

AMLS Regulation
Department of Mathematics
University of Western Macedonia

Article 1. General Principles

The Department of Mathematics of the School of Sciences of the University of Western Macedonia organizes and operates a Doctoral Studies Program which is drawn up under law 4957/2022 and the relevant provisions and decisions. The PhD is an academic title, which certifies the elaboration of original scientific research and the substantial contribution of the holder to the development of Mathematics and individual scientific disciplines.

The primary purpose of the PhD Program of the Department of Mathematics at the University of Western Macedonia is the substantial contribution of researchers to the development of knowledge, science, research and applications in the academic fields offered by the Department. Specifically, it aims to conduct original scientific research in order to be able to staff Universities, Research Centers, Businesses and Organizations of the private and public sector in Greece and abroad.

The Department provides a doctoral program in Greek and English. The terms and conditions of the Doctoral Studies Regulation apply equally regardless of the language chosen by the Ph.D. candidates.

Article 2. Program Structure and Activities

The Department is obliged to offer research, learning and educational activities, which are evaluated by faculty members of the Department and the supervising professor of the doctoral candidate. These activities have an indicative workload and receive the relevant ECTS, and are offered in both languages (Greek and English), and are divided into compulsory and elective.

Compulsory Research and Learning Activities:

ACTIVITY	ECTS credits
Writing and Defending a Doctoral Thesis	60
Two published papers in international journals (Q1, Q2 or Q3 SCIMAGO (SCOPUS): 30 credits (each)	60 (30 each)
A peer-reviewed paper and presentation at international conferences (Proceedings)	30
Compulsory Course	6

In order to complete the number of 180 ECTS required obtaining the PhD degree, PhD candidates can choose a number of the research and learning activities offered by the Department of Mathematics and the University of Western Macedonia.

Research and Learning Elective Activities:

ACTIVITY	ECTS credits
Research Seminar, Department of Mathematics	6
Teaching assistantship in undergraduate courses (lectures or laboratory sessions)	6

Two lectures at Greek universities. Lecture plans must be approved by supervisors.	6
A lecture at a university abroad. Lecture plans must be approved by supervisors.	6
Discipline-specific presentation at 39-hour educational seminars in the broader field of the PhD.	6
Contribution to a 39-hour (minimum) discipline-specific Summer School in the broader field of the PhD.	6

Article 3. Right to apply

The right to apply for a Ph.D. in the Greek or foreign language Postgraduate Program has those who meet the following conditions:

- 1) Hold a Bachelor's Degree of a Greek Higher Education Institution (HEI) or a recognized HEI abroad.
- 2) Are holders of a Master's degree of a Greek or foreign Higher Education Institution (HEI), or graduates of at least five-year undergraduate course of three hundred (300) credits of the European Credit Transfer and Accumulation System (ECTS). The selection process of successful PhD applicants is carried out by decision of the relevant Department Assembly.
- 3a) hold a certificate of competence in at least one foreign language (B2 level).
- 3b) by decision of the Assembly of the Department, the certification of good knowledge of at least one foreign language at B2 level may be certified after exams organized by the Department.

Article 4. Selection procedure for candidates

Calls for PhD applications in Greek or other language take place once each academic year, during September - November or whenever the Assembly of the Department deems appropriate.

The announcement includes:

- a) Application deadlines.
- b) Academic study fields and number of admissions per discipline.
- c) Supporting documents accompanying applications.

Applications include the following information:

- 1) Doctoral Thesis title/research area.
- 2) The proposed language of the doctoral thesis.
- 3) The proposed supervisor of the doctoral thesis.

Upon submission of the application, the candidate submits the following supporting documents:

- 1) Detailed curriculum vitae.
- 2) Copy of degree and transcript of grades and, where applicable, written certificate of equivalence of DOATAP for degrees from foreign institutions.

- 3) Copy of Master's degree and transcript, as well as, where applicable, written certificate of equivalence of DOATAP for degrees from foreign institutions.
- 4) Abstract of (Bachelor's) dissertation (if any).
- 5) At least two (2) letters of recommendation from faculty members in envelopes sealed by the academic staff.
- 6) Evidence of adequate knowledge of English.
- 7) Copies of scientific publications and certificates of participation in research programs, relevant experience, etc. (if any).
- 8) Draft-memorandum of the doctoral dissertation to be prepared.

In order to apply for a PhD, applicants need to have sufficient knowledge of English, as evidenced by a certificate of knowledge of English at least B2 level. By decision of the Assembly of the Department, the certification of good knowledge of at least one foreign language at B2 level may be certified after examinations in the relevant Department. The Department Assembly may decide upon other languages apart from English, as long as this is an academic requirement. Additional language certificates are positively assessed.

Applications are examined and ranked in terms of research relevance by the Department Assembly, who then appoints three-member committees per application category, comprised of the Department academic staff members. The committees examine all accompanying documents and invite applicants to an interview. Subsequently, the committees draw up a detailed reasoned statement to be submitted to the Assembly. Unless no recommendations about supervisors are made by applicants, these are made by the competent committee and are submitted for approval to the Assembly.

The Department Assembly consider the committee opinion about supervisors and make a reasoned statement of approval or rejection of the specific applications for either PhD study programmes in Greek or PhD programs in other language. The statement also includes a decision on the Doctoral Thesis language as well as other requirements (course attendance, commitments relevant to research activities, etc.).

The announcements of PhD candidate positions are posted on the website of the Department.

Change title or language

A change in the subject of the doctoral thesis or the language of its preparation can be made after a documented recommendation of the three-member Advisory Committee and approval by the Assembly of the Department.

Article 5. PhD Thesis Supervision

1. The following have the right to supervise doctoral dissertations:

- a) Academic staff members, i.e., full professors, associate professors, assistant professors of the relevant or other HEI.

b) 1st, 2nd or 3rd rank researchers of research centers according to Law 4310/2014, article 13A, and Law 4485/2017, article 39.1, including the research centers of the Academy of Athens and the Biomedical Research Foundation of the Academy of Athens.

Academic staff members are eligible to supervise or co-supervise a total of eight (8) Doctoral theses. In case of co-supervision, a Special Cooperation Protocol is drawn up between the cooperating Departments.

2. Three-member Advisory Committee

The Assembly of the Department assigns to the proposed supervisor the supervision of the Ph.D. and appoints a three-member Advisory Committee, which has the responsibility to frame and support its preparation and writing.

Members of the three-member Advisory Committee

The members of the Three-member Advisory Committee may be, in accordance with Law 4957/2022, article 94, par. 1, Academic Staff members (full, associate, or assistant professors) of the Department or other Departments of the same or another HEI, Emeritus Professors and retired Academic Staff, Teaching Research Staff members in Higher Military Educational Institutions and Higher Ecclesiastical Academies, or Professors of relevant recognized institutions abroad, holders of a doctoral degree, researchers (rank A, B or C) in research centers (Law 4957/2022, article 94.1), including the research centers of the Academy of Athens and the Biomedical Research Foundation of the Academy of Athens, as well as scientific staff of the Hellenic Survey of Geology & Mineral Exploration (E.A.G.M.E. in Greek), under Law 4602/2019 (A' 45), article 25, provided they hold a doctoral degree and their research activities are related to the subject of the Doctoral thesis, or work in recognized research centers or institutes abroad with the same or related specialist research area to the Doctoral thesis in question. Professors who are on scientific leave may also be appointed as members of the three-member Advisory Committee.

The three-member Advisory Committee includes at least one (1) faculty member from the first three levels of the relevant Department. The number of retired faculty members participating as members in the three-member advisory committee may not exceed one (1). In case the supervising professor is from another Department or institution, then the other 2 members of the three-member committee must be from the Department of Mathematics.

Supervisor guides and supports the PhD candidate's research. In particular, the direct cooperation between the Supervisor and the PhD candidate must be regular and continuous.

Replacement of supervisors

1. The Department Assembly may appoint a replacement until the completion of the Doctoral thesis for any member of the Three-Member Advisory Committee, or the supervisor, when they are unavailable or unable to fulfill duties, upon request of the Three-Member Advisory Committee members, PhD candidate, or supervisor.

2. If supervisors or members of the Three-Member Advisory Committee transfer to another Department of the same or another Higher Education Institution (HEI) or retire, they may continue to supervise a Doctoral thesis, on their own consent. The degree is conferred by the HEI and the Department where the Doctoral thesis started.

Publication of inductees

After the appointment of the three-member Advisory Committee by the Assembly of the Department, the names of the Ph.D. candidates and the members of the three-member Advisory Committee, the title and a brief summary of the doctoral dissertation to be prepared are posted on the Department's website.

Article 6. PhD Thesis with co-supervision

For the preparation of doctoral dissertations under co-supervision, the Department may collaborate with Departments of universities, as well as with research centers and Institutes of article 13A of Law 4310/2014, including the research centers of the Academy of Athens and the Biomedical Research Foundation of the Academy of Athens, as defined in par. 3 of article 43 of Law 4485/2017.

A Special Cooperation Protocol (E.P.S.) is drawn up between the collaborating departments, which define the procedure for selecting candidates, the preparation of the dissertation, as well as the granting of a single or separate title, etc.

The Department also has the ability to collaborate with recognized peer institutions or research centers and institutes abroad for the preparation of a doctoral dissertation with co-supervision. The procedure for the preparation, granting of a single or separate title, etc., is provided for in the relevant Special Cooperation Protocol (EPS) drawn up in accordance with the relevant decision of the Minister of Education, Research and Religious Affairs published in the Government Gazette.

Article 7. Ph.D. thesis process

Each academic year, the PhD candidate submits a written annual report regarding his/her thesis progress as well as presenting it in person to the Three-member Advisory Committee. The progress report of his investigation shall constitute a renewal of his registration. A copy of the report, as well as comments on it by the Supervisor and the three-member Advisory Committee and progress reports are recorded in the Candidate's personal file.

Article 8. Duration of PhD Thesis

The duration of studies for a doctoral thesis cannot be less than three (3) calendar years from the date the Three-Member Advisory Committee has been appointed. The maximum period of study is six (6) calendar years. By decision of the Department Assembly, the maximum duration of the Ph.D. may be extended for two (2) additional years, at the request of the Ph.D.'s candidate and the agreement of the three-member Advisory Committee for an important reason.

Article 9. Rights/Benefits and Obligations of PhD Candidates

Rights/Benefits

Doctoral studies are offered free of charge. PhD candidates have up to six (6) full academic years from their first enrollment, all the rights and benefits provided for students of the second cycle of studies. Indicatively, the following are mentioned: technological support, awards, scholarships from the institution's resources to achieve academic goals or provide teaching assistantship, funding publications/conferences, student support, representation in student's (academic) committees, etc.

They retain the rights of access, borrowing and use of the electronic services of university libraries for up to six (6) years after the award of the Ph.D.

Obligations

2) The Ph.D. candidate submits a written annual report regarding his/her thesis progress as well as presenting it in person to the Three-member Advisory Committee. The progress report of his investigation shall constitute a renewal of his registration. A copy of the report, as well as comments on it by the Supervisor and the three-member Advisory Committee and progress reports are recorded in the Candidate's personal file.

The Ph.D. candidate is obliged, throughout the duration of the studies and until the oral support of his/her thesis, to offer his/her services in the exams' invigilation of the Department, in accordance with the program's invigilation prepared by the Department. He is obliged to be informed on his own responsibility about the program of supervision by the Secretariat of the Department during each examination period. In case they are unavailable, they should name a replacement and inform the responsible faculty member.

Finally, PhD candidates are required to successfully complete the compulsory and elective educational and research activities corresponding to the 180 ECTS as provided for in Article 2.

Article 10. Ph.D. Thesis Award

Upon completion of the Ph.D. thesis and submission of the last research progress report to the Three-member Advisory Committee, the three-member Advisory Committee accepts or rejects the application of the Ph.D. for public support and its evaluation after checking the compliance with the above conditions. If the three-member Advisory Committee accepts the Ph.D.'s application, it prepares a detailed report and submits it to the Department Assembly requesting the appointment of a seven-member Examining Committee for the Ph.D. Thesis' evaluation.

The Department Assembly, after examining the written positive recommendation of the Three-Member Advisory Committee, appoints a Seven-Member Examining Committee to assess the Ph.D. thesis. Members of the Seven-Member Examining Committee are assigned the members of the Three-member Advisory Committee and four (4) additional members, appointed according to the relevant Law. The specific members should provide evidence of their research impact measured in the SCOPUS database. First- and second-degree relatives of Ph.D. candidates are not allowed to be members of the Seven-member Committee. At least four (4) of the seven (7) members of the Examining Committee must be faculty academic staff members, whereas up to two (2) committee members may be from universities abroad; those may also be members of the Three-member Advisory Committee.

Candidates are required to send printed or electronic copies of their thesis to the members of the Seven-member Examining Committee at least thirty (30) days prior to the date of the PhD defense presentation.

Thesis assessment takes place at the latest within 60 days from the date of appointment of the Seven-Member Examining Committee by the Department Assembly and after copies of the Thesis have been forwarded to the committee members. If the two-month deadline has expired, the Seven-Member Examination Committee must be reappointed by the Department Assembly on the supervisor's recommendation.

Ph.D. thesis' defense presentations are made publicly by Ph.D. candidates to the Seven-member Examining Committee, who can raise questions. Thesis presentations may also be made by teleconferencing, in case not all examining committee members are physically present, as prescribed in the current legislation. After the completion of the Ph.D.'s support, the Seven-member Examining Committee hold meetings in private, assess the thesis in terms of quality, comprehensiveness, original thinking, and contribution to scientific knowledge, and accordingly, approves or withhold a Doctoral Degree award. Doctoral degree awards require the consent and positive Thesis assessment by at least five (5) members.

The process of public presentation by the candidate should not exceed one (1) hour. After the completion of the presentation and any questions submitted, the candidate leaves.

The seven-member Examination Committee then draws up a relevant report and judges the dissertation in terms of quality, completeness, originality and contribution to the promotion of science.

On approval, the Seven-member Examining Committee assesses theses and award grades:

- Excellent
- Very Good
- Good

After the approval of the doctoral dissertation, the Ph.D. candidate must submit the doctoral thesis and its summary in Greek/English as follows:

- Printed and digital copy at the National Documentation Centre.
- Digital format for the library of the School of Sciences of the University of Western Macedonia.

Article 11. Nomination and Award of PhD Holders

The nomination of the Ph.D. candidate takes place at a meeting of the department in the presence of the Rector/Vice-Rector.

Article 12. Grounds for deletion

The Department Assembly may decide to delete a Ph.D. candidate after:

- Application for deletion of the Ph.D. candidate.

Also after a substantiated recommendation of the supervisor or the Advisory Committee when:

- Progress is considered insufficient (In particular, insufficient progress of the candidate is documented by at least two (2) negative Progress Reports).
- Due to lack of scientific cooperation.

Article 13. Transitional provisions

Issues not provided for by Law 4957/2022 and not directly defined by this Regulation of Doctoral Studies are resolved by the Assembly of the Department of Mathematics of the School of Sciences of the University of Western Macedonia.

The assembly has the right to modify the operation of the Doctoral Studies Regulation in any case deemed necessary to ensure the quality of the Doctoral Studies Program.