



## **International Graduate Program in Biological Inorganic Chemistry**

**Study Regulations, Internship/Mobility, and Thesis Preparation**  
**International Graduate Program in Biological Inorganic Chemistry**



## **International Graduate Program in Biological Inorganic Chemistry**

The International Graduate Program in Inorganic Biological Chemistry has regulations approved by the Program Committee (PCS) that govern various matters:

1. Regulations of the Postgraduate Study Program
2. Regulations for the Preparation of the Master's Thesis
3. Regulations for the Internship
4. Mobility Regulations



## International Graduate Program in Biological Inorganic Chemistry

### 1.Regulations of the Graduate Study Program

The Regulations of the Postgraduate Study Program also constitute its operating regulations. They have been published in the Government Gazette (FEK) of the program's re-establishment (No. 2612/5-7-2018, Issue B). They are also described in detail in the Study Guide and are available on the program's website. [Biological Inorganic Chemistry](#)

#### Article 1

##### Enrollment of Postgraduate Students

The enrollment of admitted postgraduate students takes place by registering in the postgraduate program and following approval by the Program Committee (PCS) of the program.

The Study Guide is available on the website. It contains the requirements for the award of the degree, the complete list of courses, the number of credit units assigned to each course, and other relevant information.

A student receives an Academic ID after registering in the Ministry of Education's electronic system and following the corresponding instructions.

The Department Secretariat maintains a separate file for each student, which contains:

- a) the degrees and supporting documents submitted at the time of enrollment,
- b) copies of certificates the student has received, and
- c) any scholarships or awards the student has been granted.

The contents of this file are accessible only to the competent administrative office and the student themselves.

#### Article 2

##### Study System and Duration of Studies

Postgraduate studies are conducted based on a semester-based course system and according to the postgraduate program prepared by the Program Committee



### **International Graduate Program in Biological Inorganic Chemistry**

(PCS), as outlined in the Study Guide. The academic work of each year is structured into two semesters: the winter and the spring semester.

Studies in the program include the mandatory preparation of a Master's Thesis. The procedures and requirements for the preparation and evaluation of Master's Theses are regulated by decisions of the Program Committee (PCS) and are clearly specified in the operating regulations.

At the beginning of each semester, students submit an electronic declaration listing the courses they intend to take. Examinations are permitted only for courses that have been declared for the respective semester. Students who fail to submit their electronic declaration within the deadlines announced by the Secretariat are not allowed to sit for any exams during that semester.

### **Article 3**

#### **Program Curriculum**

The allocation of credit units (ECTS) per course is proportional to the number of teaching hours, laboratory and other practical exercises, the expected student workload, and the relative importance of the courses within the framework of the Study Program.

Each semester includes at least thirteen (13) full weeks of teaching (plus an additional two weeks for examinations), covering the minimum number of credit units required by the applicable regulations. In the event of lost teaching weeks, the duration of the semester may be extended with the approval of the Senate of the University of Ioannina. Lectures missed due to student-related events, up to two days per semester, must be rescheduled. If a lecture is missed due to the instructor, the instructor is responsible for arranging its replacement. In cases of force majeure (e.g., illness) where an instructor is expected to be absent for more than one week, the Program Committee (PCS) must appoint a substitute for that period or ensure that the missed lectures are properly rescheduled.



## **International Graduate Program in Biological Inorganic Chemistry**

### **Article 4**

#### **Study Guide**

Every May, the Program Committee (PCS) prepares the annual Study Guide, which is published on the website.

The Study Guide includes:

- i. information on the organization of studies,
- ii. the Curriculum Outline,
- iii. course descriptions,
- iv. information on the administration of the program,
- v. useful information (such as internships, Erasmus program), as well as any other information deemed necessary by the Program Committee (PCS).

### **Article 5**

#### **Teaching**

The teaching of courses in the postgraduate program is conducted according to the timetable prepared by the Secretariat under the responsibility of the Director of the program, so that the educational process flows as continuously as possible. The timetable includes the allocation of teaching hours for each course across the five working days of the week, the instructors, and the classrooms, and it is announced in a timely manner by the Secretariat on the website [PROGRAMMA- BIC](#).

The Program Committee (PCS), taking into account the distribution of teaching duties among professors and instructors, may make decisions depending on the type of teaching for each course (lectures, presentations, seminars, tutorials, exercises, etc.). Similarly, it determines any other details of the teaching process, respecting the constitutionally guaranteed freedom of instruction. The Director of the program is responsible for supervising the proper conduct of all courses.

### **Article 6**

#### **Attendance of Courses**



## **International Graduate Program in Biological Inorganic Chemistry**

Attendance of courses is mandatory. Postgraduate students are required to attend all courses consistently. Failure to attend at least three-quarters (3/4) of the teaching hours of a course deprives the student of the right to take the examination and requires them to retake the course.

In each course, the instructor may specify additional student obligations, such as the type of research work, participation during the course, or presentations.

### **Article 7**

#### **Examinations**

Student performance is assessed by the instructor, who may, at their discretion, organize written and/or oral examinations and/or rely on assignments or laboratory exercises. The method of examination and grading, except for students with learning difficulties, must be the same for all students. Examinations outside the scheduled date or by a method different from the pre-established one are permitted only upon the student's request due to serious health issues.

There are three examination periods:

- a. January, for courses of the winter semester,
- b. June, for courses of the spring semester, and
- c. September (resit), for courses of both semesters.

The maximum duration of each examination period is two weeks.

The examination schedule for each semester is announced at the beginning of the semester. If, for any reason, the semester teaching is extended, the examination schedule is adjusted accordingly. The September examination schedule is announced in June.

- a. Attendance at the final examination of each course after the end of the semester requires active participation in the educational activities deemed mandatory by the instructor, in accordance with applicable legislation.

The final grade takes into account grades from written and/or oral examinations, assignments, and/or laboratory exercises, with the weighting percentages specified in the Study Guide.



## **International Graduate Program in Biological Inorganic Chemistry**

The program is responsible for the proper conduct and supervision of examinations. During examinations, the course instructor is present in the room, and invigilators may include members of the Teaching and Research Staff (E.E.P.), Special Teaching Staff (E.D.I.P.), Special Technical Staff (E.T.E.P.), scientific collaborators, doctoral candidates, IKY scholars, and administrative staff of the Department. The behavior of invigilators must respect the dignity of examinees. For written examinations, each instructor determines the minimum and maximum duration of the exam.

### **Article 8**

#### **Examination Regulations**

Students are not allowed to participate in examinations without presenting proof of their student status. The appointed invigilators and the course instructor are responsible for verifying this at the start of the exam.

Collaboration, conversation, or any exchange of items between examinees is strictly prohibited.

Entry to the examination room after the exam has started, or during its conduct, is not allowed.

Examinees must comply with the instructions of the invigilators regarding their seating and arrangement in the room.

The use of any aids (books, notes, etc.) is prohibited, except for those explicitly allowed by the course instructor.

Mobile phones must be turned off during the examination. Their use as calculators is not permitted. Any attempt to activate or use a mobile phone during the exam is considered cheating and will result in automatic nullification of the exam paper, as recorded by the invigilators.

☐ Examination questions must be returned along with the student's answer sheet and any reference sheets provided during the exam. Students may only take the questions with them at the end of the exam if explicitly permitted by the course instructor.



## **International Graduate Program in Biological Inorganic Chemistry**

Leaving the examination room during the exam is prohibited. A short exit may be allowed only with the invigilator's permission and in cases of exceptional necessity.

Fewer than two examinees are not allowed to remain in the room during an examination.

During exams, the technical staff of the program may restrict access to the internet through the Department's wireless networks.

Students accept the above rules by participating in the examinations.

In cases of cheating or violation of the above rules, the Program Committee (PCS) decides on the appropriate penalty.

### **Article 9**

#### **Exams Grades**

Student performance in courses is evaluated with grades assigned during the assessment process. Each course or thesis is graded independently using whole units and one decimal place. The grading scale is ten-point (0–10), with the minimum passing grade being 5. The grade classifications are:

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

Examination results are entered electronically for each student by the instructor within a maximum of four weeks after the course examination, and in any case within a reasonable time to ensure that the course registration process for students is not hindered. Students are informed of their grades through their institutional account.

Students have the right to be informed by the instructor about the method used to determine their grade, regardless of the type of assessment.

Changes to recorded grades are permitted only by decision of the Program Committee (PCS), following a written justification from the instructor, accompanied by the re-graded examination.



## **International Graduate Program in Biological Inorganic Chemistry**

Students are required to retake courses in which they did not achieve a passing grade and be examined according to the new conditions if any changes occur (e.g., in the syllabus). For elective courses, they may choose to replace them. If a student fails a course twice, the Program Committee (PCS) may decide to dismiss the student from the program.

Grade corrections are allowed in cases of obvious clerical or arithmetic errors, upon request of the responsible instructor and decision of the Program Committee (PCS).

### **Article 10**

#### **Evaluation/Certification of Courses and Instructors by Students**

The program is periodically evaluated in accordance with applicable legislation as part of the regular evaluation/certification carried out by the Hellenic Authority for Higher Education (HAHE), to ensure its continued operation in accordance with its founding decision and the Postgraduate Study Regulations.

The evaluation of teaching and instructors is conducted by the Internal Quality Assurance Unit (MODIP) through student-completed questionnaires twice a year (every December and May).

Questionnaires are completed electronically (since 2019), anonymously, and participation is not mandatory. They cover all courses and laboratories as well as all instructors.

The evaluation focuses on the following areas:

- Student-Centered Teaching and Learning
- Students and Instructors
- Assigned Work
- Course Difficulty
- Learning Outcomes

Specifically:

At the end of each semester, each course and instructor is evaluated by postgraduate students. The University of Ioannina's standardized questionnaire is



### **International Graduate Program in Biological Inorganic Chemistry**

used as a diagnostic tool to assess the educational work. The questionnaire includes closed-ended questions to quantify results and open-ended questions to allow students to express any issues they have encountered and provide suggestions for course improvement.

The Evaluation/Assessment Committee of Educational Work, appointed by a meeting of the Program Committee (PCS), is responsible for overseeing the evaluation process



## International Graduate Program in Biological Inorganic Chemistry

### 2. Regulations for the Preparation of Thesis

These are detailed in the operating regulations of the program, which were published in the Government Gazette (FEK) of the program's re-establishment (No. 2612/5-7-2018, Issue B). They are also described in detail in the Study Guide and are available on the program's website.

#### Article 1

##### Master's Thesis

The Master's Thesis is conducted during the 2nd–3rd semester for full-time students and the 4th–5th semester for part-time students. Completion of a Master's Thesis is mandatory, and its total duration cannot be less than two (2) semesters.

Supervision of the Master's Thesis is undertaken by an instructor of the program. If the supervisor is not an instructor, a co-supervisor who is a faculty member teaching in the program must also be assigned. The maximum number of postgraduate students per supervisor is determined by the Program Committee (PCS).

Supervisors may include faculty members of the program in accordance with Article 83 of Law 4957/2022, including Teaching and Research Staff (D.E.P.), Special Teaching Staff (E.E.P.), Laboratory Teaching Staff (E.D.I.P.), Special Technical Laboratory Staff (E.T.E.P.) of the Department or other Departments of the same or other Higher Education Institutions (HEIs) or Military Higher Education Institutions (A.S.E.I.), emeritus professors, retired faculty, collaborating professors, visiting lecturers or researchers, and recognized scientists with specialized knowledge relevant to the program field.

Procedure for the Master's Thesis:

a) Upon the student's application and with the consent of the supervisor (and co-supervisor, if appointed), the PCS approves the thesis topic, abstract, the three-member examination committee, and the language of the thesis. The application is submitted at the start of the first semester. The committee consists of the supervisor (and co-supervisor, if appointed) and other program instructors holding a doctoral



## International Graduate Program in Biological Inorganic Chemistry

degree. Committee members must have the same or a related scientific specialization as the thesis topic.

b) Upon completion of the writing, and with the agreement of the three-member examination committee, the date and location of the thesis defense are announced.

c) The thesis must be submitted electronically to the committee members at least 10 days before the final examination. The examination may proceed earlier only if all committee members agree. The first, second, and third pages of the thesis are provided in Appendix II of the operational regulations.

The thesis is evaluated by the three-member committee based on research orientation, literature review presentation, scientific methodology, usefulness of results, and quality of written and oral presentation. The thesis is graded as either “satisfactory” or “unsatisfactory”.

- If **satisfactory**, the student may be awarded the Master’s Degree by the PCS after making any corrections suggested by the committee.
- If **unsatisfactory**, the student must revise the thesis according to the committee’s recommendations and undergo a second and final examination within three (3) months from the first examination. After this period, if unresolved, the thesis is deemed **unsatisfactory**.

Approved theses must be posted on the website (<http://bic.chem.uoi.gr/>).

The required format of the thesis is provided on the website and includes:

- i. The thesis cover page
- ii. The first page of the thesis
- iii. The second page of the thesis

### Article 2

#### Change of Thesis Topic – Termination of Collaboration – Change of Supervisor

A change of the Master’s Thesis topic is permitted within a strict period of six (6) months from the submission of the topic to the Secretariat, provided that one of the following conditions applies:



### **International Graduate Program in Biological Inorganic Chemistry**

1. The topic is found not to fall within the broader field of Inorganic Biological Chemistry.
2. The topic is found to lack originality.
3. There is a lack of necessary infrastructure.

A formal request must be submitted either by the student or the supervisor to the Secretariat, and approval must be obtained from the Program Committee (PCS).

Additionally, either the supervisor may withdraw from supervising the thesis, or the student may request a change of supervisor if any of the following occur:

- i. The supervisor leaves their position for any reason.
- ii. It is determined by either the supervisor or the student that collaboration is not feasible.
- iii. The thesis topic is found to lack originality or does not fall within the field of Inorganic Biological Chemistry.
- iv. There is a lack of necessary infrastructure.

A formal request must be submitted by either the supervisor or the student to the Secretariat and approved by the PCS.

In the case of a new supervisor being assigned, the student may continue the previous research topic only if the former supervisor provides written consent. All the above changes, except for the departure of a faculty member from their position, must occur within six months from the submission of the thesis topic to the Secretariat. After this period, no such changes are justified.

### **Article 3**

#### **Master's Degree Grade**

To obtain the Master's Degree, a student must complete ninety (90) ECTS credits, achieved by successfully completing 7 courses, the successful completion of the Master's Thesis, and achieving a minimum overall grade of five (5).

The calculation of the Master's Degree grade is performed as follows: the grade of each course in the first and second semesters, as well as the grade of the thesis in the third semester, is multiplied by its corresponding number of ECTS credits. The sum



### **International Graduate Program in Biological Inorganic Chemistry**

of these products is then divided by the total number of ECTS credits required for the degree. The final Master's Degree grade is calculated to two decimal places.

The grade scale for the degree classification is:

- Excellent: 8.50–10
- Very Good: 6.50–8.49
- Good: 5.00–6.49

A Master's Degree is not awarded to a student whose undergraduate degree from a foreign institution has not been recognized by the Hellenic National Academic Recognition and Information Center (DOATAP), in accordance with Law 3328/2005 (A' 80).

#### **Article 4**

##### **Conferral and Awarding of the Master's Degree**

From the second semester, the student begins research within the framework of the laboratory on Introduction to Research Methodology in Bioinorganic Chemistry and the Master's Thesis. The student continues this research throughout the third semester, after successfully completing all courses and laboratory exams of the first year, and presents the results of their research in the form of a Master's Thesis at the end of the three semesters, under the guidance of their thesis supervisor.

The student submits the thesis to the program Secretariat, formally requesting the award of the Master's Degree. This request must be accompanied by a document from the supervisor, expressing their opinion on the quality of the thesis and supporting the continuation of the award process.

The thesis defense is conducted by a three-member examination committee, appointed by the Program Committee (PCS) upon the supervisor's recommendation. The committee includes the supervisor and at least one instructor from the collaborating institutions. At least one of the three committee members must hold the rank of Professor. The thesis is approved if at least two out of three members agree.



## **International Graduate Program in Biological Inorganic Chemistry**

The successful completion of the Master's Degree is verified by the Program Committee.

The degree is formally awarded in a special ceremony of the Department of Chemistry at the University of Ioannina, held together with the graduation ceremony of the Department's students, in the presence of the Rector, Deans, and Directors of Interinstitutional Postgraduate Programs.

### **Article 5**

#### **Degree Award Grade**

The Master's Degree certifies the successful completion of postgraduate studies and records the grade with two decimal places.

The grade of the Master's Degree is determined, as specified in the provisions outlined in the Study Guide, provided that the student completes the minimum number of ECTS credits required for the award of the degree.



## **International Graduate Program in Biological Inorganic Chemistry**

### **Article 3**

#### **Regulations for the Completion of the Internship / Practical Work**

##### **Internship Abroad Funded by Erasmus+**

Students interested in undertaking an internship in a European country must contact the Erasmus+ Program Coordinator (Professor S. Hadjikakou) to obtain information on the application, evaluation, monitoring, and completion procedures for the internship abroad.

Upon completion of the internship, the Erasmus+ Program Coordinator will inform the Secretariat of its successful completion so that the internship is officially recorded in the postgraduate student's file.

##### **Internship at a Student-Selected Institution**

Students who wish to undertake an internship at an organization not listed among the program's partner institutions may contact the company or organization of their choice, provided that its activities are related to the fields covered by the program.

Initially, the student must clarify to the company or organization that it is not obligated to provide any financial compensation and has no responsibility for insurance coverage for the student. Any monthly allowance and insurance are provided and managed by the Internship Program.



## International Graduate Program in Biological Inorganic Chemistry

### Erasmus mobility

In addition to the selection criteria for candidates for an Erasmus+ scholarship established by the University of Ioannina, the Department of Chemistry of the University of Ioannina decides the following criteria for the selection and classification of candidates for an Erasmus+ scholarship. Postgraduate students moving within the framework of the Erasmus program are ambassadors of the MSc in the reception laboratories. There, the postgraduate student will gain increased experience and qualifications both in terms of his educational process and in the interaction diffusion with other educational institutions. In order to best ensure these objectives of the programme, the following criteria constitute the minimum requirement for selecting a candidate for the Erasmus+ grant.

Postgraduate Master's students must:

- have succeeded in all courses of the MSc of the 1st semester.
- have the approval, for his/her Erasmus transfer abroad through Erasmus, of his/her Master's Thesis Supervisor, and
- have the agreement of the Director of the Postgraduate Program for his/her transfer abroad through Erasmus.

Candidates submit their applications to the International Relations Office of the University of Ioannina. The application states the host country and the period they wish to be funded, as well as the period (if they wish) that they would like to go abroad without funding (zero grants).

According to the Department of Chemistry of the University of Ioannina, there are 3 categories of Erasmus Scholars:

- PhD Candidates (PhD),
- Postgraduate Students (MS), and
- Undergraduate or graduates Students (ST)

In order of evaluation, the most "mature" scholarship is considered to be that of the PhD, then of the MS and then of the ST (PHD > MS > ST). For the allocation of positions, the Department of Chemistry adopts the relationship MD / MS / ST = 1 / 2 / 3. This relationship has two axes: • (PHD + MS) / ST = 1 / 1, and • PHD / MS = 1 / 2. Any vacancies that remain unallocated per category after the first evaluation of applications are redistributed based on the ratio MD / MS / PHD = 1 / 2 / 3. If, due to the available funding, this relationship is not exactly satisfied, then the one closest mathematically to the relationship (PHD + MS) / ST = 1 / 1 is preferred from the alternative proposals, with priority given to the places for PHD + MS.

The Erasmus Scientific Coordinator will first check which applications can be evaluated and which cannot because they do not meet the Criteria mentioned in section A. From the applications that meet the Criteria of section A, the Scientific



### International Graduate Program in Biological Inorganic Chemistry

Coordinator evaluates the applications in each category and proposes for funding, depending on the available, for the Department of Chemistry, Budget. The classification of Postgraduate Students of a Specialization Diploma for mobility purposes is based on the Average Grade in the courses of the Postgraduate Specialization Diploma at the time of submission of the application and from the copy of the Transcript. In case of a tie, the student who has succeeded in most courses is selected. If there is still a tie, then the General Assembly of the Department may decide on the basis of additional criteria (such as publications, presentations at conferences, examinations, etc.).

The bilateral agreements of the expedited Department of Chemistry of the University of Ioannina

