

PSP Regulation of studies (including special section for the remote online examination and assessment of students as per the Ministerial Decision No 18137/Z1/2023, article 6), internship, mobility, and students assignments

Κανονισμός Σπουδών (με ειδικό κεφάλαιο για την εξ αποστάσεως εξέταση και αξιολόγηση των φοιτητών, σύμφωνα με το άρθρο 6 της Υ.Α. 18137/Z1/2023), κανονισμός πρακτικής άσκησης, κινητικότητας, εκπόνησης εργασιών του ΠΜΣ



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Article 1. Categories of applicants

1. Graduates of Faculties of Health Sciences, Medicine, Natural Sciences, Agricultural Sciences, Engineering and other Departments of domestic universities or recognized equivalent institutions abroad with a relevant subject area may be admitted to the Dual Master's program (DMSc).
2. A Postgraduate Diploma is not awarded by the University of Thessaly to a student whose undergraduate degree from a foreign institution has not been recognized by the Greek Interdisciplinary Organization for the Recognition of Academic Titles and Information (DOATAP).
3. Applicants to University of Thessaly should have a Cumulative Grade Point Average (CGPA) of at least 7.5 out of 10 in their undergraduate program.
4. Applicants to McGill University should have a Cumulative Grade Point Average (CGPA) of at least 3.3 out of 4 in their undergraduate program.
5. Both Parties will determine the fit of these candidates for the Program based on excellent academic performance, high motivation and interest in the Program, and relevant extracurricular activities (e.g. participation in research projects, publications in scientific journals, publications in scientific conferences).
6. The maximum total number of students admitted is set at twenty-five (25).

Article 2. Criteria and Procedure for Candidate Selection

1. The selection of students is carried out in accordance with the applicable legislation, the Regulation of Postgraduate and Doctoral Studies of the University of Thessaly and McGill University and the provisions of this Regulation.
2. By decision of the Graduate Program Committee (GPC), every fall a call for the admission of postgraduate students to the DMSc is published and posted on the website of the DMSc, of the University of Thessaly, and of the McGill University. The call includes all relevant details (dates and place of submission of the application, necessary supporting documents that must accompany it, etc.). The applications, together with the necessary supporting documents, are submitted electronically by January 15, every year.
3. Applicants will be required to apply to both Universities at the same time, to begin the Program in the Fall semester of the following year.
4. This deadline may be extended by decision of the GPC.
5. The required supporting documents submitted by each candidate are as follows:
 - a) Application for candidacy
 - b) Copy of degree or certificate of completion of undergraduate studies
 - c) Transcript of records which indicates the current average grade point average.
 - d) Two letters of recommendation from university faculty members and/or employer(s)
 - e) Proof of excellent English language proficiency as certified by ASEP language proficiency certificates, or a degree or postgraduate or doctoral degree from a foreign university

Applicants are required to have proof of English proficiency before they apply to the Program:

- TOEFL score of iBT 100 or above (no less than 23 in each component score, with no less than 25 in writing) or
- IELTS 7.0 or above (no less than 6.5 in each component score, with no less than 7.0 in writing).

Normally, applicants meeting any one of the following conditions are not required to submit proof of

proficiency in English: (1) mother tongue (language first learned and still used on a daily basis) is English; (2) has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized foreign institution where English is the language of instruction; (3) has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized institution in Canada or the United States of America; or (4) has lived and attended university, or been employed, for at least four consecutive years, in a country where English is the acknowledged primary language.

- f) Clear photocopy of both sides of the ID card
 - g) A recent ID-type photograph
6. The GPC may, by its decision, specify additional supporting document(s). The exact procedure is described in the call.
 7. Candidates in the University of Thessaly who hold an undergraduate degree from foreign academic institutions are requested to submit their degree in order to verify whether the foreign academic institution is included in the Greek National Register of Recognized Foreign Academic Institutions, as well as the Greek National Register of Types of Degrees of Recognized Foreign Academic Institutions. Foreign degrees are submitted and accepted in accordance with the applicable provisions. It is noted that if the place of study or part of them is confirmed as the Greek territory, the degree is not recognized, unless the part of the studies completed in the Greek territory is in a public university.
 8. The selection of the admitted candidates is carried out by a committee of five (5) faculty members (Selection Committee), which includes two UTH faculty, two McGill faculty members, and the Director of the Program.
 9. The Secretariat of the Department of Biochemistry and Biotechnology check the necessary formal supporting documents submitted by the candidate, registers the application and forwards it to the candidate Selection Committee.
 10. The selection criteria are made known to the candidates with the announcement of the DMSc and are indicatively the following:

	SELECTION CRITERIA	points %
1	Bachelor's/Diploma degree (UTH 7.5-10.0; McGill 3.3-4.0)	15-35%
2	Relevant research activity (e.g. participation in research projects, publications in scientific journals, announcements in scientific conferences)	15%
3	Letters of recommendation	10%
4	Interview	40%
	TOTAL	100%

11. The selection process is carried out by the Selection Committee, which:
 - a) Prepares a complete list of the applicants
 - b) Rejects candidates who do not meet the selection criteria
 - c) Invites all candidates to an interview. The interview is conducted by the members of the Selection Committee
 - d) Evaluates the candidates and submits its proposal for final approval to the GPC.
12. The final list of successful candidates is validated by the GPC.

13. Students are admitted simultaneously to both institutions. However, formal registration at the partner institution will be deferred until the term in which they are physically present there and engaged in academic activities. The same arrangement applies irrespective of the institution at which the student begins their studies.

Article 3. Duration of Studies - Terms of Study

1. Students who are admitted to the Program will be registered as full-time students at either Institution when taking coursework for the program and will have access to facilities during registered terms.
2. The Program duration is two (2) years. Notwithstanding the foregoing, the minimum residency requirement for a dual degree master's student is two full-time terms at McGill University and one (1) full-time term at UTH.
3. Students are responsible for obtaining the appropriate immigration documents required for study in Greece and Canada. The institutions will provide documentation confirming the details of the Program for such purpose.
4. The attendance to the courses in the DMSc is carried out in person or through synchronous online sessions and asynchronous organized activities on the educational platform.
5. The participation of the students is documented through physical and electronic attendance records, recording of participation in synchronous sessions and active involvement in asynchronous activities.
6. The maximum time for completion of the studies is set at four (4) academic semesters.
7. There is a possibility of extending the studies up to two (2) academic semesters, following a justified request from the student, and approval by the GPC. Thus, the maximum permitted time to complete studies is set at six (6) academic semesters.
8. Students who have not exceeded the maximum study time, following a justified application to the GPC, may suspend their studies for a period not exceeding two consecutive semesters. Suspension of studies is granted for serious professional, family, personal or health reasons.
9. During the suspension of studies, the student status is revoked, and all the relevant rights of the student are suspended. Student status is automatically re-acquired after the suspension ends. The period of suspension of student status is not counted towards the maximum duration of study.
10. The continuation of studies is based on the curriculum, as it is in force at the time of resumption of studies and not at the time of initial registration. The GPC may, by its specifically justified decision, settle any issue arising from the suspension of studies.

Article 4. Tuition fees - Scholarships

4.1 Tuition fees

1. Students will pay the tuition fees associated with the Program based on their mobility, residency, and coursework according to the following table

Description	Fee status, McGill	Fee status, UTH
A. Quebec resident	Quebec residency fees	3500 Euros/Academic year
B. Canada resident	Non-Quebec Canadian fees	3500 Euros/Academic year
D. EU citizens	International fees	3500 Euros/Academic year
E. International applicants (non-European, non-Canadian)	International fees	os/Academic year

2. The fee is paid at the beginning of each semester.
3. Postgraduate students are required, after being notified of their acceptance to the postgraduate program, to pay the amount of €500 as a pre-registration fee to secure the position offered to them and the remaining amount of the first installment must be paid two (2) weeks before the start of the courses. In case of non-attendance at the DMSc, the advance payment is not refunded.
4. In the event of withdrawal or expelling of the postgraduate student from the program, the paid tuition fees are not refunded. In case of non-payment of the tuition fee, a certificate of completion of studies will not be issued.
5. Candidates who are accepted conditionally (pending certificate of completion of studies, proof of foreign language, etc.) pay the pre-registration fee and in case of failure to present the above supporting documents, the pre-registration fee is not refunded.
6. Any adjustment of the tuition fees may only be made for a new Cycle of Studies by decision of the GPC and is subject to the approval of the Senate in accordance with the applicable provisions.
7. Students are required to pay for all the appropriate miscellaneous student fees as required by the Institutions during their stay; such payment shall be made directly to the respective Institution. They shall also be responsible for all lodging and travel costs, study and living expenses, application fees, visa fees, and insurance fees incurred for the Program. Neither Institution shall be held liable for such charges.
8. Students are required to have appropriate health insurance during their stays at both institutions.
9. The partner Universities shall mutually agree on the extent of financial support provided to students. Students may be entitled to apply for additional scholarships or bursaries according to the respective policies of McGill University and University of Thessaly.
10. Both Institutions will provide students with pre-departure and post-arrival orientation, and academic and non-academic support, such as social support services.
11. The students will have access to all services available to enrolled and registered students including, but not limited to, academic advising, counseling and disability services, and access to academic and recreational facilities.
12. Each University will provide incoming students with general information, within its discretion and its capabilities, for them to find on-campus accommodation or, if not available, off-campus accommodation within reasonable access to the campus, e.g. by public transport. The costs of accommodation will in all cases be borne by the students.

13. Both **Universities** will ensure the smooth integration and ongoing pastoral care of students by organizing the above-mentioned orientation activities and providing on-going academic and social support services.

4.2 Exemption from tuition fees

1. Students registered in the DMSc at University of Thessaly, who meet the economic or social criteria and the conditions of excellence during the undergraduate studies, in accordance with applicable legislation, are exempt from tuition fees. The possibility of exemption from the obligation to pay tuition fees is provided exclusively for studying in one (1) MSc organized by a hellenic university. The total number of students studying free of charge at University of Thessaly may not exceed the number corresponding to thirty percent (30%) of all registered students per academic year.
2. Applications for exemption from tuition fees are submitted at University of Thessaly after the completion of the student admission process to the DMSc and within a period to be determined by the DMSc itself.
3. Those who receive a scholarship from another source, or they are citizens of non-EU countries, are not entitled to exemption from fees.
4. The examination of the criteria for exemption from tuition fees is carried out by the GPC and a reasoned decision is issued for the acceptance or rejection of the application.
5. Since the applicable legislation sets an age criterion, it is recommended, for reasons of good administration and equal treatment, that the date of birth of students be considered to be 31 December of the year of birth.

4.3 Scholarships

By decision of the GPC, the DMSc grants excellence scholarships based on academic criteria. Scholarships are awarded to students who pass the exams held at the end of each semester, provided that they pay tuition fees. The amount of the scholarships will be determined each academic year by the GPC depending on the income of the program. Scholarships are not awarded if the postgraduate student is already receiving a scholarship from another source. Scholarships are not awarded to students who have been admitted to the postgraduate program without the obligation to pay tuition fees.

Article 5. Course Program

1. The MSc begins on September 1st of each academic year.
2. A total of one hundred and twenty (120) credit units of the European Credit Transfer System (ECTS) and forty-five (45) McGill credits is required to obtain a DMSc. One ECTS unit is equivalent to 25-30 hours workload per semester. One McGill credit is equivalent to three (3) hours workload per week.
3. During their studies, postgraduate students are to attend and successfully pass the offered courses, conduct research, write scientific papers, etc., as well as to prepare a thesis.
4. The teaching of the courses is carried out through a combination of face-to-face, synchronous and asynchronous distance learning. Synchronous distance learning is implemented through

scheduled online sessions in real time. Asynchronous distance learning is implemented through an integrated technological environment (educational platform), where organized learning activities are carried out through interaction between students and study of educational material.

5. The percentage of ECTS implemented through asynchronous distance learning methods does not exceed 25% of the total ECTS of the DMSc, in accordance with the current institutional framework.
6. Individual study, the preparation of assignments and the preparation of evaluations are part of the total workload of students (ECTS workload) and do not constitute asynchronous distance learning.
7. The courses are organized in semesters, are held on a weekly basis and are conducted in English. The duration of the courses is determined by the Coordinating Committee and is announced in the timetable.
8. In DMSc students are required to complete a separate curriculum for both programs, each leading to a distinct diploma. A co-supervised thesis/research project and transferable course credits link the two programs.
9. The course program to follow and successfully complete to **be awarded the MSc title by the University of Thessaly** is structured as follows:

Winter Semester Y1

Course code	Course title	ECTS
SB101	Foundations of Synthetic Biology	7
SB102	Genome and DNA Engineering	8
SB103	Synthetic Biology Experimental Design Lab	4
SB104	Responsible Innovation & Biosafety	4
SB105	Introduction to Computational/ Quantitative Synthetic Biology	7
	TOTAL	30

Spring Semester Y1

Course code	Course title	ECTS
SB201	Protein & RNA Engineering	6
SB202	Metabolic Engineering and Bioprocess	6
SB203	Applied Machine Learning and AI for Synthetic Biology Design	6
	<i>Elective Courses</i>	12
	TOTAL	30

Course code	Elective Course title	ECTS
SBE01	Green Biotechnology	4
SBE02	Blue Biotechnology	4
SBE03	White biotechnology	4
SBE04	Yellow biotechnology	4
SBE05	Plant Metabolic Engineering	4
SBE06	Computational protein design course	4
SBE07	Metagenomics for synbio	4

SBE08	Synthetic RNA therapeutics	4
SBE09	Synthetic Microbial Ecology	4
SBE10	Cell-free Synbio Systems	4
SBE11	From Lab to Industry: Scale-up considerations	4
SBE12	Synthetic Biology in Gene Therapy	4
SBE13	Metagenomics in Synthetic Biology	4

Winter Semester Y2

Course code	Course title	ECTS
SB301	Co-supervised Thesis	30
	TOTAL	30

Spring Semester Y2

Course code	Course title	ECTS
SB302	Co-supervised Thesis	30
	TOTAL	30

10. The course program to follow and successfully complete **to be awarded the MSc title by McGill University** is structured as follows:

Fall Semester

Course code	Course title	McGill credits
BBME 600	Seminars in Biological & Biomedical Engineering	1.5
BIEN585	Metabolic Engineering	3
BIEN602	Biomanufacturing of RNA Biologics	3
PHGY- 518	Artificial Cells	3
	TOTAL	7.5

Winter Semester

Course code	Course title	McGill credits
BBME 600	Seminars in Biological & Biomedical Engineering	1.5
BIEN580	Synthetic Biology	3
BINF511	Bioinformatics for Genomics	3
BMDE505	Cell and Tissue Engineering	3
	TOTAL	13.5

Fall Semester

Course code	Course title	McGill credits
	Co-supervised Thesis	12
	TOTAL	12

Winter Semester

Course code	Course title	McGill credits
	Co-supervised Thesis	12
	TOTAL	12

11. The minimum residency requirement for a dual degree master's student is two full-time terms at McGill University and one (1) full-time term at University of Thessaly. Mobility to the partner University can be used for attending courses or undertaking thesis work.
12. Students are responsible for obtaining the appropriate immigration documents required for study in Greece and Canada. The institutions will provide documentation confirming the details of the Program for such purpose.
13. Students admitted to the University of Thessaly are awarded 33 transfer McGill credits as follows:

Course code McGill	Course title McGill	Transfer Credits	Course code UTH	Course title UTH
BIEN580	Synthetic Biology	3	SB101	Foundations of Synthetic Biology
BINF511	Bioinformatics for Genomics	3	SB105	Introduction to Computational/ Quantitative Synthetic Biology
BIEN585	Metabolic Engineering	3	SB202	Metabolic and Bioprocess Engineering
	Co-supervised Thesis	24	SB301 SB302	Co-supervised Thesis
	TOTAL	33		

14. The distribution of courses per semester is made by decision of the GPC, according to the needs of the program and the availability of instructors and may deviate from the above indicative table.
15. The academic calendar and the timetable are prepared based on the McGill University academic calendar under the responsibility of the Director of the DMSc. The teaching timetable is used to inform students of the days and times of teaching of the courses.
16. The possibility of collaboration with research and university institutions at home and abroad, as well as with important actors in the private and public sectors at home and abroad, is provided, with the aim of fulfilling the learning outcomes of the program.

Article 6. Organization of the educational process of the DMSc using distance learning methods

1. The organization of the educational process of the DMSc is carried out using face-to-face, synchronous and asynchronous distance learning methods. The Founding Decision of the DMSc is accompanied by the Report on the methods of distance learning in the educational process, in accordance with paragraph 4 of article 5 of the Ministerial Decree 18137/16-2-2023, and contains an analysis of the methods of distance organization of the educational process, such as synchronous, asynchronous, blended learning, digital educational material, any methods of digital assessment of students and digital assessment material, the Universities' technical infrastructure for supporting distance learning study programs and the digital skills of the teaching staff.
2. Synchronous distance education is the educational method through technological mediation (teleconferencing environment) where the instructor and the students interact in a different space,

but at the same time with the possibility of two-way communication and sharing of multimodal content (slides, video, etc.) in real time.

3. Asynchronous distance education is the educational method through an integrated technological environment (platform) of asynchronous education, where the instructor and the students interact in a different space and at a different time. Specifically, interaction takes place between: a. instructor - student, b. student - educational material, c. students. The educational process using asynchronous distance education methods does not exceed twenty-five percent (25%) of the credit units of the DMSc.
4. Blended Learning is the educational method that is developed under pedagogical conditions through the combination of distance education (synchronous or asynchronous) with the face-to-face educational process.
5. The monitoring of asynchronous educational material is carried out through the electronic platform of the University. Non-participation in the mandatory activities of the platform leads to a reduction in the course grade.
6. The educational process may be carried out entirely, using modern distance learning methods, even in postgraduate programs that have a blended education system, exclusively in the following cases:
 - a) In force majeure or extraordinary circumstances, where it is not possible to conduct the educational process in person or to use the infrastructure of the University of Thessaly and McGill University for the conduct of its educational, research and other activities,
 - b) organizing in-depth courses and tutorial exercises, in addition to the mandatory teaching hours per course.
7. Attendance of the postgraduate program courses is mandatory. Attendance means the student's participation in in-person and modern educational activities (teleconferences), as well as participation in activities of the asynchronous education platform. The student's presence in the synchronous sessions is recognized by logging into the system via an institutional account, for systems that use it. In the event that logging in via an institutional account is not possible, the student is required to use the combination of his/her first and last name and registration number as a username when logging into the synchronous session, while the instructor may identify the natural person who made the connection by verbal reference and/or showing the participant's face and/or identification document.
8. The certification of the student's participation in the educational process is certified as follows:
 - a) For synchronous sessions in one of the following ways: i) Electronic attendance list, as shown in the list of participants (attendance list) of the teleconference/synchronous session provided by the synchronous distance learning platform, ii) Attendance list recorded in electronic form and submitted to the DMSc by the instructor, after requesting an oral report and/or showing the participant's face and/or identification document.
 - b) For asynchronous sessions, participation is certified through his/her activity in the system (exercises, assignments and other user activity), as well as the participation reports provided by the asynchronous distance learning platform used by the DMSc.

9. Absence Limit. The student is required to attend at least ninety percent (90%) of the current educational sessions of each course. Absence beyond the above percentage implies mandatory re-enrollment in the course in the following academic year.
10. Failure to comply with attendance obligations constitutes academic insufficiency. The Director of the DMSc may call the student to provide explanations. In case of systematic non-participation, the student may be suspended from study or expelled.
11. The exams, which determine the grade of each course of the curriculum, will be carried out using one or a combination of the following methods and means of evaluating the performance of postgraduate students:
 - a) written exams,
 - b) oral exams,
 - c) individual or group assignments and/or exercises,
 - d) case studies,
 - e) presentations,
 - f) electronic tests or quizzes via the distance learning platform,
12. The examination of courses using distance learning methods is carried out using modern distance learning means, with identification of the examinee and continuous visual surveillance and with ensuring the integrity and reliability of the examination.
13. The choice of the evaluation method is made by the instructor, is mentioned in the course outline and is communicated to the students at the beginning of the course.
14. Students are required to participate in the exam with their computer's camera and microphone activated throughout its duration. The camera must be positioned in a way that both the student and the computer screen used for the exam can be seen. Deactivating the examinee's microphone or camera leads to their exclusion from the exam and their grade being nullified. The use of a virtual background or other technique to hide the area in which the examinee is located is prohibited.
15. The student is identified before the start of the exam, where the student's identity is checked by showing their ID card or passport through the camera. The instructor may ask the student to rotate the camera so that the workspace appears. Failure to identify the student will result in the cancellation of the exam.
16. Supervision is carried out during the exam, where the instructor and/or invigilator monitors the examinees in real time via the videoconferencing platform. In case of suspected violation of the rules of academic ethics, the instructor may interrupt the exam and call the student to an immediate oral exam. The oral exam may be held immediately or at a time set by the instructor and takes precedence over the written assessment.
17. In the event of a technical problem such as a disconnection or technical failure, the student is required to reconnect immediately. If the problem persists, the exam may be repeated or taken orally. The student is obliged to inform the Support Manager and the instructor, who will record the incident and propose an alternative examination method at their discretion.
18. The conduct of distance examinations is carried out in accordance with the applicable legislation on the protection of personal data and the decisions of the competent bodies of the Institution.
19. Principles of Academic Ethics: Students must adhere to the principles of academic ethics, scientific integrity and personal responsibility when preparing assignments and participating in

any form of assessment. Each submitted assignment must be the product of personal study and be accompanied by a full and correct reference to the sources.

20. Plagiarism: Plagiarism is considered the use of a third party's work in its entirety or in a paraphrase without a clear reference to the source. All assignments can be checked with special text similarity detection software.
21. The use of AI is permitted solely as a support and cannot replace the student's original written or research work. Submission of AI-generated content, in whole or in substantial part, as original individual work is prohibited. The use of AI-based assisted writing and content production tools is permitted only if:
 - a) it is explicitly stated in the bibliography or in a relevant note in the work, and
 - b) it is limited to support use.
22. In the event of plagiarism or undeclared use of AI tools, the work is nullified.
23. The postgraduate thesis must undergo a text similarity check before it is defended.
24. For forms of remote examination that require the use of an electronic platform, the authentication of the examinees will be carried out using their institutional account, upon issuance of which their details had been checked and their physical identification had been preceded by the secretariat. The use of the institutional account ensures that the authentication is carried out through a trusted service and that access passwords or other personal data of the users are not transferred without their consent to third party providers. The platform is managed and maintained by the Unit of Digital Governance of the University of Thessaly. The support of the teaching staff and students in matters related to the distance learning system is provided at the Department level by the Head of Department and at the Institution level by the Unit of Digital Governance of the University of Thessaly.
25. The instructor should use the email addresses and other personal information of the examinees exclusively for the purpose of the examination and to ensure its reliability. He should also ensure that any personal data of the examinees is kept for the minimum and absolutely necessary period, securely and in accordance with the applicable legislation and the personal data protection policy of each University.
26. The development of the digital skills of the teaching staff and the experience acquired through distance learning and distance examination, during the pandemic period, continues with continuous information for the updating of knowledge and skills.
27. Internal distance learning guides of the two Universities, a brief description of the integrated distance learning system and user guides of the distance learning system for students and teachers are posted on the website of the DMSc (www.synbio.bio.uth.gr)
28. Maintenance, including upgrades, is carried out either by the manufacturer itself or by the staff of the Unit of Digital Governance. User support will be carried out at the first level by the Distance Learning Support Managers (DLSM) appointed and employed by the University of Thessaly, who are the point of contact with teachers and learners. In the second instance, the DLSM will communicate with the services of each institution to resolve complex problems, while failures may be referred to the platform manufacturer or an external contractor.
29. The personal data protection policy of the University of Thessaly is posted on the institution's website <https://www.uth.gr/panepistimio/axiologisi-poiotita/prosopika-dedomena>. The

implementation of the data protection policy is the responsibility of the Data Protection Officer (DPO) of the University of Thessaly. For the storage, collection and processing of personal data during the conduct of examinations and teaching, using remote assessment methods, a policy is followed that ensures, on the one hand, the integrity and reliability of the conduct of the oral or written examination using remote means and, on the other hand, the correct application of EU and national legislation on the protection of personal data.

30. Information Management and issues related to Cybersecurity follow the guidelines of the institution's Information Security Policy, which defines the technical and administrative measures implemented by service users and the institution's ICT services, in collaboration with the DPO and the Information Security Officer (CISO).
31. In addition to the general provisions of the University Security Policy, ICT services implement additional measures and issue guidelines to increase the level of security and e-learning systems and ensure the integrity of examinations and the educational process in general.

Article 7. Examinations – Learning Outcomes

1. The educational work of each academic year at the University of Thessaly is structured into two semesters of study, the winter and the spring. The educational work of each academic year at McGill University is structured into three semesters of study, the autumn (Fall), the winter (Winter) and the summer (Summer). The courses are held during the winter/autumn and the winter/spring semesters, specifically from September 1 to April 30 of each year. Attendance at courses/laboratories, etc. is mandatory. In the event of a course being cancelled, it is rescheduled. The rescheduling of courses is decided by the instructor in collaboration with the Director of the DMSc and students are informed accordingly.
2. The final evaluation may be carried out either after the completion of each academic semester or after the completion of the teaching work of each course or the completion of each educational activity. The final evaluation and grade in the individual courses of the DMSc are determined by the instructor, who may organize, at his discretion, written and/or oral examinations or may rely on assignments or laboratory exercises. The examinations, presentations and oral assessments may be carried out by remote means, ensuring the academic integrity and identity of the students.
3. In case of failure or non-attendance of the student in the course examination, the possibility of participating in a repeat examination is provided, which is organized one week after the end of each semester. Each postgraduate student may fail two (2) courses per academic semester. Failure to pass three or more courses in a semester leads to dismissal from the program following a decision by the GPC.
4. The planned re-examinations of the courses (repeated examination and examination by a three-member committee) are carried out following relevant decisions. A decision by the GPC determines special cases of force majeure (illness, workload, etc.) in which a greater number of courses may be allowed. In the event that the student fails more than three (3) times in the same course, he/she is examined, upon his/her request, by a three-member committee of faculty members, whose members have the same or a related subject to the examined course and are appointed by the GPC. The person responsible for the examination, the lecturer, is excluded from the committee.

5. Grading at the University of Thessaly is done on a scale of 0-10: from 0 to 4.99 failing and from 5 to 10 passing. Grading at McGill University is done on a scale of 0-4: from 0 to 1.99 failing and from 2 to 4 passing. The grading assignment is as follows:

Alpha Grade	10-point Scale	Descriptive	Grade Point
A	8.5 – 10	Excellent	4.0
B	7 – 8.49	Very Good	3.0
C	5 – 6.9	Good/Pass	2.0
F	0 – 4	Fail	0

6. The course grades are submitted to the Department Secretariat within thirty days of the date of the course examination.
7. Cases of misconduct such as copying in exams or in the preparation of assignments and solving exercises, inappropriate behavior, etc., entail dismissal from the Program following a decision of the GPC.
8. The written exam materials are kept mandatorily and under the supervision of the instructor for one (1) year. After the expiration of this period, the written exam materials cease to be valid and are destroyed, unless a relevant criminal, disciplinary or any other administrative procedure is pending.
9. The Regulation of the University of Thessaly and McGill University regulate: a) alternative methods for the evaluation of students with disabilities and special educational needs, b) welfare measures for the evaluation of students who are proven to be ill or recovering from a serious illness during the examination period.

Article 8. Postgraduate Thesis

The Program has been designed so that students may take courses at the two institutions; however, students are expected to produce a single thesis that satisfies the academic requirements of both institutions, and it will be assessed in accordance with the joint examination guidelines of both Universities.

1. The program provides for the preparation of a postgraduate thesis.
2. In January of each year, the titles, research subjects and objectives of the postgraduate thesis projects are formulated with the collaboration of professors from the University of Thessaly and McGill University. Each postgraduate thesis is co-supervised by a professor from the University of Thessaly and a professor from McGill University.
3. A thesis committee will be formed for each suggested subject. The thesis committee consists of the thesis co-supervisors and one internal member who is a faculty member in the program. Optionally, one additional member who is a faculty member of any department at McGill University or the University of Thessaly may participate in the thesis committee based on their relevant scientific expertise.

4. The candidate submits an application, in which the titles of three postgraduate projects are listed in order of preference. The Coordinating Committee (CC) examines the declared preferences of the postgraduate students, takes into account their performance in the courses during the first semester and schedules interviews with the co-supervisors. The interviews are conducted online. The final selection lies with the co-supervisors and is approved by the GPC.
5. The postgraduate thesis is carried out in person. The preparation of the postgraduate thesis must begin no later than two (2) months after the end of the second semester.
6. An Initial Thesis Meeting must take place, and a standard progress form must be completed and signed, within two (2) months of the student starting the thesis. Students who receive a first unsatisfactory initial meeting report must be informed of potential consequences of a second unsatisfactory report, using a standard template letter. An "Unsatisfactory" initial meeting must be repeated within four (4) weeks. Two unsatisfactory initial thesis meetings constitute unsatisfactory progress towards the degree and, if recommended by the academic units, the student will be withdrawn from the Dual program and the institution-specific program. Before the withdrawal is confirmed, the units must communicate with McGill's Graduate and Postdoctoral Studies Associate Deans for approval, and the students have the right to appeal the withdrawal within 30 days from the date of the letter they receive from the unit.
7. A second Thesis Progress Meeting must take place, and a standard progress form must be completed and signed, within six (6) months of the Initial Thesis Meeting in the case of satisfactory progress. Students who receive a first unsatisfactory progress meeting report must be informed of potential consequences of a second unsatisfactory report, using a standard template letter. An "Unsatisfactory" progress meeting must be repeated within four (4) months. Two unsatisfactory initial and/or progress meetings (not necessarily consecutive) constitute unsatisfactory progress towards the degree and, if recommended by the academic unit, the student will be withdrawn from the Dual program and the institution-specific program. Before the withdrawal is confirmed, the units must communicate with McGill's Graduate and Postdoctoral Studies Associate Deans for approval, and the students have the right to appeal the withdrawal within 30 days from the date of the letter they receive from the units.
8. The student and the thesis committee must be present at all meetings. The internal member also acts as the representative of the Program (Program representative cannot be the co-supervisor). Forms and policy statements are available on the SynBio Web site.
9. The Graduate Program Committee (GPC) will notify the student that the meeting is due and attempt to schedule it. It is the student's responsibility to ensure that this occurs in a timely manner, assist with scheduling the meeting if necessary, and supply the necessary documentation. Failure to hold a meeting in a timely manner will result in an "Unsatisfactory" rating for the meeting.
10. Students are required to prepare and circulate a report prior to each scheduled meeting. A student's submission for a meeting (initial report, progress report, etc.) will be due one week before the meeting. The report must be submitted no later than that date, even if the date falls on a weekend or holiday, and regardless of when the meeting takes place. Submission dates will be tracked by the GPC. A report submitted late will result in the student receiving a warning that will

be included in the student's record. A second report submitted late will be treated as equivalent to an 'Unsuccessful' meeting for the purposes of determining the student's status in the program.

11. The final oral seminar must be scheduled prior to the initial thesis submission. The thesis committee must attend the seminar. The presentation of the thesis is carried out by teleconference. The committee prepares a progress evaluation report in which it states that the student may proceed with the submission of the master's thesis.
12. Regarding the issues of confidentiality control, respect for personal data and other ethical and deontological rules of postgraduate theses, the Department of Biochemistry and Biotechnology of the University of Thessaly has established a Three-member Research Ethics and Ethics Subcommittee.
13. Regarding the procedure, interested parties submit: 1) a request for examination of the proposal, 2) a description of the research proposal, 3) research protocols, consent forms and other supporting documents, which are deemed necessary based on the scientific fields. The templates for drafting the relevant forms can be found on the website of the University of Thessaly at the following address: <https://www.uth.gr/panepistimio/thesmika/themata-deontologias>.
14. After reviewing the proposal, the Research Ethics and Ethics Subcommittee issues a Certificate of Approval of the postgraduate thesis proposal. In the event of rejection of the application or disagreement between the members of the Committee, it will be forwarded to the Research Ethics and Ethics Committee of the University of Thessaly.
15. The student must complete their "Intent to Submit Thesis" page on McGill's myThesis platform (<https://mythesis.mcgill.ca/tem/>) approximately two (2) months prior to their expected thesis submission date.
16. At any point after completing their "Intent to Submit Thesis", the students may suggest potential examiners. For a Master's thesis, the examiner must be a scholar of established reputation and competence in the field of the thesis research. The examiner may be from inside or outside McGill University and University of Thessaly. The examiner is approved by the co-supervisors and the Program representative.
17. After the examiner accepts the invitation, the student should submit the Master's thesis through the "Thesis Submission" page in myThesis by the expected thesis submission date. The content of a Master's thesis must show familiarity with previous work in the field and demonstrate the ability to carry out research, organize results and defend the approach and conclusions in a scholarly manner. The thesis must be written in English and follow the GPS Guidelines of McGill University. The Initial thesis submission takes place through McGill's MyThesis platform. A completed Initial Thesis Submission Checklist must be uploaded on myThesis as a supplemental document, with the initial thesis. The co-supervisors and the Program representative approve the initial thesis submission and the evaluation process starts.
18. When the successful evaluation report is received, the student is notified and invited to submit the final thesis through myThesis and at University of Thessaly.

19. The thesis may be submitted at any time during the year. However, for each of the three annual dates for conferring degrees/convocation at McGill, there are deadlines for initial submission (when the thesis is sent out to examiners for evaluation) and for the final thesis submission: April 15, August 15, and December 15.
20. A thesis is a public document and once the final thesis has been submitted for the degree, it exists in the public domain in the eScholarship database (<https://escholarship.mcgill.ca/> - moving to Scholaris on June 1, 2026), on the website of the [Institutional Repository of the University of Thessaly](#) and on the website of the relevant School.

Article 9. Obligations and rights of postgraduate students

1. Postgraduate students have all the rights and benefits provided for undergraduate students, except for the right to free textbooks. The Universities ensure equal access to the Universities' premises for students with disabilities or special educational needs, as well as the accessibility of infrastructure, services, physical and digital, equipment and educational materials. Postgraduate students are required to:
 - Attend all lectures/workshops of each course of the current curriculum and participate in the scheduled synchronous online sessions. Attendance and participation are documented electronically through the systems of the University of Thessaly and McGill University.
 - Access and consult the necessary textbooks, published scientific articles, etc., that cover the syllabus.
 - Submit, within the stipulated deadlines, the assignments assigned to them for each course.
 - Attend the scheduled exams of each course with the Academic Identity Card. In the event that a student is unable to attend the scheduled exams, he/she is required to submit a written request in a timely manner for his/her non-participation in the exams, accompanied by official supporting documents (e.g. certification of illness with a medical certificate). The Director of the DMSc decides on the possibility of the student being examined on a different date, which is determined within a reasonable period of time in consultation with the instructor of the course.
 - Comply with the foreseen and defined dates regarding the submission of declarations, payment of tuition fees, etc.
2. Postgraduate students are invited to attend additional series of lectures and additional courses with computer laboratories using specific software, research seminars, conferences/workshops with a subject related to that of the DMSc, or other scientific events of the DMSc.
3. The GPC decides to expel a postgraduate student:
 - Ex officio upon his/her request
 - If the student has not successfully passed all the courses of the postgraduate program and/or has not successfully completed the preparation of the postgraduate thesis
 - If he/she has exceeded the maximum duration of study in the postgraduate program, as defined in the current Regulation of Operation
 - If he/she commits an offense such as plagiarism in exams or violation of the applicable provisions on intellectual property (Law 2121/93) when writing the assignments
 - If he/she has not paid the tuition fee

- If he/she has violated the applicable provisions relating to the handling of disciplinary offenses as defined by the competent disciplinary bodies.
4. In the event of a student being expelled, a certificate for the courses in which he/she has been successfully examined may be issued, upon his/her request.
 5. Each candidate, before enrolling in the program, must be aware of the current Regulation of Operation and declare in writing that he/she accepts the operating rules of the DMSc.

Article 10. Academic Advisor

The GPC appoints a faculty member as an academic advisor, in accordance with the academic advisor regulation. The advisor is responsible for monitoring and controlling the general course of the postgraduate student's studies. The advisor meets individually with the student at least once per academic semester (in person or via videoconference), advises and supports him/her on matters of study, courses, options and prospects.

Article 11. Teaching assignment Instructors in the Postgraduate Studies Program

1. The teaching work of the Postgraduate Studies Programs is assigned, by decision of the GPC, to the following categories of lecturers:
 - a) members of the Teaching Research Staff (D.E.P.), Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.DI.P.) and Special Technical Laboratory Staff (ETEP) of the Department or other Departments of the same or another Higher Educational Institution (A.E.I.) or Higher Military Educational Institution (ASEI), with additional employment beyond their legal obligations, if the Postgraduate Studies Program has tuition fees,
 - b) collaborating professors,
 - c) appointed lecturers,
 - d) visiting professors or visiting researchers,
 - e) researchers and special functional scientists of research and technological bodies of article 13A of law 4310/2014 (A' 258) or other research centers and institutes in Greece or abroad,
 - f) scientists of recognized prestige, who have specialized knowledge and relevant experience in the subject of the Master's degree.
2. All categories of instructors may be remunerated exclusively from the resources of the Public Higher Education Institution. The payment of remuneration or other benefits from the state budget or the public investment program is not permitted. The amount of remuneration of each lecturer is determined by the decision of the competent body of the Public Higher Education Institution regarding the assignment of the teaching work.
3. By decision of the GPC, auxiliary teaching work may be assigned to doctoral candidates of the Department or the School, under the supervision of an academic instructor.
4. The right to supervise theses is granted to the lecturers of the DMSc in accordance with this article, provided that they hold a doctoral degree. The members of the thesis supervision committee must

have the same or a related scientific specialty as the subject of the program. By decision of the GPC, the supervision of theses may also be assigned to faculty members who have not undertaken teaching work in the DMSc.

Article 12. Title of Studies

1. Two degrees will be awarded, one from each institution, upon successful completion of the Program requirements of each University. Students will receive, based on their pathway, both:
 - A Master of Science from UTH and
 - A Master of Science from McGill

The graduation requirements for students from each partner University are outlined in Article 5 of this Regulation. They include an indicative list of courses, the minimum number of credits required, and any additional requirements. The student completes his/her studies for the Master's Degree by completing the minimum number of courses and sixty (60) credits as well as the successful completion of the Master's Thesis corresponding to an additional sixty (60) credits. The Graduate Program Committee determines the completion of the studies in order to grant the Master's Degree.

2. In the unlikely case that a student withdraws from the Program but completes the requirements of a single partner University, this partner University may award a single diploma for their respective degree, subject to their institutional regulations and the national legal frameworks applicable at the time of withdrawal.
3. The Postgraduate Diploma (PMD) is a public document. The format of the PMD per type of PMD is common to all Departments and Schools of the University of Thessaly and is included in the Regulation of Postgraduate and Doctoral Studies of the Institution. The PMD is drawn up in the English language and is accompanied by a Diploma Supplement in English in accordance with the provisions of art. 15 of Law 3374/2005 (Government Gazette 189, vol. A) and the Decree of the Minister of Education and Culture Φ5/89656/B3/13-8-07 (Government Gazette 1466, vol. B).
4. Upon completion of the above procedure, the Master's student is granted a certificate of completion of studies, his/her student status is lost and his/her participation in the collective administrative bodies of the University ceases.
5. The Secretariat of the Department of Biochemistry and Biotechnology does not complete the stages of awarding the corresponding academic title, if it does not previously receive from the candidates, a certificate of deposit of the master's thesis from the Library of the University of Thessaly. Under the responsibility of the central library of the University of Thessaly, all these works are published in the institutional repository of the University <http://ir.lib.uth.gr>.
6. The DMSc leads to a level 7 qualification according to the European Qualifications Framework (EQF) and the National Qualifications Framework (NQF).
7. The MSc grade awarded by the University of Thessaly is characterized as follows: from 5 to 6.49 GOOD, from 6.50 to 8.49 VERY GOOD and from 8.50 to 10 EXCELLENT.

Article 13. Graduation

1. A student who has successfully completed his/her postgraduate studies shall take an oath at a graduation ceremony before the Rector or Vice-Rector as a representative of the Rector, the Dean of the School of Health Sciences, the Head of the Department of Biochemistry and Biotechnology and the Director of the DMSc. The graduation is not a constituent form of the successful completion of studies, but is a necessary condition for the award of the postgraduate diploma.
2. In exceptional cases (studies, residence or work abroad, health reasons, etc.), postgraduate students who have successfully completed the DMSc may apply to the Secretariat of the Department of Biochemistry and Biotechnology for an exemption from the obligation to graduate. The exemption from the obligation to graduate is approved by the Head of the Department.
3. The text of the oath for graduates who obtain a DMSc is determined by a decision of the Senate. Graduates who do not wish to take a religious oath are permitted to simply invoke their honor and conscience.

Article 14. Evaluation of the DMSc

Evaluation by the Hellenic Authority for Higher Education

The DMSc is evaluated in the context of the periodic evaluation/certification of the Hellenic Authority for Higher Education. In this context, the overall assessment of the work carried out by the DMSc, the degree of achieving the objectives set at the time of its establishment, its sustainability, the promotion of graduates into the labor market, the degree of its contribution to research, its internal evaluation by postgraduate students, the feasibility of extending its operation, as well as other data regarding the quality of the work produced and its contribution to the national strategy for higher education are evaluated. If the Postgraduate Program during its evaluation stage is deemed not to meet the conditions for continuing its operation, its operation is completed with the graduation of the already registered students in accordance with the founding decision and the regulation of postgraduate and doctoral study programs.

Internal Evaluation

The internal evaluation of the Postgraduate Programs is carried out on an annual basis by the Quality Assurance Unit (MO.DI.P.) of the University of Thessaly. According to the Institution's Internal Quality Assurance System for the optimization of the produced teaching work and the curriculum, in all Postgraduate Programs of the University of Thessaly, at the end of each semester, an evaluation of each course and each lecturer is carried out by the postgraduate students.

Article 15. Transitional provisions

Any issues not regulated in this Regulation will be regulated by decisions of the competent bodies in accordance with the applicable legislation.