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Educational Sciences: Educator as reflective professional and modern educational environment (ERPMEE)

A12. REGULATIONS OF STUDIES, TEACHING PRACTICE, MOBILITY AND MASTER THESIS PREPARATION

MAY 2025

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1. STUDY REGULATIONS

1.1. Introduction

The present regulation defines the rights and obligations of postgraduate students regarding their attendance and completion of studies in the Master's Program "***Educational Sciences: Educator as reflective professional and modern educational environment***". Postgraduate students have all the rights, benefits, and facilities provided for undergraduate students, except for the right to free teaching materials. Postgraduate students with disabilities or special educational needs are ensured accommodations regarding examination methods, access to facilities, and teaching laboratories. At the beginning of the academic year and upon completion of registrations, an event is held to welcome new postgraduate students in the presence of the Dean, the President, the faculty members of the Master's Program, and the head and staff of the Department's Secretariat, where all necessary information about the Department's operations, the curriculum, student affairs, and academic life is presented by the responsible officials, and relevant questions are addressed.

1.2. Duration of Studies

The duration for obtaining the Master's Degree "***Educational Sciences: Educator as reflective professional and modern educational environment***" is set at four (4) academic semesters. During this period, students are required to complete the teaching practice and a Master's Thesis. The program mandates full-time attendance. The maximum allowable time for completing the studies is 2n semesters, subject to a student's request and approval by the Assembly of the Department of Primary Education at the University of Ioannina. Extensions may be granted in exceptional cases (illness, pregnancy/maternity leave, military service, etc.)

The possibility of part-time study is available upon a justified request from the student and approval by the Assembly. The right to apply for part-time study is granted to:

a) Students who are employed for at least twenty (20) hours per week
b) Students with disabilities or special educational needs
c) Students who are also athletes and, during their studies, belong to sports clubs registered in the electronic registry of sports clubs under Article 142 of Law 4714/2020 (A' 148), maintained by the General Secretariat of Sports (G.G.A.), under the following conditions:
   ca) Those who achieve 1st to 8th place in national championships of individual sports with at least twelve (12) athletes and eight (8) clubs participating or theose competing in teams of the top two divisions in team sports or participating as members of national teams in European championships, world championships, or other international events under the Hellenic Olympic Committee or
   cb) Those who participate at least once during their studies in the Olympic Games, Paralympic Games, or Deaflympics. Students in this category may register as part-time students upon request, which is approved by the Dean's Office of the School.

The duration of part-time study cannot exceed eight (8) academic semesters, and the maximum study duration applies in this case as well.

An extension is possible upon a justified request from the student and approval by the Department Assembly. However, the extension cannot exceed the number of semesters of the regular study program. Thus, the maximum allowable time for completing the studies is eight (8) academic semesters.

Students who have not exceeded the maximum study duration may pause their studies for up to two (2) consecutive semesters upon a justified request to the Department Assembly. A study suspension is granted for serious reasons, such as military service, illness, maternity leave, or absence abroad.

The request must be justified and accompanied by official documentation from relevant public authorities or organizations proving the reasons for the suspension. During the suspension period, student status is paused, and participation in any educational activities is not permitted. The semesters of study suspension do not count toward the maximum duration of regular studies.

At least two weeks before the end of the suspension period, the student must re-register in the program to resume studies with the rights and obligations of an active student. Students who have requested a two-semester suspension may terminate the suspension early and return to the program, provided they submit their request at least two weeks before the start of the second semester of suspension.

The duration of suspension or extension is reviewed and approved on a case-by-case basis by the Advisory Committee (A.C.), which then submits recommendations to the Assembly of the Department of Primary Education at the University of Ioannina.

1.3. Terms of Study

The registration process for newly admitted postgraduate students begins after an announcement from the Department Secretariat, specifying the registration period and the required documents.

Postgraduate students must electronically declare the courses they will attend each semester electronically on https://cronos.cc.uoi.gr. This declaration also serves as a renewal of their registration and must be completed within the dates set by the Department Assembly. Students are required to attend all program activities without exception. Attendance in all program courses and active participation in laboratories, research activities, seminars, and teaching practice are mandatory for postgraduate students. A student who attends less than 80% of the scheduled teaching hours for a course in a semester is considered not to have successfully completed the course and must retake it in a subsequent semester.

To obtain the Postgraduate Diploma (P.G.D.), students must successfully complete all courses, complete the Master's Thesis and the teaching practice (T.P.).

The Master's Thesis process requires the postgraduate student, with the supervisor's approval, to submit an application to the Department Assembly. This application, officially recorded by the Department Secretariat, must include the proposed title and a summary of the thesis. Once the supervisor approves the completion of the thesis, the student must defend it publicly before a Three-Member Examination Committee. For more details on the thesis process, refer to the Master's Thesis Regulations. After the public defense, the student has 15 days to make necessary corrections and additions to the thesis text. If this deadline is not met, the thesis is considered incomplete, and the degree is not awarded. Additionally, postgraduate students in the program "***Educational Sciences: Educator as reflective professional and modern educational environment***" must successfully complete their first year before undertaking the mandatory Teaching Practice (T.P.) (for more details on this process, refer to the Teaching Practice Regulations).

Postgraduate students may be granted a temporary suspension of their coursework or thesis preparation upon submission of a formal request. This suspension cannot exceed two (2) consecutive academic semesters and it cannot be shorter than one semester. During the suspension period, the student loses their student status. The suspension period does not count toward the maximum duration of regular studies. Students who resume their studies after suspension must attend all courses, laboratories, seminars, and teaching practice they had not successfully completed before the suspension.

Postgraduate students are required to participate in exam invigilation and the evaluation of undergraduate program courses, according to the department's needs. Failure to fulfill these obligations may result in penalties. Additionally, postgraduate students may be assigned special auxiliary tasks, such as tutorial support or laboratory teaching, following a decision by the Department Assembly. Each postgraduate student is assigned an academic advisor, who is a faculty member (D.E.P.) involved in postgraduate work. The academic advisor is responsible for monitoring the student's academic progress and guiding them in selecting the most suitable courses based on the Master's Program their interests, and individual needs. Furthermore, the academic advisor is available to discuss any academic challenges students may face and collaborates with the Department Secretariat, the Assembly, or various university support services, such as SKEPI, to find the best solutions.

1.4. Evaluation of postgraduate students

The academic year is structured into two semesters: winter and spring, each consisting of 13 weeks of teaching and three weeks of examinations. Courses from both semesters have a resit examination period in September. If a class is canceled, it must be rescheduled, with the date and time posted on the Master's Program website (**https://sed.ptde.uoi.gr**). Attendance is mandatory, and a postgraduate student is considered to have attended a course (and is eligible for exams) only if they have attended at least 80% of the scheduled hours.

If a student's absences exceed 20%, their enrollment may be revoked, subject to review by the Coordination Committee, which provides recommendations to the Department Assembly. Only in exceptional cases can the Coordination Committee justify a higher absence rate. Attendance records are maintained by the Master's Program Secretariat, faculty members, or student representatives.

The evaluation of postgraduate students and their performance in required courses is conducted at the end of each semester through written or oral exams (distance or in-person) and/or exemption assignments (alternative coursework). The evaluation method is determined by the instructor of each course.

Students with disabilities or special educational needs may be evaluated using alternative methods, following a decision by the Coordination Committee.

In cases of illness or recovery from a serious condition, instructors are encouraged to facilitate students in any appropriate manner (e.g., distance oral examinations). During oral exams, the instructor must ensure that they are not alone with the student being examined.

Written exam papers must be securely stored by the course instructor for two (2) years. After this period, they are no longer valid and must be destroyed by the Department Assembly, unless there is an ongoing legal, disciplinary, or administrative process.

Students who fail a course must retake it. A resit examination period is scheduled every September, before the start of the new academic year.

Grade corrections are permitted only in cases of obvious errors or miscalculations, upon a formal request from the instructor and approval by the Department Assembly.

If a student fails the same course more than three (3) times, the procedure outlined in the applicable legislation is followed.

Postgraduate students' academic work is subject to mandatory plagiarism checks using the University of Ioannina's electronic tools. Students must properly cite any sources they use, as plagiarism is considered a serious academic offense. Plagiarism includes copying another person's work, using someone else's work—published or unpublished—without proper citation. replicating one's own previous studies without appropriate reference. Copying any documentation material, even from the student's own studies, without proper citation, may lead to a decision by the Department Assembly to nullify the student's written work or assignment. Any academic misconduct or violation of academic ethics is referred to the Coordination Committee of the Master's Program (P.M.S.) or the Assembly of the Department of Primary Education at the University of Ioannina for resolution. Violations include cases of copying or plagiarism, as well as any infringement of intellectual property regulations by postgraduate students when writing assignments or completing their master's thesis. These offenses fall under intellectual property law: Law 2121/93 regarding the writing of required academic work. In any case, for plagiarism offenses or other behavior that does not align with academic integrity or disrupts the smooth operation of the Master's Program, the Coordination Committee may recommend to the Department Assembly the repetition of a semester

The grading scale for postgraduate students ranges from 0 to 10, categorized as follows: Excellent (8.5 – 10), Very Good (6.5 – 8.5, excluding 8.5), Good (5 – 6.5, excluding 6.5). The minimum passing grade is 5 and higher.

1.5. Scholarships

In the Master's Program **"Educational Sciences: Educator as reflective professional and modern educational environment"**, scholarships are awarded based on: a) financial criteria (individual or family financial status, as defined by current legislation), b) social criteria (divorced individuals with dependent children, candidates with disabilities, single-parent families, orphans from both parents who have not exceeded the age of 25, children from large families, siblings who are students), c) attendance without absences, d) excellent academic performance.

Postgraduate students receive scholarship information through Academic Advisors, the welcome event for new students, and the Career Office of the University of Ioannina. This office provides details on major scholarship providers in Greece and abroad. Scholarships for postgraduate students are available through the State Scholarships Foundation (IKY), either via endowments managed by IKY or in collaboration with public and private institutions that periodically offer funding for postgraduate studies. The Career Office of the University of Ioannina (http://gd.uoi.gr/index.php) offers students information on key scholarship providers in Greece and internationally. It also features a scholarship search engine (http://gd.uoi.gr/index.php?option=com_wrapper&view=wrapper &Itemid = 333) to help students find relevant opportunities.

1.6. Student mobility

"The terms and conditions of mobility are determined by the respective framework governing mobility (e.g., Erasmus+). The relevant procedures for both studies and

internships are strictly followed. The financial aspects of postgraduate students participating in a mobility program align with the provisions of the European Erasmus+ mobility framework. The university has a dedicated office within the Department of International Relations. The credit transfer system is applied according to the specifications of each mobility program and based on the study agreement governing it.

1.7. Access to services

Postgraduate students have the right to use the institution's facilities and resources, enjoy unrestricted access to the institution's library upon presentation of their student ID and in accordance with specific regulations, and utilize digital services and databases to support their academic and research needs.

Indicatively, for asynchronous e-learning, the Open Eclass and Moodle systems may be used, while synchronous e-learning can be conducted via the Microsoft Teams platform or through the integration of the Big Blue Button system into the asynchronous e-learning platform.

All individuals involved in distance education, including students, faculty, technical staff, and other personnel, have access to these e-learning systems. Access to the integrated e-learning systems (both synchronous and asynchronous) is exclusively available through web browsers.

The eClass application is available via a web browser at https://ecourse.uoi.gr and as a mobile app. Users are authenticated through the Central Authentication and Authorization Service of the University of Ioannina or with local accounts created on the platform. There are four access levels: instructor, learner, administrator, and department administrator. The instructor is responsible for creating and managing online courses. The learner can enroll in permitted courses, access educational materials, and participate in workgroups, discussion areas, and self-assessment exercises. The administrator oversees the entire platform, managing user accounts, courses, and platform settings. The department administrator can manage users and courses within the department.

1.8. Access to the laboratories

The Department has a total of 10 established laboratories. Postgraduate students have access to all Department laboratories depending on the requirements of their study program. The laboratories are equipped with sufficient resources to support postgraduate students. Postgraduate researchers, doctoral candidates, and other scientific collaborators have the opportunity to work in the Department's laboratories, keeping them open during specific hours and serving the educational needs of all students. Each year, funded positions are announced for auxiliary work, through which unemployed postgraduate students are hired for a period of two months to support the laboratories and, consequently, the students working in them.

1.9. Graduation

In order for a postgraduate student to receive a graduation certificate and be awarded the Master's Degree, they must: i) Have accumulated the required number of credits (120 ECTS) and submitted the graduation file to the Secretariat of the Master's Program, the contents of which are determined by the Secretariat. ii) Submit the following to the Secretariat: a. A digital copy of their thesis. b. A certificate from the Central Library confirming the submission of a thesis copy and that they have no outstanding obligations

as a subscriber. iii) Return their Student Ticket and Insurance Booklet to the Secretariat. The Department Assembly then decides on the awarding of the Master's Degree to the postgraduate student. Postgraduate students who have completed all program requirements are awarded the Master's Degree, signed by the Rector, the Dean, and the Head of the Secretariat of the University of Ioannina. Before the official awarding, graduates may receive a certificate confirming the successful completion of the program. The Master's Degree holder is entitled to receive two free copies of the diploma, with additional copies available upon payment of a fee to the University Treasury, as determined by the Rector's Council. The awarding of the Master's Degree takes place publicly, alongside the awarding of undergraduate degrees from the respective department. During the ceremony, Master's graduates precede undergraduate degree recipients.

1.10. Removal of postgraduate students

The Coordination Committee of the postgraduate program may, with a justified recommendation, propose to the Department Assembly the removal of a postgraduate student. The reasons for removal include: a) A request from the postgraduate student themselves. b) Insufficient academic progress, documented by non-participation in the educational process, including attendance, examinations, and other obligations. c) Failure to fulfill other obligations as defined by the internal regulations of the postgraduate program. d) Conduct that violates academic ethics according to current legislation or the code of ethics of the postgraduate studies regulations of the University of Ioannina.

2. TEACHING PRACTICE REGULATIONS

2.1. Introduction

This regulation defines the duties and responsibilities of faculty members, instructors, and postgraduate students of the Master's Program "***Educational Sciences: Educator as reflective professional and modern educational environment***" for the smooth conduct of the teaching practice. The Master's Program "***Educational Sciences: Educator as reflective professional and modern educational environment***" of the Department of Primary Education at the University of Ioannina, in accordance with Law 4957/2022, is required, among other things, to produce and disseminate knowledge through research and teaching, as well as to prepare postgraduate students for the application of knowledge. This aims to contribute to the formation of responsible citizens capable of meeting the demands of all fields of human activity with scientific, professional, and cultural competence and responsibility, while respecting the values of social justice, freedom, democracy, social solidarity, peace, and equality. The educational activity most suitable for preparing postgraduate students for the professional field is primarily the teaching practice. The Internship is an integral and mandatory part of the Master's Program "***Educational Sciences: Educator as reflective professional and modern educational environment***".

The purpose of the teaching practice is to familiarize students with professional environments so that, through reflective processes, they can understand the connection between theory and practice. The teaching practice takes place during the first and second years as part of specific courses. It lasts for 500 hours, of which 300 hours are conducted in educational institutions. It includes scientific, laboratory, and tutorial support from the instructors of the Master's Program, as well as professional supervision. It is governed by the ethical and deontological principles of science, and students are bound by confidentiality rules and the protection of sensitive personal data. The internship in schools and educational institutions corresponds to 30 ECTS and 300 hours. In collaboration with the instructors of the Master's Program, students engage in participatory observation, action research, and educational interventions in the aforementioned institutions. They actively participate in course laboratories and submit a portfolio consisting of:

a) case Studies of the institutions

b) systematic recordings structured based on observation tools (both structured and unstructured)

c) a final paper compiling the collected data and reflective pedagogical comments on the interventions they carried out.

The postgraduate program ensures the training of postgraduate students, preparing them for the design, organization, implementation, and evaluation of teaching and educational programs.

2.2. Purpose and Objectives of the Teaching Practice

The teaching practice aims to provide students with the opportunity to test, examine, evaluate, and redefine in practice: a) Their implicit assumptions about various aspects of the teaching process (learning, teaching objectives, educator, student). b) The knowledge they have acquired in previous courses on pedagogical, methodological, and didactic issues. It is an attempt to bridge theory and practice with a reflective and research-oriented approach.

2.3. Structure and Organization of the Teaching Practice

A. Students will train in two ways, depending on whether they are employed in primary or secondary education institutions. Specifically: a. Students who are not employed in education will be assigned in pairs to a school unit selected either by the Master's Program or by themselves, based on the suitability and availability of educators in the unit to take on the role of mentor teacher. During their presence, they will observe 50 hours of lessons conducted by mentor teachers and engage in discussions with them immediately after the observation (a total of 20 hours). All observations will be recorded in a monitoring journal. Additionally, students will develop alternative teaching plans and pedagogical practices or create instructional and educational materials based on the teaching and pedagogical activities they observe. b. In the case of active educators, they will complete their teaching practice at the school unit where they are employed. In this environment, besides conducting five lessons (which will be observed using a specialized observation protocol by another educator from the same school), they will carry out action research, which could serve as the foundation for their master's thesis. More specifically, active educators, utilizing their experience and after observing their colleagues' lessons, will identify a problematic situation, which they will then attempt to improve through educational action research.

B. Students conduct five individual teaching sessions in coordination with their mentors. They collaborate with teaching practice supervisors and mentors for the organization and preparation of their lessons. Periodic group discussions with teaching practice supervisors will take place to negotiate the objectives and appropriateness of teaching practices. Special emphasis will be placed on how students learn to reflect.

C. Students compile and submit: a) An individual observation journal. b) Essays describing and commenting on mentor-led lessons. c) Alternative teaching scenarios and pedagogical activities or instructional/educational materials. d) Essays describing, commenting on, and reflecting on the five (5) lessons they conducted.

2.4. Institutions where the Teaching Practice will be implemented

Postgraduate students of the Master's Program, upon successfully completing their first year of postgraduate studies, are required to undertake their Teaching Practice (TP) in Primary and Secondary Education School Units, either public or private. The schools where the teaching practice is conducted are selected by the trainee students. After declaring and registering their chosen school in a shared database, the school directors and collaborating educators are informed about both organizational/practical matters and the structure, content, and philosophy of the teaching practice. Gradually, a stable core of collaborating school units will be established, forming a consistent network of partner schools and educators. This network will not only facilitate the implementation of the teaching practice but will also serve as permanent collaborators and partners of the Master's Program “Educational Sciences: Educator as reflective professional and modern educational environment”. Collaborating educators will have the opportunity to attend seminars, lectures, and activities organized within the framework of the Master's Program, enabling them to update and enrich their knowledge while fostering a shared

philosophy to better support the students they host in their classrooms during the teaching practice.

2.5. Preparing for the Teaching Practice

During the preparation of the teaching practice (TP), the following steps take place:

1. Informing postgraduate students about the procedures of the teaching practice.
2. Processing entry permits for the institution where each postgraduate student has been placed.
3. Sending individual permits to the relevant students and institutions.
4. Meetings between supervisors and students to provide information on the objectives of the teaching practice and familiarize them with observation, recording, and reflection tools to be used during the teaching practice.
5. Informative meeting with educators and school directors of collaborating schools to discuss organizational matters, the objectives of the teaching practice, their role, and opportunities for collaboration within the Master's Program (e.g., participation in seminars, lectures, conferences, and training activities).

2.6. Teaching Practice Implementation

The teaching practice is implemented during the third academic semester, lasts for 13 weeks, is unpaid, and attendance at schools does not exceed 15 hours per week. The scheduling of the 13 corresponding weeks takes into account the availability of schools. Thus, the structure is adjusted according to school holidays and the duration (start and end) of the academic year for each educational level. The distribution of hours across specific activities is shown in Table 1:

Table 1: Activities & Workload

Activity	***Semester Workload***
"Field observation (observation, writing reflective daily summaries/journals, writing essays describing and commenting on mentor-led lessons)	150 hours
Autonomous teaching (lesson plan preparation, teaching, essays describing, commenting on, and reflecting on the five (5) lessons conducted)	100 hours
Writing alternative teaching scenarios and pedagogical activities and/or creating instructional/educational material	50 hours
Course Total	***300*** hours

2.7. Preparation of Teaching Practice Assignments

During the teaching practice, postgraduate students prepare hourly lesson plans for each subject they are scheduled to teach individually. The lesson plans include the subject and unit, teaching objectives, a description of the methodology and activities to be conducted during the lesson, teaching materials, etc.

Postgraduate students maintain a teaching practice journal for each week of observation, recording details of the institution where the teaching practice takes place and describing the weekly activities conducted at the site. The complete set of lesson plans, along with the teaching practice journal, is submitted at the end of the teaching practice to the course instructor before the examination period.

Students compile and submit a portfolio for evaluation, which includes:
a) An individual observation journal
b) Essays describing and commenting on mentor-led lessons
c) Alternative teaching scenarios and pedagogical activities or instructional/educational material
d) Essays describing, commenting on, and reflecting on the five (5) lessons they conducted.

2.8. Student obligations

The obligations of each postgraduate student during the Teaching Practice (TP) are as follows:

- Active participation in weekly educational activities.
- The student is an active member of the school that hosts them and adapts to any obligations arising from this role. Punctuality is a fundamental requirement, along with behavior that aligns with the role of an educator.
- Upon arrival and departure, the student must report to the school director or supervisor and inform them accordingly. Alternatively, they may report to the designated educator responsible for the teaching practice.
- A attendance record is maintained to track student presence and absences. The responsible educator is in charge of keeping this record.
- At the end of the teaching practice, the postgraduate student submits the attendance record, signed by the responsible professional of the institution, the teaching practice journal signed by the responsible professional, and the hourly lesson plans, signed by the responsible educator, to the faculty member overseeing the Internship.
- The student remains at the same school throughout the teaching practice.
- The student learns alongside the educator and assists in daily activities.
- The student cultivates trust-based relationships with educators and students.
- The student collaborates closely with the assigned faculty member, either in person or electronically, on designated days and times for communication.

2.9. Teaching Practice Evaluation

For the evaluation of students within the framework of their teaching practice, the following criteria are considered:

- Continuous and consistent attendance at the school where they have been placed. This is assessed by the responsible faculty member (supervisor) in collaboration with the designated school educator.
- The content, structure, and format of the Teaching Practice Portfolio, the details of which are described above (section 2.7 of this regulation).

3. REGULATIONS ON POSTGRADUATE STUDENT MOBILITY

3.1. General

Erasmus+ is a European Union (EU) program aimed at the education and training of students, as well as enhancing their skills and future employability. This program integrates all relevant EU initiatives, such as the Lifelong Learning Programme (LLP), the 'Youth in Action' program, and international cooperation programs. The program includes the 27 EU member states as well as associated countries such as Iceland, Liechtenstein, Norway, and Turkey. More information about the Erasmus+ Program is available on the website of the Directorate of International and Public Relations of the University of Ioannina at this link (https://piro.uoi.gr/erasmus/37/erasmus). Under the Erasmus+ program, a grant is provided in the form of a monthly scholarship, the amount of which depends on the host country. The minimum and maximum funded duration for studies ranges from 3 to 6 calendar months, while for internships, it ranges from 2 to 4 calendar months.

3.2. Studying Abroad with Erasmus+

Within the framework of Erasmus+, postgraduate students can complete part of their studies in another European country (3-12 months, depending on their study cycle). Student mobility is possible across all three study cycles, separately and repeatedly. By participating in this program, students gain valuable experiences in a different educational, research, professional, and social environment, acquire intercultural knowledge, and generally improve their proficiency in both the host country's language and English. The Master's Program has established participation requirements and selection criteria for postgraduate students in the Erasmus+ Program, which are outlined below. These criteria aim to ensure the highest possible academic performance and proficiency in the language of instruction at the host university (English or another foreign language) for program participants, as well as their objective ranking within the selection process followed in each cycle of the program. The call for applications is issued by the Erasmus office (International Relations Department) of the university, usually at the beginning of the spring semester, and is posted on the Master's Program website (**https://sed.ptde.uoi.gr**). A detailed description of the application process for participation in the Erasmus+ program is available on the website of the International Relations Department of the University of Ioannina (https://piro.uoi.gr/erasmus/37/erasmus).

3.3. Placement abroad with Erasmus+

The Erasmus+ program offers postgraduate students the opportunity to undertake an placement for 2-12 months, depending on their study cycle, in schools, research centers, laboratories, museums, institutions, and other organizations abroad. Within the Erasmus+ framework, postgraduate students can receive training as part of their placement. Unlike studying abroad with Erasmus+, a placement does not require a bilateral agreement between the University of Ioannina and the host institution. The selection of the host institution abroad is made by the interested postgraduate students, either through their own initiative and search or (recommended) with the voluntary

assistance/advice of a faculty member of the Master's Program “Special Education and Training” related to the subject of the Teaching Practice. The call for applications takes place during the spring semester of each academic year and pertains to the following academic year. The placement can begin at the start of the next academic year (usually in September) and last between 2 to 4 months. Applications are evaluated and ranked, with selection based on the number of positions available in the department. The University of Ioannina provides a scholarship, with 80% of the amount granted before the students’ departure. The remaining 20% is given upon their return, provided they successfully complete the placement, which is documented through a report from the internship supervisor abroad. The department recognizes the successful completion of the Erasmus+ placement and awards 3 ECTS credits (which do not count toward the degree grade). The placement is also recorded in the Diploma Supplement issued by the department. More information about the implementation of the Erasmus+ placement can be found here (https://set.ptde.uoi.gr/).

3.4. Selection and ranking of Master's Program candidate students for an Erasmus+ scholarship

The selection of students for mobility within the Erasmus+ program is based on the following criteria, which have been established as the minimum requirement for successful participation in the study program at the host institution. For postgraduate student candidates, the following factors are considered:

- Successful completion of at least 80% of the postgraduate courses in the first semester of studies.
- Grade point average of the courses completed.
- Proven proficiency in the language of the host institution or the language of instruction, at the level specified in the agreement with the institution.
- Candidate's CV, including publications, distinctions, awards, scholarships, etc.
- For students pursuing a Master's Thesis, approval from the supervisor (if assigned) or, if not assigned, approval from the relevant academic committee.

The ranking is based on the Grade Point Average of 85% of the courses in the Master's Dissertation with the highest performance at the time of application submission, according to the attached transcript of records. Postgraduate students account for 20% of the available positions for studies abroad and 20% for placements within the Erasmus+ program.

4. REGULATIONS FOR THE PREPARATION OF ASSIGNMNETS

4.1. General

The preparation of a Master's Thesis (MT) is a central part of the Master's Program (MP) “Educational Sciences: Educator as reflective professional and modern educational environment” of the Department of Primary Education at the University of Ioannina and constitutes a necessary requirement for the successful completion of the MP and the acquisition of the Master's Degree. The MT is mandatory and is equivalent to a semester-long course of twenty (20) European Credit Transfer and Accumulation System (ECTS) credits.

Each student is entitled to choose the master's thesis after successfully completing 30 ECTS credits derived from the three compulsory courses of the first and second academic semesters.

This regulation provides guidelines for the preparation of the master's thesis and must be taken into account both by students who choose to undertake it and by the supervisors of master's theses.

4.2. Procedure for the preparation of the Postgraduate Diploma Thesis (PDT)

In the fourth semester of the Master's Program, the preparation of a postgraduate diploma thesis is required. The Coordinating Committee, following the candidate's application, appoints the supervisor and forms the Three-Member Examination Committee for the approval of the thesis, one of whose members is the supervisor. The application must include:

- The proposed title of the diploma thesis
- The proposed supervisor

Along with the application, a summary of the proposed thesis must be attached.

The Supervisor and the members of the three-member examination committee for the postgraduate diploma thesis are selected from the following categories of faculty members involved in teaching within the Master's Program (MP):

a) Members of the Teaching and Research Staff (DEP), Senior Teaching Fellows (EEP), Laboratory Teaching Staff (LTS), and Special Technical Laboratory Staff (EDIP) of the department or other departments of the same or another Higher Education Institution (HEI) or Higher Military Educational Institution (ASEI), with additional responsibilities beyond their legal obligations when the MP has tuition fees.

b) Emeritus Professors or retired TRS members of the department or other departments of the same or another HEI. c) Collaborating professors. d) Appointed lecturers. e) Visiting professors or visiting researchers.

f) Researchers and specialized functional scientists from research and technological institutions under Article 13A of Law 4310/2014 (A' 258) or other domestic or international research centers and institutes.

By decision of the Department Assembly, following a recommendation from the MP Coordinating Committee, the supervision of diploma theses may also be assigned to DEP, EEP and EDIP members of the department who have not undertaken teaching duties within the MP.

An extension may be granted upon a justified request from the student and approval by the Department Assembly. The extension cannot exceed the number of semesters of regular MP attendance. Thus, the maximum allowable time for completing studies is set at eight (8) academic semesters.

Upon completion, the diploma thesis is submitted to the supervising professor and the other two members of the Three-Member Examination Committee. After the necessary corrections suggested to the student, the supervisor sets a date for the oral defense of the diploma thesis, which is evaluated in its final stage by the Three-Member Examination Committee. The defense process is open to the public. The diploma thesis is graded by the Three-Member Examination Committee on a scale of ten (10)

4.3. Evaluation of the Postgraduate Diploma Thesis

9. Presentation and Evaluation of the Postgraduate Thesis

The evaluation of the thesis is conducted by a three-member committee, consisting of the supervising professor and two members of the teaching staff of the Master's Program (MP) "Educational Sciences: Educator as reflective professional and modern educational environment".

The postgraduate thesis is sent in advance by the supervising professor to the members of the three-member committee, and the evaluation committee is convened.

The student is expected to present their work in a 20 to 25-minute presentation, selecting and highlighting the key points of their thesis, covering all significant aspects of the study, using PowerPoint presentations and other appropriate media.

The thesis presentation to the examination committee members is conducted online and scheduled in coordination with the supervising professor and the committee members, ensuring that the evaluation process and grade submission are completed within the examination period.

Following the presentation, the student answers questions, after which the evaluation committee deliberates to determine the final grade of the thesis. The grading is based on the average score of the individual evaluations from the three committee members. The evaluation report is completed and signed only by the supervising professor of the postgraduate thesis.

Upon completion of this process, the student is informed of their grade by the supervisor. The evaluation committee may request changes to the thesis text, which the student must incorporate within 15 days.

The postgraduate thesis is graded on a scale of 100 and is assessed based on the following criteria:

1. Review of existing literature and conceptual foundation of the research – Examination of current knowledge and relevant literature. Justification of the significance, originality, and innovative aspects of the thesis (Weight: 20%).
2. Methodological approach – Evaluation of the research design, thoroughness in research planning, completeness and validity of the methodology used, and acknowledgment of research limitations (Weight: 20%).
3. Organization and presentation of research findings – Overall structure, clarity in documentation, and effective presentation of research results (Weight: 15%).
4. Critical analysis and interpretation of findings – Ability to critically assess results, provide scientific interpretation, and substantiate conclusions derived from the findings (Weight: 30%).
5. Contribution and dissemination potential of results – Assessment of the research value and the contribution of its findings, as well as the potential for dissemination and utilization of results in scientific, social, or professional contexts (Weight: 15%)

To ensure uniform evaluation of postgraduate diploma theses (MDT), the final grade assigned by the Evaluation Committee is recommended to be based on the assessment of the submitted written text with a weighting factor of 80% and the oral presentation with a weighting factor of 20%, following the grading scale below. In cases where the final evaluation grade of the thesis is non-passing, the Evaluation Committee is required to provide a written justification for the failure of the thesis.

EVALUATION OF THE SUBMITTED WRITTEN TEXT

<50	50-55-60	65-70-75	80-85-90	95-100
The thesis does not meet the criteria of the postgraduate program. Deficiencies in methodology and structure have been identified. Significant improvements are required for it to be accepted.	The thesis meets the criteria of the postgraduate program. Its methodology and structure are adequate. The thesis is complete but does not demonstrate an original contribution to knowledge. Its methodology	The thesis meets the criteria of the postgraduate program. Its methodology and structure are complete. The thesis is well-developed and demonstrates, to some extent, an original contribution to knowledge. Its	The thesis meets the criteria of the postgraduate program and is scientifically sound. The thesis is characterized by an original contribution to knowledge. Its methodology is adequate. The text meets academic	The thesis meets the criteria of the postgraduate program and is excellent. The thesis is characterized by an original and significant contribution to knowledge. Its methodology is excellently applied. The text meets

There are substantial grammatical and syntactical errors.	and structure are basic. The text partially meets academic standards and guidelines. There are some grammatical and syntactical errors.	methodology is adequate. The text meets academic standards and guidelines. There are no grammatical or syntactical errors.	standards and guidelines. There are no grammatical or syntactical errors.	academic standards and guidelines. The text is outstanding.

EVALUATION OF THE ORAL PRESENTATION

0-10-20	30-40-50	60-70-80	90-100
The presentation was not clear or sufficient. The student was not well-prepared. The student did not manage their available time effectively. The slides were not legible and contained many errors. The student was unable to adequately respond to the questions posed after the presentation.	The presentation was adequate. The student was not well-prepared. The student managed their available time well. The student was able to respond sufficiently to the questions posed after the presentation.	The presentation was adequate. The student was well-prepared. The slides were based on the diploma thesis. The student respected the allocated time. The student was able to respond to the questions posed after the presentation.	The presentation was excellent. The student was exceptionally well-prepared. The slides were based on the diploma thesis. The student fully respected the allocated time. The student was able to fully respond to the questions posed after the presentation.

The completed and signed evaluation record by the supervising professor is sent to the program's administrative officer. This record includes: the full name of the student, the title of the postgraduate thesis, the full name of the supervising professor and the other two members of the evaluation committee, the grade assigned by each committee member, and finally, the overall grade of the thesis, which is calculated as the average of the three.

The postgraduate thesis follows the evaluation scale used for the other courses of the Master's Program and is graded on a scale from 0 to 10 (with 5 as the passing mark).

In the event that the deadline is not met, the Postgraduate Diploma Thesis is considered incomplete, and the degree is not awarded.

4.4. Quality Specifications

The Postgraduate Diploma Thesis constitutes an independent educational process, which aims at the synthesis and utilization of the specialized knowledge acquired within the framework of the Master's Program, and/or at the investigation of its application in practice. Consequently, it may, either through the conduct of an original research or through the critical and scholarly review of ideas and theories, have an empirical and/or theoretical dimension, depending on the particular research and scholarly interests of each postgraduate student. From this perspective, the process of preparing a diploma thesis includes:

1. the selection and definition of a topic by focusing on a specific problem or question within a scientific field
2. the formulation of objectives, working hypotheses, and goals that are interrelated
3. the design of a logical and feasible research plan
4. the study and review of the already existing scientific literature in relation to the subject under analysis, including the critical evaluation of previously published works
5. the identification of the broader research questions and the formulation of more specific research questions in focused research areas
6. for a thesis that is centered on the empirical investigation of a specific issue, the selection and design of the most appropriate research method and the appropriate tools for data collection and processing
7. in the case of a thesis with a theoretical orientation, the formulation of a coherent and logical argument that promotes, enlightens, and repositions the theoretical questions which form its basis, thereby contributing to the relevant literature or serving as the trigger for a possible future empirical research
8. the presentation of the results
9. the discussion, interpretation of the results, and the formulation of suggestions for further research.

When writing the thesis, the use of appropriate academic language is required. Postgraduate students are obligated to apply proper academic practices in their scholarly work. Plagiarism practices constitute a serious academic offense and, if substantiated, allow the Department Assembly, in accordance with the internal regulations of the Master's Program, to expel the student.

4.5. Instructions for the writing up of the postgraduate diploma thesis

1. Length and structure of the postgraduate diploma thesis

The usual length of the diploma thesis ranges between 20,000 words (60 pages) and 30,000 words (90 pages) (excluding any Appendices). In special cases, the number of pages may be increased, but it cannot be decreased. Additionally, it may include an Appendix in which any explanatory material, tables of statistical analyses, photographs of experimental intervention, etc., are provided. The postgraduate diploma thesis is accompanied by a brief 300-word summary in both Greek and English, in which the objectives and content of the work are clearly described. At the end of the thesis, the following text must be stated: “I hereby expressly declare that, in accordance with Article 8 of Law 1599/1986, the present work is exclusively the product of personal work and does not infringe upon any form of intellectual property rights, personality rights, or personal data rights of third parties, does not contain works/contributions of third parties for which the permission of the creators/right holders is required, and is not the product of partial or complete copying; the sources used are limited solely to bibliographic references and solely comply with the rules of scientific citation."

2. Language of writing of the master's thesis

The master's thesis is written in the Greek language. In cases where there is a justification for writing it in another language, supported by a well-documented recommendation from the supervisor, the Department Assembly decides accordingly.

3. Contents of the postgraduate thesis

The Postgraduate Thesis should include, in order, the following:

- Title page
- Abstract in Greek and in English (with a length of 250–300 words)
- Table of contents, List of tables, and List of figures
- Introduction
- Main body of the work
- Conclusions
- Bibliography
- Appendices

More specifically, the introduction should describe the general nature of the topic and the reasons that led to the undertaking of the work, and provide a brief outline of the structure of the chapters that follow. In the main body of the work, which is divided into chapters, a theoretical and/or empirical treatment of the topic is presented. In the case of empirical work, the following elements should be included, among others:

- Literature review
- Method

- Sample
- Research instruments
- Results
- Discussion/Commentary and interpretation of the research findings
- In the conclusions, it is useful, among other elements, to present proposals for further research on aspects that are a continuation of the topic that has already been studied.

4. Technical guidelines for the formatting of the master's thesis

- The text should be in 12 pt font size, using Times New Roman or Arial Greek, and with a line spacing of 1.5.
- Paragraphs should begin with an indentation of 0.75 cm.
- The text must be fully justified (aligned to both the left and right margins).
- Each chapter should start on a new page. Chapter titles should be centered within the page and written in bold uppercase letters with a size of 14 pt.
- Subchapter titles should be centered within the page and separated from the preceding text by two blank lines and from the following text by one blank line.
- Third-level titles should start at the left margin of the page, be separated by one blank line from the preceding text and one from the following text, and be underlined.
- Tables should be placed as close as possible to their first reference in the text and separated from it by one blank line. The caption should begin with the word “Table” at the left side of the table’s frame, followed by the table number and its title. The numbering of tables should be done per chapter. If a table spans more than one page, the column headers should be repeated at the beginning of the following page.
- All diagrams and/or photographs should be contained within a frame of 16 x 24.7 cm, positioned as close as possible to their first reference in the text, and separated from it by one blank line. Their captions should be fully centered on the page and begin with the word “Diagram” and/or “Photograph” followed by the corresponding number. The numbering of diagrams/photographs should be done per chapter. It is recommended that the creation of diagrams, charts, and maps be carried out using appropriate software.
- In-text references as well as the complete bibliographic list at the end of the thesis should follow the APA style system.
- The Master's Thesis must be submitted in bound form, as well as in electronic format for the archive of the Digital Repository of the University of Ioannina.

4.6. Methods of ensuring transparency by the academic unit in the process of assigning and evaluating the Master’s Thesis

The process for undertaking the Master’s Thesis, as well as its evaluation process (and this regulation), is posted on the program’s website, as well as on the Department’s website. Specifically, every postgraduade student, at the beginning of the fourth semester, proposes— to whichever member of the teaching staff they wish— a topic to

investigate. The Master's Thesis is publicly defended before a three-member Evaluation Committee. The announcement for the public defense of the Master's Thesis is posted on the program's website under the responsibility of the supervisor at least six days prior to the defense date and includes the full name of the student who prepared it, the title of the work, the venue of the presentation, the date, and the time.

4.7. Submission of the Master's Thesis

Upon its completion and with the consent of the supervisor, the master's thesis is sent via academic email to the other two members of the evaluation committee. The composition of the evaluation committee is proposed by the supervising professor, who recommends two (2) additional instructors from the program, and is approved by the program coordinator.

Sending the master's thesis to the members of the three-member evaluation committee must be completed at least 15 days before the start of the final written examinations of the respective academic semester.

Before sending it to the members of the evaluation committee, the student is responsible for posting the thesis in the "Master's Thesis" course space on the program's platform so that the text of the thesis can undergo the text similarity/plagiarism check by the Turnitin system. The percentage of text similarity/plagiarism must not exceed 20%.

The supervising professor of the master's thesis has the right to request that the student make changes or modifications before the final text is sent for evaluation to the three-member committee.

Once approved by the evaluation committee, the master's theses are mandatorily posted on the Department's website. Additionally, an electronic deposit of the thesis is made in the Digital Repository "Olympias," in accordance with the decisions of the Senate of the University of Ioannina. Students have access to the Digital Repository using their institutional accounts. All theses are also submitted electronically to the program's Secretariat, which maintains a relevant record.

In the event that plagiarism is detected in any of the theses prepared by a master's student, sanctions are imposed in accordance with the applicable legislation.

APPENDIX I: Sample front cover of a master's thesis

SCHOOL OF EDUCATION SCIENCES

DEPARTMENT OF PRIMARY EDUCATION

MASTER'S PROGRAM

"... PROGRAM NAME ..."

.....

"Title of the Master's Thesis"

Master's student: .....

Ioannina,

.....(month) .....(year)

APPENDIX II: Sample inner cover of a master's thesis

SCHOOL OF EDUCATION SCIENCES

DEPARTMENT OF PRIMARY EDUCATION

MASTER'S PROGRAM

"... PROGRAM NAME ..."

.....

Title of the Master's Thesis"

Master's student: .....

The Supervising Professor: .....

Members of the Examination Committee:

1. .....

2. .....

Ioannina,

.....(month) .....(year)

APPENDIX III: Minutes of the evaluation of the master's thesis

SCHOOL OF EDUCATION SCIENCES

DEPARTMENT OF PRIMARY EDUCATION

MASTER'S PROGRAM: ("... PROGRAM NAME ...")

EVALUATION OF THE MASTER'S THESIS

Date:

Name of the Master's Student:

Title of the Master's Thesis:

[Name] has presented the master's thesis they completed on the subject "..." before a three-member committee composed of the supervising professor of the thesis and ... and ..., members of the three-member evaluation committee, and it was evaluated with an overall grade of .....

The three-member committee graded as follows:

Supervisor - Grade

Member 1 - Grade

Member 2 - Grade

Final Grade = (Average of the above)

Supervisor's Name: ....

Signature: .....