



**ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ** | **DEMOCRITUS
UNIVERSITY
OF THRACE**

**Regulation
of the Undergraduate Program of Studies
of the Department of Medicine
Democritus University of Thrace**

Alexandroupolis 2025

Article 1

General Principles

This Regulation sets out the procedures and the basic rules governing the operation of the Undergraduate Program of Studies (UPS) of the Department of Medicine of Democritus University of Thrace (DUTH). The Regulation, after being approved by the Department Assembly, shall enter into force upon its approval by the Senate of DUTH and shall be posted on the Department's website for the information of students and teaching staff.

Article 2

Aims

The aim of the undergraduate program of studies is to provide full training and education of students in all fields of medical science. Graduates of the Department of Medicine, in addition to basic knowledge of science and their profession, must have the ability for independent, creative and inductive thinking, to apply knowledge in practice, to use technologies for the retrieval, processing and analysis of information, to analyze, synthesize, adapt to new situations and make decisions, to work independently or in a team in an international and/or interdisciplinary environment, to generate new research ideas, to design and manage projects, to respect the homeland, diversity and the natural environment, to demonstrate social, professional and ethical responsibility and sensitivity to gender issues, and to possess the ability of critical thinking and self-criticism.

Article 3

Learning Outcomes – Graduate Qualifications

The learning outcomes and skills aim to lead to graduates of the Department of Medicine who are able to:

1. Apply scientific principles, methods and knowledge in medical practice and research. Incorporate the perception that the practice of medicine requires scientific knowledge as well as a humanitarian approach to the patient.
2. Develop high ethical and academic standards for the practice of medicine.
3. Possess serious and in-depth knowledge of the structure, function and development of the human body. This knowledge includes a wide range of levels of analysis, both at the molecular level and at the level of the organism and behavior.
4. Possess serious and in-depth knowledge of the mechanisms of etiology and pathogenesis of disease and their significance in disease manifestation, as well as solid knowledge of the pharmacological foundations of therapeutics.
5. Have the ability to take a medical history, perform a complete physical examination, and prioritize and solve the problems identified through these two procedures.
6. Assess clinical cases, order laboratory tests, make differential diagnoses, and negotiate a management plan.
7. Evaluate the psychological and social aspects of a patient's illness.
8. Provide immediate care in emergency cases, including First Aid and resuscitation.

9. Have acquired very good knowledge of diseases that pose an immediate risk to life and of commonly occurring diseases. Have adequate knowledge of more rarely occurring diseases. Be aware of the limits of their knowledge and of the need for assistance, when required.
10. Demonstrate understanding of the impact of the natural and man-made environment on health and of the responsibility of the medical profession for disease prevention.
11. Incorporate the perception that medicine requires continuous education and training, and possess the ability for self-directed learning using appropriate resources and methods. Demonstrate the will and the ability to evaluate their personal performance.
12. Have the ability to communicate effectively in a medical environment and to function efficiently as members of a clinical or research team.
13. Show interest in basic and applied research, and in the fundamental knowledge that enables them to engage in it.

The learning outcomes and qualifications acquired from the entire program of studies are published in the Department's Study Guide. The level of qualifications corresponds to those of the National Qualifications Framework, the European Qualifications Framework for Lifelong Learning, and the Qualifications Framework of the European Higher Education Area.

Article 4

Admission to the UPS

1. Admission to the UPS in Medicine of the Department of Medicine is carried out:
 - a) through the currently applicable national entrance examination system of the competent ministry (for upper secondary school graduates or those belonging to special categories),
 - b) through transfer examinations (for graduates of other Departments or Schools). All issues concerning the transfer procedure are set out in the Internal Regulation of DUTH (Annex 4). Transferred students are placed in a semester that may not exceed the 7th semester by decision of the Department Assembly taken in April of each academic year. Transfer students are exempted from examination in the three (3) courses in which they were examined for their admission.
 - c) with an additional 5% of the number of admitted students, without examinations, for persons suffering from serious diseases, in accordance with applicable legislation.
 - d) By decision of the Board of Governors, following a recommendation by the Rector and an opinion by the Dean of the respective School, foreign students from third countries may be enrolled in the UPS. The General Assembly of the Department of Medicine must previously have set admission criteria for these students and a maximum number of admissions. By the same decision, the number of admitted foreign students, admission criteria, the amount of tuition corresponding to the total cost of studies, criteria for granting scholarships or exemptions from tuition fees, required supporting documents, the establishment, composition and rules of operation of the candidate selection committees, application deadlines, and any other necessary detail for the implementation of this Regulation are determined. The Dean's opinion of the above paragraph is formulated following an opinion of the Assembly of the relevant Department of Medicine. The decisions are communicated to the Minister of Education, Religious Affairs and Sports and to the Hellenic Authority for Higher Education.
2. By decision of the Minister of Education, Religious Affairs and Sports, issued no later than May 15 of each year, following a recommendation by the Senate based on a proposal of the Department Assembly, the number of admitted students for the next academic year is determined.

Article 5

Enrollment in the UPS

1. Attendance in the UPS in Medicine begins with the student's first enrollment. Enrollment of admitted students is carried out at the beginning of the winter semester by the Ministry of Education, Religious Affairs and Sports through the electronic application <https://eregister.it.minedu.gov.gr/>
 - On dates announced and applicable to all Higher Education Institutions.
 - Enrollment of students belonging to special categories (transfers, placements, etc.) is carried out under special conditions, upon submission of the supporting documents provided for by relevant provisions and within deadlines that are announced in a timely manner.
 - Student status is acquired upon enrollment in the Department, in accordance with the provisions in force from time to time.
 - For the issuance of the academic student ID card, students submit their application electronically at <https://academicid.minedu.gov.gr>
 - Subsequently, after approval by the Secretariat, students may collect their academic student ID card from a specific delivery point selected during the application process.
 - By enrolling in the UPS, the student accepts the Internal Regulation of Operation of the UPS, the Internal Regulation of DUTH, and all relevant provisions.

Article 6

Enrollment in Semesters – Course Declaration

1. Students are required, at the beginning of each semester, to complete electronically both enrollment and declaration of the courses they will attend and in which they will be examined. Specifically, course declarations are carried out from **15 September to 30 September** for the winter semester and from **1 February to 15 February** for the spring semester, or within any period set by decision of the Department Assembly. In particular, for first-year students, course declaration begins on the day following the completion of their enrollment, with a deadline of fifteen (15) days. Students of the **11th and 12th semesters** of study, after completing the ten (10)-week clinical training in Surgery and for a period of two (2) weeks, are required to undertake clinical training in a course of their choice, which they must declare to the Department Secretariat on a date determined by decision of the Department Assembly.
2. The structure of first-cycle study programs is organized in such a way as to include educational activities corresponding to **sixty (60) credit units (European Credit Transfer and Accumulation System – ECTS)** per academic year, i.e. **30 per semester**.
3. The maximum number of ECTS credits corresponding to the courses of the semester of attendance that each student may declare shall not exceed **thirty (30) ECTS credits**. In addition to the courses of the current semester, the student shall also declare any courses (compulsory or elective), laboratory courses, clinical activities, etc., that were declared in previous semesters and in which the student wishes to be examined, provided that they have not been successfully completed.

By way of exception, students of the **11th and 12th semesters** of study select the compulsory courses of their semester, any outstanding compulsory courses from previous semesters, and may select up to two elective courses per semester.

Furthermore, students who enroll in the Department through transfer examinations shall declare, in addition to the courses of the semester in which they enroll, any courses from previous semesters in which they are required to be examined.
4. Course declarations by newly admitted students are submitted after their enrollment in the Department and, in any case, within the applicable deadlines. A student may not attend examinations in a course for which a declaration of enrollment has not been submitted during the relevant enrollment/declaration periods.

5. Enrollment and course declaration procedures are carried out electronically by the students through the DUTH information system (<https://students.duth.gr>)
1.). Both enrollment and course declaration in each semester constitute jointly necessary actions in order for the student to be activated and to continue their studies at the Institution.
2. Late submission of course declarations is not accepted. Students who have not submitted course declarations are not admitted to the examinations of the relevant semester for these courses and, if they nevertheless participated, any grade received is not considered and is not recorded in any examination period. In extremely exceptional cases (e.g. prolonged illness), the Department Assembly may decide on these matters at its discretion.
3. Course declaration grants the student the right to:
 - attend courses, laboratories, tutorials, clinical activities, etc., of the semester of attendance,
 - receive study notes and textbooks for the semester (up to the limit defined by the UPS),
 - participate in examinations:
 - a) of the courses of the semester of attendance (winter or spring),
 - b) of courses declared in previous semesters and not successfully completed (winter or spring), and
 - c) in the September examinations.

Article 7

Organization of the UPS

1. The first cycle of studies consists of attendance of the Undergraduate Program of Studies, in which each academic year comprises educational activities corresponding to **sixty (60) ECTS credits**, and is completed with the award of the degree.
2. The Department of Medicine organizes a first-cycle program of studies which forms part of the Department's development plan and of DUTH's strategic plan, aims at the advancement of knowledge, is governed by scientific coherence, and fulfills conditions that guarantee a high level of studies. The Department's UPS are certified by the Hellenic Authority for Higher Education (HAHE) every five (5) years within the framework of the Department's evaluation.
3. The minimum number of semesters required for the award of the degree is **twelve (12) semesters**.
4. The maximum duration of study in the UPS for the award of the degree is the period of **twelve (12) academic semesters plus six (6) additional academic semesters**. The Internal Regulation of DUTH defines procedural details and supporting documents for the exceptional extension of the maximum duration of studies for serious health reasons concerning the student personally or a first-degree blood relative, spouse, or person with whom the student has entered into a civil partnership, as well as the procedure and conditions for part-time study or suspension of studies.
5. The UPS of the Department of Medicine includes **120 courses**. Courses are classified as compulsory and optional or elective, the latter being further distinguished into compulsory elective and free elective. Compulsory elective courses are selected from corresponding groups or modules of optional or elective courses in the UPS. For the award of the degree, completion of **three hundred sixty (360) ECTS credits** is required. Of the courses, **fifty-nine (59) core courses** and **fourteen (14) elective courses** are compulsory for all students. From the total of the fourteen (14) electives, students are required to select at least **four (4) courses from Group A** and a maximum of **ten (10) from Group B**.
6. All details relating to the UPS are included in the Department's annual Study Guide.

Article 8

Educational Activities

1. The organization of a course, laboratory course, clinical training, or other educational activity is carried out under the responsibility of the Department within the framework of the UPS. By decision of the Department Assembly, educational activities organized by other Departments of DUTH may be included in the Department's UPS either as compulsory or as free electives. The Department's UPS may also include, with recognition of the corresponding ECTS credits, educational activities of other domestic or foreign institutions after the signing of a special cooperation protocol between the institutions.
2. For each educational activity, a Responsible Lecturer is appointed by decision of the Department Assembly. In the case of co-teaching, one of the lecturers is appointed as Responsible Lecturer. The Responsible Lecturer is responsible for the smooth conduct of the educational activity (including planning, uploading the Course Outline to the Institution's electronic platforms, communication with students, etc.). In cases of co-teaching, the Responsible Lecturer is also responsible for coordinating the teaching staff. Teaching hours are calculated for each lecturer according to the assignment decision of the Assembly and in accordance with the Course Outline.
3. The compulsory courses of each program of studies comprise no fewer than **thirty-nine (39) teaching hours**. In addition to the minimum number of teaching hours per course, each lecturer may organize in-depth and experiential learning activities in small groups of students, such as tutorials and field exercises.
4. In the clinical training courses of the **11th and 12th semesters** of the Department of Medicine, educational work is structured into three (3) teaching periods, each consisting of twelve (12) full weeks. The first teaching period begins on **19 August** of each year or, if 19 August is a public holiday, on the first working day thereafter. The exact starting and ending dates of each teaching period are determined by decision of the Department Assembly.
5. Each student declares elective courses in accordance with the UPS. Elective courses are held only if declared by a minimum of **twelve (12) students**. If an elective course is not taught due to insufficient enrollment, students may submit a new declaration for another elective course outside the standard declaration deadlines. By decision of the Department Assembly, following a reasoned proposal by the lecturers, a maximum number of students permitted to declare and attend a specific elective course may be set.

Article 9

Teaching Work

1. Teaching work in the UPS of the Department is assigned by decision of the Department Assembly to the following categories of teaching staff:
 - a) Faculty members (DEP), members of EDIP, ETEP, and EEP of the Department or other Departments of DUTH,
 - b) Emeritus Professors or retired faculty members of the Department or other Departments of DUTH or other HEIs,
 - c) faculty members of other domestic or foreign HEIs,
 - d) appointed lecturers and academic fellows,
 - e) visiting professors,
 - f) postdoctoral researchers,
 - g) postgraduate students (assisting teaching),
 - h) researchers and special research scientists of research and technological bodies under Article 13A of Law 4310/2014 (Government Gazette A' 258) or of other domestic or foreign research centers and institutes, provided that they hold a doctoral degree.

- For the assignment of work to postdoctoral researchers, doctoral candidates, and postgraduate students, the procedures of the Internal Regulation of DUTH apply.
2. The academic year begins on **1 September** and ends on **31 August** of the following year. In the clinical training of the **11th and 12th semesters**, educational work is structured into three (3) teaching periods, each comprising twelve (12) full weeks. The first teaching period begins on **19 August** or on the next working day if it is a public holiday. The exact start and end dates are determined by decision of the Department Assembly.
 3. Educational work is structured into two teaching periods per academic year, the winter and spring semesters, in which compulsory and elective educational activities of the UPS are distributed. Each academic semester includes a teaching period and an examination period. Educational activities taking place outside the teaching semesters (e.g. internships) may be recognized by decision of the Assembly.
 4. Each teaching semester includes at least **thirteen (13) full weeks** of instruction in accordance with the academic calendar defined by the Senate.
 5. By decision of the Department Assembly, taken in June and updated no later than **15 September** each year, the allocation and assignment of teaching work to lecturers, the timetable for each semester, and the distribution of teaching hours within the semester are determined.
 6. Each course is taught on the days and times scheduled in the timetable. If the number of teaching hours completed for a course is fewer than thirteen (13), the course is deemed **not to have been taught**, is not examined, and any examination conducted is invalid; the grade is not counted toward the award of the degree. In cases of lost teaching hours due to holidays or unforeseen events, lecturers must inform students in a timely manner and must notify in writing the Responsible Lecturer, the Head of the Division, and the President of the Department of the replacement days and times, ensuring full coverage of both syllabus content and the required thirteen teaching weeks.
 7. Courses are conducted **in person**. Distance learning methods may be used in the following cases:
 - a) when teaching is provided by professors from foreign institutions or other institutions in Greece,
 - b) within joint programs of study with foreign institutions,
 - c) within interdepartmental or inter-institutional first-cycle programs where teaching responsibility lies with cooperating departments located in a different city,
 - d) for in-depth courses and tutorials beyond the mandatory teaching hours,
 - e) following a Senate decision confirming force majeure or extraordinary circumstances where in-person teaching or access to DUTH infrastructure is not possible by decision of the Department or other competent body.
 - i. The organization of synchronous distance learning for cases (a) and (d) is decided by the Department Assembly, considering the Department's particular characteristics, staff, and infrastructure.
 - ii. By exception, in-person teaching with parallel live online transmission may be organized exclusively for students of other DUTH Departments located in a different regional unit or city. Assessment is conducted uniformly irrespective of the mode of delivery. Such distance learning arrangements require a decision by the Department Assembly.
 8. The educational process is supported through digital media, with the development of appropriate infrastructure and services. Modern educational approaches and technologies are used to enhance teaching methods and foster student creativity.
 9. Lecture halls, classrooms, and infrastructure of the Department, the University General Hospital of Alexandroupolis, and the Institution in general support the Department's educational mission. Facilities are available from **08:00 to 21:00**. The timetable ensures a one-hour break for student meals between **12:00 and 16:00**.

10. The Department operates laboratory and research facilities equipped with modern laboratory equipment and computing systems. It also operates Clinics and Laboratories located within the University General Hospital of Alexandroupolis.
11. Matters concerning educational visits are governed by **Annex 6** of the Internal Regulation of DUTH.

Article 10

Conduct of the Educational Process

1. By decision of the Department Assembly, the allocation and assignment of teaching duties, the semester timetable, and the distribution of teaching hours are determined. The timetable is published on the Department's website before the start of each semester and students are informed by all appropriate means.
2. The timetable includes the distribution of teaching hours across the five (5) working days of the week, lecturers, and classrooms. Educational activities are distributed across the five working days; in clinical training, weekend instruction may be permitted if deemed absolutely necessary.
3. Overlapping of teaching hours of compulsory and elective courses of the same semester (or the same track) is not permitted.
4. The timetable may be modified by decision of the Department Assembly. The duration of the academic semester may be extended by Senate decision following a substantiated proposal by the Department Assembly in cases of force majeure.
5. Considering proposals by the Divisions, the UPS may decide to divide students into groups or cohorts for lectures, seminars, labs, and especially clinical training in large classes, based on criteria determined by the Assembly. A maximum group size may be set. Teaching staff may form a course committee coordinated by the faculty member appointed as Course Coordinator.
6. The Course Coordinator must upload to the e-Class platform, at the start of the semester, the Course Outline, the detailed 13-week schedule, and any other relevant material.
7. By decision of the Division and approval of the Assembly, the number of compulsory courses, lab and clinical activities, and assessment methods are determined; attendance and participation may be mandatory for certain activities.
8. Student training (laboratory, clinical, practical, etc.) within or outside the University is determined by the Assembly and included in the study timetable. Criteria may be set for attendance of courses at other departments or university hospitals in Greece.

Article 11

Textbooks and Teaching Material

1. The provision of textbooks to undergraduate students is carried out in accordance with the provisions in force at any given time.
2. The list of textbooks is drawn up each academic year by decision of the Department Assembly, following a recommendation by the Course Coordinator, and includes, for each compulsory or elective course, all recommended textbooks that adequately cover the syllabus of the course.
3. Students are entitled to receive free of charge and to select one (1) textbook for each compulsory or selected course included in their study program that is required for the award of their degree or diploma.
4. Beneficiaries of free textbooks are students until completion of the minimum number of semesters required for the award of a degree, increased by four (4) semesters, or as otherwise provided by the applicable legislation, on the condition that they have not previously received a free textbook for the same course.

5. Declarations of textbooks for all courses are submitted through the Electronic Integrated Textbook Management Service “EUDOXUS” (<https://eudoxus.gr/>)

The deadline for textbook declarations for each academic semester is determined by decision of the Department Assembly and may not exceed the period announced by the “EVDOKSOS” service. In order to declare the academic books, they will obtain, students must have selected the corresponding courses and must have an access account to the electronic services of DUTH. This account is provided to each student upon enrollment in the first year of study by the Department.

Article 12

Attendance of the Educational Process

1. Student attendance of courses, tutorials, exercises, laboratories, and educational activities in general is conducted in accordance with the Study Program, the timetable, the Internal Regulation of DUTH, the Institutional Study Program Regulation, and the Regulation of the UPS.
2. Students fulfill their educational and examination obligations in accordance with their Study Program, the Institutional Study Program Regulation, the Internal Regulation of DUTH, the Institutional Examination Regulation, and the Regulation of the UPS.
3. Attendance at tutorials, laboratory exercises, and clinical training is compulsory.

Article 13

Assessment of Educational Activities

Assessment of students may be carried out by means of written or oral examinations, interim progress tests, written assignments, laboratory exercises, a combination of different assessment methods, or other assessment methods consistent with the nature of each educational activity. During the conduct of written or oral examinations as assessment methods, the integrity of the process is mandatorily ensured. The instructor selects either one method or a combination of methods which he/she considers most appropriate for the assessment of students.

Article 14

Examination Regulation

14.1 General

The examination procedure is defined in Article 56 of the Internal Regulation of DUTH and in Annex 7 “Examination Conduct Regulation of Democritus University of Thrace” of the same Regulation. Students participate in the examination process of each study program in accordance with the Internal Regulation of operation of DUTH and with the Regulation of the present program.

14.2 Examination Coordinator

1. The term *Examination Coordinator* refers to the instructor to whom the teaching of a course has been assigned during an academic semester and who is, by law, responsible for conducting the course examination, or a member of the Department who has been assigned by the Department

Assembly to conduct the examination of a course (e.g., in cases of leave, retirement, etc.). In cases of co-teaching, the Examination Coordinator is the Course Coordinator as defined in the course assignment decision. The Examination Coordinator is responsible for the organization and for the smooth, uninterrupted, and impartial conduct of the examination.

2. The Examination Coordinator arrives at the examination venue at least fifteen (15) minutes prior to the start of the examination, checks that a sufficient number of invigilators is present and that general conditions are suitable for the proper conduct of the examination, and provides the invigilators with the examination papers for distribution.
3. The Examination Coordinator must be periodically present in all examination rooms in order to supervise the process and answer clarification questions from candidates. Clarification questions may be submitted to the Examination Coordinator for the period determined by him/her at the start of the examination. Questions and answers shall, as far as possible, take place publicly and not in private, subject to the protection of personal data.
4. The Examination Coordinator records grades electronically in the Student Registry of DUTH (teachers.duth.gr) no later than the grade submission deadline set by the Department Assembly.
5. After completion of the procedure and after the expiry of the designated date, no modification of grades (correction or addition of grades, etc.) is permitted. Only in exceptional cases may partial modification of the grade list of an examination period (correction or addition of grades, etc.) be carried out by a reasoned decision of the Department Assembly, following a recommendation by the competent instructor, and in any case not later than four (4) months after the end of the respective examination period.
6. Until the results are published, instructors/examiners, invigilators, and Secretariat staff shall preserve the confidentiality of the results.
7. At the time of communicating the results, the Examination Coordinator announces the day and time at which students may visit for questions and clarifications regarding their scripts. The Examination Coordinator may, at his/her discretion, provide explanations as to the correct answers. No examination script may be shown to a candidate prior to the announcement of results.
8. Interruption of an examination may take place only for reasons that render the smooth or impartial completion of the examination process impossible.
9. In exceptional cases (e.g., detection of widespread cheating), and following a substantiated proposal by the Examination Coordinator, annulment of the examination may be decided. The relevant decision is taken by the General Assembly of the Department.
10. In case of impediment (e.g., illness) of the Examination Coordinator, he/she shall timely inform the Department Secretariat, preferably electronically, of his/her inability to attend the examination, and, if there is no co-instructor, shall appoint another member of the academic staff (DEP, EEP, EDIP, adjunct lecturer) to substitute him/her, providing relevant instructions. At the same time, he/she must deliver the examination topics to the substitute in a timely and secure manner.
11. If a student fails more than three (3) times in the same course, he/she may request, by application to the President of the Department, to be assessed by a three-member committee consisting of academic staff of the same or another Department of DUTH with identical or related subject matter to that of the course under examination, in which the instructors of the course may not participate. If the President of the Department does not appoint the members of the committee within one (1) month from the submission of the application, the student may request their appointment by the Dean of the School. If no committee is appointed by any competent authority within sixty (60) days from submission of the request, the student shall submit the application to the Ministry of Education, Religious Affairs and Sports, which shall hold the Rector accountable for non-implementation of the request. Assessment by the three-member committee may take place at any time during the academic year. In the event the student fails even in the examination by the committee, he/she continues his/her studies normally and the same procedure is repeated under the same conditions (Article 65(6) of Law 4957/2022).
12. Written examination scripts, assignments, and generally any material used for student assessment shall be obligatorily kept, under the responsibility of the course coordinator, for twelve (12) months from the examination date. After this period, the assessment material is invalid and

destroyed under the responsibility of the course coordinator/educational activity coordinator, unless a criminal, disciplinary, or other administrative procedure is pending.

13. Serious dereliction of duty by Examination Coordinators constitutes a disciplinary offence.

14.3 Invigilators

1. Invigilator duties are carried out by members of academic staff (DEP), members of EDIP, EEP, ETEP, all categories of instructors (academic fellows, adjunct lecturers, etc.), postdoctoral researchers, seconded primary and secondary education teachers, as well as doctoral candidates. If their number is insufficient, postgraduate students may be assigned an auxiliary role in examinations of first-cycle study programs.
2. If an invigilator is unable to attend or expects to be late, he/she must in due time and at his/her own responsibility find a replacement from among those listed as invigilators of the Department and notify in writing or by email the Examination Coordinator and the President of the Department.
3. Invigilators must be present at the examination venue well before the start and assist in seating students as required for the reliability of the written examination procedure, in accordance with the instructions of the Examination Coordinator. Acting at their discretion and in accordance with the Examination Coordinator's instructions, invigilators may at any time change the seating arrangement and placement of candidates if deemed necessary.
4. Invigilators ensure the identification of candidates either upon entry to the room or upon submission of the script. Identification is carried out by presentation of any official public document (e.g., student ID, national ID card, military ID, or passport, etc.) that necessarily bears the holder's photograph.
5. During the examination, invigilators shall exclusively perform invigilation duties.
6. Invigilators inform candidates of the start and end time of the examination after distribution of the papers and ensure compliance with the prescribed times. Candidates are reminded everyone (1) hour, as well as thirty (30) and fifteen (15) minutes prior to the end.
7. Serious dereliction of duty by invigilators constitutes a disciplinary offence.

14.4 Methods and Organization of Student Assessment

1. Student assessment may be conducted by written or oral exams, interim progress tests, written assignments, laboratory exercises, a combination of assessment methods, or other means appropriate to the nature of the educational activity. In written or oral examinations, the integrity of the process is mandatorily ensured.
2. The course instructor (or instructors in cases of co-teaching) is responsible for selecting the method and procedure of assessment, as well as for final grading and the publication of results.
3. Assessment methods, criteria, and procedures (e.g., number of progress tests, assignments, performance evaluation, weighting of assessments, etc.) must be stated in the Course Outline and on the e-Class platform. In case of modification, the instructor must update the Course Outline and platform in a timely manner.
4. Where assessment is conducted by final examinations, examinations take place after completion of teaching semesters for first-cycle programs, with a resit examination period following the end of the academic year.
5. Students may participate in examination procedures each academic semester in accordance with this Regulation and the Internal Regulation of DUTH. During the resit examination session, students are entitled to be examined in courses and educational activities regardless of the semester in which they are offered, provided they have not been successfully assessed in them. In particular, first-cycle students who have completed the normal study period, equal to the minimum number of semesters required for degree award, are entitled to sit examinations in both semester sessions.

6. If a student fails more than three (3) times in the same course, he/she may request evaluation by a three-member committee as provided in paragraph 11 above, under the same terms and conditions (Article 65(6) of Law 4957/2022).
 7. The examination syllabus includes the material announced to students at the beginning of the semester, along with any clarifications or amendments made by the instructor during the semester.
 8. Where assessment is conducted by final examinations, examinations are held in the January and June examination periods for first-cycle programs, with a resit period after the end of the academic year.
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14.5 Grading

1. For each autonomous educational activity (e.g., course, thesis, etc.) included in the Study Program, assessment is expressed numerically (grade) on a scale from zero (0) to ten (10). A passing grade is any grade equal to or greater than 5.00 (five).
 2. The final grade may result from a single final examination or from an aggregation of partial assessments (of equal or different weight). It may derive from written or oral examinations, practical work, student participation, preparation and presentation of assignments, or any combination thereof. In the case of reports, practical exercises, or assignments, a brief descriptive evaluation accompanies the numerical grade.
 3. If a student does not obtain a passing final grade and attendance is deemed insufficient, the educational activity or part thereof must be repeated.
 4. Grades are submitted by the Course Coordinator within twenty (20) days from the date of examination and in any case no later than twenty (20) days after the end of the examination period. If, due to the large number of scripts, compliance is impossible, the Course Coordinator submits a request for extension to the Department Assembly.
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14.6 Right to Participate in Examinations

Students are entitled to sit examinations if they are enrolled in the course and have fulfilled all attendance-related requirements.

For students of the UPS in Medicine:

- a) Only those who have included the course in their semester course declaration for the relevant examination period have the right to participate.
 - b) Students who have not submitted a course declaration may not participate, and if they do so inadvertently, their scripts are not graded.
 - c) During the resit examination period, students may be examined in courses irrespective of the semester in which they are taught if they have not passed them.
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14.7 Scheduling of Final Examinations

1. The President, in cooperation with the Divisions, is responsible for coordination of examinations.
2. The examination schedule and invigilation schedule are drawn up by decision of the Department Assembly in accordance with the academic calendar set by decision of the Senate.
3. In preparation of the exam schedule, measures are taken to ensure rational distribution of courses.

4. The winter examination schedule is announced no later than 30 November, the spring examination schedule no later than 15 April, and the September resit schedule no later than 15 July. The schedule is posted on the Department website after approval.
 5. In exceptional cases, the examination schedule may be approved or amended by decision of the President of the Department, subject to ratification by the Department Assembly.
 6. The invigilation schedule is sent to all instructors and invigilators at least fifteen (15) days prior to each examination period.
 7. The Secretariat notifies instructors, invigilators, and students of any force majeure changes.
 8. Cancellation or postponement of an examination may occur in exceptional circumstances by decision of the Department Assembly following a proposal by the Course Coordinator, with arrangement for a repeat examination. In urgent cases, the President may decide after consultation with the Coordinator.
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14.8 Examination Procedure

1. Invigilators call candidates to silence and distribute examination materials.
 2. Candidates record their details and sign the attendance list upon submission of the script. Additional sheets are initialed by invigilators.
 3. Identification of candidates is conducted through official documents with photograph.
 4. Invigilators carry out duties discreetly and professionally, ensuring compliance.
 5. Timekeeping is the responsibility of invigilators.
 6. Scripts are counted and delivered to the Examination Coordinator.
 7. Scripts are placed in sealed envelopes labeled with course name, date, invigilators, and total number.
-

14.9 Obligations of Candidates

1. Candidates must arrive on time; arrivals after fifteen (15) minutes are not permitted.
 2. Minimum time before submission is thirty (30) minutes unless stated otherwise.
 3. Prohibited actions include possession of notes, devices, communication, copying, leaving the room without permission, and exam misconduct.
 4. Any violation results in annulment and disciplinary action.
 5. The examination begins upon distribution of papers.
 6. Respectful conduct is mandatory.
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Article 14.10

Special Provisions

1. Oral examinations, interim progress tests, written assignments, laboratory exercise examinations, and generally other assessment methods are scheduled and announced in a timely manner (at least fifteen (15) days in advance) to students by any appropriate means.
2. Oral examinations are conducted in groups of students in the presence of the Examination Coordinator only; however, in special cases where there is a single candidate, the presence of one invigilator is required.
3. **Plagiarism:** In any assignment, bachelor's thesis or diploma thesis, students are obliged to acknowledge when they use the work and views of others. Plagiarism is deemed to be the copying

of another person's work, as well as the use of another person's work—whether published or unpublished—without proper acknowledgment. The citation of any supporting material, including from the candidate's own prior studies, without due reference, is considered a serious academic offence.

4. The following are not permitted:
 - a) the presentation as individual work of assignments prepared collaboratively with other students;
 - b) the resubmission, in whole or in part, of work that has previously been prepared to meet specific teaching or research requirements, for the purpose of meeting other or new teaching or research requirements.
5. In courses assessed by assignments, as well as in reports of laboratory/tutorial exercises, copying or plagiarism results in a zero grade for the assignment or report and constitutes a disciplinary offence. Any appropriate means may be used for the detection of copying or plagiarism.

Article 14.11

Examinations of Students Belonging to Vulnerable Groups

1. DUTH and the Department shall handle with particular sensitivity the needs of students belonging to educationally vulnerable groups, who may face difficulties in integrating into studies or have disabilities or special educational needs.
2. The participation of students belonging to vulnerable groups takes place in a climate of respect and acceptance of individuality, in accordance with the applicable legislation and the Internal Regulation of DUTH (Article 186).
3. As regards examinations of members of vulnerable groups, they are in principle conducted on the same day and time as those of the rest of the students. Due to special circumstances and depending on the severity of their difficulties, an examination method different from that of the rest of the students may be determined, possibly on a different date and time.

Article 14.12

Distance Examinations

1. Examinations are conducted in person. In emergency situations where in-person examinations are impossible, distance examinations may be conducted subject to the consent of the Course Coordinator and a decision of the Department Assembly. The academic and educational obligations of instructors, invigilators, and candidates applicable to in-person examinations shall apply analogously to participation in examinations conducted by means of distance education, provided that this mode of examination is expressly provided for by the applicable legislation.
2. Instructions for participation in a distance examination are posted on the e-Class platform by the Examination Coordinator at least seven (7) days prior to the examination, and students are informed of the registration procedure and all information related to the conduct of the examinations.
3. In preparation for participation in any type of distance examination, students shall ensure that they possess the necessary technical equipment and provide for the specifications of their equipment and internet connection (computer, camera, microphone, scanner, etc.).
4. Prior to the examination, students must read carefully the instructions issued by the Examination Coordinator, comply strictly with them during the examination, and be familiar with the method of submitting their answers (by carefully reviewing the relevant instructions), in order to avoid problems during the examination.

5. Candidates shall use exclusively institutional user accounts/email addresses (username, password) for logging in and participating in any type of distance examinations.
 6. Students must enter the designated virtual room at least fifteen (15) minutes before the scheduled start time and comply with the invigilators' instructions.
 7. By attending a distance examination, students declare that:
 - a) they consent to the examination procedure followed;
 - b) they participate in compliance with all rules of academic conduct;
 - c) they do not use inappropriate means for answering the examination;
 - d) they accept the Institution's personal data protection framework.
 8. Invigilators and the Examination Coordinator must be connected to the virtual rooms at least fifteen (15) minutes before the start and provide guidance to students so as to avoid any delay in the commencement of the examination.
 9. During a distance examination, students must keep their computer cameras on throughout the examination and must be located in an isolated and quiet area that allows uninterrupted operation of the camera and microphone throughout the examination.
 10. By participating in a distance examination, students accept that they may be asked at any time to share the screen of the computer they are using for the examination.
 11. Students are required to monitor the examination flow within the system and the messages sent by the Examination Coordinator and the invigilators and to follow the relevant instructions. For any issue that arises, students must immediately inform the Examination Coordinator by sending a message in the chat field.
 12. The Examination Coordinator remains connected to the electronic examination system and coordinates the conduct of the examination, and may retrieve from the relevant electronic platform files relating to attendance and activity of examination participants. Attendance logs provide information regarding the participants' details and their activity during their presence in the specific examination, e.g., time of entry and exit from the electronic platform, connection interruptions, etc.
 13. The Examination Coordinator and invigilators may, if deemed necessary, mute microphones to maintain silence during the examination (especially in rooms with many participants) and issue instructions to all or to specific participants, etc.
 14. The Examination Coordinator and invigilators of the distance examination bear no responsibility for any technical problems that may arise during the examination on the part of participants, or more generally for issues relating to the operation of the internet or their equipment.
 15. It is prohibited:
 - a) to record and further use (posting on websites) the examination by either students or examiners, as this constitutes processing of personal data which must comply with the General Data Protection Regulation (GDPR);
 - b) to use any electronic device other than those through which the student participates in the examination without the consent of the Examination Coordinator;
 - c) to leave the virtual examination room without the consent of the Examination Coordinator and/or the invigilators;
 - d) to move away from the computer except in exceptional cases, with the consent of the Examination Coordinator and/or the invigilators;
 - e) any form of collaboration among participants or with third persons.
 16. In the event of disconnection of a student during an examination, the candidate may submit a request for further examination by email to the Department Secretariat and to the Examination Coordinator no later than within eight (8) hours. Within three (3) days, the applicant must submit supporting documents demonstrating that the disconnection was not due to their own actions but to circumstances beyond their control (e.g., sudden power outage or internet service interruption attributable to the provider), and that they are not responsible for the disconnection (e.g., submission of a relevant certificate from the electricity provider or network provider), so that the departure from the examination is not deemed deliberate.
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Article 15

Recognition of Courses

1. Students admitted to the Medical School may have courses recognized that they have demonstrably attended and passed at their department of origin at a Greek university, provided that such courses correspond to courses in the Undergraduate Study Program of the Medical School. The above also applies to students transferring in accordance with the provisions in force.
2. Course recognition is granted by decision of the Department Assembly following the favorable opinion of the Course Coordinator. Students are exempted from taking the corresponding courses of the Undergraduate Program in Medicine that they have completed at the department of origin and may, by decision, be placed in a different semester from that of their initial enrollment. For this purpose, the student applies with the required supporting documents for the courses from which exemption is requested. To be placed in a different semester, the student must submit a relevant request immediately after enrollment, together with all courses and supporting documents justifying the semester change. Specifically, the student submits a written application to the Department Secretariat together with an official transcript certified by the Secretariat of the department of origin, accompanied by the detailed syllabi of the courses attended and the laboratories in which the student was trained. The application and attached documents are forwarded to the relevant Course Coordinators, who submit a recommendation to the Department Assembly on the recognition or non-recognition of the courses and/or exercises for the applicant.
3. The details regarding recognition of ECTS credits of Erasmus+ students are governed by Article 63 of the Internal Regulation of DUTH and Annex 9 “Internal Operational Regulation of the Erasmus+ Program of Democritus University of Thrace – Mobility in Higher Education” of the same Regulation.

Article 16

Completion of Studies – Degree/Diploma Grade – Graduation

16.1 General

The maximum duration of studies in the Undergraduate Program in Medicine for the award of the degree is twelve (12) academic semesters (minimum duration of studies), increased by six (6) academic semesters (maximum duration: eighteen (18) academic semesters). Article 185 of the Internal Regulation of DUTH and Annex 10 “Regulation of procedures and issues relating to exceeding the maximum duration of studies, part-time study and interruption of studies of undergraduate students of Democritus University of Thrace” specify the details and supporting documents for exceptional extension of the maximum duration of studies for serious health reasons relating to the student or to a first-degree blood relative, spouse, or person with whom the student has entered into a civil partnership, as well as the procedure and conditions for suspension of studies and part-time study.

16.2 Completion of Studies

Students complete their studies and are awarded a certificate of studies or degree title upon completion of the minimum required number of semesters for the award of the degree or diploma, successful examination in the courses required by the curriculum under the terms and conditions specified therein, and accumulation of the required number of credits. For the acquisition of the

degree title, attendance for at least twelve (12) semesters and the accumulation of a total of at least 360 ECTS credits are required.

More specifically, a student of the Undergraduate Program must meet the following conditions for the award of a degree:

- Successful completion of the compulsory courses of the Undergraduate Program.
- Successful completion of the elective courses of the Undergraduate Program.
- Successful completion of clinical training.

In order to be awarded the degree, in addition to the above conditions, it is also necessary to have settled all obligations with the University Services, specifically:

- Return to the DUTH Library of any borrowed books.
- In the case of residence in university dormitories, compliance with the procedure for vacating the room as prescribed by the Dormitories Regulation and return of the room key.
- Return to the Department/School or Institution laboratories of any equipment, books, or other borrowed educational material.
- Return of the academic ID card to the Department Secretariat.
- Ensuring that there are no outstanding financial obligations to any Service of the Institution (e.g., repayment of Erasmus+ grants, etc.).

16.3 Calculation of Degree Grade

The calculation of the degree grade takes into account the grades of all courses. The degree grade is calculated as the weighted average of the individual course grades, in accordance with Ministerial Decisions No. F141/B3/2166/1987 and F141/B3/2457/1988.

Specifically, the grade of each course is multiplied by a coefficient referred to as the “weighting factor,” and the sum of the individual products is divided by the sum of the weighting factors for all courses.

Degree grade = 0.80 × Weighted Grade Point Average (WGPA)

Based on its value, the degree/diploma grade is accompanied by the following classification:

- “Pass” for grades from 5.00 up to and including 6.49
- “Very Good” for grades from 6.50 up to and including 8.49
- “Excellent” for grades from 8.50 to 10.00

16.4 Graduation (Oath Ceremony)

i. To participate in the graduation ceremony, an application is submitted following an announcement/invitation by the Department Secretariat. The graduation ceremony is conducted in accordance with Articles 221 and 224–226 of the Internal Regulation of DUTH.

ii. Students declare to the Secretariat whether they wish to take a religious or a civil oath.

iii. The Department conducts at least three (3) graduation ceremonies per year (one after the January examination period, one after the June examination period, and one after the September resit period).

16.5 Forms

All forms issued by the Undergraduate Program in Medicine fully conform to the corresponding templates of the Institution.

Diploma Supplement

The Medical School awards graduates the Diploma Supplement in Greek and English. The Diploma Supplement is an explanatory document which does not replace the official degree certificate but is attached to it and follows the model developed by the European Commission, the Council of Europe, and UNESCO/CEPES. The purpose of the Supplement is to provide sufficient independent data to improve international “transparency” and to ensure fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.). It is designed to provide a description of the nature, level, context, content, and status of the studies successfully completed by the individual named on the original degree to which the Supplement is appended.

Article 17

Student Mobility

17.1 Erasmus + Program

1. The Erasmus+ Program offers students the opportunity to spend a period of their studies or undertake a traineeship in one of the 26 countries of the European Union (excluding Greece), as well as in Iceland, Liechtenstein, Norway, Serbia, North Macedonia and Turkey, for a duration of two (2) to twelve (12) months. At the Department of Medicine, a faculty member is appointed as Erasmus+ Coordinator, with responsibility for the supervision, organization and coordination of incoming and outgoing students at the level of the academic department.
2. The Erasmus+ mobility period is recognized as part of the studies through the award of ECTS credits.
3. All matters relating to mobility through Erasmus+ are included in the Erasmus+ Mobility Regulation, which forms part of the Internal Regulation of DUTH (Annex 9).
4. For the selection of undergraduate students who will participate in Erasmus+ mobility, the Undergraduate Study Program (name of UPS) has established the following criteria:

SELECTION CRITERIA FOR STUDENT MOBILITY FOR STUDIES

DEMOCRITUS UNIVERSITY OF THRACE
DEPARTMENT OF MEDICINE

BASIC CRITERIA		POINTS
1	Grade Point Average (GPA)	GPA × 4*

2	Language of Instruction – Level of Proficiency	B2 (Lower – good command) C1 (Advanced – very good command) C2 (Proficiency – excellent command)	20 25 30
ADDITIONAL CRITERIA		POINTS	
3	Motivation to participate in the program		1-10
4	Knowledge of the host country language (if different from the language of instruction)	■ B1-B2 ■ C1-C2	3 5
5	Second participation in the Erasmus Program		-10
6	Mobility to country of origin		-20

* The GPA is calculated by considering all courses of every semester in the student's curriculum as recorded in the Transcript of Records.
That is, all grades are added together and divided by the total number of courses undertaken, and not only by those passed.

STUDENT MOBILITY FOR TRAINEESHIP / INTERNSHIP

SELECTION CRITERIA		POINTS	
1	Level of Studies	Undergraduate	10
		Postgraduate	15
		Doctoral	20
2	Application: motivation and reasons for participation		1-20
3	Transcript of Records (academic performance)	Μ.Ο Βαθμολογίας X 4	
4	Language proficiency (based on the working language of the host institution)	■ B1 (basic knowledge) ■ B2 (Lower – good knowledge) ■ C1 (Advanced – very good knowledge) ■ C2 (Proficiency – excellent knowledge)	5 20 25 30
5	Letter of Acceptance from host institution (letter of acceptance and working program)	Acceptance + description of duties	20
		Acceptance + detailed monthly traineeship program	30
6	Relevance to the learning outcomes of the study program (undergraduate or postgraduate level) or to the subject of the doctoral dissertation		1-20
7	Interview		1-20

8	Letter of Recommendation from a faculty member of the home department		1-20
9	Second participation in Erasmus Program		-10
10	Mobility to country of origin		-20

Article 21

Center for Psychological and Counseling Support

1. The mission of the Center for Psychological and Counseling Support (KEPSYSU–DUTH) is to provide psychological and counseling services and to prevent mental health problems among members of the university community, and especially among students of first, second and third cycle study programs. KEPSYSU–DUTH provides psychological support and counseling services both in person and remotely through the use of digital infrastructure. All services are provided free of charge.
2. KEPSYSU–DUTH is based in Komotini, but operates in cities where academic units of DUTH are located, and provides psychological support and counseling services with the use of digital infrastructure and services.
3. The personal data collected and processed by KEPSYSU–DUTH are only those necessary for the specific and clearly defined purpose and the relevant legal basis. In this context, the data processed concern the personal data you provide, as service users of KEPSYSU–DUTH, when completing an application or registering, such as:
 - Identity data
 - Contact data
 - Health data

In cases where consent is required, KEPSYSU–DUTH follows the procedures prescribed by law to obtain it. Students retain the right to withdraw their consent at any time. Personal data are collected in accordance with the GDPR and applicable national legislation, either at the beginning of the relationship with KEPSYSU–DUTH or at a later stage, and are processed on the following legal bases:

- a) the consent of the students, when they apply for support from KEPSYSU–DUTH, and
- b) the performance of a task carried out in the public interest and the fulfillment of a legal obligation.

Article 22

Student Advocate

1. The institution of the Student Advocate aims at:
 - mediating between students and faculty members or administrative services of the Institution,
 - ensuring legality within the context of academic freedom,
 - addressing instances of maladministration,
 - safeguarding the smooth operation of the Institution.

2. The Student Advocate, who heads the respective office without remuneration, may be a Professor or Emeritus Professor of DUTH and is appointed by the Senate upon proposal of the Rector and following the opinion of the Student Welfare Council.
3. The Student Advocate has no competence in matters concerning examinations and student grading.
4. All matters relating to the institution are specified in the Regulation of the Student Ombudsman, which forms part of the Internal Regulation of DUTH (Annex 17).

Article 23

Complaints and Appeals Management Mechanism

1. In order to ensure the improvement of the quality of services provided by the academic departments of Democritus University of Thrace, procedures have been established to provide reliable, systematic and continuously improving, impartial recording and handling of malfunctions encountered by students during their studies.
2. Students have the right to submit complaints or appeals regarding any problems or in relation to the services provided. Before submitting a complaint or an appeal, students are required to study the Guides and the general and special Study Regulations of the Programs of Study in which they are enrolled, as well as the Internal Regulation of the Institution, in order to be aware of their rights and obligations.
3. The procedures are specified in detail in the Complaints and Appeals Management Regulation, which forms part of the Internal Regulation of DUTH (Annex 26).

Article 24

Student Groups

1. The establishment of student groups (or clubs) complements students' studies within DUTH and enables them to engage, alongside their studies, in extracurricular activities (hobbies), meeting their needs for expression and creativity. In addition, through the groups and their activities, students are given the opportunity to develop communication with students from other departments as well as with other entities of society, which facilitates their integration into the academic community and the local society.
2. Student groups may cover a wide range of interests and activities, related or unrelated to the subject of their studies (e.g., volunteering, social services, fine arts, photography, etc.).
3. The procedures for the establishment and operation of student groups are described in detail in the Regulation on the Organization and Operation of Student Groups, which forms part of the Internal Regulation of DUTH (Annex 24).

Article 25

Disciplinary Offences

1. Any violation of the provisions of the Internal Regulation of the Institution, as well as of any regulation governing student attendance and university life in general, constitutes a disciplinary offence.
By way of example, disciplinary offences include:

- a) violation of the integrity of examinations,
 - b) plagiarism or failure to acknowledge directly or indirectly the contribution of others to a scientific work or research,
 - c) damage to movable or immovable property of DUTH used by the University or by members of the academic community,
 - d) obstruction of the smooth operation of DUTH, including its educational, research or administrative functions, as well as the operation of its individual and collective bodies and services, and the use of its premises and equipment,
 - e) use of indoor or outdoor areas, facilities, infrastructure and equipment of DUTH without the permission of the competent bodies,
 - f) use of indoor or outdoor areas, facilities, infrastructure and equipment of DUTH for purposes not consistent with its mission, as well as facilitating third parties in the commission of such acts,
 - g) culpable pollution in any manner of indoor or outdoor areas of the Institution, including noise pollution,
 - h) use of prohibited substances falling under Law 4139/2013 (Official Gazette A' 74) within DUTH and any involvement in their distribution,
 - i) commission of any misdemeanor or felony insofar as it is connected with student status.
2. The disciplinary penalties that may be imposed on a student are:
 - a) written reprimand,
 - b) prohibition from participating in examinations of one or more courses for one or more examination periods,
 - c) temporary or permanent ban from using equipment or facilities of the Institution,
 - d) temporary suspension of student status from one (1) to twenty-four (24) months, and
 - e) permanent expulsion (dismissal from the Institution).
 3. The relevant procedures are set out in detail in Articles 187–197 of the Internal Regulation of DUTH.

Article 26

Operation of the Department

26.1 Department Assembly

1. The operation of the Department Assembly is governed by Chapter 5 of the Internal Regulation of DUTH.
2. The Department Assembly meets regularly at least once per month. It also meets extraordinarily whenever the Head (Chair) of the Department deems it necessary.
3. The composition of the Department Assembly is determined in accordance with the applicable legislation.

26.2 Committees

The following committees operate within the Department / Undergraduate Program of Studies:

- Internal Evaluation Group (IEG)
- Student Affairs and Academic Advising Committee
- Erasmus+ and International Cooperation Committee
- Education Office
- Committee for Foreign-Language Study Programs
- Press and Communications Committee

- Website and Digital Media
 - Department Publications
 - Education and Research Conference Committee of the School of Medicine
 - Research Programs Committee – ELKE matters
 - Committee for New Faculty Members: Think Tank
 - Ethics and Internal Affairs Committee
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26.3 Library of the School of Health Sciences

The Library of the School of Health Sciences operates in accordance with the Regulation on the Operation of the Library and Information Center of DUTH, as incorporated into the Internal Regulation of DUTH (Annex 15).

26.4 Secretariat of the Department of Medicine

1. The Secretariat of the Department of Medicine provides administrative support to the Department in carrying out its responsibilities arising from the applicable legal framework. It provides administrative and secretarial support and handles all matters relating to the work of the Department.
 2. The Secretariat serves students on the days and during the hours announced on the Department website and on the notice board. The Secretariat strictly applies the legislation on the protection of natural persons with regard to the processing of personal data (Law 4624/2019 “Hellenic Data Protection Authority”).
 3. Applications for certificates are submitted only through the e-Secretariat platform (Universis) (<https://students.duth.gr>)
 1.). Through the same platform, students may also access their personal academic record and monitor their academic progress. Applications may also be submitted electronically through the Citizens’ Service Centers (KEP).
 2. The Secretariat issues the following certificates:
 - Certificate of Enrollment, verifying that the applicant is an active student.
 - Transcript of Records, indicating the student’s academic progress in the courses attended.
 - Certificate of Completion of Studies, for students who have fulfilled the requirements of the Study Program but have not yet been awarded the degree.
 - Copies of degree certificates and other documents relating to graduation or deletion from the register, etc.
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26.5 Department Facilities

26.5a Laboratories

1. Laboratory of Biology
2. Laboratory of Genetics
3. Laboratory of Biochemistry
4. Laboratory of Physiology
5. Laboratory of Pharmacology
6. Laboratory of Microbiology

7. Laboratory of Medical Statistics
 8. Laboratory of Neurophysiology
 9. Laboratory of Social Medicine and Sociology
 10. Laboratory of Hygiene and Environmental Protection
 11. Laboratory of Clinical Microbiology
 12. Laboratory of Reproductive Physiology and in vitro Fertilization
 13. Department of Medical Physics
 14. Department of Anatomy
 15. Department of Histology- Embryology
 16. Department of Pathology
 17. Department of Radiology and Medical Imaging
 18. Department of Forensic Science – Human Toxicology and Insurance Medicine
 19. Department of Nuclear Medicine
 20. Department of Clinical Anatomy
 21. Laboratory of Immunohistochemistry
 22. Department of Cytology
 23. Laboratory of Immunohistochemistry - Immunobiology
 24. Laboratory of Hematology – Immunohematology
 25. Laboratory of Molecular Hematology
 26. Laboratory of Immunohistochemistry and Renal Histocompatibility
 27. Laboratory of Renal Pathophysiology and Metabolic Diseases
 28. Laboratory of Gastrointestinal and Liver Diseases
 29. Laboratory of Clinical Immunology
 30. Laboratory of Allergic Diseases
 31. Laboratory of Immune Diagnosis in Infectious Diseases
 32. Laboratory Clinical pharmacology
 33. Respiratory Failure Laboratory
 34. Laboratory for the Study of Atherosclerosis
 35. Laboratory of Experimental Surgery and Surgical Research
 36. Unit of Endoscopy
 37. Laboratory of Laparoscopic and Robotic Surgery and Virtual Reality Surgery
 38. Laboratory of Images Management and Telemedicine
 39. Unit of Andrology
 40. In vitro Fertilization (IVF) Laboratory
 41. Family planning Laboratory
 42. Gynecological cytology Laboratory
 43. Audiology Unit
 44. Snoring and sleep apnea Unit
 45. Bioethics Laboratory
 46. Neurosurgical Education and Research Laboratory
 47. Department of Clinical Neurophysiology
 48. Laboratory of Psychopathology and Medical Psychology
 49. Laboratory of Speech & Language Disorders and Therapy
 50. Laboratory of Psychoanalysis
 51. Informatics Laboratory
 52. Immunodiagnosis of Infections Laboratory
 53. Laboratory of Computational Medicine, Computational-Artificial Intelligence and Artificial Life
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26.5b Clinics

1. 1st Department of Internal Medicine
2. Hematology Department
3. Nephrology Department
4. 2nd Department of Internal Medicine
5. Cardiology Department
6. Pulmonology Department
7. Endocrinology Department
8. Gastroenterology Department
9. Immunology - Allergy Department
10. Oncology Department
11. Rheumatology Department
12. 1st Department of Surgery
13. 2nd Department of Surgery
14. Urology Department
15. Orthopaedic Department
16. Anesthesiology Department
17. Intensive Care Unit Department
18. Obstetrics and Gynecology Department
19. Neurosurgical Department
20. Cardiothoracic Surgery Department
21. Vascular Surgery Department
22. Paediatric Surgery Department
23. Otolaryngology – Head and Neck Department
24. Plastic Surgery and Burns Department
25. Dermatology Department
26. Neurology Department
27. Ophthalmology Department
28. Psychiatry Department
29. Child and Adolescent Psychiatry Department
30. Paediatrics Department
31. Neonatology Department
32. Radiotherapy – Oncology Department
33. Emergency Department

26.5c Museum of the History of Medicine

26.6 Use of Department Facilities

1. The educational activities of the Undergraduate Program of Studies are conducted in the facilities of the School of Health Sciences, of which the Department is part, and at the University General Hospital of Alexandroupolis, as well as at the premises of the university clinics and laboratories housed in the University General Hospital of Alexandroupolis and in other non-hospital units.
2. Faculty members, administrative staff, other employees of the Department and students are required to protect the premises, infrastructure and equipment of DUTH, to ensure cleanliness and to comply with safety rules.
3. The use of the facilities, infrastructure and equipment of the Department or the Institution without the permission of the competent bodies is prohibited, as is the use of the premises for purposes incompatible with the mission of the University.
4. Students have the right to use the facilities, equipment and electronic services of the Department and the Institution within the scope of the activities of the Undergraduate Program of Studies. Upon completion of each educational activity, students are obliged to cease using the facilities and equipment and return them in the same proper condition as received.

5. Laboratory infrastructure (computers, equipment and other technical resources) must be used by students exclusively for activities related to the work of the Institution.

Article 28

Amendment of the Undergraduate Program of Studies

The Undergraduate Program of Studies in Medicine of the Department [Department Name] is revised in accordance with the provisions of the Internal Quality Assurance System of DUTH.

Article 29

Amendment of the Regulation

Amendments to this Regulation may be made following a decision of the Department Assembly and approval by the Senate.

Annex 1
Courses Summary per academic year – ECTS

1st academic year							
1st Semester	LECTURES (hours)	LABORATORY/ CLINIC (hours)	TUTORING (hours)	LABORATORY / TOTURING / CLINIC (Total hours)	Teaching Hours (Total)	Teaching Credits	ECTS
1. Biology	5	1	1	2	7	7	7
2. Biochemistry I	5	1,54		1,54	6,54	7	7
3. Histology- Embryology I	5	1		1	6	6	6
4. Informatics	4	1,54		1,54	5,54	5	5
5. English I	4				4	4	3
ECTS Selected Courses	1				1	1	2
Total for Semester	24			6,08	30,08	30	30
2nd Semester	LECTURES (hours)	LABORATORY/ CLINIC (hours)	TUTORING (hours)	LABORATORY / TOTURING / CLINIC (Total hours)	Teaching Hours (Total)	Teaching Credits	ECTS
1. Physiology I	4	0,30		0,30	4,30	4	3
2. Biochemistry II	5	1,54		1,54	6,54	6	6
3. Histology- Embryology II	5	1,54		1,54	6,54	6	6
4. Medical Physics	5	1		1	6	6	5
5. Genetics	5	1		1	6	6	5
6. English II	4				4	4	3
ECTS Selected Courses	1				1	1	2
Total for Semester	29			5,38	34,38	33	30

2nd academic year							
3rd Semester	LECTURES (hours)	LABORATORY/ CLINIC (hours)	TUTORING (hours)	LABORATORY / TOTURING / CLINIC (Total hours)	Teaching Hours (Total)	Teaching Credits	ECTS
1. Anatomy I	8	1		1	9	9	9
2. Physiology II	4	0,38		0,38	4,38	6	6
3. Public Health	3	2		2	5	6	6
4. Medical Statistics	3	1		1	4	4	4
5. English III	4				4	4	3
ECTS Selected Courses	1				1	1	2
Total for Semester	23			4,38	27,38	30	30

4 th Semester	LECTURES (hours)	LABORATORY/CLINIC (hours)	TUTORING (hours)	LABORATORY / TUTORING/CLINIC (Total hours)	Teaching Hours (Total)	Teaching Credits	ECTS
1. Anatomy II	8	1		1	9	9	9
2. Physiology III	3	1,38		1,38	4,38	5	5
3. Pharmacology I	4	1,54		1,54	5,54	6	6
4. Social Medicine	4				4	5	5
5. English IV	4				4	4	3
ECTS Selected Courses	1				1	1	2
Total for Semester	24			3,92	27,92	30	30

3 rd academic year							
5 th Semester	LECTURES (hours)	LABORATORY/CLINIC (hours)	TUTORING (hours)	LABORATORY / TUTORING/CLINIC (Total hours)	Teaching Hours (Total)	Teaching Credits	ECTS
1. Clinical Diagnostics	4	2		2	6	6	6
2. Pathological Anatomy I	4	1		1	5	5	5
3. Microbiology I	4	2		2	6	6	6
4. Pharmacology II	4	1,54		1,54	5,54	5	5
5. Pathophysiology I	3	1		1	4	4	4
ECTS Selected Courses	2				2	2	4
Total for Semester	21			7,54	28,54	28	30

6 th Semester	LECTURES (hours)	LABORATORY/CLINIC (hours)	TUTORING (hours)	LABORATORY / TUTORING/CLINIC (Total hours)	Teaching Hours (Total)	Teaching Credits	ECTS
1. Clinical sings in Surgery	4	4		4	8	7	7
2. Pathological Anatomy II	5	1		1	6	6	6
3. Microbiology II	4	2		2	6	6	6
4. Pathophysiology II	4				4	4	4
5. Dermatology	4				4	3	3
ECTS Selected Courses	2				2	2	4
Total for Semester	23			7	30	28	30

4 th academic year							
7 th Semester	LECTURES (hours)	LABORATORY/CLINIC (hours)	TUTORING (hours)	LABORATORY / TUTORING/CLINIC (Total hours)	Teaching Hours (Total)	Teaching Credits	ECTS
1. Surgical Pathology	4	2		2	6	6	6
2. Neurology	5	0,50	0,50	1	6	6	6
3. Radiology I	4	1	2,77	3,77	7,77	7	7

Regulation of the Undergraduate Program of Studies in Medicine of the Department of Medicine

4. Otorhinolaryngology	2	0,62	1	1,62	3,62	3	3
5. Vascular Surgery	2	1		1	3	3	3
6. Forensics and Toxicology	3	0,50	0,50	1	4	4	3
ECTS Selected Courses	1				1	1	2
Total for Semester	21			10,39	31,39	31	30

8 th Semester	LECTURES (hours)	LABORATORY / CLINIC (hours)	TUTORING (hours)	LABORATORY / TUTORING / CLINIC (Total hours)	Teaching Hours (Total)	Teaching Credits	ECTS
1. Pulmonology	2	2		2	4	4	4
2. Urology	2	0,62	1	1,62	3,62	4	4
3. Radiology II	4	1	2,77	3,77	7,77	7	7
4. Oncology	2	1		1	3	3	3
5. Nosology	6	2		2	8	8	8
ECTS Selected Courses	2				2	2	4
Total for Semester	18			10,39	28,39	28	30

5th academic year

9 th Semester	LECTURES (hours)	LABORATORY / CLINIC (hours)	TUTORING (hours)	LABORATORY / TUTORING / CLINIC (Total hours)	Teaching Hours (Total)	Teaching Credits	ECTS
1. Orthopaedics	3	2	2	4	7	6	6
2. Cardiology	4	2		2	6	5	5
3. Gynecology	3	0,93		0,93	3,93	4	4
4. Psychiatry	4	2	2	4	8	7	7
5. Thoracic / Cardiac surgery	2	1		1	3	3	3
6. Ophthalmology	2	0,50	0,50	1	3	3	3
ECTS Selected Courses	1				1	1	2
Total for Semester	19			12,93	31,93	29	30

10 th Semester	LECTURES (hours)	LABORATORY / CLINIC (hours)	TUTORING (hours)	LABORATORY / TUTORING / CLINIC (Total hours)	Teaching Hours (Total)	Teaching Credits	ECTS
1. Paediatrics	3	1	2	3	6	6	6
2. Obstetrics	3	0,93		0,93	3,93	4	4
3. Nephrology	2	2	1	3	5	4	4
4. Anaesthetics	2	1	1	2	4	4	4
5. Intensive Care	2	2		2	4	4	4
6. Haematology	3	2		2	5	4	4
ECTS Selected Courses	2				2	2	4

Total for Semester	17			12,93	29,93	28	30
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6th academic year							
Clinical practice in groups through academic year - (ROTATION)							
11 & 12 Semester					Weeks		ECTS
1. Internal Medicine					12		20
2. Paediatrics					6		10
3. General Surgery					10		17
4. Obstetrics - Gynecology					3		10
5. Neurology or Psychiatry					3		3
Total for Semester					34 weeks		60
Total for academic year							
							ECTS
TOTAL ECTS FOR UNDERGRADUATE PROGRAM							360

Elective Courses

Elective Courses Winter Semester				
List A (total 4 elective courses during all semesters)				
ΤΙΤΛΟΣ ΜΑΘΗΜΑΤΟΣ	LECTURES (hours)	Teaching hours	Teaching Credits	ECTS
Paediatric Surgery	1	1	1	2
Plastic Surgery	1	1	1	2
Primary Health Care	1	1	1	2
Elective Courses Winter Semester				
List B (selection of 10 courses during all semesters)				
ΤΙΤΛΟΣ ΜΑΘΗΜΑΤΟΣ	LECTURES (hours)	Teaching hours	Teaching Credits	ECTS
Internet in Health	1	1	1	2
History of Medicine	1	1	1	2
Biophysics	1	1	1	2
Principles of morphological development	1	1	1	2
Neuroscience Physiology	1	1	1	2
Introduction to clinical biochemistry	1	1	1	2
Clinical anatomy	1	1	1	2
Pharmacoepidemiology	1	1	1	2
Clinical and applied genetics	1	1	1	2

Electrocardiography	1	1	1	2
Radiation exposure	1	1	1	2
Clinical microbiology	1	1	1	2
Critical appraisal of medical literature	1	1	1	2
Healing of wounds and ulcers	1	1	1	2
Food microbiology and food-borne diseases	1	1	1	2
Physiology-pathophysiology of haemostasis	1	1	1	2
Introduction to clinical immunology	1	1	1	2
Modern diagnostic and interventional methods in abdominal imaging	1	1	1	2
Introduction to gynecological oncology	1	1	1	2
Aesthetic surgery	1	1	1	2
Bioethics	1	1	1	2
Paediatric Neurosurgery	1	1	1	2
Health policy management and economics	1	1	1	2
Molecular and Cellular Radiotherapy and Oncology	1	1	1	2
Computational Medicine and Artificial Life	1	1	1	2

Elective Courses Summer Semester

List A (total 4 elective courses during all semesters)

ΤΙΤΛΟΣ ΜΑΘΗΜΑΤΟΣ	LECTURES (hours)	Teaching hours	Teaching Credits	ECTS
Neurosurgery	1	1	1	2
Child Psychiatry	1	1	1	2
Clinical applications of Nuclear Medicine	1	1	1	2

Elective Courses Summer Semester

List B (selection of 10 courses during all semesters)

ΤΙΤΛΟΣ ΜΑΘΗΜΑΤΟΣ	LECTURES (hours)	Teaching hours	Teaching Credits	ECTS
Medical law and jurisprudence	1	1	1	2
Medical psychology	1	1	1	2
Exercise physiology	1	1	1	2
Cancer biochemistry	1	1	1	2
Training in social psychiatry	1	1	1	2
Molecular genetics	1	1	1	2
Methodology of medical research and clinical decision making	1	1	1	2
Occupational health and safety at work	1	1	1	2
Epidemiology of infection diseases	1	1	1	2
Pharmacogenetics and personalized pharmacotherapy	1	1	1	2
Electron microscopy	1	1	1	2
Health information systems	1	1	1	2
Telematics applications for health	1	1	1	2
Introduction to psychosomatics	1	1	1	2
Pain management	1	1	1	2
Paediatric and adolescence gynecology	1	1	1	2

Regulation of the Undergraduate Program of Studies in Medicine of the Department of Medicine

Clinical ultrasonography	1	1	1	2
Differential diagnosis	1	1	1	2
Viruses and antiviral technology	1	1	1	2
Ophthalmic manifestation of systemic diseases	1	1	1	2
Laboratory animal science	1	1	1	2
Cardiovascular pharmacology	1	1	1	2
Treatment of infections-antibiotics	1	1	1	2
Principles of microsurgery	1	1	1	2
Surgical oncology	1	1	1	2
Experimental surgery	1	1	1	2
Paediatric urology	1	1	1	2
Fluid, electrolytes, acid-base balance	1	1	1	2
In vitro fertilization	1	1	1	2