

# OPERATION BYLAWS



**ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ**  
**ΕΘΝΙΚΟ ΚΑΙ**  
**ΚΑΠΟΔΙΣΤΡΙΑΚΟ**  
**ΠΑΝΕΠΙΣΤΗΜΙΟ ΑΘΗΝΩΝ**  
**ΤΜΗΜΑ ΒΙΟΛΟΓΙΑΣ**

2019



**Athens**  
**International**  
**Master's**  
**Programme in**  
**Neuroscience**



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## **DESCRIPTION OF THE MASTER'S SIC «Athens International Master's SICme in Neurosciences»**

### **1. Subject-Scope**

The purpose of the postgraduate Master's Program «Athens International Master's programme in Neurosciences» is to provide high quality postgraduate education at the Master of Sciences (M.Sc.) level in the scientific field of neuroscience.

The postgraduate Program of studies leads:

- In the award of a "Postgraduate Specialization degree" in Neurosciences (Master in Neurosciences) after full and successful completion of studies based on the curriculum
- In the award of individual attestations of attendance of certain courses of the Program or certain seminar courses that will be organized as part of the study curriculum.

The titles will be awarded by the National and Kapodistrian University of Athens (NKUA) indicating, in the degrees awarded, the names of all the collaborating Departments and Faculties of Universities and Research Centers.

The administration of the Master's Program is taken up by the Department of Biology, of the NKUA.

### **2. Structure of the SIC**

The postgraduate Master's Program «Athens International Master's Programme in Neurosciences» is co-organized and functions by:

1. the department of Biology of the national and Kapodistrian University of Athens (NKUA),
2. the Department of Nursing at the NKUA,
3. the Department of Dentistry at the NKUA,
4. the School of Medicine at the NKUA,
5. the Biomedical Research Foundation of the Academy of Athens (BRFAA),
6. the Hellenic Pasteur Institute (HPI),
7. the Research Center of Biomedical Sciences "Alexander Fleming" (BSRC A Fleming),
8. the National Research Centre for Scientific Research "Demokritos" and
9. the National Hellenic Research foundation



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The Program is supported by its Secretariat, which is based in the Department of Biology of the NKUA and is under the supervision of the Secretariat of the Department of Biology of NKUA. The Secretariat of the Program has the following duties:

- i. The preparation of the test for the selection of candidates,
- ii. The administrative support and financial management of the educational processes and other activities,
- iii. The secretarial support of Special Interdepartmental Committee (SIC) and the Coordination Committee (CC),
- iv. Anything else is determined by SIC's decision.

The Administrative bodies for the operation of the SIC according to Law 4485/2017 are:

- (a) the University Senate;
- (b) the SIC, in accordance with Article 43 of Law 4485/2017
- (c) the CC,
- d) the Committee of Postgraduate Studies of the University of Athens,
- e) the Director
- (f) the Deputy Director
- (g) the Studies/curriculum committee
- (h) the Postgraduate Students Selection Committee

### **3. Duration of Cooperation -Cooperation Protocol**

The duration of the cooperation between the co-operating University Departments and Schools and Research Centers is ten years: from the academic year 2018-2019 until the Academic Year 2027-2028.

A Collaborative Protocol (CP) is established between the co-operating University Departments and Schools and Research Centers, which is approved by the relevant Senates and the Governing Bodies of the Research Centers. In particular, the CP defines the duties of each Department or research center or institute, issues regarding the establishment and operation of SIC and CC in a way that ensures the representation of all the co-operating entities, the appointment of the Director of the SIC, who is a member of the faculty of the Department of Biology of the NKUA, the distribution of the teaching and research work among the staff of the co-operating institutions and all other issues related to the proper functioning of the SIC.

Each participating organization reserves the right to withdraw without compensation from the CP signed between the cooperating Departments and Schools Research Centers, when:

1. the operation of the Program is financially unsustainable either due to the lack of a sufficient number of postgraduate students or due to the lack of income,
2. fails to meet its obligations,



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3. any of the Contracting Parties fails to fulfil its obligations,
4. the level of studies or the didactic work and the scientific validity of the Program is undermined by a Contracting Party's fault.

At the end of this period, the necessity and feasibility of the continuation of the Program will be re-examined.

#### **4. Administrative organization of the Program-Committees**

##### **4.1 Special Interdepartmental Committee (SIC)**

The SIC is composed of faculty members of the co-operating Departments/Schools elected by the Assembly of each faculty, researchers nominated by the participating research entities, in proportion to the number of their teaching staff in the Program for a two-year term, as well as by two representatives of the postgraduate students of the Program, elected by the students of the Athens International Master's Programme in Neurosciences, for an annual term. SIC is a nine-member committee. It's Chairman, as well as the SIC's Director, comes from the Department of Biology that has the administrative responsibility of the Program. In special cases required for the proper functioning of the Program, following a reasoned decision of the SIC, the Presidency and / or the Directorship is assumed by a faculty member from a Department/School other than the Department of Biology that has the administrative support of the Program. Members of SIC are not entitled to any additional remuneration or compensation for their participation therein.

The SIC has the following responsibilities:

- a) appoints his/her President and the Director of the Program, as well as the Vice-President, who is Deputy Director of the Program.
- b) appoints the members of the CC and the other committees of the Program such as the examination and evaluation committees, the postgraduate student selection committee, etc.
- c) Distributes the teaching work between the teachers of the Program following the suggestion of the coordinators of each course, the Studies/Curriculum Committee and or the CC
- d) Establishes the committee for the selection or examination of the postgraduate students
- e) Realizes successful completion of the Program in order for the Master's Degree to be awarded
- f) In case of resignation of any member during the term of a Committee, proposes re-election and replacement by the Assembly/Senate/Governing Council of the corresponding Department / Research Organization



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- g) Responsible for the publication of the study guide of the Program, following the suggestion of the coordinators of each course, the studies/curriculum Committee and the CC
- h) Approves or rejects student applications to replace a course in this Program with another course taught by another postgraduate program in Greece or abroad, following a recommendation from the CC
- i) Approves or rejects student applications for recognition of a course from a previous postgraduate education after a recommendation from the CC
- (j) Approves or rejects student applications for the suspension or extension of their studies following a recommendation from the CC
- k) Grants postgraduate scholarships,
- (l) Responsible for financial management and, in particular, for the approval of costs of the Program (Recruitment of staff, movement of students and teachers, procurement of instruments and consumables for research, provision of audiovisual facilities for classrooms, computers for the Secretariat and classrooms, etc.) and certifies the relationship between the training needs of the Program and the costs claimed.
- (ξ) It exercises all other powers provided for by law.

#### **4.2 Coordination Committee (CC)**

The CC is composed of five (5) faculty members of the cooperating University Departments/Schools, who have undertaken postgraduate work and are elected by the SIC for a two-year term. The CC members are not entitled to any additional remuneration or compensation for their membership in the committee.

Chairman of the CC is the Director of the Program. The term of the President of the CC can be renewed once.

The CC is responsible for monitoring and coordinating the operation of the program.

- a) Suggests to the SIC the allocation of the teaching work among the teachers of the Program, following a proposal by the coordinators of each course and of the Studies/Curriculum Committee
- b) appoints the supervisor of the Diploma Thesis and establishes the three-member committee for approval of the work, one of the members of which is the supervisor. The members of the three-member committee of inquiry are ratified by the SIC.
- c) Examines students' requests for suspension, extension of their studies, recognition of courses from previous postgraduate education and replacement of courses of this Program





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with courses of other Postgraduate Programs or with courses taught in summer or winter schools and scientific or educational activities organized by the Federation of European Neurosciences and the Network of European Neuroscience Schools, and makes relevant recommendations to SIC.

#### **4.3 The Director of the Program**

The Director of the Program is a Professor or an Associate Professor, of the same or of a related subject with the subject of the Program. In addition, he is a member and Chairman of the SIC, the CC and the Studies/Curriculum Committee. He is appointed along with his Deputy, by a SIC's decision and presides over SIC and SE.

The Director of the Program shall recommend to the Administrative bodies of the University any matter concerning the effective operation of the program. The Director could not have more than two (2) consecutive terms of office and shall not be entitled to additional remuneration for his / her administrative work as a Director.

The Director of the Program has the following responsibilities:

- (a) Convenes in meeting the SIC and the CC and chairs them.
- b) Prepares the agenda of these meetings, taking into account suggestions from the members and bodies of the Program.
- c) sets elections to replace members of committees due to vacancy.
- d) is responsible for drafting the budget and the account of the Program, which he / she submits to the SIC for approval.
- (e) is responsible for monitoring the implementation of the budget and for issuing payment orders for the relevant expenditure.
- f) At the end of his / her mandate as well as the CC, he / she shall draw up a detailed account of the research and educational work of the Program, as well as of its other activities, with the aim of upgrading studies, making better use of human resources, optimizing the existing infrastructures and the socially beneficial use of the available resources of the Program. The report is submitted to the Department of Biology.

#### **4.4 Deputy Director of the Program**

He is a Professor or Associate Professor and fulfils the duties of the Director in the event of his absence. He/she may belong to any Department/School participating in the Program and is appointed by the SIC.

#### **4.5 Studies/Curriculum Committee**

It is composed of the twenty-eight (28) coordinators of the courses which could be teachers of all levels, serving lecturers and researchers of all grades but also retired professors or researchers. If the Director of the Program is not included in the course coordinators, he is added to the 28 members of the committee which becomes a 29 member committee. The Director of the Program is also the President of the committee. Its term of office is two years.



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The studies/curriculum Committee of the Program:

- (a) Suggests the contents of the Program curriculum (course titles, content, weekly hours, credit units, coordinators, teachers, syllabuses and exercises, operating rules).
- b) Approves the allocation of postgraduate students for their laboratory and theoretical exercises and makes a relevant recommendation to CC.
- c) Recognizes credit units (ECTS) / courses for the students of the Program, due to the correspondence of the courses of the Program with those of other postgraduate courses attended by the postgraduate student and makes recommendations to the SIC. The maximum number of courses that can be recognized is two (2) and the maximum recognition rate is 25% of the total ECTS.
- d) Suggests to the SIC or the CC on the application of postgraduate students to replace a course of this program with another course taught by another Postgraduate Program in Greece or abroad and assigns the relevant credits (ECTs).
- e) Suggests the composition of the three-member Examination and Advisory Committees in the CC.

#### **4.6 Postgraduate Seminar Committee**

The Committee is composed of 3 members who may be members of the Teaching Staff of this Program and / or members of Teachers from other Postgraduate Studies programs with which there is cooperation for the organization of postgraduate seminars.

#### **4.7 Postgraduate student Selection Committee**

It is composed of twelve (12) teachers of the program, preferably at least one from each of the cooperating Faculties, nominated for a two-year term by the SIC. It is responsible for a) announcing the application time, (b) selecting the new postgraduate students and c) to specialize the criteria and the procedure for the selection of new postgraduate students.

#### **4.8 Internal Evaluation Committee**

The Internal Evaluation Committee is composed of three members and is appointed by the SIC. Its members are teachers of the Program. It is responsible for preparing the various evaluation questionnaires for each individual course and each activity of the Program, but also for the teachers, and to prepare the evaluation reports which will be published on the website and communicated to the teachers.



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#### **4.9 Scientific Advisory Committee (SAC)**

An external academic evaluation of the Program is carried out by a six-member Scientific Advisory Committee (SAC), which is formed by a decision of the Senate of the School.

### **5. Personnel**

#### **5.1. Teachers**

The Athens International Master's Degree Program in Neurosciences will receive 25 full-time students and will have approximately 100 tutors in total, 80% from all the cooperating University Departments/Schools and Research Centers and 20% from other Universities and Research Centers in Greece and abroad. This corresponds to 4 teachers per student.

It is noted that the number of postgraduate students in the Department of Biology is approximately one hundred and twenty (120) per year, compared with approximately one hundred and sixty (160) undergraduate students per year, and about ninety (90) teachers of the Department of Biology. The above figures are approximated and correspond to the data during the year of the drafting of the Regulation.

#### **Lecturers from co-operating the program University Departments/Schools and Research Centers (Regular)**

Eighty percent (80%) of the teachers come from faculty members of all levels and teaching assistants of the Departments of Biology, Nursing, Dentistry and the Medical School of the NKUA, as well as researchers from all levels of the Biomedical Research Foundation of the Academy of Athens (BRFAA), the Hellenic Pasteur Institute, Research Center of Biomedical Sciences "Alexander Fleming" (BSRC A Fleming), the Institute of Biology of the National Research Centre for Scientific Research "Demokritos", and the Institute of Biology, Pharmacy, Chemistry and Biotechnology of the National Hellenic Research foundation.

It could also be:

- Emeritus Professors and retired faculty members of the University Departments/Schools and Research Centers,
- Teachers according to p. 407/1980 (A 112),
- scholars of recognized prestige either Ph.D. holders or Ph.D. candidates or of exceptional technical experience who may be employed as scholarship scholars by a decision of the Assembly and act of the President of the participating University Departments/Schools to carry out a teaching, clinical and research work defined by the contract signed between the academic scholar and the Rector of the National and Kapodistrian University of Athens. (paragraph 7, article 29, law 4009/2011).
- Postdoctoral researchers (par.7, article 16, law 4009/2011)



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### **Lecturers from Universities and Research Centers in Greece and abroad not participating in the organization of this Program (Visitors)**

- A) faculty member of other departments of the University of Athens or other Greek Universities or researchers from research centers under Article 13A of Law 4310/2014 (A 258).
  - B) University professors or researchers from abroad,
  - C) Scientists of recognized standing with specialized knowledge or relevant experience in the subject of the Program, to meet the training needs of the Program.
  - D) Emeritus professors and retired faculty members of the Universities, according to the provisions of paragraph 8 of article 16 of Law 4009/2011 and the Regulations of the Postgraduate Studies and are subject to the provisions of paragraphs 3 and 4 of the law (holders of a Ph.D.
  - E) Postdoctoral researchers, Greek or foreign young scientists, holders of a Ph.D. degree (par.7, article 16, law 4009/2011) or new hires / contracts made in accordance with the above (paragraphs 1, 2, 5 & 6, No. 36, Law 4485/2017).
- Teachers of categories A, B, C, D and E are defined as visiting teachers.

### **Selection of Teachers**

Teachers will be selected by the SIC based on their qualifications and the relevance of their scientific work to neuroscience. For each course, a teacher table will be created, which will be submitted to the Secretariat of the Department of Biology for approval.

Teachers from Universities and Research Centers abroad will be invited mainly through ERASMUS + programs.

Retired faculty members, researchers or postdoctoral researchers will be invited on the basis of their qualifications and the relevance of their scientific work on neuroscience.

### **Participation in the administrative bodies and in Research Training Exercises**

Teachers belonging to the co-operating University Departments/Schools (Biology, Nursing, Dentistry and Medical School of the National and Kapodistrian University of Athens) and the Research Centers are appointed as **Regular Teachers** and have the right to vote and stand in the governing bodies of the Program, as provided for by the law and this Regulation. They have the right to receive postgraduate students for Research Training Exercise or Research Thesis Projects and be supervisors of this work.

Teachers not belonging to the partner institutions are designated as **Visiting Teachers** and do not have the right to vote and stand for election in the governing bodies of the Program. However, they have the right to receive a postgraduate student for Research Training Exercise or Research Thesis Project after a SIC's decision, and if they meet the requirements, they may be supervisors of this work.



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## **5.2. Course co-ordinators**

Two lecturers of each course, preferably a professor (of any grade) or University Lecturer and a Researcher (of any tier) of a Research Center, are appointed as course coordinators and have the obligation to organize the course, the curriculum, the written examinations, the invitations of teachers and the assessment of the course by the students.

## **5.3. Consultant Professor**

For each postgraduate student who attends the Program a consultant Professor is appointed by the SIC, following a proposal from the CC. He/she is a teacher of the Program and belongs to one of the partner bodies (a professor of any grade, lecturer or researcher of any rank). The Consultant Professor is responsible for monitoring and supervising the progress of the postgraduate student. In this project he collaborates with the CC

## **5.4. Research Thesis Project Supervisor**

For the examination of the postgraduate Research Thesis Project a three-member committee is appointed by the CC, in which the supervisor and two (2) additional lecturers participate. The supervisor and the members of the three-member committee may be Professors of any grade, serving lecturers or researchers of grades A, B or C, who hold a PhD degree. The CC can select as supervisors and members of the three-member committee professors or researchers from the co-operating University Departments/Schools and the Research Centers (Regular Teachers). The CC can also select as supervisors and members of the three-member committee professors or researchers from University Departments/Schools and Research Centers in Greece or abroad that do not participate in the organization of the Program (Visiting Teachers). The three-member committee shall be ratified by the SIC.

The members of the Committee should have the same or related scientific expertise as the subject of the Program.

## **6. Collaborations**

Within the framework of the organization of the Program, collaborations with various Universities in Greece and abroad, as well as with other research institutes in Greece and abroad is envisaged in order to:

- (a) develop joint research projects funded by appropriate bodies.
- b) offer the Students the opportunity to perform Research Training Exercise, Research Thesis Projects, doctoral dissertation and postdoctoral research.
- c) involve colleagues from the respective Universities and Research Centers in the joint organization of conferences, workshops and seminars.

Teachers and researchers from Universities and Research Centers in Greece and abroad with whom cooperation has been developed can undertake students to Research Training Exercises and Research Thesis Projects.



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It is also planned to co-operate with other postgraduate programs in order to:

- (a) to save on human and financial resources through co-organization of activities such as joint organization of postgraduate seminars and scientific workshops, and
- b) to allow students to replace courses in this Postgraduate Program with courses from other Programs.

## **7. Language**

The teaching language is English.

## **8. Duration of Studies**

### **8.1. Full time students**

The duration of studies for full-time students is four (4) semesters.

The duration of studies can be suspended or extended by a total of one year, at most, following a reasoned request from the postgraduate student or a reasoned proposal by the Consultant Professor or of the CC and approval by the SIC.

The duration of the Research Thesis Project may be extended by one semester after a reasoned request from the Postgraduate Student or a reasoned proposal by the Consultant Professor or the CC and approval by the SIC. A further six-month extension can be given so that full time students to attend summer or winter training courses organized by the Federation of European Neuroscience Societies and its partners and by the Network of European Neuroscience schools. The total extension of studies may not exceed one year.

### **8.2. Part-time Students**

The duration of the studies for part-time students enrolled in the Program is six (6) semesters. The possibility of part-time is given to students who work. It may also be given in other cases and will be considered by the SAD. These include illness and financial difficulty.

In this case, students can enroll in half the number of the theoretical courses of the first year and attend the rest of the courses the following year. Enrollment in Research Training Exercises will take place only in the 2nd year of study. Courses must be completed within the first 2 years of study. The Research Thesis Project will take place during the 3rd year of study. The duration of the Research Thesis Project may be extended by one semester after a reasoned request by the graduate student or by a reasoned proposal by the Consultant Professor or the CC and approval by the SIC. A further 6-month extension can be given to students in order to attend summer or winter training courses organized by the Federation of European Neuroscience Societies and its partners and by the Network of European Neuroscience schools. The total extension of studies may not exceed one year.



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## 9. Total ECTs

The total number of ECTs for obtaining the diploma is 120 and comes from the compulsory courses, the Elective Courses, the Research Training Exercises and the Research Thesis Project

## 10. Procedure and conditions for entering in the Program - Number of admitted students

### 10.1. Announcement of the positions of postgraduate students and postgraduate students

The Program accepts holders of a first-degree from a domestic or equivalent foreign higher education institutions. Students are selected in accordance with Law 4485/2017 and the provisions of this Regulation.

Students from foreign institutions should recognize their academic titles. Under Law 4485/17, a Postgraduate Diploma is not awarded to a student whose first degree course from a foreign institution has not been recognized by the Interdisciplinary Organization for the Recognition of Academic Titles and Information (ΔΟΑΤΑΠ), according to Law 3328/2005 (A 80).

Approximately every May, by decision of the SIC, the Department of Biology of the National and Kapodistrian University of Athens announces the positions of full-time students (maximum number 25) and part-time student positions (maximum 5). The announcement is published on the webpage of the program and of all the cooperating bodies and departments ([www.uoa.gr](http://www.uoa.gr)). The relevant applications together with the necessary supporting documents shall be submitted within a deadline set in the announcement and may be extended by decision of the SAD.

All candidates are invited to submit in printed form to the Secretariat of the Department of Biology of the National and Kapodistrian University of Athens and in electronic form (pdf, word, excel) at the Secretariat of the Program, the following documents:

1. Application Form - Detailed curriculum vitae (template on the project website)
2. Completed excel file in which they enter quantitative data of their curriculum vitae (a template on the Program's website. It is sent as an excel file upon electronic submission of the application)
3. Personal statement of one page
4. A certified copy of their diploma or a certificate of completion of studies
5. A detailed list of all undergraduate courses and grades
6. Summary of the Undergraduate Research Thesis Project (1 Page)
7. Scientific publications in peer-review Journals
8. Evidence of professional or research activity, if any
9. Two-sided photocopy of the ID
10. Certification of ranking by the Department's Secretariat, if issued
11. Two letters of recommendation where reference is made to the ranking in relation to the other students of the year. The letters of recommendation must be sent directly to: [masterneuro@biol.uoa.gr](mailto:masterneuro@biol.uoa.gr)
12. Diploma of proficiency in English Language. Sufficient knowledge of the English language is documented in one of the following ways:
  - Diploma from an Institute where courses are taught in English
  - Certificate of Proficiency in English
  - Toefl Certificate with at least 500 points (or 300 with the new rating)



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- IELTS certificate with a grade of 6.5 and above
- State Language Certificate (Level B2)

## 10.2. Categories of postgraduate students

### A) Full-time students

The selection process is described below. In their application, students must declare their desire for full-time attendance.

The maximum number of students in this category is 25, except in the case of a tier where it can be slightly exceeded.

The chapter "11.2. Recognition of lessons from previous training courses and additional training" refers to the possibilities for a) recognition of courses from previous postgraduate education b) replacement courses of this program with courses from other postgraduate programs in Greece or abroad and c) the possibility of attending summer courses or summer or winter training courses organized by the Federation of European Neuroscience Societies and its partners and the Network of European Neuroscience Schools.

### B) Part-time students

The selection process is the same as that of full-time students and is described below.

In their application, students must state their desire for part-time attendance and the courses they wish to attend during the first year. The attendance of the Research Training Exercises will take place only during the 2nd year of study.

The maximum number of students in this category is 5 and are in addition to 25 full-time students

The chapter "11.2. Recognition of lessons from previous training courses and additional training" refers to the possibilities for a) recognition of courses from previous postgraduate education b) replacement courses of this program with courses from other postgraduate programs in Greece or abroad and c) the possibility of attending summer courses or summer or winter training courses organized by the Federation of European Neuroscience Societies and its partners and the Network of European Neuroscience Schools.

### C) Teaching Assistants in the National and Kapodistrian University of Athens

Teaching Assistants of the National and Kapodistrian University of Athens who meet the requirements and the subject of their studies and / or their work is related to the





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Neurosciences may, upon their request, be registered as supernumeraries and only one yearly according to specific terms provided for in the Regulations

### **10.3. Criteria for the selection of postgraduate students (PGs) of all categories**

Selection of candidates is made by the Selection Committee. The detailed evaluation process will be specified each time by the SIC, following the recommendation of the Graduate Student Selection Committee.

On the basis of the overall criteria, the Postgraduate Student Selection Committee prepares the Student Assessment Report/table and submits it to the SIC for approval. Once the Scoreboard has been approved, the first 25 full-time students and the first 5 part-time students are invited to inform the Secretariat, within 7 days from the announcement of the results of the assessment, whether they will attend the Athens International Master's Programme in Neurosciences. To be admitted, they must have deposited at least the amount corresponding to the cost of the first dose in the first semester of studies.

In the case of a refusal to register by one or more students to register in the Program, runnerups will be invited, if any, according to their position on the approved scoreboard. Accepted students will have to notify the Secretariat whether they will attend the Program within 7 days of the date of their invitation. In order to be admitted, they must have deposited the amount corresponding to the registration cost of the first semester.

### **10.4. Objections to the PS selection procedure**

Objections to the selection of Candidate PSs may be lodged within seven working days of the announcement of the selection results. The objection is finally judged by the SIC, which must inform the complainant in writing of the outcome of the objection within 15 days.

## **11. Curriculum**

### **11.1. Courses**

The Courses, the teaching and research activities, the laboratory exercises and all the other educational and research activities required for the postgraduate degree are presented in Tables 1, 2 and 3 below:



**TABLE 1**

| Courses   | ECTS      |
|---|-----------|
| <b>1<sup>st</sup> Semester-Obligatory Courses</b>   |           |
| Developmental Neuroscience                          | 4         |
| Gross and microscopic anatomy of the nervous system | 3,5       |
| Cellular and Molecular Neuroscience                 | 5,5       |
| Technical courses                                   | 5         |
| Research Training Exercise                          | 12        |
| <b>Total ECTs of the 1<sup>st</sup> semester</b>    | <b>30</b> |

**TABLE 2**

| Courses   | ECTS      |
|---|-----------|
| <b>2<sup>nd</sup> Semester-Elective Courses</b>         |           |
| Neurobiological Basis of Diseases of the Nervous System | 6         |
| Neuropharmacology                                       | 6         |
| Behavioral Neuroscience in animals                      | 6         |
| Neuroimmunology   | 3         |
| Neuroendocrinology                                      | 3         |
| Electrophysiology                                       | 3         |
| Computational Neuroscience                              | 3         |
| <b>2<sup>nd</sup> Semester-Obligatory Course</b>        |           |
| Research Training Exercise                              | 12        |
| <b>Total ECTs of the 2<sup>nd</sup> semester</b>        | <b>30</b> |

**TABLE 3**

| Courses   | ECTS      |
|---|-----------|
| <b>3<sup>rd</sup> &amp; 4<sup>th</sup> Semester-Obligatory Course</b> |           |
| Research Thesis Project   | 60        |
| <b>Total ECTs of the 2<sup>nd</sup> semester</b>                      | <b>60</b> |

In addition, in the framework of the Postgraduate Program, symposia, workshops and online conferences can be organized.

### 11.2 Description of courses

*Detailed description of the courses is included in the Study Guide*



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### **11.3. Recognition of Courses from previous education-replacement courses and additional training**

Students can

- a) Recognize up to 2 Courses from previous postgraduate training.
- b) Replace maximum and total up to 2 elective courses from the Athens International Master's Degree Program in Neurosciences with two courses from another postgraduate program in Greece or abroad.
- c) attend summer or winter training courses organized by the Federation of European Neuroscience Societies and its partners and by the Network of European Neuroscience Schools. This can be done before or during the Research Thesis Project and be in addition to 11 months required for this research work and its possible extension by 6 months. However, under no circumstances the total extension of the studies will exceed the period of one year. It can also be done during a relevant Course and replace part or all of the subject matter of the course (for example, Technical Courses and Research Exercises, if the training involves methodologies).

Students cannot recognize or replace more than 2 courses cumulatively and collectively.

The above possibilities are offered upon request to the CC and approval by SIC.

### **11.4. Research Training Exercises**

The curriculum includes 2 Research Training Exercises, each 8 weeks duration, during which the PS is actively involved in the activities (seminars, meetings, bibliographical information, research) of the participating research teams. The choice of laboratories for the Research Training Exercise is made by the PS in consultation with the Studies/curriculum Committee and the Consultant Professor. Each Research Training Exercise corresponds to 12 ECTS units. Consequently, each PS collects 24 ECTS from the mandatory attendance of the Research Training Exercises.

The Research Training Exercise can be carried out the cooperating University Department/Schools or Research Institutions. It can also take place in non-cooperating Universities or Research institutes both domestic and foreign after the decision of SIC.

The student chooses the Laboratory where he / she will carry out the Research Training Exercise from a list drawn up for this purpose by the CC. During the Research Training Exercises, postgraduate students should be actively involved in the activities (meetings, bibliographical information, research) of the research groups they have joined. Postgraduate students have the obligation during the Research Training Exercises to carry out 2



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presentations of scientific papers or one presentation of scientific paper and one presentation on the research subject of the laboratory that has accepted them.

### **11.5. Research Thesis Project**

The student applies for the subject of the Research Thesis Project from a list of subjects drafted for this purpose by the CC and includes the supervisor and a summary on each subject. The CC, taking into consideration the application of the candidate that states the proposed title of the diploma thesis, the proposed supervisor and includes a summary of the proposed work, appoints the supervisor and establishes the three-member committee for the evaluation and approval of the work. One of the members of the three-member committee is the supervisor.

Following the selection of the postgraduate student, the relative form that includes the title, the short description of the research project and the start date of the project is completed.

The Research Thesis Project can be performed cooperating University Department/Schools or Research Institutes. It may also take place in non-cooperating universities or research institutes both foreign and national after the decision by SIC.

The professor or the researcher of any level who has proposed the respective subject is responsible for the supervision of the Research Thesis Project. The particular professor or researcher is also the supervisor of the work.

The duration of the Research thesis Project is at least 11 months and maximum 18 months from the assignment of the subject to the student. Extension can only be granted in exceptional cases upon request of the student and decision of SIC, with the agreement of the supervisor.

The successful completion of the Research thesis Project includes its public support in the form of a seminar and its delivery in paper and electronic form according to the guidelines of the journal Neuron. The written text of the diploma thesis must also include: a) an independent paragraph of future directions; and b) analysis in the form of a research proposal (Title, Summary-Specific Aim, Introduction, Experimental Design and Bibliography) on how to answer a particular scientific question. The Research thesis Project is graded (0-10) by the 3-member examination committee - the supervisor of the work and by the 2 co-supervisors with related subject. In case of failure (0-4) in the diploma thesis, the PS is deleted from the Program.

The cover and the format is standard.

### **11.6. Exams and evaluation of students**



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At the end of each course, the performance of the PS is assessed by the coordinators of each course (9-10 = Excellent, 7-8 = Very Good, 5-6 = Satisfactory, 0-4 = Poor). Assessment is done through written or oral examinations, papers, seminars, or other means set by course coordinators.

Exams will take place after the end of each Course and in September for all the Courses taught. The September examination period is one month.

Failure to take part in an examination in a core or elective course the PS is given the opportunity to be re-examined twice. In the event of a total of three failed attempts and / or failure to participate in the exams, the PS is deleted from the Program. Also, on failure (0-4) or non-attendance in four or more courses during a semester or a test period, the PS is denied the right to continue his / her studies. In the event of failure to attend a course due to a confirmed illness, the PS may, at his request, be examined on a different date from the other students in a way that ensures equivalence, objectivity and meritocracy.

If a PS fails in the exams of a course or courses so that, as defined in the Postgraduate Studies Program, it is considered that the program has not been successfully completed, he/she is examined, upon his request, by a three-member committee of faculty members that have the same or related subject with the subject under examination and are appointed by the Assembly of the Department. The coordinators (examiners) of the course are excluded from the committee (par. 6, article 34, law 4485/2017).

The PSs may request re-grading in one course and only once. Re-grading is included in the total of the 3 examinations in one course.

For the examination of the Research Thesis Project, a three-member committee is appointed by the CC, in which the supervisor and two (2) additional teachers participate. The supervisor and the members of the committee may be teachers of any grade, serving lecturers or researchers of grades A, B or C, who hold a PhD degree. The CC can select as supervisors and members of the three-member committee professors or researchers from the University Departments and the Research Centers that participate in the organization of the program (Regular Teachers). The CC can also select as supervisors and members of the three-member committee professors or researchers from University Departments and from Research Centers in Greece or abroad that do not participate in the organization of the Program (Visiting Teachers). The members of the Committee should have the same or related scientific expertise as the subject of the program. The performance of the PS in the Research Thesis Project (laboratory performance, written text, open presentation, dedication and research capacity) is graded (on a scale of 0-10) by the three-member committee designated for the monitoring and evaluation of the Research Thesis Project. In the written text the PSs are required to include: a) an independent paragraph describing the future directions of their research; and b) to analyze in the form of a research proposal (Title, Summary-Specific Aim,



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Introduction, Experimental Planning and Bibliography) how to answer a specific scientific question. The grade of the Research Thesis Project is counted in the grade of the degree. In case of failure, the PS is removed from the program.

The evaluation of the Research Training Exercises is carried out by the Supervisor and the Director of the laboratory. The PSs have the obligation, during the Research Education Exercises, to carry out 2 presentations of scientific papers or 1 presentation of scientific paper and 1 presentation on the research subject of the laboratory that has accepted them. The performance of the PS in each of the exercises is scored (on a scale of 0-10) by the person responsible for the exercise, who draws up a report on the performance of the PS in the laboratory, based on a special form that he/she submits to the coordinators of the Research Thesis projects. The score is counted towards the final graduation degree. In case of failure (0-4) in a Research Training Exercise, the PS is required to submit a review of scientific article of the last 2 years on the subject in which the Exercise was conducted. If he/she scores again with a grade of less than 5, the SIC will consider deleting him/her from the program after the supervisor's suggestion and a discussion with the Consultant Professor.

If the postgraduate student fails to attend a course or courses, so that according to the provisions of the Postgraduate Studies Regulations it is considered that the program has not been successfully completed, upon his/her request, a three-member committee consisted of faculty members who have the same or related subject matter as the subject under examination is appointed by the Assembly of the Department to re-examine the PS. The coordinators (examiners) of the course are excluded from the committee.

### **11.7. Rights and Obligations of Postgraduate Students (PSs)**

Full-time and part-time PSs have all the rights and benefits provided for the undergraduate students, except for the right to obtain free textbooks. Within the framework of capabilities, and in cooperation with the Accessibility Unit of the National and Kapodistrian University of Athens, special care for disabled students and / or special educational needs in terms of accessibility to the proposed books and teaching. A special role in this process will have the Consultant Professor.

PSs must:

(a) attend postgraduate courses and exercises as described in the study guide so as to obtain at least 120 ECTS credits. Core courses are mandatory and their successful attendance corresponds to 18 ECTS units. The two Research Training Exercises are also mandatory and their successful attendance corresponds to 24 ECTS units. Also compulsory is the presence of PSs in the elective courses they have chosen. The minimum number of elective courses to be



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enrolled for each postgraduate student is three (3) and their successful attendance corresponds to 18 ECTS units. A systematic absence from the educational activities leads to the deletion of the PSs from the Athens International Master's Programme in Neurosciences, following the recommendation of the Study Committee and / or the CC and SIC's decision. PSs are required to choose at the beginning of each semester the elective compulsory courses they will attend. In order for a course to be taught, a minimum of 5 students must choose it.

A number of credits (ECTS) of no more than 25% of the required total may be accumulated by the recognition of up to 2 courses that the PS has attended during his previous postgraduate training. PSs may choose to replace two courses not taught under this program with two courses taught by another Master's degree program in Greece or abroad, upon request and approval from the SIC. If the ECTS of the course / courses to be attended in another Postgraduate Programs are less than those of the course of this Program, the SIC will ask the PS to prepare an essay / work to fill in the number of credits.

The PS is considered to have attended a course (and therefore qualifies to take the exam) only if he/she has completed 80% of the course's hours (teaching, laboratory exercises). Otherwise, he/she is required to resume the course next year and in parallel with the execution of the Research Thesis Projects.

(b) attend and participate in research group seminars and bibliographic briefings, workshop visits, technical courses, Journal Clubs or other scientific events of the Program (eg annual presentations of the PSs of the previous cycle, research seminars of the members of the Program and other invited speakers).

(c) carryout two compulsory 8-week research training exercises during which the PS is actively involved in the activities (meetings, bibliographic information, research) of the research groups has accepted him/her. PSs have the obligation during the Research Training Exercises to carry out 2 presentations of scientific papers or 1 presentation of scientific paper and 1 presentation on the research object of the laboratory that has accepted them. In addition, they have the obligation to attend the lectures organized to broaden their knowledge and education.

(d) carry out a compulsory Research Thesis Project the duration of which is at least eleven (11) months. One month (160 hours of work) corresponds to five and a half (5.5) ECTS. Consequently, each PS collects 60 ECTS from the compulsory (11 months) Research Thesis Project. The PS is invited to present and support his thesis publicly. In order to successfully complete the Research Thesis Project, the PS is also invited to deliver the dissertation in paper and electronic form according to the guidelines of the journal Neuron. In the written text of the Research Thesis Project PSs are required to include: a) an independent paragraph describing the future directions of their research; and b) to analyze in the form of a research proposal (Title, Summary-Special Target, Introduction, Experimental Planning and Bibliography) how to answer a specific scientific question.

In summary, in order to be awarded the Master's Degree by the Athens International Master's Programme in Neurosciences, the PS should:

i) Have successfully completed the compulsory and elective courses required and acquire 36 ECTS.



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- (ii) Have attended to the 2 mandatory, 16-week Research Training Exercises / Rotations corresponding to 24 ECTS.
- iii) Have successfully completed the Research Thesis Project, which corresponds to 60 ECTS.
- (iv) Have attended at least the compulsory scientific events of the Program (eg visit workshops, research seminars, bibliographic briefings).
- v) To collect a total of 120 ECTS.

### **11.8. Calculation of the final grade of the master's Degree**

In order to calculate the final grade of the Master's degree, the core curriculum and elective courses participate in the final grade of the degree depending on the number of their ECTS (Grades are multiplied by the number of ECTS for each course). Grades in Research Training Exercises and Research Thesis Project participate in the final degree by the half of their ECTS (grades multiplied by half of the number of their ECTS). Each individual multiplication product (degree multiplied by the number of ECTS) is multiplied by 10 and divided by the sum of all individual multiplication products. The sum of these numbers is the final grade of the Master's Degree.

According to the above, the theoretical courses participate in the general degree with 50.88%, the Research Thesis Project participates with 37.7%, and the Research Training Exercises with 13.2%.

According to the Greek rating system, the score scale is from 1 to 10 and the scores from 5 to 10 are as follows:

5-6,49 = Good

6,50-8,49 = Very Good

8,50-10 = Excellent

### **11.9. Graduation ceremony and type of Postgraduate Diploma**

The graduation will take place in front of the SIC Assembly in the presence of the President of SIC and a representative of the Rector. More specifically:

A Master's Degree in Studies in Neurosciences (M.Sc. in Neurosciences) is awarded

The Master's degree is not awarded to a student whose first degree course from a foreign institution has not been recognized by the Interdisciplinary Organization for the Recognition of Academic Titles and Information (DOTAT), according to the law. 3328/2005 (A 80).





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### **11.10. Diploma Supplement/Transcript**

The Diploma Supplement accompanies the Postgraduate Diploma awarded by the Program. The Diploma Supplement is posted on the website of the Program, but also on the website of the National & Kapodistrian University of Athens, and the Department of Biology

### **12. Evaluation of the Program**

Every course and each teacher of the Program is evaluated by the students, with questionnaires prepared by the Internal Evaluation Committee and pertaining to each course separately and each activity of the Program and the teachers. The questionnaires are posted on the Postgraduate Program website.

The results of the students' assessment of the entire Master's Program and its activities will be published on the Program's website. The results of the evaluation of each teacher will be sent directly to him.

In addition, an external academic evaluation of the Program is carried out by a six-member Scientific Advisory Committee (SSC), in accordance with the provisions of article 44 of Law 4485/2017.

### **13. Fellowships**

In a small number of PSs, fellowships can be awarded. To this end, account shall be taken of the candidates' performance in the courses, their previous research experience, the scientific work they have written, their financial situation and possible reasons for strengthening the research team with which the candidate is performing his/her postgraduate Research Thesis Project.

The supporting documents are:

1. Grade of first degree
2. Average grade in 1st year of postgraduate studies
3. Research experience
4. Number of publications in scientific peer-reviewed journals as the first author
5. Number of publications in peer-reviewed journals as co-author
6. Tax Clearance Memorandum to assess whether there are financial reasons for the aid

### **14. Disciplinary misconducts**

Disciplinary misconducts may lead to the removal of the PS from the Program following the recommendation of the Studies/Curriculum Committee and SIC decision.



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### **15. Ethics**

The experimental protocols followed within the Program are the responsibility of the directors of the laboratories where they are carried out and should have been previously approved by the relevant ethics committees (eg Animal committee, hospital committee, etc.).

### **16. Infrastructure-facilities**

For the proper functioning of the Program, the following will be available:

- (a) classrooms and seminar rooms, auditoriums equipped with audiovisual systems,
- (b) Laboratories of the co-operating members of the Program.

Information regarding the Program, the courses, the curriculum, announcements, etc. can be found on the Internet through the webpage of the program, the Department of Biology of the National and Kapodistrian University of Athens ([www.biol.uoa.gr](http://www.biol.uoa.gr)) and the webpages of the cooperating the Program institutions:

[www.nurs.uoa.gr](http://www.nurs.uoa.gr)

<http://www.dent.uoa.gr/>

[www.med.uoa.gr](http://www.med.uoa.gr)

<http://www.bioacademy.gr/?lang=gr>

<http://www.pasteur.gr/>

<https://www.fleming.gr/>

<http://www.demokritos.gr/>

<http://www.eie.gr>

### **17. Income and Tuition fees**

The funding of the Program may come from:

- (a) donations, benefits, legacies and any kind of sponsorship of public sector bodies, as defined in Article 14 (1) (a) of Law 4270/2014 (A 143) or the private sector,
- (b) resources from research programs,
- (c) resources from programs of the European Union or other international organizations,
- (d) part of the income of the Special Research Accounts Accounts (E.Λ.K.E.) of the national and Kapodistrian University of Athens
- (e) any other legitimate cause.
- f) Erasmus programs
- g) Tuition fees. Since the operating costs of the Program are not entirely covered by the above sources of funding, part of its operating costs are covered by tuition fees.



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Tuition fees for full-time students who are citizens of the European Union amount to 1000 Euros per semester and to citizens of other countries 1500 Euros per semester. Six-month tuition fees can be paid in up to 3 instalments.

Part-time students are required to pay half the amount of tuition fees for the first year in the first year of study and half of the tuition fees for the first year in the second year of study. In the third year of study they will pay the total of the tuition fees. Six-month tuition fees can be paid in up to 3 instalments.

Students of the Program who are citizens of Greece, whose individual income, provided they have individual income, and the family's available equivalent income do not exceed independently, the individual one the 100% and the family one the 70% of the national median disposable equivalent income, according to the most recently published data of the Hellenic Statistical Authority (ELSTAT) are exempt from the tuition fees. This exemption is granted for participation in a single Program. In any case, exempt students do not exceed thirty percent (30%) of the total number of students enrolled in the Program. If the beneficiaries exceed this percentage, they are selected in the order of the rank starting from the ones with the lowest income.

The application for exemption from the tuition fees is submitted after the completion of the selection procedure for the students of the Program. The candidate's financial status is by no means a reason for non-selection in the Program. Those who receive a scholarship, are not entitled to exemption.

Grants will be sought for students' scholarships, but also to meet the operational needs of the Program by stakeholders.

### **18. Operation costs**

Managing of the revenues of the Program is done by the Special Account for Research Grants of the national and Kapodistrian university of Athens and is broken down as follows:

(a) Seventy percent (70%) of the operational costs of the program, are allocated to teaching, administrative and technical support, travel, equipment, software, supplies, scholarships to postgraduate students and other costs. Compensation costs for the regular teaching, technical and administrative staff of the Institutions refers to work that exceeds their statutory obligations.

b) Thirty percent (30%) to cover the operating expenses of the University, with priority to meet the needs of Postgraduate programs operating without tuition fees.

The allocation does not apply to a donation, legacy or sponsorship for a specific purpose, as well as for government grants

70% of the annual total operating cost of the IPPC relates to operating costs.

### **19. Travel of Postgraduate Students and Teaching Staff**



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The travel of teaching staff from cities other than Athens to the venues of the Program in Athens is done at the cost of the Program. It is not foreseen to cover the travel costs of postgraduate students at the venues of the Program. Travel of PSs to foreign laboratories may be financially covered if it is funded by another body, such as the Erasmus program

#### **20. Venues of the Program**

The venues for the courses and examinations of the Program are determined by SIC decision for each academic year. These include classrooms, auditoriums and laboratories of the co-operating University Departments/Schools and Research Centers

#### **21. Issues not covered/forecasted**

For any other matter related to the Program, for which there is no provision in the Bylaws of Operation and the Rector's Decision, the SIC is the decision-maker.