ARISTOTLE UNIVERSITY OF THESSALONIKI
FACULTY OF HEALTH SCIENCES

SCHOOL OF MEDICINE

REGULATIONS OF STUDY

Postgraduate Program

(MSc) "Salivary Glands Disorders"

Academic Year: 2025 – 2026

Program Website: https://msc-saldis@med.auth.gr

Email:msc-saldis@med.auth.gr
Secretariat Phone:+30 2310 991485
Office Hours: 10:30 a.m. – 1:30 p.m.

ARISTOTLE UNIVERSITY OF THESSALONIKI

A. Amendment of the Establishment of the Postgraduate Program

From the academic year 2025–2026, the decision no. 29629/21-5-2021 of the Senate of Aristotle University of Thessaloniki (Government Gazette 2300/τ.Β΄/1-6-2021) regarding the establishment of the Postgraduate Program **"Salivary Glands Disorders"** of the School of Medicine, Faculty of Health Sciences, Aristotle University of Thessaloniki, is amended in accordance with the provisions of Law 4957/2022, as follows:

Article 1. General Provisions

The School of Medicine, Faculty of Health Sciences, Aristotle University of Thessaloniki, shall organize and continue to operate, from the academic year 2025–2026, the Postgraduate Program entitled **"Salivary Glands Disorders (Salivary Glands Disorders)"**, in accordance with the provisions of this decision and the provisions of Law 4957/2022.

Article 2. Subject Area

Subject Matter of the master's Program "Salivary Glands Disorders"

The master's Program (M.Sc.) "Salivary Glands Disorders" is conducted at the facilities of the 2nd Department of Otorhinolaryngology of the Aristotle University of Thessaloniki (A.U.Th.) at the General Hospital "Papageorgiou," as well as at the School of Medicine of A.U.Th. The program focuses on the study of salivary gland disorders. Salivary glands and their associated pathologies constitute a significant part of the daily clinical practice across multiple medical specialties, with prominent representation in Otorhinolaryngology, Maxillofacial Surgery, General Surgery, Pediatrics, Internal Medicine, Oncology, and diagnostic specialties such as Radiology and Nuclear Medicine. The interdisciplinary involvement highlights both the breadth and complexity of modern diagnostic and therapeutic approaches to salivary gland disorders.

The program's academic scope encompasses:

- **Surgical anatomy** of the salivary glands, essential for physicians performing surgical interventions in the region.
- **Physiology and pathophysiology** of the glands.
- **Pathology** in both pediatric and adult populations.

- **Diagnostic approaches** and the range of therapeutic options, including surgical, minimally invasive, and pharmacological interventions.

A fundamental classification of salivary gland disorders includes:

1. **Oncological Disorders:**
    - **Benign tumors** constitute approximately 80% of cases and are increasingly prevalent. Their proximity to the facial nerve presents a surgical challenge, while preservation of nerve function is a primary concern for patients.
    - **Malignant tumors** exhibit a wide histological diversity, often requiring multidisciplinary discussion in head and neck oncology boards to determine the optimal therapeutic strategy.
2. **Non-Oncological Disorders:**
    - **Obstructive disorders:** Sialolithiasis is the predominant cause of most sialadenitis episodes in adults. Modern management prioritizes preservation of gland function. Additionally, obstructive phenomena may arise from chronic inflammation, congenital anomalies, or trauma of the ductal system.
    - **Non-obstructive disorders:** Include systemic diseases such as Sjögren's syndrome, rheumatoid arthritis, and Wegener's disease, which may initially present with sialadenitis, potentially revealing previously undiagnosed autoimmune conditions. Sialadenitis secondary to radiotherapy or radioactive iodine treatment for head, neck, or thyroid cancers is also considered, emphasizing the need for prior patient counseling and careful glandular function management.
    - **Functional disorders** of the glands, including hypofunction (xerostomia) and hyperfunction (sialorrhea), are addressed, including contemporary therapeutic approaches such as minimally invasive interventions and pharmacological treatments (e.g., botulinum toxin injections).

Pediatric salivary gland disorders are also addressed, ranging from simple inflammatory or infectious diseases (e.g., viral parotitis) to chronic, recurrent parotitis of unknown etiology.

Diagnostic approaches integrate all contemporary imaging modalities, including CT, MRI, ultrasonography, and scintigraphy, while cytology, particularly fine-needle aspiration biopsies, remains a cornerstone of diagnostic evaluation. Additionally, **sialendoscopy** using semi-rigid endoscopes has been increasingly adopted for both diagnostic and therapeutic purposes.

The program's **therapeutic curriculum** includes detailed analysis of surgical techniques and their potential complications, minimally invasive procedures such as sialendoscopy and local drug injections, as well as pharmacological options aimed at preserving gland function and treating inflammatory disorders.

Purpose and Objectives of the master's Program "Salivary Glands Disorders"

The primary purpose of the master's Program is to educate healthcare professionals involved in the diagnosis, monitoring, and treatment (surgical or pharmacological) of patients with salivary gland disorders, enabling them to manage these conditions accurately, scientifically, and in accordance with contemporary standards, while providing high-quality patient care.

Core Objectives of the Program include:

1. **Provision of advanced postgraduate education** in the field.
2. **Training of specialized graduates** with a solid theoretical foundation and the capacity for interdisciplinary management of complex clinical problems related to salivary gland disorders.
3. **Consolidation of postgraduate students' confidence** through the delivery of specialized knowledge and systematic clinical-laboratory training in the complex management of salivary gland conditions.
4. **Promotion of scientific research** in the field of salivary gland disorders and the development of high-quality postgraduate dissertations.
5. **Development of critical and research skills** necessary for doctoral-level studies.

The guiding principles of the program focus on:

- Ensuring that postgraduate students acquire a robust scientific foundation, up-to-date knowledge, and appropriate research methodologies, enabling continuous education and improvement of daily clinical practice.
- Cultivating practical skills essential for responsible, comprehensive scientific and professional activity.

All personnel involved in the program are responsible for ensuring quality and continuous improvement across all aspects of the program, including educational and research activities, and for fostering collaborations with related programs and centers both domestically and internationally.

Postgraduate students on the program will be trained in the following subject areas:

1. Surgical Anatomy – Physiology of salivary gland disorders
2. Imaging of the salivary glands
3. Histology / Cytology of the salivary glands
4. Salivary gland oncology
5. Surgical techniques for salivary gland tumors
6. Surgical reconstruction following malignant tumor excision
7. Obstructive disorders of the salivary glands
8. Hypofunction and hyperfunction of the glands
9. Minimally invasive techniques for non-oncological disorders – Sialendoscopy
10. Systemic diseases involving the salivary glands
11. Research methodology in the field of salivary glands
12. Use of botulinum toxin in the salivary glands

Learning outcomes and qualifications of successful graduates include:

- Recognition of specialized salivary gland disorders.
- Provision of high-level healthcare services to patients.
- Application of theoretical knowledge in their professional and scientific practice.
- Utilization of technological advancements and equipment for the contemporary management of salivary gland disorders.
- Collaboration with specialists from other disciplines to ensure optimal patient care.
- Application of new knowledge in the development of research protocols.
- Support and dissemination of knowledge, expertise, and methodological tools within their professional and scientific domain.
- Generation of new knowledge through preparation for doctoral-level research

Article 3. Master's Degree

The master's Program (MSc) awards a **master's degree (MSc) in "Salivary Glands Disorders"**.
The program **does not offer specialization**

Article 4. Duration of studies

The **minimum duration** for the completion and awarding of the Master's Degree (MSc) is set at **three (3) semesters**, which includes the time required for the preparation and evaluation of the Master's Thesis (MSc Thesis).
The **maximum allowable period** for the completion of the program is **five (5) semesters**.
Attendance in the Master's Program is **mandatory**.

The program is scheduled to operate until the **academic year 2029-2030**, with the possibility of extension, **subject to its successful certification during the periodic evaluation of the Department.**

Article 5. Accepts candidates

The Master's Program **accepts candidates holding a first-cycle degree** from Departments of Higher Education Institutions (HEIs) in Greece or from recognized equivalent institutions abroad, specifically **graduates of Medical Schools** in Greece or from recognized equivalent institutions abroad.
The program is **aimed at physicians** awaiting specialization, residents, or specialized doctors in the fields of **Otorhinolaryngology, Maxillofacial Surgery, Pediatrics, Pediatric Surgery, General Surgery, Internal Medicine, and General Medicine**.

Article 6. Number of Admissions, Selection Criteria, and Admission Process

The maximum number of **students admitted annually** to the MSc program is **30**.
The program **cannot operate with fewer than 10** postgraduate students.
The MSc Program announces **available positions through an open call** based on a decision of the **Department Assembly or the Program Committee**.
The announcement includes:

- Admission requirements,
- Number of available spots,
- Categories of eligible candidates,
- Admission procedures,
- Selection criteria,
- Application deadlines, and
- Required documents.

The call for applications is published on the Department's **official website**.
Applications, along with all required documentation, must be submitted to the Department Secretariat **either in printed or electronic form**.

Selection Criteria

The selection criteria may include:
I. A **recognized first-cycle (undergraduate) degree** from a Greek or foreign institution.
II. Transcript of grades, especially in courses related to the MSc subject.
III. Performance on the undergraduate thesis, where applicable.
IV. Proficiency in a foreign language, at a level defined by the Department Assembly or Program Committee:

- B2 (Good),
- C1 (Very Good),
- C2 (Excellent), in English, as accepted by ASEP (Supreme Council for Civil

Personnel Selection).

Alternatively, applicants may submit a **bachelor's or master's degree** from a Greek or foreign university **attended in English**.

V. Recommendation letters.

VI. Interview with a qualified Committee.

VII. In addition, applicants may optionally submit, if available:

- (a) Master's degrees from Greek or equivalent foreign universities.
- (b) Doctoral degrees from Greek or equivalent foreign universities.
- (c) Certificates of proficiency in **other languages** (French, German, Italian, Spanish, or Russian).
    - Foreign applicants may also submit proof of **Greek language knowledge**.
- (d) Documentation of **research/publication activity**, participation in **student mobility programs**, and **relevant professional experience**.

These documents can be submitted as either **certified copies** or **simple photocopies**.

VIII. Foreign applicants must provide proof of Greek language proficiency, **minimum level B2**, as a **mandatory requirement**.

Evaluation Method (Indicative Scoring)

Scoring of applicants is decided by the **Department Assembly** and included in the Postgraduate Program Regulations. An indicative scoring scheme is:

1. Degree grade (15**%**)
2. Certified foreign language proficiency (**10%**)
3. Recommendation letters (**5%**)
4. Interview (3**0%**)
5. Research activity (1**5%**)
6. Conference participation (10**%**)
7. Relevant professional experience (1**5%**)

Candidate Selection Procedure

Based on a decision of the **Department Assembly**, a **three-member Selection Committee** is formed, composed of faculty involved in the postgraduate program.

The Committee:

- Compiles a list of all applicants,
- Reviews each application and **eliminates those who do not meet the minimum criteria**,
- Invite **eligible applicants** to an interview (if applicable).
- The interview is graded from 1 to 10 points.

Article 8 Duration and Terms of Study

The duration of studies in the Postgraduate Program (P.G.) leading to the master's degree (M.Sc.) is **at least three (3) semesters**, which includes the time for preparing and defending the postgraduate thesis. The **maximum allowed duration** to complete the studies is five **(5) semesters**.

Part-Time Study

Part-time study is available for students who:

- Are employed for at least **20 hours per week**, or
- Have serious, justified reasons that prevent full-time attendance.

The maximum duration for part-time study cannot exceed **twice** the normal full-time duration.

Suspension and Extension of Studies

- Students may apply for a **suspension of studies** for up to **two (2) consecutive semesters**. During suspension, students lose student status. Suspension time is not counted towards the maximum allowed duration.
- Students may also request an **extension** for completing their studies or thesis, subject to approval before the end of the normal study period. After the extension period ends, students are subject to dismissal from the program if studies are incomplete.

Applications for part-time study, suspension, or extension must be submitted before the start of the academic semester.

Article 9 Tuition Waiver

Eligibility Requirements

- The student must hold a **bachelor's degree with a grade of ≥ 7.5/10**.
- The total number of students eligible for free tuition cannot exceed **30% of enrolled students per year**.
- Applications are submitted **after the completion of the admission process** for the postgraduate program (P.M.S.).

Criteria for Full Tuition Waiver

A. Students under 26 and unmarried

- The **average taxable income** of the student's family members (parents and siblings under 26, unmarried) over the last two years is calculated.
- The income must **not exceed 70% of the national median equivalized disposable income**.

B. Students over 26

- The **student's own taxable income** over the last two years is considered.
- The income must **not exceed 100% of the national median equivalized disposable income**.

C. Married students or those in a civil partnership

- The **combined income** of the student and their spouse/partner is considered.
- The income must **not exceed 100% of the national median equivalized disposable income**.

Partial Tuition Waiver (50%)

- Students under 26 who belong to **special categories** (children of three or more children, children of single parents, orphans, individuals with disabilities, or household members with a disabled person) may receive a **50% tuition waiver** if the family income in case A is **between 70% and 100% of the national median**.

Process and Limits

- **The Department Assembly evaluates applications** and issues a reasoned decision.
- The waiver is only valid for **one P.M.S. program at a Greek university** and **does not apply to third-country nationals**.
- Additionally, **up to two scholarships** may be awarded per P.M.S., based on academic and objective criteria, if budget permits.

Eligibility for full or partial tuition waiver depends mainly on **family or personal income**, **age**, and special social circumstances. The **final decision** is made by the Department according to these criteria.

Duration and Terms of Study

The minimum duration of studies in the Postgraduate Program (P.G.) leading to the award of the master's degree (M.Sc.) is set at **three (3) semesters**, which includes the time required for the preparation and evaluation of the postgraduate thesis. The maximum allowable time to complete the studies is five **(5) semesters**.
Postgraduate students have the option of **part-time study**, the duration of which may not exceed **twice the normal full-time duration**. Part-time study is provided for those who can prove that they work at least **twenty (20) hours per week**, as well as for non- working postgraduate students who are unable to meet the minimum

requirements of full-time attendance, or in exceptionally serious cases decided by the Department Assembly, which are included in the Postgraduate Studies Regulation.

Furthermore, postgraduate students who have not exceeded the normal duration of study may be granted, upon submission of a relevant application, a **suspension of studies** for up to **two (2) consecutive semesters**. During suspension, the student loses their student status. The suspension period is not counted towards the maximum normal duration of studies.

Upon resumption of studies, postgraduate students return to regular attendance status with all associated rights and obligations stipulated by the Postgraduate Program.

Additionally, upon justified application submitted before the completion of the normal study period, postgraduate students may request an **extension of studies**, which concerns completing the program or the preparation of the postgraduate thesis. After the extension period ends, students who have not completed their studies will be dismissed from the program by decision of the Department Assembly.

Applications for part-time attendance, suspension, or extension must be submitted before the start of academic semesters.

The Department Assembly, upon proposal from the Coordinating Committee, decides on the terms of retaking owed courses or dismissal, including the reasons for dismissal, which are included in the Postgraduate Studies Regulation.

Postgraduate students enroll and participate in the program under the terms and conditions defined in the Postgraduate Studies Regulation.

Tuition Fees

The tuition fee for the Postgraduate Program is set at **3,000 euros per study cycle**. Postgraduate students are obliged to pay this amount according to the provisions of the Postgraduate Studies Regulation. Payment is made in **three equal installments on specified dates**. Fees are deposited in the Special Account for Research Funds of Aristotle University of Thessaloniki (A.U.Th.).

Failure to fulfill financial obligations constitutes sufficient grounds for withholding the diploma or dismissal from the program.

Students who meet the academic excellence criterion during their first cycle of studies — at least a grade of **7.5/10** — may be eligible for a tuition fee waiver based on financial or social criteria. The conditions and rules for tuition waivers are described in current legislation and the Minister of Education’s decision. The number of students granted tuition waivers cannot exceed **30% of the total number admitted** to the program. If eligible candidates exceed this limit, selection is based on income, starting from those with the lowest.

Rights and Obligations of Students

Postgraduate students have all the rights, benefits, and facilities provided to undergraduate students, **except the right to receive free textbooks**. The Department must ensure accommodation for postgraduate students with disabilities or special educational needs.

Postgraduate students admitted to the program are obligated to:

1. Attend all courses and exercises regularly. Attendance is mandatory, with absences not exceeding **20%** of teaching hours per course. Exceptions are allowed only for serious, justified reasons.
2. Participate in all educational and research activities.
3. Submit course registrations on time each semester.
4. Submit assignments required for each course within the deadlines.
5. Attend all examinations.
6. Submit to the Secretariat, along with their thesis, a responsible declaration stating that it does not contain plagiarized material.
7. Pay tuition fees by the specified deadlines.
8. Settle all financial and other obligations to the institution before graduation; failure to do so will prevent participation in the graduation ceremony or receipt of the postgraduate diploma.
9. If awarded a scholarship, perform any reciprocal duties required (e.g., tutoring, library support, research assistance).
10. Not enroll simultaneously in another postgraduate program of the same or any other department or university.
11. Respect and abide by decisions of postgraduate academic bodies and uphold academic ethics. Failure to comply without valid reason may result in failure in a course or exclusion from the program.

Failure to meet the above obligations without serious and substantiated justification constitutes grounds for dismissal from the postgraduate program

Article 10 Study Program - Knowledge Assessment

The postgraduate program (PMS) is structured over 3 (three) semesters. In the 1st semester, 6 (sis) courses are taught.

As part of the courses “Surgical Anatomy and Physiology of the Salivary Glands” and “Surgical Techniques for Salivary Gland Tumors,” students participate in clinical laboratory training.

This training is designed to enable the practical application of the theoretical and scientific knowledge acquired through the successful completion of the program and to familiarize students with potential professional work environments.

In the 2nd semester, 6 (sis) courses are taught.
At the end of the second (B) semester, within the framework of the course "Minimally Invasive Techniques in Non-Oncological Diseases – Sialendoscopy," students participate in clinical laboratory training.
This training aims to enable the practical application of the theoretical and scientific knowledge acquired during the program and to familiarize students with potential professional environments relevant to their field of study.

In the 3rd semester, the postgraduate thesis is conducted.
It is noted that each semester corresponds to 30 ECTS credits.

Indicative Study Program 1st Semester (Total ECTS: 30)

(The courses offered are mandatory. From the elective courses, students select one)
First Semester (Total ECTS: 30)

No.	Course Title	Course Type	% Online	ECTS
1	Surgical Anatomy and Physiology of the Salivary Glands	Core	80%	6
2	Histology / Cytology of the Salivary Glands	Core	100%	5
3	Imaging of the Salivary Glands	Core	100%	4
4	Oncology of the Salivary Glands	Core	100%	7
5	Surgical Techniques for Salivary Gland Tumors	Core	80%	6
6	Reconstructive Surgery after Malignant Neoplasm Resection	Core	100%	2

Total ECTS: 30

Second Semester (Total ECTS: 30)

No.	Course Title	Course Type	% Online	ECTS
1	Obstructive Diseases of the Salivary Glands	Core	100%	5
2	Hypofunction and Hyperfunction of the Salivary Glands	Core	100%	6

No.	Course Title	Course Type	% Online	ECTS
3	Minimally Invasive Techniques in Non-Oncological Diseases – Sialendoscopy	Core	80%	6
4	Systemic Diseases Involving Salivary Glands	Core	100%	6
5	Research Methodology in Salivary Gland Diseases	Core	100%	3
6	Use of Botulinum Toxin in the Salivary Glands	Core	100%	4

Total ECTS: 30

Third Semester (Total ECTS: 30)

No.	Course Title	Course Type	Teaching Hours	ECTS
1	Master's Thesis	Core	–	30

Total ECTS: 30

The start and end of courses, as well as the duration of exam periods, are determined by the academic calendar or by decision of the Department Assembly.

A) Brief Course Descriptions

1st Semester - Course Content

The curriculum includes twelve (12) courses all mandatory. Below is an indicative description of the subject matter for each semester:

1st Semester First Semester Courses

1. **Surgical Anatomy and Physiology of the Salivary Glands.**
   The aim of this course is to provide a detailed presentation of the surgical anatomy of the major salivary glands, focusing on the parotid, submandibular, and sublingual glands. It also covers the general surgical anatomy of the oropharyngeal region, where tumors from minor salivary glands can primarily develop. Students will additionally become familiar with the physiology of the salivary glands, including saliva production, and the intraductal pressure systems of the parotid and submandibular glands, serving as an introduction to saliva

production disorders and a better understanding of obstructive diseases. Practical training includes hands-on exercises with fresh specimens, conducted as part of the clinical laboratory training at the end of the semester.

2. **Histology / Cytology of the Salivary Glands**
   This course introduces students to the histology of the salivary glands, enabling an understanding of the various cell types and their organization into anatomical structures. Knowledge of cellular structures aids in understanding both gland physiology and the oncology of the region, where multiple histological types of benign and malignant tumors may be involved.

3. **Imaging of the Salivary Glands**
   Students will become familiar with the full range of imaging modalities for the salivary glands. Ultrasonography is presented for imaging and monitoring salivary gland pathology and adjacent lymph nodes. CT and MRI techniques are covered with demonstrations of both normal and pathological findings. The course also addresses nuclear medicine applications, including PET scans for malignancies and salivary gland scintigraphy, which serves as the only functional examination of the glands.

4. **Oncology of the Salivary Glands**
   This core course focuses on salivary gland tumors, both benign and malignant. Students will study: Tumor types and clinical presentation, Diagnostic approaches, and Therapeutic management. Special emphasis is placed on interdisciplinary collaboration for selecting the best treatment per patient. The course also examines recurrence patterns and the importance of preserving or sacrificing the facial nerve in malignant tumors, given its critical anatomical role during parotid surgery.

5. **Surgical Techniques for Salivary Gland Tumors**
   Surgery of the major salivary glands involves specific challenges due to their close relationship with critical anatomical structures in the neck. For parotid surgery, students learn identification and preservation of the facial nerve, use of intraoperative neuromonitoring, and techniques for nerve repair in case of injury. Submandibular gland surgery is analyzed step-by-step, highlighting preservation of the marginal mandibular branch of the facial nerve and the lingual nerve. Surgical techniques are demonstrated step-by-step via video, followed by hands-on clinical laboratory training on fresh specimens.

6. **Reconstructive Surgery after Malignant Neoplasm Resection**
   This course covers reconstructive options following surgical resection of major

salivary glands.

Techniques for facial nerve reconstruction (static and functional), Methods to prevent Frey's syndrome, and Reconstruction of tissue defects (muscular, cutaneous, or combined) using flaps.

Additionally, students learn surgical approaches for postoperative complications, such as persistent salivary fistulas, sialoceles, and other issues resistant to conservative management.

Second Semester Courses

7. Obstructive Diseases of the Salivary Glands

The aim of this course is to provide a **detailed presentation of obstructive diseases of the salivary glands**, with a focus on **lithiasic (stone-related) and non-lithiasic onditions**.

The course covers:

- **Clinical presentation** and **diagnostic approaches**,
- **Pathophysiology**,
- **Possible complications**, and
- **Long-term effects on patient health and gland function**.

This course also serves as an **introduction to modern therapeutic approaches**, which are further explored in subsequent courses.

8. Hypofunction and Hyperfunction of the Salivary Glands

Following the physiology course, this class introduces students to the **pathophysiology of salivary gland hypofunction and hyperfunction**. Key topics include:

- Conditions leading to **xerostomia (dry mouth)** and their management,
- Conditions leading to **sialorrhea (excessive saliva production)**, along with **conservative and surgical treatment approaches**.

9. Minimally Invasive Techniques in Non-Oncological Diseases – Sialendoscopy

This course focuses on **minimally invasive techniques** developed over the last decades for treating **mainly obstructive salivary gland diseases**.

- **Sialendoscopy** is presented in detail, covering **equipment, indications, diagnostic and therapeutic applications**, including **LASER techniques** and **combined approaches**.

- **Open intraoral and combined approaches** preserving the gland parenchyma are also covered. Students have the opportunity for **hands-on practice with fresh specimens** as part of the **clinical laboratory training** at the end of the semester.

10. Systemic Diseases Involving the Salivary Glands

This course presents all **systemic diseases affecting the major salivary glands** and the **clinical problems they cause**.

- **Autoimmune diseases**: clinical presentation, diagnostic approach, investigation when undiagnosed, long-term monitoring, and symptomatic treatment options.
- **Infectious diseases**: including viral, bacterial, and **granulomatous conditions** affecting the salivary glands.

11. Research Methodology in Salivary Gland Diseases

This course provides essential **biostatistics and clinical epidemiology knowledge**, including:

- **Biostatistics**: data presentation and summarization, population and sample analysis, normal and sampling distributions, hypothesis testing, confidence intervals, and parametric vs. non-parametric tests for one or two samples.
- **Clinical epidemiology**: types of medical studies (experimental, observational, descriptive, cross-sectional, retrospective, prospective, randomized, case-control), morbidity and mortality indicators, and clinical trial phases and types.

This knowledge prepares students for the **final stage of the program**, which involves **preparing and writing the master's thesis**.

12. Use of Botulinum Toxin in the Salivary Glands

This course covers all **indications for botulinum toxin use in the salivary glands**, including:

- Control of **sialorrhea**,
- Management of **postoperative fistulas after total laryngectomy**,
- Treatment of **Frey's syndrome**, and
- Management of **facial paralysis consequences** through **intramuscular injections in facial muscles**.

The course includes **mechanism of action, administration methods, and potential complications**, with opportunities for students to **observe clinical application in patients** with corresponding conditions.

3rd Semester

- **Postgraduate Thesis:**
  During the final semester, students are required to organize, write, and present their postgraduate thesis. The topic should concern cardiovascular risk factors as well as cardiovascular morbidity and mortality. The thesis can be either a systematic review or original research.

Thesis

B) Knowledge Assessment - Student Evaluation

Assessment of individual courses or other educational activities (e.g., practical/clinical training) takes place at the end of each semester through written or oral exams, assignments, or a combination thereof. The assessment method is determined by each course instructor at the start of the academic semester. The contribution of other educational activities (laboratory exercises, assignments, seminars where applicable) to the final course grade is set by the instructor and approved by the Postgraduate Program Coordinating Committee.

The grading scale for postgraduate student performance ranges from zero (0) to ten (10) as follows:

- Excellent: 8.5 to 10
- Very Good: 6.5 to less than 8.5
- Good: 6 to less than 6.5

The minimum passing grade is six (6).

Attendance at courses or other educational activities is mandatory. A postgraduate student is considered to have attended a course (and thus be eligible to sit exams) only if they have attended at least eighty percent (80%) of theoretical hours and one hundred percent (100%) of practical training hours, where applicable. Otherwise, the student must retake the course the following academic year.

If a postgraduate student's total absences exceed sixty percent (60%) across all courses, dismissal from the program may be considered. This matter is reviewed by the Coordinating Committee, which advises the Department Assembly or the Study Program Committee.

In exceptional cases or force majeure, examinations may be conducted electronically, provided the integrity of the assessment process is ensured.

In cases of illness, instructors are encouraged to accommodate students as appropriate (e.g., oral or remote examinations). If a student fails the same exam twice and has not completed the program successfully, they may request an

examination by a three-member committee of faculty with relevant expertise, appointed by the Department Assembly. The instructor responsible for the course exam is excluded from this committee.

The final postgraduate diploma grade (MSc) is calculated as the weighted average of the courses and the thesis grades (weighted by their ECTS credits), rounded to two decimal places, using the formula:

MSc Grade = (Grade_course1 × ECTS_course1 + Grade_course2 × ECTS_course2 + …+ Grade_thesis × ECTS_thesis) / Total ECTS required master's Thesis (M.Sc. Thesis)

1. Appointment of Supervisor and Formation of the Three-Member Examination Committee:

- The candidate applies on specified dates including the proposed thesis title, proposed supervisor, and a summary of the proposed work.
- The Coordinating Committee appoints the supervisor and forms a three-member Examination Committee for the thesis approval, one of whom is the supervisor.
- Supervisors can be academic staff as defined in Article 83 of Law 4957/2022, including:
    - Faculty members (Teaching and Research Staff), Special Teaching Staff, Laboratory Teaching Staff, Technical Laboratory Staff of the Department or other departments of the same or other Higher Education Institutions (HEIs) or Military HEIs, with additional workload beyond their legal duties (if the program charges tuition fees).
    - Emeritus or retired faculty members, collaborating professors, visiting professors or researchers, contracted lecturers, researchers from research centers or technological institutes, etc.
- The Examination Committee members must have the same or related scientific expertise relevant to the program.

2. Intellectual Property Rights:

- The thesis is governed by the Aristotle University of Thessaloniki (AUTH) Academic Ethics Code.
- Creators or co-creators have the right to be recognized as such, enjoying moral and economic rights over their intellectual work.
- Exceptionally, if the work is the result of a paid research project assigned by an external body, the economic rights may be limited according to the project

  contract, while moral rights remain with the creators, subject to necessary contractual limitations for exploitation.

3. Thesis Presentation and Approval:

- The thesis requires a positive recommendation from the three-member Examination Committee.
- If the thesis defense is public, the Coordinating Committee sets a specific date and place.
- After the defense, a report is prepared recording each committee member's grade, the average grade, and any comments.
- Upon approval, the thesis is uploaded to the school's website.
- If the thesis is rejected, the student may revise and resubmit within a deadline set by the Committee. If the second evaluation is also negative, the student loses the right to receive the master's degree.

4. Exceptions and Changes:

- In exceptional cases with valid reasons, the supervisor or a committee member may be replaced and/or the thesis topic may be changed following a Department Assembly decision.

5. Teaching Schedule:

- Courses in semesters 1 and 2 are conducted online via Zoom on weekends.
- The thesis is completed in semester 3 in cooperation with the supervisor and the three-member committee.
- Detailed schedules and any changes are provided by the program's Secretariat.
- Course materials and presentations are available on the AUTH e-learning platform.

Article 11 Semester Duration

- Each semester includes **at least thirteen (13) weeks of instruction**.

Assignment of Teaching Duties

- Teaching duties in the P.M.S. are assigned by the decision **of the Department Assembly**, following a recommendation from the **P.M.S. Coordinating Committee**.

Teaching Activities

- Teaching activities include:
  - **Course content** aligned with the specific subject area
  - **Bibliography and notes**
  - **Assessment methods**

Learning Format

The program uses a **blended learning system**, combining **in-person** and **online instruction**.

Attendance Requirements

- The program is **full-time** and **mandatory** for all courses.
- Each postgraduate student is allowed up to **three (3) absences per course**.

Students must attend classes regularly, with only minimal absences allowed. Courses are carefully structured with defined content, reading materials, and evaluation, and are delivered via a combination of face-to-face and online learning.

Article 12 Authorities Responsible for Administration and Operation of the P.M.S.

A. The Senate of Aristotle University of Thessaloniki (A.U.Th.)

- Exercises powers **as defined by current legislation**.

B. The Postgraduate Studies Committee of A.U.Th.

- Chaired by the **Vice-Rector**, responsible for academic matters.
- Composed of:
  - **One faculty member (D.E.P.) from each School**
  - **One member from the Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.DI.P.), or Special Technical Laboratory Staff (E.T.E.P.)**

C. The Department Assembly

- Exercises powers according to **paragraph 2 of article 82 of Law 4957/2022**.

D. The Coordinating Committee (C.C.)

- Composed of:
  - **The Director of the P.M.S.**
  - **Four members of the Teaching and Research Staff (D.E.P.)** of the Department with relevant expertise and teaching duties in the P.M.S.
- Members of the C.C. are appointed by **decision of the Department Assembly**.

E. The Director of the P.M.S.

- Must be a member of the Department's D.E.P., preferably **Professor or Associate Professor**.
- Appointed by the Department Assembly for a **two-year term**, with unlimited renewal.

The governance of the P.M.S. involves **several layers**, from the University Senate to the Department Assembly and the Coordinating Committee, ensuring both academic oversight and operational management. The Director, always a senior faculty member, leads the program with support from the C.C.

Article 13 Categories of Instructors in the P.M.S.

The assignment of teaching duties is made by the competent authority and may include:

1. **Members of the Teaching and Research Staff (D.E.P.), Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.DI.P.), and Special Technical Laboratory Staff (E.T.E.P.)** from the Department, other Departments of A.U.Th., another Greek university (A.E.I.), or a Higher Military Educational Institution (A.S.E.I.).
2. **Emeritus Professors or retired D.E.P. members** from the Department, other Departments of A.U.Th., or another university.
3. **Collaborating Professors**.
4. **Appointed instructors**.
5. **Visiting Professors or visiting researchers**.
6. **Researchers and specialized scientists** from research and technological institutions under article 13A of Law 4310/2014 or other domestic or international research centers and institutes.
7. **Recognized experts** with specialized knowledge and relevant experience in the P.M.S. subject area.

Additionally, by decision of the Department Assembly, **doctoral candidates** of the Department or School may be assigned **auxiliary teaching duties** under the supervision of a P.M.S. instructor.

Responsibilities of Instructors

Instructors are responsible for:

- **Describing the course or lectures**
- **Providing the bibliography**
- **Specifying the method of assessment/examination**
- **Maintaining communication with postgraduate students**

Teaching in the P.M.S. can be carried out by a wide range of qualified personnel, from active faculty to visiting experts, with doctoral candidates able to assist under supervision. All instructors must provide course content, reading materials, evaluation methods, and maintain contact with students.

Article 14 Program Revenues – Financial Management Procedure

The resources of the Postgraduate Program may come from:

1. Tuition fees,
2. Donations, sponsorships, and any kind of financial support,
3. Bequests,

4. Funds from research projects or programs, especially from the European Union,
5. Own resources of AUTH,
6. Any other lawful source.

Tuition fees, amounting to three thousand euros (€3000.00), are paid by the student (or by a third party on behalf of the student) to the Research Committee (E.L.K.E.) in three (3) equal installments.

Resources of the postgraduate program are allocated as follows:

1. Thirty percent (30%) of total tuition fee revenues is withheld by E.L.K.E. This amount includes the withholding percentage for E.L.K.E. regarding the financial management of postgraduate programs. By decision of the Administrative Council, taken by the end of March each year, it is determined whether the remaining amount after withholding for E.L.K.E. is transferred to the regular budget or is used for the creation of projects/programs through E.L.K.E., prioritizing postgraduate programs without tuition fees and covering research, educational, and operational needs of the institution. Withholding for E.L.K.E. also applies to income from other funding sources mentioned above.
2. The remaining amount of total revenues is allocated for covering the operational expenses of the postgraduate program.

The postgraduate program prepares a detailed budget for the five (5) years of operation, which includes all types of resources and operational costs, in accordance with current legislation.

Article 15 Evaluation of Courses, Instructors, and the P.M.S.

Course Evaluation

- Courses are evaluated **according to the standards of Aristotle University of Thessaloniki (A.U.Th.)**.
- After completing a course, **postgraduate students provide electronic evaluations** via the **M.O.DI.P. information system** of A.U.Th.

Instructor Evaluation

Instructors are evaluated based on:

- **Knowledge and ability to transmit it to students**
- **Level of preparation**
- **Use of up-to-date, internationally recognized bibliography** suitable for high-level postgraduate studies
- **Willingness to answer questions**
- **Timely grading and return of assignments and exams**
- **Adherence to teaching and office hours**

Program Evaluation

- The P.M.S. is periodically evaluated as part of the **review and certification of the academic unit** by the **Hellenic Authority for Higher Education**.
- Evaluation criteria include:
    - Overall performance of the P.M.S.
    - Achievement of founding objectives
    - **Sustainability** of the program
    - Graduate employment and integration into the job market
    - Contribution to research
    - Internal evaluation by postgraduate students
    - Justification for continuation or extension of the program
    - Other quality indicators and alignment with the **national higher education strategy**

Program Closure

- If the program **does not meet the criteria for continuation**, it is **terminated upon graduation of currently enrolled students**, in accordance with its founding decision and the postgraduate/doctoral regulations.

The P.S. follows a **comprehensive evaluation process** for courses, instructors, and the overall program. Student feedback, academic standards, research impact, and sustainability are all considered. Programs that fail to meet quality criteria are responsibly concluded after existing student's graduate.

Article 16 Plagiarism

When submitting any postgraduate thesis, the student is required to declare whether they have used the work and views of others.

Copying is considered a serious academic offense. Plagiarism includes copying another's work, as well as using another's work—published or unpublished—without proper citation. Using any supporting material, even from studies by the candidate themselves, without appropriate reference, may result in a decision by the Department Assembly for dismissal.

In case of ethical and academic quality violations, the Ethics Committee is responsible. Regarding specific disciplinary sanctions, the AUTH Senate decision (protocol no. A 11508/14-6-1989) authorizes Departments to impose exclusion from all exams in the following exam period on students caught cheating. Such decisions must be communicated to the Senate.

Any academic misconduct is referred to the Postgraduate Program's Coordinating Committee for review and recommendation to the Department Assembly. Violations include plagiarism, copying, and any infringement of intellectual property laws by postgraduate students in coursework or thesis preparation.

The Ethics Committee of the institution handles violations of academic integrity and study rules for quality.

Article 17 Graduation and Diploma

Graduation Decision

- The **Department Assembly** confirms the successful completion of studies and decides to award the **Postgraduate Diploma (P.M.S. Diploma)** to graduates.

Postgraduate Diploma (D.M.S.)

- The diploma is a **public document**, issued by the **Department Secretariat**.
- It includes:
    - Department name and **A.U.Th. emblem**
    - Date of completion of studies
    - Date of issuance of the diploma
    - Graduation protocol number
    - Title of the P.M.S. program
    - Graduate's personal details
    - Evaluation grade: **Good (Καλώς), Very Good (Λίαν Καλώς), Excellent (Άριστα)**

Diploma Supplement

- Graduates also receive a **Diploma Supplement**, an explanatory document providing:
    - Nature and level of studies
    - General educational framework
    - Content and structure of the completed program
- The supplement **does not replace** the official diploma or the detailed transcript of courses.

Certificate of Completion

- Graduates may receive a **certificate of successful completion** of the program **before the official graduation ceremony**.

Graduation Ceremony

- The graduation ceremony is **determined by the Department Assembly**.

Graduation is formally confirmed by the Department Assembly. Graduates receive an official public diploma and a supplementary explanatory document. They may also obtain a certificate of completion before the formal ceremony, which is scheduled according to departmental decisions.

Internship Regulation

In the Postgraduate Program **“Salivary Gland Disorders”**, the completion of an internship **is not envisaged**

Mobility Regulation

The Senate of Aristotle University of Thessaloniki (A.U.Th.), in its session No. 2980/20 & 21-2-2019, decided to adopt good practices for the proper implementation of the ERASMUS+ program, which apply proportionally to all study cycles at A.U.Th., in accordance with current legislation and the regulations of each postgraduate program (P.M.S.).
Additionally, these procedures are periodically updated and specified in accordance with the directions of the State Scholarships Foundation (IKY) and are publicly available on the website of the Department of European and Educational Programs: https://eurep.auth.gr/el/students/studies
The Senate Decision provides the following framework:

A) Outgoing Students
These provisions aim to ensure the right of mobile students to automatic and full recognition of the study period at a partner institution, provided they successfully complete their academic obligations.

Learning Agreement for Studies:
Before the mobility period begins, the ECTS Coordinator—as the official representative of the department in accordance with Ministerial Decision F.821/2318T/89676/Z1—must ensure that the workload at the Host Institution corresponds to 30 ECTS credits per semester.
For flexibility, given program differences, deviation is allowed by one course per semester or two courses per academic year.

Recognition of Credits:
During the Learning Agreement process, the ECTS Coordinator must ensure full recognition of the workload by recording the corresponding credits and courses for which the student will be exempted at A.U.Th.

This requires the approval of the Department Assembly or equivalent competent body, documented in the student's Application-Declaration Form submitted to the Department of European Programs.

Categories of Credit Recognition:
I. Mandatory Courses

Based on the department's curriculum, with substantial alignment of content between the host institution course and the A.U.Th. course.
Recognized courses are credited with the title used at A.U.Th.
Written consent of the teaching staff is recommended before completing the Learning Agreement.

II. Elective Courses (Departmental or Non-Departmental)

No content alignment requirement, but must fit the academic field of the Department/Division.
Successfully completed courses may be recognized either with the host institution title or the corresponding A.U.Th. course title, if content matches.
The university's electronic registration system supports recognition of Exchange Program Courses (PAN) into the department curriculum.
Students may list these in the Learning Agreement either with the course title or as a "departmental/non-departmental elective."

III. Free Elective Courses

No content alignment or departmental relevance requirement.
Successfully completed courses are recognized with the host institution title.
The maximum ECTS of free electives in the Learning Agreement must match the department's allowance.
Optionally, courses may be listed without title as "free elective course."
Departments may include a small number of elective courses (e.g., 6–10 ECTS) to increase flexibility in curriculum reforms.
If you want, I can translate the rest of the mobility section, including Incoming Students and administrative procedures, so the full Erasmus+ policy is ready in English.

Recognition of Courses by Subject Area

For courses within the department's academic field (mandatory or elective), detailed examples of recognition are provided in Appendix I (attached).

Courses outside the department's field are recognized as free elective courses, as previously explained.
For these courses, alternative combinations suggested in Appendix I apply for credit recognition.
When selecting courses and preparing the Learning Agreement, the ECTS coordinator guides students to ensure that courses outside the department's field carry the same number of ECTS as allowed for free elective courses by the department.
This ensures that all credits are recognized upon return from the Host Institution.

Integration of such courses can satisfy the full recognition of the mobility period: 60 ECTS for a full academic year, 30 ECTS for a semester, 20 ECTS for a trimester.
Credit Discrepancies Between A.U.Th. and the Host Institution
If there is a difference in ECTS credits, maximum flexibility should be applied.
All possible recognition combinations must be considered after the student returns, always in accordance with the program's regulations.
The principle of "fair recognition", as outlined in the ECTS Guide, should be applied, allowing a deviation of 1–2 ECTS credits in favor of the mobile student.

Mandatory Recognition Upon Return

All credits earned during mobility must be recognized, following successful assessment of the agreed courses.
Recognition follows the signed Learning Agreement (initial or modified) and is binding for both the department and A.U.Th.
Students may utilize Article 60 of the A.U.Th. Regulations, which allows them to take two additional elective courses at the end of their studies. The grades of these electives can replace lower grades from other elective courses, provided the student fulfills the necessary ECTS for graduation.

Excess Credits from Free Electives

Any ECTS exceeding the department's limits are usually considered an improper selection of courses in the Learning Agreement.
Exceptions apply only if the Host Institution offers no other course options.
In such cases, ECTS coordinators must re-evaluate the Host Institution's program. If it does not meet the requirements for course recognition, potential actions include:
a) Limiting the bilateral agreement to 2nd and 3rd cycle mobility (Master's and PhD).
b) Restricting the agreement to staff mobility only.
c) Terminating the bilateral agreement with the Host Institution.
The Quality Assurance and Evaluation Unit (ΤΕΕΠ) annually evaluates bilateral agreements, with course availability being a key criterion.

Early Awareness for Students

ECTS coordinators are advised to inform students about Erasmus+ mobility opportunities from their first year at A.U.Th.
If you want, I can combine the full Erasmus+ mobility section into a single polished English version for easier reference, including both outgoing and incoming student rules.

Timely Information for Students

Early information aims to help students plan course selection at Host Institutions and ensure the required number of ECTS credits for mobility.

Role of the ECTS Coordinator

The ECTS Coordinator of a department (as defined by Ministerial Decision Φ.821/2318Τ/89676/Ζ1) plays a crucial role in ensuring correct Erasmus+ implementation.
Responsibilities include guaranteeing full recognition of credits earned by students at Host Institutions.
Frequent changes of the ECTS Coordinator are discouraged to maintain continuity and effective mobility management.

It is recommended that the ECTS Coordinator:

Be a member of the department's study programs committee, due to the close link between mobility issues and curricula.
Be a member of the General Assembly of the Department to inform faculty members about Erasmus+ matters.
This is essential because a large number of students (at least 600 per year) rely on the Coordinator for guidance and credit recognition.

Incoming Students

Language Requirements

Students must have sufficient knowledge of the language of instruction, as stated in the bilateral agreement.
Submission of a recognized language certificate is mandatory if required by the department and stipulated in the bilateral agreement appendix.

Transcript of Records

Grades of incoming students must be sent to the home institution no later than five weeks after the mobility period ends.
Failure to do so may justify termination of the institutional partnership.
The ECTS Coordinator and departmental administration must ensure timely grade submission.
Gender Note

Terms such as “student(s)” and “professor(s)” are inclusive of all genders.

Regulations for the Preparation of Postgraduate Theses (Master’s Thesis – M.Sc.)

1. Selection of Topic and Supervisor

After completing the first semester, postgraduate students may prepare a preliminary research outline and choose a supervising faculty member with the latter’s consent.
Eligible supervisors include: faculty members (Teaching & Research Staff – D.E.P., Special Educational Staff – E.E.P., Laboratory Teaching Staff – E.D.I.P., Special Technical Laboratory Staff – E.T.E.P.), emeritus or retired professors, collaborating or visiting professors/researchers, and researchers from national or international research institutions.
Members of the Three-Member Evaluation Committee must have the same or related scientific specialization as the thesis topic.

2. Intellectual Property Rights

The thesis is subject to the Aristotle University of Thessaloniki Academic Ethics Code.

Authors have moral and property rights over their work.

Exception: if the original work is part of a commissioned, remunerated research project, property rights may be contractually limited, but moral rights remain with the author(s).

3. Submission and Evaluation

The thesis is submitted after a positive recommendation by the Three-Member Evaluation Committee.

If publicly presented, the date and venue are determined by the Postgraduate Program Committee.
After evaluation:
A report is drafted including individual grades, the average score, and remarks.
The report is uploaded to the University website.
If the evaluation is negative, the student may resubmit a revised thesis within a deadline set by the Committee.
A second negative evaluation results in the loss of eligibility for the degree.

4. Changes to Topic or Supervisor

In exceptional cases, the thesis topic or members of the evaluation committee may be changed with approval from the Postgraduate Program Coordinating Committee.

5. Thesis Preparation Guidelines

The thesis may be theoretical, applied, or experimental.
A thesis writing guide is provided to students.
The research outline must include: topic, methodology, and bibliography.
Acceptance criteria: relevance to the program, scientific contribution, and originality.
Final approval of the research proposal is given by the Program's Academic Committee (EDE).

6. Submission and Length

Students submit three (3) copies to the program's administration office with the supervisor's approval.
Length: 30–150 pages, Times New Roman, 12 pt, 1.5 line spacing.
Theses are presented at the end of the third semester, with the possibility of one-year extension for all students.

7. Examination and Grading

The Three-Member Examination Committee consists of:

- The supervising professor
- Two additional members with the same or related expertise

The Committee evaluates and grades the thesis on a scale of 0–10 and submits the report to the administration for approval by the EDE.

If a member fails to fulfill their obligations, the EDE appoints a replacement.
If you want, I can also translate and integrate the full Master's program, Erasmus+ mobility rules, and course descriptions into one complete English document, formatted as a student and supervisor-friendly guide.

D. REGULATIONS FOR THE PREPARATION OF MASTER'S THESES

After completing the courses of the first semester, the postgraduate student could prepare a preliminary research outline for the Master's thesis and select a supervising professor, with the latter's consent. The right to supervise master's theses is granted to faculty members belonging to the categories described in Article 83 of Law 4957/2022:
a. Members of the Teaching and Research Staff (D.E.P.), Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.D.I.P.), and Special Technical Laboratory Staff (E.T.E.P.) of the Department or other Departments of the same or another Higher Education Institution (A.E.I.) or Higher Military Educational Institution (A.S.E.I.), with additional employment beyond their legal obligations, if the postgraduate program has tuition fees.
b. Emeritus Professors or retired members of D.E.P. from the Department or other Departments of the same or another A.E.I.
c. Collaborating professors
d. Appointed lecturers
e. Visiting professors or visiting researchers
f. Researchers and specialized functional scientists of research and technological organizations under Article 13A of Law 4310/2014 (A' 258) or other research centers and institutes, domestic or foreign.

The members of the three-member examination committee must have the same or a related scientific specialization as the subject area of the postgraduate program.

The preparation of the master's Thesis (M.T.) is governed by the Academic Code of Ethics of Aristotle University of Thessaloniki (A.U.Th.). Every creator or co-creator of any intellectual work has the right to be acknowledged as such, enjoying both the property and moral rights arising from the work. Exceptionally, if the original intellectual work ("work") is the final product of a remunerated research project commissioned by an external organization, the property rights of the creator(s) may be limited according to the terms of the contract, while the moral rights remain with the creator(s), subject to the necessary contractual restrictions for exploitation or financial utilization of the produced work.

The presentation of the master's Thesis requires the positive recommendation of the three-member examination committee. If the defense is public, a specific date and venue are set by the Coordinating Committee of the postgraduate program.

After the defense, a document is prepared detailing each member's individual grade, the average grade, and any comments or observations. Once approved by the committee, it is mandatorily posted on the institution's website.

If the M.T. is judged negatively, the postgraduate student may resubmit the work by incorporating the committee's suggestions within a time frame set by the examination committee. If the second evaluation is also negative, the student loses the right to be awarded the master's degree.

In exceptional cases, if there is objective impossibility or a compelling reason, it is possible to replace the supervisor or a member of the three-member examination committee, as well as to change the topic of M.T., following a decision by the Coordinating Committee.

The M.T. can be theoretical, applied, or experimental. Students are provided with a thesis writing guide. The research outline must specify the topic to be analyzed, the methodology of the scientific approach, and the bibliography to be used. Acceptance of the research proposal by the supervisor is based on criteria such as relevance of the topic to the postgraduate program, expected scientific contribution to the relevant research field, and evident originality in the approach to the specific subject under investigation. Approval of each research proposal is ratified by a decision of the Scientific Committee of the postgraduate program.

The master's thesis topic is recorded in a special postgraduate studies registry maintained by the Secretariat. The registry must include the full names of the candidate and supervisor, the date of approval of the topic by the Scientific Committee, and the date of completion of the process, whether accepted or rejected. Depending on the progress of the thesis, the postgraduate student informs the supervising professor, who monitors compliance with the research objectives and specifications through a progress journal.

When the master's thesis is completed, it is submitted in three (3) copies to the Secretariat of the postgraduate program, with the supervisor's agreement that it meets the conditions for evaluation. The length of the master's thesis ranges between 30 and 150 pages, in Times New Roman font, size 12, with 1.5 line spacing.

For the evaluation of the master's thesis, a three-member Examination Committee is appointed by the Program Committee, consisting of the supervisor and two (2) additional members, who must have the same or a related scientific specialization to the thesis topic. The Committee submits the evaluation and grade to the Secretariat for approval by the Program Scientific Committee.

After completing the thesis and appointing the Examination Committee, the student presents the main points and conclusions of the thesis. Presentations take place at the end of the third semester, with the possibility of a one-year extension for all

postgraduate students. Invitations and announcements for the public presentation are issued by the Program Director in consultation with the supervisor, who coordinates and chairs the session. The scope and format of the presentation are determined by the Program Committee.

The three-member Examination Committee decides on the acceptance and grading of the master's thesis, using a scale from zero (0) to ten (10), and submits the evaluation record to the Secretariat. If a member fails to fulfill their duties, they are replaced by decision of the Program Scientific Committee.

If you want, I can also format the whole Erasmus+ mobility and course regulations sections into one cohesive English document, keeping the structure identical to your Greek originals. This would create a complete, fully translated set of rules for your manual.