

**DEPARTMENT OF AUDIO & VISUAL ARTS**  
**FACULTY OF MUSIC AND AUDIOVISUAL ARTS**  
**IONIAN UNIVERSITY**



**Doctoral Dissertation Regulations**

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## **Article 1: General Provisions**

1. According to article 17 of the PD 380/89, the Doctoral Diploma is a public document and is awarded to one of the subjects of the relevant Department in which the relevant doctoral program is conducted. The procedure for awarding doctorates is governed by the provisions of Law 3685/08 [1].

2. The Ionian University's PhD programme of the Department of Audio and Visual Arts (DAVA) provides specialization in the main fields of the Department, ie new forms of audiovisual expression based on the use of modern technology and the technologies of sound and image production and processing , with particular emphasis on their application in the fields of art, communication and education.

Indicative research activities include:

a) the development of audiovisual artistic work using digital technology in such a way as to contribute experimentally to research in the field of art.

(b) the development of digital audiovisual technologies that will promote scientific research and will contribute to the advance of science and / or art through the collaboration of Art and Science.

c) the theoretical - historical research and analysis in the field of New Media Arts, but also of art in general.

3. The internal Regulations' Procedure of the Ph.D. Program of the Institute of DAVA refers to the procedures concerning the admission of doctoral candidates, the evaluation of the progress and the completion of the PhD theses. The General Assembly is in charge for any subject related to PhD studies within the framework of DAVA.

## **Article 2: Doctoral Program Coordination Committee**

1. A coordinating committee of the Doctoral Studies Program is being formed by decision of the DAVA's GA, in which four (4) members of the faculty participate, at the rank of Professor, Deputy or Assistant Professor. For reasons of optimal co-ordination between Postgraduate Studies Programs, members of this Committee may be identified with the members of the Coordinating Committees of other Postgraduate Studies Programs of the Department.

2. The above Commission has overall oversight of the Program and is responsible for coordinating the various procedures that should be followed according to its Regulation. In addition, in collaboration with the Secretariat of DAVA, it collects and processes the necessary data in order to conduct specific proposals and suggestions to GA.

3. The Commission proposes to GA updates and amendments of this Regulation, which in any case are subject of approval of the Department's GA.

## Article 3: Application and Selection Procedure

1. Candidates for the Ph.D. dissertation should:

- Be a holder of a TEI degree. / U E I. of their own country, or of similar recognized foreign institutions, with a minimum grade of GOOD (6,5).
- To hold a Postgraduate Diploma of Specialization - M.Sc. (recognized by the authorized Greek authorities in the case of the acquisition of qualifications in a foreign country) in an identical or similar subject to that of the doctoral dissertation proposed. Candidates' application, who are holders of UEI Degree but do not hold a Master's degree and their score (or average) in the subject(s) in which dissertation is proposed hold a grade of EXCELLENT (8.5 or greater) can be exceptionally examined . In this case the candidates' applications are examined by the Commission.

2. It is noted that there is incompatibility of the candidate's doctoral status with that of the undergraduate or postgraduate student.

3. Anyone interested in conducting a doctoral dissertation at DAVA should initially contact a member of the Teaching Research Staff of the faculty, whose research interests are related to the field of knowledge in which the student wishes to prepare his/her dissertation. Then, and as long as the member of TRS agrees to take over as a Supervisor, the following steps should be followed:

a) The applicant submits an application (which necessarily refers to the title of the dissertation and the proposed Supervisor Professor of the Faculty) to the Secretariat of the Department, accompanied by:

1. **Proposal Scheme for a Doctoral Thesis**, in paper and electronic form, which necessarily includes the following: subject, purpose, brief critical analysis of the area in which the subject is included, methodology description, side objectives, expected results and an initial, indicative bibliography.
2. detailed **Curriculum Vitae** (in printed and electronic form).
3. **title(s) of studies** with the relevant certification of equivalence where required. And a certified copy of analytical score.
4. at least two **letters of recommendation**.
5. copies of **publications** (if any).
6. a certificate of good knowledge of a **foreign language** (apart from their mother tongue). Further clarifications are given in Appendix I.
7. an affirmation statement (in a form of document) in which the candidate will certify that the content of his/her proposal is original and has not been submitted, in any other form, to any other Institution of the country or abroad.

b) DAVA Secretariat:

- Carries out an audit of completeness certifying that all the provisions of Art. 3.1 and 3.3.a of the Internal Regulation of Operation are fulfilled.

- Forwards the proposal, the applicant's curriculum vitae and the findings of the audit (by completing the appropriate form) to the PhD Program Coordination Committee.

c) The Coordinating Committee of the Doctoral Program proceeds to:

- evaluating the findings of the above audit controls
- checking the relevance of the submitted data (e.g. academic titles, publications and letters of recommendation) in relation to the content of the submitted proposal
- discussion and preliminary judgment on the proposal content
- conducting a relevant recommendation to the GA
- ensuring inclusion on GA's agenda

(d) GA OF DAVA:

- assesses whether the candidate meets the requirements for a doctoral dissertation based on the criteria of subsection b of paragraph 1, article 9 of Law 3685/08.
- If the above criteria are met, it decides whether the proposed doctoral dissertation falls within the scientific fields of the Department.
- In case of approval, ratifies the appointment of the Supervisor and the three-member Advisory Committee.

e) The candidate's date of admission to the Ph.D. Program is the same as the date of the application's approval by the GA.

f) Each member of the faculty can supervise up to five (5) doctoral candidates.

## **Article 4: Components of the Program**

1. The Doctoral Program presupposes the attendance and successful examination of courses as well as the preparation of an original doctoral thesis. It is completed in a minimum of three years with the award of a PhD degree.

2. The courses correspond to a minimum of 30 credits and are set by a curriculum committee in accordance to the provisions of the law or transitional as defined in Article 14.2.

3. Doctoral Candidates must be successfully examined at the end of the semester in which those are offered or at the latest within two (2) years after the date of registration, accomplishing a grade of at least six (6). In case this criterion fails to be met by a doctoral candidate, the doctoral dissertation is automatically terminated, and he/she is deleted from the Register of Doctoral Candidates of the Department.

4. Changes to the original Course Schedule may be requested based on a strong, detailed (per change) and signed justified submission to the GA of

the three-member Advisory Board and without changing either the initial 2-year deadline for the completion of the Program or the required promotion grading.

## **Article 5: Doctoral Theses Timetable and Procedure**

**1. Primary Research Proposal:** After the candidate has been registered and within three (3) months, a complete initial research proposal is submitted to the supervisor (or the Advisory Committee if any), which necessarily includes the exact subject of the dissertation the methodology to be used to approach the subject, the presentation of any previous research activity, as evidenced by the recent bibliography, the expected results and the estimated completion time of the dissertation. Also, if any progress has been made during the preparation of the survey, should be mentioned. Subsequently, the Supervisor (or the Advisory Committee) submits comments and observations on the content of the integrated initial research proposal, which are obligatory taken into consideration by the doctoral candidate for the compilation of the final content.

**2. Initial Progress Report:** By completing one year from the date of joining the PhD candidate in the Program, he / she shall submit to the Supervisor (or Advisory Committee if this exists) the first annual progress report (initial progress report) and any deviations (qualitative and quantitative) from the ones mentioned in the original research proposal are highlighted. The initial progress report is necessarily accompanied by a presentation to the Supervisor (or the Advisory Committee). Subsequently, the Supervisor (or the Advisory Committee) submits a paper to the GA of the Department, which includes a brief outline of progress and a judgment on the initial assessment of the candidate's ability to cope substantially with the research requirements of the dissertation. In the event of a negative judgment, the GA may decide to discontinue the Ph.D. dissertation and delete the PhD candidate from the Register of Doctoral Candidates of the Department.

**3. Interim Evaluation:** At the latest two years after the date of joining to the PhD Program, the mid-term evaluation will take place on the basis of the criteria of the PhD Candidate for systematic bibliographic and theoretical research, on the basis of experimental coordinates documentation and verification of results, as well as for artistic expression - synthesis of ideas based on the defined theoretical background. For this judgment, if no Advisory Committee has been appointed, the GA assigns to the Supervisor two members of the faculty, on the basis of a closer connection to the topic field of the Department or of the relevant School with Assistant Professor Grade or upper, who, along with the Supervisor, conduct the Interim Evaluation Committee. If the Advisory Committee is appointed, it also stands as the Interim Evaluation Committee. For the realization of the evaluation, the doctoral candidate submits in writing a detailed report in order to be able to judge the above criteria. The interim evaluation ends with a corresponding presentation of the doctoral candidate before the Interim Evaluation Committee, which prepares a

special reasoned recommendation to the GA on the fulfillment of the above criteria. In the event of a negative judgment, the GASC may decide to discontinue the Ph.D. dissertation and delete the PhD candidate from the Department's relevant records.

**4. Research presentation meetings:** Within the period of April-May of each academic year, under the responsibility of the Doctoral Program Coordination Committee, a presentation of the research conducted at the doctoral level can be organized. In these, the doctoral candidates undertake a detailed report on the level of fulfillment of the objectives of the previous 12 months (as these objectives have been described in the submitted Target Identification Text) and present data and results related to or generated by their research. From the abovementioned Research presentation meetings can be excluded the doctoral candidates a) who are in the first year of study in the program (on the date of the presentation of the progress) and b) for whom the Supervisor (or the Consulting Committee) submit a positive contribution to the completion of the dissertation.

Within one month of the conduct of the Research Presentation Seminar, a three-member Advisory Committee submits to the Secretariat for filing to the "United Progress Record of Doctoral Theses" the following:

(a) a written, signed and fully reasoned judgment on the extent to which the objectives of the previous 12 months have been met.

(b) Written, signed (by the candidate as well) a detailed new Goal Determination Text for the next 12 months, taking into account the clarifying comments and guidelines of the relevant Appendix II.

5. The Supervisor (or the Advisory Committee) may organize and implement additional interim evaluation procedures if they consider it necessary to ensure the quality of PhD studies.

6. Throughout the course of their dissertation, each doctoral candidate:

(a) keep a complete calendar of activities concerning the progress of the research both signed by the candidate and the Supervisor at regular intervals to enable control, while at the same time safeguarding intellectual property rights.

b) has the right to employment and financial support from research programs managed by the Ionian University Research Committee, as well as free use of logistics and other infrastructure and capabilities provided by the University.

7. The time for the Ph.D. dissertation may not be less than three (3) full calendar years, starting from the date of initial appointment of the Supervisor (or the Advisory Committee).

8. The candidate may not discontinue his/her dissertation for more than one (1) year. In the case of a break by segment this limit is applied cumulatively. The only case that this limit can be conservatively exceeded is whether there are serious health reasons. In this case, a candidate's request will have to be made at the GA of the DAVA, accompanied by the

filing of the relevant documents, the validity and collection of which is the responsibility of the candidate. In any case, the total duration of the dissertation (including interrupted intervals) may not exceed five (5) years. The only exceedance of this five-year time limit is for an additional period of one (1) year and only for validated cases where the candidate is already and exclusively in the dissertation process and the research piece has been irrevocably completed. In this case a positive recommendation from the Supervisor (or the Advisory Committee) to GA of the DAVA is required. At the first GA after the deadline of the Candidate's entry into the Ph.D. Program, the Coordinating Committee of the Doctoral Program proposes to the Assembly that the candidate should be deleted from the Register of Doctoral Candidates of DAVA.

9. All written reports / progress reports, presentations resulting from the above, as well as the complete calendar archive, shall be submitted under the responsibility of the Supervisor (or, as the case may be, the Coordinating Committee) to the United Progress Record of Doctoral Theses as provided for in Article 10 of the present regulation.

## **Article 6: Submission, Examination and Grading of Doctoral Theses**

1. The Supervisor (or the Advisory Committee), following the evaluation of the doctoral candidate's scientific work, and if he/she has judged that this has been completed, proposes to the candidate the writing of the dissertation. The following criteria may be applied to justify the final judgment:

(a) publications in a scientific journal or a prestigious volume accompanied by a sufficient number of publications or announcements at international scientific conferences after been evaluated

b) presentation of the artistic work in solo or group exhibitions or prestigious international festivals

2. The final decision on the language of the doctoral dissertation, if not in Greek, is taken by decision of the General Secretariat for Research, either in the initial approval process of the dissertation or at a later stage, on the request by the candidate. In the case of writing in a language other than Greek, the candidate should attach a further extensive summary of his dissertation to the Greek language.

3. Upon completion of the doctoral dissertation, the Supervisor (or the Advisory Committee) prepares and submits to the General Secretariat for Research and Technology his / her final introductory report, which includes the justification for the successful completion of the doctoral thesis, with emphasis on the documentation of the originality that has been achieved. The text of the Final Report is accompanied by three (3) copies of the final text of the dissertation in printed and electronic form.

4. The doctoral dissertation is publicly supported by the doctoral candidate, following a written positive recommendation by the Supervisor (or the Advisory Committee) to the GA. If no proposal comments are

made or if the proposal comments are negative, the procedure may be continued at request of the candidate.

5. The evaluation of the dissertation is made by a three-member Committee of Inquiry, which is appointed by a decision of the GA, upon the recommendation of the Supervisor (or the Advisory Committee). Two members of the Examination Board are professors of the institute and one member is a professor of HEI or equivalent researcher of a foreign research institute or, upon specific justification, of the country. The Supervisor or co-Supervisors or Researchers cannot be appointed as members of the Committee. One of the members of the Examining Committee is assigned by the GA to prepare a written evaluation report for the dissertation. The Ph.D. diploma requires a positive evaluation of the dissertation by the Examining Board. Members of the Committee of Inquiry must necessarily belong to the same or related scientific specialty as the one in which the candidate is preparing his/her dissertation.

6. Within one month from the date of appointment of the Examining Board, the President of the Department shall convene a special invitation to the Examining Board at a specified place and time, during which the doctoral candidate publicly supports his/her dissertation. The date, time and place shall be communicated by the Secretariat, which shall arrange for the publication of the relevant public notice.

7. All members of the Examining Committee must be present for the dissertation support process to begin. The candidate supports his/her dissertation publicly before the Examining Board. He/she then receives questions from members of the Examining Board and clarifying questions from members of the university community.

8. At the end of the examination procedure, the Examining Committee meets, assessing the originality of the dissertation and whether it promotes Science or Art. The approval of the doctoral dissertation requires the assent of at least two (2) members of the Examination Board. The approval or rejection of the doctoral dissertation shall be documented in a report containing the reasons for the vote of the members of the Commission, accompanied by the final recommendation of the Supervisor (or of the Advisory Committee). The report is signed by all members of the Commission and transmitted to the Department's GA.

## **Article 7: Doctorate Assignment**

1. The minutes of the Examining Board are forwarded to a public meeting of the GA, followed by the nomination of the candidate and his / her assignment to a PhD.

2. The doctor may be given a certificate before he / she is able to complete his / her dissertation.

3. Prior to nomination, the dissertation should be printed and binded under the doctor's care. The Doctor, in addition to the copies corresponding to the members of the three-member Examining Board, shall additionally submit copies of his dissertation as follows:

.Three copies to the Secretariat of the Department

· Two copies to the Library of the Department

· Two copies to the Parliament's Library

· Two copies to the National Library and

· A copy to the National Documentation Center

4. In addition to the copies of the previous paragraph, the doctoral student ought also to submit an electronic copy of his/her dissertation to the Secretariat of the Department.

## **Article 8: Ph.D. Award**

1. The award of PhD Degrees is public and can be made at the same time as the Department's degree is awarded. At the ceremony, PhDs precede the award of graduates.

## **Article 9: Full-time and part-time attendance**

1. The PhD program is divided into full-time and part-time study. The type of study is selected by the doctoral candidate in the submission phase of his original proposal. Doctoral Candidates may apply to change their study status upon submission of a relevant application to the GA, accompanied by a strongly reasoned submission by the Supervisor (or the three-member Advisory Committee) with a signed agreement of the funding body (whenever it exists).

2. All timetables set out in this Regulation refer to full-time attendance. In the case of part-time work, the timeframes and deadlines are extended by a factor of 1.5.

Exceptions are the annual audits (through the submission of a Target Specification Text) which, in the case of part-time work, remain annual and not extended by a factor of 1.5. In this case, the agreed objectives should be adjusted, qualitatively and quantitatively, to the characteristics of part-time study.

If a timetable is in progress at the time of applying for a change of course, then it should be considered whether it is feasible to adapt this timetable to the new regime. If the timetable concerns the Course Scheme: (a) for a candidate initially entering full-time employment who has completed part of the two-year course completion period, changing the part-time status does not change the two-year period to a three-year (as would result from the lengthening by a factor of 1.5); (b) for a candidate who was originally part-time and has completed more than two years without completing the course program then the transition to the new regime will not be temporarily possible until the completion of the program.

3. Full-time and simultaneous occupation with external professional activities is incompatible. In the case of such parallel occupations, initial membership in the Program is necessarily a part-time scheme which can be converted into full after a positive mid-term evaluation and with the

unanimous positive recommendation of the Three-member Consultative Committee to the GA.

## **Article 10: Unified Phd Theses Progress Record**

1. Any proposals, written progress reports, presentations, recommendations and decisions, as well as the progress report, shall be submitted to the Doctoral Coordination Committee, which shall keep a single record of progress in PhD theses.
2. In this file, any information concerning a doctoral candidate is organized in the form of a separate envelope / book, until the final public support process of his/her dissertation.
3. On the responsibility of the doctoral candidate and the supervisor, copies of the publications resulting from the PhD research are also filed in this archive.

## **Article 11: Specific issues**

1. Replacement of a member of the Advisory Committee (if appointed) is possible via a reasoned recommendation of the Supervisor and a corresponding decision of the General Assembly of the Department.
2. A change of part of the doctoral dissertation title is possible, upon reasoned proposal of the supervisor (or of the Advisory Committee). The change in the title should not in any case correspond to a change in the subject-matter approved by the GA, but applies only in those cases where it becomes necessary to specialize in the thematic dissertation.
3. If, during the course of the dissertation, the Supervisor joins, as a Professor, another Department of the Ionian University or any other University, the doctoral candidate is entitled to submit a request for transfer to the Department to which the Supervisor has moved. A prerequisite for the approval of this application is the acceptance of the application by the General Assembly, both of the receiving department and that of DAVA. In any other case a substitute Supervisor is appointed.

## **Article 12: Copyright**

1. All Intellectual Property Rights (IPR), which are collectively or alternatively defined as industrial or intellectual property rights established for a specific research result as defined respectively:
  - a) For industrial property: the rights set out in Articles 5 et seq. (patent), 19 (utility model), 20 (technical innovation), 21 and 22 (know-how transfer) (Government Gazette A 171), as currently in force,
  - (b) for intellectual property: the rights set out in Articles 1 to 39 (copyright) and Articles 40-45A (rights to computer programs and databases) of L.2121 / 1993 (Government Gazette A 25) , as it stands today,

as well as the corresponding rights of use and commercial exploitation of the research results produced during the studies in the Doctoral Program belong equally to the doctoral candidate, the supervisor and the members of the Advisory Committee (if appointed) and the Ionian University.

### **Article 13: Candidates' Obligations**

1. Throughout the course of their dissertation, doctoral candidates are compulsorily employed:

(a) in laboratory and tutorial teaching activities of the Department related to the scope of their doctoral dissertation, by decision of the DAVA's General Assembly.

(b) as supervisors in the examination procedure of all examination periods.

c) as support staff in their field of specialization in regular (or not) events and events organized by the Department.

All of the above employment should be appointed in at least three (3) days per week. In special cases, and after a documented proposal by the Supervisor (or the Advisory Committee) to the GA, the doctoral student may be exempted from the above obligations.

2. Doctoral candidates are required to present the progress of their dissertation at the special annual progress meetings which are organized by the Department, exclusively for this purpose. They also have to participate in the scientific meetings and debates organized by the Department with the participation of the faculty members of the Department and / or other scientists.

3. Doctoral candidates are required to prevent plagiarism, and not to present illegally, as their own, any third-party research results. It is noted that the production of new results through the re-execution of third party experiments should not be interpreted as plagiarism, provided explicit reference is made to the original source.

4. By submitting the final text of their dissertation, PhD candidates are required to submit a written statement, stating that they are authors of the dissertation text and that any assistance they have had for their preparation is fully recognized and refers to their work. Moreover, that they have reported any sources from which they used data, ideas or words, whether they are referenced by heart or paraphrased. Finally, they should mention that the text of the dissertation was prepared by them personally and exclusively and will take complete responsibility if this work proves not to belong to them.

5. Doctoral candidates, to the extent that this results from their research activity, are required to:

a) conduct their research with basic aim of broadening and growing scientific knowledge

(b) comply with the legislation relating to the specific subject matter of the survey, comply with the applicable framework for the use and handling personal or sensitive data and show complete confidentiality to the personal data of the persons under investigation, during or as a result of the investigation,

(c) respect and ensure in all legal proceedings the confidentiality required or resulting from the particular circumstances of research, cooperation or funding,

(d) ensure that there are no conflicts of interest on their part which might prevent or hinder the conduct of the investigation, objectively and scientifically,

e) not to manufacture or falsify research results, which is a serious offense and may lead to the enforcement of disciplinary action,

f) take all necessary precautions to safeguard their own health and safety as well as their confounding,

g) respect and comply with the instructions of any equipment, having full responsibility for any of its improper use , facilities and other infrastructure of the Department used to support their realization of research,

h) if the survey is funded and unless otherwise predicted under the financial framework of the doctoral research, to fully comply with the rules of the SARF( Special Account for Research Funds) of the Ionian University ..

6. Any violation of the obligations described in the previous paragraphs must be communicated or referred to the Coordination Committee of the Ph.D. Program, which is responsible for reporting the matter to the General Assembly or to, the appointed by law, Disciplinary Board responsible for the enforcement of the prescribed penalties

## **Article 14: Transitional provisions**

1. The public support and examination of the doctoral dissertations of the doctoral candidates for whom the appointment of the Supervisor and the Advisory Committee was approved by the GA before September 6, 2011, date of issue of Law 4009/2011 (Government Gazette 195, '), is carried out by a seven-member Committee of Inquiry. The three members of the Advisory Committee participate in this Committee. In addition, at least four (4) members of the seven-member Committee of Inquiry shall be members of the faculty, of which at least two (2) must belong to the DAVA. The remaining members of the Committee may be faculty members of Universities of the country or similar institutions of foreign countries, retired professors, teachers of SMEI or members of Teaching Staff of TEIs. and SPETE. or researchers of grades A, B or C of a recognized research center in the homeland or abroad, who hold a PhD degree. Members of the Committee of Inquiry must necessarily belong to the same or related scientific specialty as the one in which the candidate is preparing his/her dissertation. In this case, the text of the final report

of the Advisory Committee is accompanied by seven (7) copies of the final text of the dissertation in paper and electronic form.

2. Until the establishment of a curriculum committee (Article 4.2 of this Regulation), PhD students who are part of the PhD program are assigned with courses of the Undergraduate and Postgraduate Studies Program of the Department which are relevant to the subject of their doctoral dissertation. The assignment is personalized for each doctoral candidate and is based on a signed suggestion of his/her three-member Advisory Committee to the GA of the Department which is authorized to approve the Course Program.

## **Article 15: Enforcement procedure**

1. The provisions of this particular regulations framework and any future updates are directly and totally applicable to all the involved members (TRS, Secretariat, and PhD Candidates) from the date of approval of the GA. At the same time, however, new or updated procedures have no retroactive effect nor constitute a new obligation if the time frame of their implementation has been irrevocably overridden. Examples:

a) The curriculum does not constitute an obligation for doctoral candidates who have joined the Doctoral Program at a time prior to the inclusion to the Regulation of the relevant course provisions. In this case, the implementation timeframe (the two-year deadline for the successful completion of the curriculum) has expired irrevocably (either partially or totally) for this category of candidates

b) The annual debriefing report by handing in Text Goals although is not retroactive (in the sense that there is no obligation for previous years of study), its timing of application is annual and recurring. It therefore constitutes an obligation for all candidates from the date of accession to the Regulation of Procedure and subsequently

c) The updating of various deadlines provided by the Regulation is directly applicable. Exceptions are cases where this application undoubtedly hampers the candidate (e.g. shortening of a deadline which fundamentally overrides his/her initial planning). In these cases, the candidate may apply to the GA DAVA for his / her justified exception.

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## **ARRENDIX I**

"GOOD KNOWLEDGE" OF A FOREIGN LANGUAGE (APPART FROM NATIVE)

"**Good knowledge**" of a foreign language is certified by one of the following documents:

- H.E.I Title from a foreign country in the same official language
- Language Certificate Level B2

The Language Certificate may be one of the following:

- National Certificate of Language (KPG) Level B2 (of N.2740 / 1999 as replaced by Article 13 par.19 of N.3149 / 2003)
- Other certified titles

In the case of an "Other Title", the required level of B2 can be documented directly by certification of the responsible agency of Language Certification Ministry of Education. The process of certification is a responsibility of the candidate.

Alternatively, the following:

- (i) The type of title obtained; and
- (ii) The grade of the acquired title

can only be taken into account if they are compatible with the Common European Framework of Reference for Languages (CEFR)

Additionally in this case it is necessary to validate the following:

- (iii) whether the agency awarding the diploma is certified by the official authority of the country appointed for the purposes of examinations and the issue of certificates of knowledge of English at B2 level. The responsibility for this documentation lies with the candidate, with the exception of Cambridge and Michigan Universities, which are specifically designated by national law as certified institutions in relation to English.

## **APPENDIX II**

### SPECIFIC COMMENTS AND GUIDELINES ON DRAFTING

#### SPECIFICATION OF OBJECTIVES TEXT

1. Determining Goals Text must be dated and bear the signatures of the three-member Advisory Committee as well as the doctoral candidate.

2. The objectives should be:

- Sufficient in quantity e.g. 3 or more (unless the need for the opposite may be strongly justified) so that pluralism can be documented in the research. The text to be submitted is not anticipated to have a minimum or maximum extent in advance, but for practical and substantial reasons, it would not be useful to be neither too long nor too short, for example. 3 short sentences, one per goal. Within this sensible framework these parameters are at the discretion of the three-member Advisory Committee.

- Realistic (e.g. totally achievable within one year) with comparable quality level doctoral studies while it is essential to take into account the attendance distinction to full or part time.

- Adapted to the research effort stage. For example, at an early stage the emphasis is on issues such as bibliographic research or experimental documentation of published third-party research. At a later evolutionary

stage, in the production and documentation of innovation and new knowledge. Finally, at final stage, on the collection, verification and comparative analysis of results as well as the writing effort.

- As quantified as possible and clearly formulated facilitating the documentation of their achievement.
- Distinct, relevant and complementary hence constituting separate (sometimes autonomous) entities which, however, combined can facilitate and support the development of a single body of research results.

3. Within reasonable framework, the objectives may be endured from one year to the next as long as this is adequately justified and does not constitute a recycling effort but rather has an incremental character in the context of the contribution towards the final effort.

4. It is at the discretion of the three-member Advisory Committee not to disclose objectives that are deemed vulnerable to their possible appropriation by third parties, especially in view of presentations at the Workshop. In any case, such non-publicized objectives can always be checked in terms of their achievement via private procedures besides the Workshop.

5. Documentation on the achievement of objectives is a key element of the process. Failure to achieve a target goal does not necessarily have a negative impact on the assessment of progress, considering that unexpected results are an integral part of any genuine research effort. There is therefore a clear distinction between non-achievement of a target goal due to a deficit or unstructured effort and a justified research difficulty from which side-benefits such as new questions or a fruitful change of methodological direction may be drawn.

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[1] According to Article 9, paragraph 1 of Law 3685/2008, "The right to apply for a PhD thesis can be awarded to Postgraduate Specialization Degrees Holders (MSc). In exceptional cases provided by the Postgraduate Studies Regulation and following a justified decision of the GA, a non holder of a Master's degree can also be admitted as a doctoral candidate. Graduates of TEI, ASPETE or equivalent faculties may be admitted as doctoral candidates only if they hold a Master's degree. "