course registration**

In the beginning of every academic semester of study, the graduate student has to renew enrollment and also to register to those course modules he/she plans to attend and graded in that semester. This is an online procedure carried out in the UNIWA Student Registry, within dates that are announced in the website of the program. The procedure has to be repeated in the beginning of both winter and spring semester.

Within 10 days of the renewal and registration deadline, students who missed it may file with DEEE secretariat an application for delayed renewal, where they state the cause for this delay and list the course modules they intend to attend. Delayed renewals are granted by the Assembly of DEEE on the basis of the (serious) cause claimed. Students who enroll in the 1<sup>st</sup> semester of study are allowed to register exclusively in all the 1<sup>st</sup> semester course modules.

### **ARTICLE 5: Student status – Duration of studies – Full-time studies**

#### **5.1 Student Status – Duration of Studies**

Graduate student status is obtained upon enrollment to the program and retained up to graduation, provided that the student regularly renews enrollment in the beginning of each semester and with the exception of suspension of study semesters possibly granted.

The program is offered only in full-time study mode. Classes start in the Winter Semester of every academic year. The typical length of studies to graduation is three (3) academic semesters; the 3<sup>rd</sup> semester is dedicated to the preparation and defense of a MSc thesis.

Students may need to prolong their studies due to unforeseen reasons; in that case, they have to apply for an extension of studies. The application has to be filed with DEEE secretariat within the

1<sup>st</sup> week of the extension semester. In their application, they have to state and document the need for an extension. Extensions are granted by the CC for whole academic semesters only.

The maximum duration of studies, including any extensions, is five (5) academic semesters. This means that a student may get up to a maximum of two (2) extension semesters. If program requirements are not all completed at the end of the 2<sup>nd</sup> extension semester, the Assembly of DEEE expels the student from the program following a relevant proposition by the CC. In that case, instead of the Master Degree, the student receives a Certificate of Attendance which states all course modules successfully completed by the student, along with their grades and ECTS.

## **5.2 Suspension of studies**

Students may apply for a suspension of studies. In their application, they have to state and document the need for a suspension. Suspensions of study are granted by the CC for whole academic semesters only. Regardless of the time of application, a suspension of study starts in the beginning of the following academic semester. A student is not entitled to more than two (2) suspensions overall, either sequential or not. Semesters of suspension are not counted in the maximum duration of studies. During suspension, student status and student privileges are also suspended; they are automatically reactivated upon expiration of the suspension period.

## **5.3 Transfer to PhD**

Upon successful completion of all requirements of the 1<sup>st</sup> year of studies, a student may apply for transfer to the PhD Program of DEEE, on the condition of approval of the MSc thesis supervisor. In that case, and in order to qualify as a PhD candidate according to the respective DEEE regulation, the student must already hold a Master Degree or an Integrated Master Degree.

Activation of this procedure is conditioned upon a relevant provision in the PhD Program Regulation of DEEE in effect, where admission criteria for applicants from this MSc program are set. Among other provisions, the PhD Program Regulation defines how the student's research experience gained in the 1<sup>st</sup> year of this MSc program may be quantified and considered for partial fulfillment of the requirements for the PhD.

## **ARTICLE 6: Curriculum**

The MSc program curriculum corresponds to 90 ECTS units. The curriculum is structured in academic semesters. All modules and educational activities correspond to a number of ECTS units gained within the semester they are offered. In order to graduate, a student must have successfully completed the following:

1. Attend and get a passing grade in 4 compulsory taught course modules (A.01, A.02, B.01, C.03),
2. Attend and get a passing grade in 2 compulsory research modules (A.03, B.02),
3. Carry out, submit and successfully defend a MSc thesis (C.01),
4. Publish the results of their research in a scientific journal or conference, as deemed suitable by the research supervisor (C.02).

The list of course modules and other academic activities is given in the following Table per semester:

Module Code	Module Title	ECTS	Student Effort In Hours/Sem.
<b>SEMESTER A</b>			
A.01	Research Methodology – Scientific Writing	6	180
A.02	Scientific Computing and Mathematical Modeling	6	180
A.03	Supervised Research I <i>Students carry out research in their specific research topic, supervised by an academic staff member. Technical Report I, including intermediate research results obtained in the 1<sup>st</sup> semester, is prepared and turned in by the student at the end of the semester. Technical Reports are presented by the students to their respective examination committees and are graded. They can be used as parts (chapters) of the final MSc thesis.</i>	18	540
<b>SEMESTER B</b>			
B.01	Ethical and Legal Issues of Emerging Technologies	6	180
B.02	Supervised Research II <i>Students carry out research in their specific research topic, supervised by an academic staff member. Technical report II, including intermediate research results obtained in the 2<sup>nd</sup> semester, is prepared and turned in by the student at the end of the semester. Technical Reports are presented by the students to their respective examination committees and are graded. They can be used as parts (chapters) of the final MSc thesis.</i>	24	720
<b>SEMESTER C</b>			
C.01	MSc Thesis <i>Completion of supervised research and preparation of the MSc thesis that includes intermediate and final results. The MSc thesis is written, turned in and defended by the student to the respective examination committee. Presentation is in public. The MSc thesis is graded.</i>	30	900
C.02	Publication of research results <i>Research results have to be published in an international refereed scientific journal or international refereed scientific conference with proceedings, as deemed suitable by the supervisor. A copy of the publication or an acceptance letter has to be filed for graduation. At least one such publication is required. Compulsory, does not carry ECTS units, ON/OFF student evaluation.</i>	0	0
C.03	Seminar in Electrical and Electronics Engineering <i>Compulsory, does not carry ECTS units, ON/OFF student evaluation.</i>	0	0
<b>TOTAL for graduation</b>		<b>90</b>	<b>2,700</b>

The graduate student must satisfy the following requirements to qualify for the Master Degree: (a) accumulate 90 ECTS units earned as per the curriculum; (b) publish research results in at least one publication; (c) successfully attend the Seminar in Electrical and Electronics Engineering. Course module descriptions are available in the Appendix of the present Regulation as well as online in the program website.

## 6.1 Joint or intensive instruction options

Course modules A.01, A.02, B.01 and C.03 may be taught jointly across the MSc programs of DEEE or jointly with the Specialization Modules of the Integrated Master program of DEEE, if need arises. Upon approval from the Assembly of DEEE, a course module may be taught intensively in a one- or two-week period. In that case, the class schedule is announced in the beginning of the semester, before student enrollment. Intensive mode of instruction may not apply to more than one module in any given semester.

## 6.2 Mode of instruction and evaluation

Course modules are taught and examined in hybrid mode, as a blend of face-to-face teaching in class and online teaching, through synchronous distance learning (teleconferencing). In any case, teleconferencing may extend up to 75% of the whole course. The specific teaching and examination mode for each course module is announced in the beginning of every academic semester, before student enrollment.

In the case of teleconferencing, the UNIWA-endorsed teleconferencing platforms are used. Furthermore, UNIWA-endorsed e-learning platforms, such as *eclass* or *moodle*, may be used by the class teachers to upload learning content in digital form, such as material for study, class notes, presentations, videos, figures, diagrams, proposed bibliography, tests/exams, etc. Teaching is delivered according to the provisions of Greek Law 4957/2022 and the UNIWA Regulation for Graduate Studies (Gov. Gazette 4861/B/02-08-2023, article 9) as well as the Joint Ministerial Decision 18137/Z1/16-02-2023 (Gov. Gazette 1079/B/28-02-2023).

This MSc program does not offer any course module in asynchronous e-learning mode.

Class teachers may use the *Open Eclass* and *moodle* e-learning platforms operated by UNIWA in order to support their students in the course modules with additional learning material, online tools, past evaluation tests, laboratory material, etc. Students may access this material using their institutional credentials ([xxx@uniwa.gr](mailto:xxx@uniwa.gr)). In the central UNIWA webpage <https://www.uniwa.gr/e-learning/>, students can find detailed user guides for these platforms and their various features and functionalities.

## 6.3 MSc Program Language

The MSc working language is Greek. In the case of invited speakers or invited lecturers, English language may be exceptionally used. Learning content and other auxiliary material for student support may be made available either in Greek or in English.

## 6.4 Supervised Research Modules and Technical Reports

In order to earn the 18 ECTS units corresponding to course modules A.03 “Supervised Research I” and the 24 ECTS units corresponding to B.02 “Supervised Research II”, the student has to carry out research in his/her specific research topic, supervised by an academic staff member. A Technical Report including intermediate research results obtained in the respective semester, is prepared and turned in by the student at the end of the semester (Technical Report I or II, respectively). Technical Reports are prepared by the student according to the template available online. They are presented to the examination committee and are graded. The final grade is the average of the grades given individually by the 3 committee members. Technical Report contents are intended to be used as parts (chapters) of the final MSc thesis.

Supervised research in the selected research area and topic is carried out by the students either in the hosting Research Laboratory or in an external institution, industry, company or Research Center that collaborates with the hosting Research Laboratory, under joint supervision. In that case, the supervisor from the side of UNIWA is held responsible by the MSc program regarding student progress.

## **6.5 MSc Thesis**

In order to earn the 30 ECTS corresponding to the course module C.01 “MSc thesis”, the student has to complete and conclude his/her supervised research and prepare a MSc thesis that collectively presents all obtained results, intermediate and final. The MSc thesis is written by the student according to the template of the program available online. MSc thesis is turned in and orally defended by the student to the examination committee. The procedure is held in public. The examination committee may (i) accept the MSc thesis as it is, (ii) return the thesis to the student along with comments for improvement and set a new deadline for defense, or (iii) reject the thesis. An accepted MSc thesis is graded by the examination committee on the basis of the set of defined evaluation criteria and grade breakdown, as detailed in the relevant Reports and Theses Preparation Regulation of the MSc Program. Grades are given on the 0-to-10 scale. The final grade is the average of the grades given individually by the 3 committee members. After the examination committee files the MSc thesis grading form with DEEE Secretariat, the student has to upload the thesis in full text in the UNIWA repository POLYNOE, under the MSc program partition, for the grade to become final.

## **6.6 Publication of research results**

A final requirement for graduation is the publication of research results, to cover course module C.02 “Publication of research results”. The publication must be co-authored by the student and the research supervisor at least - and possibly by other researchers that contributed to this research, as decided by the supervisor. Acceptable publications are those in international refereed scientific journals or international refereed scientific conferences with proceedings and review in the full text of the paper. Publication sources must be accessible and renowned (indexed in Web of Science, Scopus, PubMed, or equivalent). For the student to meet this requirement, either a copy of the publication or a copy of the submitted manuscript in full text along with the letter of acceptance, must be filed with DEEE Secretariat by the supervisor.

## **ARTICLE 7: Teaching – Examination Periods – Student Evaluation**

### **7.1 Teaching**

Teaching is organized in two academic semesters, Winter and Spring, each extending to 13 weeks of lectures followed by 2 weeks of examinations (examination period of January for course modules taught in the Winter semester and examination period of June for course modules taught in the Spring semester). Furthermore, students are entitled to a re-sit exam in any course module of the Winter or Spring semester, in the examination period of September. Compulsory modules are taught for at least 39 hours per semester.

Students have to register in a number of modules in the beginning of each new academic semester, Winter and Spring. Attendance of classes for the chosen modules is mandatory, as is the participation in all other educational activities of the program as detailed in the Curriculum. In



particular, it is important that students participate in all research-related events organized by the MSc program, the respective Research Labs or DEEE.

Classes are taught according to the announced week and semester schedule which includes class teacher(s), class days/hours, meeting room(s)/laboratories or teleconference links, depending on the mode of instruction of each module. Class attendance is mandatory. Delays beyond 15 minutes are considered as missed class; the student, however, may still attend the class. Students who have missed more than two (2) of the scheduled classes of any given course module, automatically fail the module and are not allowed to participate either in the regular exam period or the September re-sit exam period. Student attendance is recorded by each class teacher who evaluates participation and progress continuously.

If a class is cancelled for any reason, it is rescheduled by the class teacher who announces the new date and time in the website. Students have to closely follow the MSc program website, to keep updated on announcements, news and events.

In order to facilitate class attendance and evaluation of students with disabilities or special (educational) needs (SD/SN), the DEEE professor designated as SD/SN Counsellor has to be contacted by the student before the beginning of the semester (<https://eee.uniwa.gr/el/spoudes/akadimaiki-ypostiriksi/symvouloi-foititon-me-anapiria-fmea>). The student should also contact the teacher of each course module he/she is registered in the current semester and inform him/her on the type of special needs and other requirements.

## 7.2 Examination Periods

Student progress and performance is evaluated solely by the teacher(s) of the corresponding course module. Teachers may decide to evaluate students by written or oral exams, by projects that have to be reported and presented, by tests or quizzes or in any other way they deem suitable. Assessment may take place in midterm, at the end of the term, at both time points or continuously, throughout the semester. In the case of course modules assigned to more than one teacher, evaluation methods may be common or differ per teacher; this has to be communicated to the students in the beginning of the semester. All possible ways of evaluation within a given course module are described in detail, along with the respective grade breakdown, in the course module description table available online.

In any case, assessment is completed within dates set by the course module teacher(s) and announced in the beginning of the semester; it may not extend beyond the beginning of next academic semester. In case a *final* exam is needed, be it a written or oral exam or a project submission and presentation, this must be scheduled within the official examination periods announced.

Examination periods take place following the completion of teaching periods of each of the two semesters, as defined in the academic calendar; they may not overlap with teaching classes. The exact dates are decided by CC and announced in the MSc website every year. In the same decision, the exact dates for the re-sit examination period of September are set. Students are allowed to take part in the examinations of all course modules they are registered in for the current semester. The learning material to be examined is announced by the course module teacher(s) in the beginning of the semester along with any details or amendments.

In the beginning of a final exam, proctors check student IDs. Students spotted to cheat in any way (e.g., copy material from books or notes or from fellow students or from online sources using a

mobile device) or to secretly communicate with fellow students or to impede the smooth running of the exam in any way are expelled from this exam, the respective written documents are signed by the proctor(s) and the MSc Program Director is notified in order to initiate the relevant disciplinary procedures.

Teachers should make all necessary arrangements for the evaluation of SD/SN, according to the provisions of UNIWA Internal Regulation, article 37. SD/SN should contact the professor designated as SD/SN counsellor as well as the teacher(s) of each course module they intend to be evaluated in the current semester, so as to ensure that their special needs are taken care of.

Written exam sheets, student reports or documents of any other type of evaluation taking place within this MSc are retained by the course module teacher(s) for a period of at least 12 months following which they may be physically destroyed, except when a disciplinary procedure is ongoing or pending.

### **7.3 Student Evaluation and Grading**

Grading is in the 0.0 – 10.0 scale. Grades are given with accuracy of one decimal digit. Passing grade is 5.0 for all modules. For graduation, however, a GPA of 6.0 or above is required. GPA is computed as the average of the final grades obtained by the student in the course modules, each weighted by the corresponding ECTS units. GPA is given with accuracy of two decimal digits. GPA is accompanied by performance ranking as follows:

- 8.50 – 10.00: Excellent
- 6.50 – 8.49: Very Good
- 6.00 – 6.49: Good
- 5.00 – 5.99: Unsatisfactory
- 0.00 – 4.99: Fail

In the case of an 'Unsatisfactory' or a 'Fail' result (GPA less than 6.00), DEEE does not confer the MSc degree and title. Instead, the student receives a Certificate of Attendance stating all successfully completed modules or other educational activities, along with their grades and ECTS units.

Teachers file examination results and grades with the UNIWA Student Registry and DEEE Secretariat within two (2) weeks of the end of the corresponding examination period. They also file with the Secretariat all documentation for the grade(s) given, such as written exam sheets, technical reports, project reports, presentations, etc. All these are kept in record by the Secretariat.

### **7.4 MSc thesis preparation and evaluation**

The MSc thesis is written and submitted by the student under the research area and research title defined in the respective call. In the case when a modification of the research title (within the same research area) is deemed necessary, so that the new title describes more accurately the research work carried out, an application along with a brief justification has to be filed with the Secretariat by the supervisor. Applications can be filed at any time before the MSc thesis examination procedure. They are forwarded to the Assembly of DEEE for endorsement and become effective immediately afterwards.

MSc thesis is undertaken and carried out strictly on an individual basis. The MSc thesis text should extend to up to 20,000 words approximately. In case of theses that include the development of novel audiovisual or of other digital material or software application, the thesis text can be reduced to 10,000 words approximately. The thesis preparation must follow the plan, stages and schedule agreed between the student and the supervisor.

MSc theses are written in Greek. Students who wish to write their thesis in English may do so with the consent of CC following an application endorsed by the research supervisor. In any case, cover page, list of contents and an extensive abstract and keywords are given in both languages.

MSc theses are submitted for examination within the deadline announced by the Secretariat, at the end of each academic semester. Thesis preparation extensions are granted for exceptional reasons such as health issues. Thesis preparation extensions are granted by the CC for whole academic semesters only, after a written, justified and documented application of the student.

MSc theses are submitted for examination along with a form signed by the supervisor who states that the thesis is completed and ready for evaluation. The thesis is submitted in digital form, along with any supplemental digital material. A single printed and bound copy is given to the Secretariat for MSc records, after examination, acceptance and grading of the thesis. Thesis text formatting should strictly follow the instructions and template of the MSc program, which is decided by the CC and made available online in the program website. The text should be preceded by an abstract of 300-400 words approximately, along with a set of 4-6 keywords.

An MSc thesis is evaluated by the tripartite examination committee that includes the supervisor. The student presents and orally defends the thesis to the committee. The procedure is held in public and the date and place are announced in time by DEEE Secretariat. The committee may (i) accept the thesis as it is, (ii) return the thesis to the student along with written comments for improvement and set a new deadline for defense, or (iii) reject the thesis.

1. In the first case, the thesis is graded by the examination committee on the basis of the set of defined evaluation criteria and grade breakdown, as detailed in Appendix II of the MSc Program Study Regulation. The final grade is the average of the grades given individually by the 3 committee members. After the committee files the MSc thesis grading form with DEEE Secretariat, the student has to upload the thesis in full text in the UNIWA repository POLYNOE, under the MSc program partition, for the grade to become final.
2. In the second case, the whole procedure is repeated for the defense and acceptance of the improved thesis version.
3. In the third case, the Department does not confer the Master of Science degree and title. Instead, the student receives a Certificate of Attendance stating all successfully completed modules or other educational activities, along with their grades and ECTS units.

Accepted and graded MSc theses must be uploaded in full text in the digital repository of UNIWA Library POLYNOE. After the examination committee files the MSc thesis grading form with the Secretariat, the student has to upload the thesis in full text in POLYNOE, under the MSc program partition, for the grade to take effect.

## **7.5 Anti-plagiarism rules**

Students should clearly and meticulously cite any external sources of material(s) used in the text of the MSc thesis or in any other text(s) students submit during their studies to fulfill the

requirements of the MSc program. They also take special care to place quoted text in quotation marks, so as to differentiate it from their own original text. Quoted text coming from external sources or text similar to already published text(s) of the same or other author(s) should not exceed 20% of the total thesis text, excluding bibliographic references and cover pages. Observation of the above limit is checked by the supervisor on the final thesis text, prior to submission of the text for examination, using the UNIWA-endorsed software tool (*turnitin®* or other). In the case of Technical Reports I and II and of the MSc thesis, the resulting percentage of similarity is forwarded by the supervisor to the other two members of the examination committee.

Plagiarism is considered a grave academic offense. The term covers all cases of

- appropriation or use of the work(s) or part of work(s) of others, either published or not, without the due reference,
- re-use of previous work(s) or parts of work(s) by the same author that have already been submitted and evaluated within a different framework, without clearly stating so,
- quotation of any documentation material without the due reference to its source.

In the unfortunate case that a student commits any of the above academic offenses and after a documented proposition by the CC, the Assembly of DEEE may decide to expel of the student. The expelled student receives a Certificate of Attendance stating all successfully completed modules or other educational activities, along with their grades and ECTS units.

## **ARTICLE 8: Student Rights and Obligations**

### **8.1 Student Support – Academic counsellors – Counsellors for students with disabilities**

MSc students have all the rights and are entitled to all support activities and means that are offered to undergraduate students in UNIWA, with the exception of the right to receive a free copies of textbooks for the MSc course modules they attend.

Regarding academic counselling, the research supervisor of each graduate student acts as his/her personal Academic Counsellor and remains in close collaboration with the student throughout the study program.

The counsellor for graduate students with disabilities and/or special (educational) needs (SD/SN) is the same academic staff member that is appointed to this role for undergraduate students of DEEE. DEEE and UNIWA ensure that SD/SN are given equitable access to the university premises, the learning material and the instruction and evaluation activities.

### **8.2 Keeping updated and participating**

MSc students are welcome to participate in all research-related or other, general interest events and activities organized by the MSc program, the Department, the Faculty or other units of UNIWA, to the extent that such participation supports and positively affects their studies. In particular, they are welcome to participate in research group seminars, focus groups and discussions, bibliographic updates seminars or presentation, lab tours and visits, workshops or conferences on subjects related to the MSc, lectures or any other scientific event.

### **8.3 Tuition and Fees**

This MSc program is offered by DEEE free of tuition or fees.

### **8.4 Student Evaluation of Teaching**

Evaluation of every course module as well as of every class instructor takes place by the end of instruction period of each semester. Evaluation procedure and forms are defined by legislation, UNIWA Internal Regulation and the directives of the UNIWA Quality Assurance Unit (<https://modip.uniwa.gr/en/home/>). In particular, students complete an anonymous online questionnaire for each course module they are enrolled in during the current semester. The questions refer to the course module content, the instruction process and the efficiency of the instructor. Evaluation results are treated as confidential and are forwarded to the corresponding class instructor(s) as feedback for their personal update and improvement. Within the following semester, evaluation statistics, anonymized and free of any personal / identification data, are published on the MSc website and are forwarded to the Assembly of the Department to support decision making.

### **8.5 Teaching Assistantships - Scholarships**

Depending on the annual budget availability of the MSc program, of the involved Research Laboratories and/or of DEEE, Teaching Assistantships (TA) may be offered to MSc students, in order to aid faculty members of DEEE in their undergraduate teaching duties. TAs are granted by the Assembly of DEEE, after a proposition by the CC, following an open call and a selection process. Selected students sign a contract with DEEE, for up to 10 hours per week work, paid per hour.

Depending on the annual budget availability of the MSc program, of the involved Research Laboratories and of DEEE, graduate students may apply for scholarships on academic merit, which are granted according to UNIWA Regulation for Graduate Studies, article 14. Only students within the typical duration of study are eligible for these scholarships.

### **8.6 Student Mobility through ERASMUS**

MSc students are entitled to participate in mobility programs within the LLP ERASMUS framework, to a peer academic or research institution abroad. To qualify for mobility, students should have successfully completed all requirements of the 1<sup>st</sup> semester of study. Incoming students from peer institutions at the MSc level are also welcome in the program.

Graduate student mobility is regulated by the UNIWA Mobility Regulation and the MSc Mobility Regulation.

### **8.7 Graduation**

The graduation ceremony takes place during a meeting of the Assembly of DEEE, in the premises of the Department or the Faculty and in the presence of the MSc program Director, the Head or Deputy Head of DEEE, the Dean or Deputy Dean of the Faculty of Engineering and a representative of UNIWA Rectorate, as available. All other details of the ceremony are defined by the Faculty of Engineering Regulation for all the MSc programs offered by the Faculty of Engineering Departments. In the graduation ceremony, graduates receive the original Master of Science title along with the Diploma Supplement (in Greek and in English).

A point that should be stressed is that a Master of Science degree cannot be conferred to a student who does not already hold a degree for studies of the 1<sup>st</sup> cycle (Level 6 of the EQF or equivalent) from a university or equivalent academic institution that is accredited by the Greek NARIC.

### **8.8 Discontinuation of studies – Expulsion of students**

The Assembly of the Department may decide to discontinue the study (i.e., to expel a student) in the following cases:

1. following an application from the student who wishes to discontinue his/her studies,
2. following a documented proposition of the CC, in case one of the following holds true:
  - a) the student has exceeded the maximum length of study, as set in the MSc Program Study Regulation, either because he/she abstained from required activities or because of poor performance and failure in examinations or other evaluation activities so that it has become impossible for the student to complete all program requirements within the maximum duration allowed,
  - b) the student has committed offenses that have violated the MSc Program Study Regulation, the UNIWA Internal Regulation, or other legislation, as this is verified by the competent body,
  - c) while preparing an MSc thesis or other deliverable required by the MSc program, the student has violated the regulations on Intellectual Property Rights (Greek Law 2121/1993, as it holds) as this is verified by the competent body.

An expelled student receives a Certificate of Attendance stating all successfully completed modules or other educational activities, along with their grades and ECTS units.

## **ARTICLE 9: MSc Program Infrastructure, Equipment and Resources**

### **9.1 Infrastructure – Laboratories**

Students are given access to the classrooms and laboratories of the Department as well as to the printed and online material and collections of the UNIWA Libraries. For the needs of their research, students are given access to the following Research Laboratories of the Department, as they currently stand or as they may be reconfigured by the relevant competent bodies:

<b>nr.</b>	<b>Laboratory Title</b>	<b>Website</b>	<b>DEEE Academic Staff (Director and members)</b>
1	Electrical Circuits and Power Measurements Laboratory	<a href="http://ecpmlab.ee.uniwa.gr/">http://ecpmlab.ee.uniwa.gr/</a>	G. Leonidopoulos, N. Manousakis, V. Kontargyri, P. Karagiannopoulos
2	High Voltage and Energy Systems Lab	<a href="http://hvlab.eee.uniwa.gr">http://hvlab.eee.uniwa.gr</a>	C. Psomopoulos, P. Pachos, P. Tsatsaros
3	Building and Industrial Energy Systems Lab	<a href="http://eiclab.eee.uniwa.gr/">http://eiclab.eee.uniwa.gr/</a>	G. Ioannidis, P. Malatestas, S. Kaminaris, P. Karaisas, K. Kalkanis,

			P. Kontaxis, K. Koukouvinos, O. Syggeridou
4	Electronics and Computer Technologies (ECTLab)	<a href="http://ectlab.eee.uniwa.gr/">http://ectlab.eee.uniwa.gr/</a>	S. Potirakis, S. Vassiliadis, K. Zachariadou, E. Kyriakis-Bitzaros, M. Rangoussi, N.-A. Tatlas, D. Metafas, E. Sarri, S. Galata, Ch. Kachris
5	Wireless and Optical Devices and Communication Networks (WAVECOM)	<a href="http://wavecom.eee.uniwa.gr/">http://wavecom.eee.uniwa.gr/</a>	N. Stathopoulos, S. Savaidis, K. Voudouris, I. Simos
6	Smart Technologies, RES and Power Quality (STRESQ)	<a href="https://restqmlab.eee.uniwa.gr/">https://restqmlab.eee.uniwa.gr/</a>	G. Vokas, P. Papageorgas, D. Piromalis
7	Electronic Devices and Materials (EDML)	<a href="http://edml.uniwa.gr/">http://edml.uniwa.gr/</a>	K. Moutzouris, I. Stavrakas, S. Kriptou, P. Photopoulos, F. Magana
8	Telecommunications, Signal Processing and Intelligent Systems (TelSiP)	<a href="http://telsip.uniwa.gr/">http://telsip.uniwa.gr/</a>	D. Kalyvas, E. Zervas, A. Alexandridis, G. Koulouras, E. Zois, S. Karabetsos, P. Tsiakas
9	Microsystems, Sensors, Embedded Systems and Automations (microSENSES)	<a href="http://microsenses.eee.uniwa.gr/">http://microsenses.eee.uniwa.gr/</a>	G. Kaltsas, E. Valamontes, I. Famelis, G. Patsis, D. Kandris, D. Goustouridis
10	Energy Applications and Energy Saving Systems	<a href="http://eaess-lab.uniwa.gr/">http://eaess-lab.uniwa.gr/</a>	A. Moronis, G. Tsekouras
11	COmputer Networks & Services (CONSERT)	<a href="https://consert.ee.uniwa.gr/">https://consert.ee.uniwa.gr/</a>	Ch. Patrikakis, S. Mitilineos, P. Papadopoulos

Graduate students use the premises and equipment of the hosting Laboratory under the supervision of the lab personnel and observe at all times the Laboratory Regulation and especially the safety regulations included therein.

## 9.2 UNIWA Libraries

The mission of UNIWA Library is to support and strengthen educational and research activities of all members of the UNIWA academic community by means of facilitating the retrieval and management of specialized information and data as well as their disposal and availability to the broad national and international academic community. As part of its mission, UNIWA Library holds an active role in all initiatives UNIWA takes in the fields of education, culture and civilization.

UNIWA Library and Information Center has physical presence in the 3 campuses operated by UNIWA: students and staff can make use of the facilities and services of

- the Egaleo Park Campus Library or Library 1 (<https://library1.uniwa.gr/>),
- the Ancient Olive Grove Campus Library or Library 2 (<https://library2.uniwa.gr/>),
- the Athens Campus Library or Library 3 (<https://library3.uniwa.gr/>).

All three Libraries have study rooms and computer rooms with Internet access made available to students at extended opening hours (9:00 – 19:00 workdays, UNIWA academic calendar holidays excluded).

Furthermore, as a member of the Hellenic Link of Academic Libraries (Heal-Link), UNIWA Library and Information Center offers students free electronic access to major bibliographic databases such as Mathscinet, as well as to the full text of thousands of digital books and scientific journals of top-rank publishers such as Elsevier, Springer, Kluwer, Academic Press, etc.

Moreover, the Online Public Access Catalogue (OPAC), accessible at the URL [https://opac.seab.gr/search~S15\\*gre](https://opac.seab.gr/search~S15*gre), gives to all UNIWA members free access to all departmental libraries and to the central UNIWA library contents.

Study rooms and computer rooms for the use of undergraduate and graduate students are available in all 3 UNIWA Libraries, each located in one of the 3 UNIWA campuses.

## **ARTICLE 10: Evaluation and Accreditation of the Program**

### **10.1 Internal Evaluation**

Internal evaluation of every course module as well as of every class teacher or research supervisor involved in the MSc program takes place by the end of the teaching period of each semester (13 weeks). Internal evaluation procedures and forms are defined by national legislation, UNIWA Internal Regulation, the directives of the UNIWA Quality Assurance Unit (<https://modip.uniwa.gr/en/home/>) and the MSc Program Study Regulation.

Detailed evaluation results are treated as confidential and are promptly forwarded to the corresponding class teacher(s) as feedback for their personal update and improvement. Within the following semester, evaluation statistics, anonymized and free of any personal / identification data, are published on the MSc website and are forwarded to the Assembly of DEEE to support decision making.

On the basis of the evaluation results obtained in the two academic semesters of an academic year, the CC prepares the annual Internal Evaluation Report, typically following the September examination period. This Report along with the annual statistical results, carefully anonymized and free of any personal / identification data, is made available by the CC to the Assembly of DEEE, to all academic staff members involved in the MSc program, to the students through the MSc program website and to the UNIWA Graduate Study Programs Committee.

Furthermore, the CC discusses the evaluation results and proposes a set of measures or actions to be undertaken in order to fill gaps or remedy weak points revealed by the internal evaluation, in order to improve the MSc program. The proposal is addressed to the Assembly of the Department for decision making.

### **10.2 External Evaluation and Accreditation**

External evaluation and accreditation of the MSc program is regulated by Greek Legislation, EU legislation and the procedures and forms set by the Hellenic Authority for Higher Education



(H.A.H.E., <https://www.ethaae.gr/en/>). Accreditation by this national body is mandatory for all academic study programs offered in Greece.

## **ARTICLE 11: Other UNIWA student services**

### **11.1 E-mail account by UNIWA Network Operations Center (NOC)**

UNIWA offers free e-mail services to students of all study programs through the UNIWA Network Operations Center (NOC). An e-mail account of the form <username>@uniwa.gr is assigned to each graduate student upon enrollment through DEEE Secretariat. In particular, upon enrollment students receive from DEEE Secretariat their personal and unique UNIWA Registration Number and the password necessary to activate their institutional e-mail account. Accounts are deactivated automatically by NOC upon either graduation or expiration of the maximum duration of study. An electronic message notifies the student or graduate for deactivation. A reasonable extension may be granted, following an application of the interested student to DEEE Secretariat. Furthermore, all UNIWA premises have wireless Internet access (Wi-Fi protocol, ssid: uniwa).

### **11.2 Digital Secretary Services**

The digital secretary services of UNIWA are available to the students at the URL <https://www.uniwa.gr/services/e-services/>, where students can log in the UNIWA Student Registry using their institutional credentials. In the Registry, student may

- get updated on course modules, teachers, textbooks, notes, assignments, deadlines, etc.,
- renew enrollment and register to course modules in every semester,
- get updated on the grades received in all exams or other evaluation activities,
- receive Certificates of Student Status in electronic form.

### **11.3 Academic ID**

Upon enrollment, graduate students are entitled to apply to the Greek Ministry of Education for an Academic ID. Academic ID is issued by the central Greek Ministry of Education services, in the form of a smart card which ensures certain privileges to the holder. Application is filed by the student directly to the Ministry through the URL <http://academicid.minedu.gov.gr/>. After an online check and verification by the Secretariat of the Study Program the student is enrolled in, the personal Academic ID is issued and may be picked up in physical form by the student from one of the pick-up points selected during the application process. Academic IDs are also valid as public transportation access cards, for those students eligible for free transportation and up to the expiration date written on them.

### **11.4 Support for Students with Disabilities or Special (Educational) Needs**

UNIWA takes special care to support students who for various reasons (students with disabilities, students with special (educational) needs, students from vulnerable social groups, students from low-income families) face obstacles that prevent them from participating in academic activities required in their study programs and in student life in general. These students are collectively referred to as SD/SN.

According to UNIWA Internal Regulation, article 61, paragraph 2, DEEE assigns the role of SD/SN counsellor to an academic staff member for an academic year term which may be renewed.

Departmental SD/SN counsellors, in collaboration with UNIWA administration staff and services, undertake the task of supporting SD/SN in order to alleviate practical obstacles that prevent them from completing their studies and from graduating (<https://eee.uniwa.gr/el/spoudes/akadimaiki-ypostiriksi/symvouloi-foititon-me-anapiria-fmea>). The departmental SD/SN counsellor of DEEE holds the same role for SD/SN enrolled in the MSc program. Special care is taken by DEEE and the MSc program administration so as to provide SD/SN with access to all textbooks and to facilitate their class/laboratory participation.

### **11.5 Academic Counsellor**

Every academic year in May, the Assembly of DEEE designates one or more DEEE professors as student Academic Counsellors for the next academic year. The list of counsellors is announced online in DEEE website. Counsellors advise and support students, especially first-year students, in order to facilitate their transition from secondary education to university. Drawing from their educational, research and professional experience, counsellors help students address and overcome practical issues so as to successfully proceed and complete their study program and enter professional life. For the students enrolled in the MSc program, the role of academic counsellor is held by the research supervisor of each student.

### **11.6 UNIWA Student Advocate**

The Student Advocate was instituted in all Greek Universities by national Law 4009/2011, article 55, in order to mediate between students and teachers or students and administrative services of the University, to prevent maladministration or illegal actions and to safe-guard the smooth and fair operation of the University. The Student Advocate has no jurisdiction on issues of student evaluation and grading in examinations.

As part of his/her responsibilities, the Advocate investigates cases of his/her own accord or upon a student request or complaint and mediates with the relevant UNIWA bodies to resolve them. The Advocate may request and obtain from the University services any information, document or other evidence relative to the case at hand, may interrogate individuals and/or may ask for an expert opinion. In the case the Advocate detects illegal actions, maladministration or malfunctioning of a certain aspect of University life, he/she notifies the academic staff or the relevant administrative department involved, as well as the student who submitted the report or complaint, and puts special effort to resolve the issue in a mutually satisfactory way. The Advocate may decide not to investigate but to file a student report which is vague, not documented or unsubstantiated. On the other hand, if the Advocate believes there is any evidence of a disciplinary offense, he/she forwards the case to the competent disciplinary body. (<https://advedu.uniwa.gr/>).

### **11.7 Student welfare and other services**

Graduate students of UNIWA are entitled to certain welfare provisions and services, as these are defined in the pertinent national legislation, in UNIWA Regulation for Graduate Studies and the decisions of UNIWA administration. Information on these services, student eligibility and all relevant detail are available through the UNIWA Student Welfare Department. More specifically, graduate student are entitled to:

- Free meals in the UNIWA student restaurants, depending on their personal and family income,
- Medical services (European Security Card),

- Free transportation in public transport (academic ID is also used as student bus pass, eligibility dependent on personal and family income).
- Access to UNIWA Sport Facilities,
- Access to UNIWA cultural activities (organized groups for music, dance, theater, photography and cinema).

More details on each of these services are provided in UNIWA Internal Regulation (Gov. Gazette 4621/B/21-10-2020) and online in the central UNIWA website (<https://www.uniwa.gr>).

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