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MSc Advanced Product Design Engineering and Manufacturing

(ΠΜΣ Προηγμένα Βιομηχανικά Συστήματα Παραγωγής)

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## 1. Introduction

The Department of Mechanical Engineering of the University of West Attica, organizes and operates a Master of Science (MSc) Program titled "Advanced Product Design Engineering and Manufacturing", in accordance with the provisions of Law 4957/2022 (Government Gazette 141A'), as modified and in effect by Law 5094/2024 (Government Gazette 39A'). The program is delivered in English language. The MSc Program of the Mechanical Engineering Department is part of the objectives and the general mission of the University of West Attica (UniWA). It aims at the further advancement of scientific knowledge, the development of research and the high-level specialization of graduates in theoretical and applied areas of the field of Advanced Industrial Production Systems, which is core topic of the Department of Mechanical Engineering.

## 2. Aim - Structure and operation of the MSc

The objective of the MSc Program is the postgraduate teaching, research and application of methods from state-of-the-art technologies in the related fields of modern Industrial Product Design, in combination with Manufacturing Management. The MSc is governed by scientific coherence, has a subject related to the scientific fields of the Department that organizes it and meets the requirements that guarantee a high level of study. During its establishment, emphasis will be placed on the subjects that are on a significant rise in the current period in the field of engineering, such as Additive and Subtractive Manufacturing, Artificial Intelligence (AI), new materials, Reverse Engineering (RE), Mechatronics and Robotics.

The aim of the MSc, which is addressed to higher education graduates, is to integrate modern manufacturing methods with production. It offers specialization in the field of Industrial Production Systems aiming at:

- equipping engineers with all necessary skills on modern methods used in manufacturing
- to enhance the rational and effective approach to modern issues of industrial production
- to develop and expand the managerial skills of engineers for professional success in the private, public and academic sectors in all MSc topics

The MSc implements a combination of in-depth studies in state-of-the-art technologies (CAD/CAM/CAE, Additive Manufacturing, Artificial Intelligence, Reverse engineering, Mechanical Engineering, Robotics, new materials), combined with courses in Quality Management and Production Line Optimization, Project Management, Research Methods and Product Development and Production.

## 3. Administration structure of the MSc

The following bodies are responsible for the organisation and general operation of the Postgraduate Studies Programme:

- a) the Senate of the UniWA,
- b) the Departmental Assembly (DA)
- c) the Steering Committee (SC),
- d) the Director of the MSc (DoS); and

e) the Curriculum Committee (CC).

#### a) The Senate of the UniWA

The Senate has the following responsibilities:

1. approve the founding of the Postgraduate Studies Programme (MSc) or the amendment of the decision to establish the MSc,
2. to approve the extension of the duration of the MSc,
3. establish the Curriculum Committee, in the case of interdepartmental, interdisciplinary or joint programmes
4. decides on the abolition of the MSc courses offered by the University of West Attica

#### b) The Assembly of the Department

The main responsibility of the Department Assembly is to recommend to the Senate through the Postgraduate Studies Committee at least the a) to p) of paragraphs a) to p) of the paragraphs a) to p) of the following paragraphs. 3 and 4 of article 80 of the Law of the Faculty of Arts and Sciences. 4957/2022 (A' 141) together with the Internal Regulations of the MSc

The Assembly of the Department is responsible for the organization, administration and management of the MSc and in particular:

1. establishes committees for the evaluation of the applications of prospective postgraduate students and approves their enrolment in the MSc,
2. assign the teaching tasks to the lecturers of the MSc,
3. recommends to the Senate the amendment of the decision establishing the MSc, as well as the extension of the duration of the MSc,
4. approve part-time attendance to students who meet the criteria according to the applicable legislation,
5. sets up examination committees for the examination of postgraduate students' theses and appoints the supervisor for each thesis,
6. determines the successful completion of the course of study in order to award the title of the MSc,
7. approve the report of the MSc, following the recommendation of the Coordination Committee (SC),
8. examine the criteria for exemption from tuition fees and issue a reasoned decision to accept or reject the application,
9. approve any other matter required for the smooth operation of the MSc.

By decision of the Assembly of the Department, the powers of the above-mentioned sections shall be delegated to the Department. 1) and 5) may be delegated to the MC of the MSc.

#### c) The Steering Committee (SC)

By decision of the Departmental Assembly, the Steering Committee is established, with a two-year term of office, which consists of the Director of the MSc and four (4) members of the Department's Teaching and Research Staff, who have a related subject matter to that of the MSc and undertake

teaching work in the MSc The Steering Committee is responsible for the monitoring and coordination of the operation of the programme and in particular:

1. prepare the initial annual budget of the MSc and its amendments, if the MSc has resources according to article 84 of Law No. 4957/2022, and recommends its approval to the Research Committee of the Special Account for Research Funds, except for the quarterly updates of the annual budgets of paragraph b) of the paragraph. 3 of Article 239,
2. draw up the programme report and recommend its approval to the Departmental Assembly or the CC,
3. approve the expenditure of the MSc and may delegate this responsibility to the Director of the MSc,
4. approve the awarding of scholarships, contributory or not, as defined in the decision establishing the MSc and the Regulations for postgraduate and doctoral studies,
5. recommends to the Assembly of the Department or the CC the allocation of teaching work, as well as the assignment of teaching work to the categories of lecturers according to article 83 of the Law. 4957/2022, 4957/2022,
6. recommends to the Assembly of the Department or to the CC the invitation of Visiting Professors to cover the teaching needs of the MSc,
7. draws up a plan for the modification of the curriculum, which is submitted to the Assembly of the Department or to the CC,
8. recommends to the Departmental Assembly the reallocation of courses between academic semesters, as well as issues related to the qualitative improvement of the curriculum. Specific responsibilities of the Departmental Assembly or of the CC may be delegated to the Steering Committee for the more efficient operation of the MSc, following the adoption of a relevant decision on the delegation of responsibilities. Emeritus Professors of the Department or of the collaborating Departments may participate in the Coordination Committee, if they provide teaching work in the MSc.

#### d) The Director of the MSc

The Director of the MSc shall be selected from the members of the Department's teaching staff, with priority to the rank of Professor or Associate Professor, and shall be appointed by decision of the Departmental Assembly (or of the CC) for a two-year term of office, renewable without limitation.

The Director of the MSc has the following responsibilities :

1. chair the SC, draw up the agenda and convene its meetings
2. recommend issues concerning the organisation and operation of the MSc to the Assembly of the Department
3. recommend to the SC and the other bodies of the MSc and the University issues related to the effective operation of the MSc,
4. is the Scientific Director of the programme in accordance with Article 234 of the Law of the European Union 4957/2022 and carries the respective responsibilities,

5. monitors the implementation of the decisions of the institutions of the MSc and the Internal Regulations for postgraduate programmes, as well as the monitoring of the implementation of the MSc budget,

6. carries any other responsibilities specified in the decision establishing the MSc

The Director of the MSc, as well as the members of the Board, are not entitled to any remuneration or any compensation for the performance of the responsibilities assigned to them and related to the performance of their duties.

The appointment of a new Director or a member of the SC, in the event of resignation, may be made by decision of the competent bodies, following a request from the members and a statement of reasons for the request for change/resignation.

#### e) The Committee for Postgraduate Studies (CPS)

By decision of the Senate, upon the proposal of the Deans of the Faculties of the University of West Attica, the Postgraduate Studies Committee is established. The Committee consists of one (1) member of the Teaching and Research Staff from each Faculty of the UniWA, one (1) member from the categories of Special Education Staff (S. (1) one member from each of the UniWA's faculties, one member from each of the UniWA's faculties, one member from each of the UniWA's teaching laboratories, one member from each of the UniWA's laboratory teaching staff, and one member from each of the UniWA's laboratory technical staff, and the Vice-Rector, who is responsible for academic matters, as President, and the Vice-Rector, who is responsible for academic matters, as President.

The members of the Committee have experience in organising and participating in second cycle curricula. The term of office of the Committee shall be two (2) academic years.

The Committee is responsible for :

1. the submission of an opinion to the Senate of the UniWA on the establishment of new Postgraduate Programmes of Studies or the modification of the already operating MSc, after evaluating the requests of the Assemblies of the Departments for the establishment of new MSc, the relevant feasibility and viability reports and the costing of the operation of the MSc, as well as the possibility of referring them back if the recommendation is not sufficiently justified or the accompanying reports are not complete,
2. the preparation of draft regulations for UniWA's MSc and its submission to the Senate,
3. the preparation of a model draft of the Regulations for the operation of an MSc,
4. the control of compliance with the Regulations for the operation of the MSc,
5. the monitoring of the implementation of the legislation, the Regulations and the decisions of the administrative bodies of the UniWA by the MSc,
6. monitoring the implementation of the procedure for exemption from the obligation to pay tuition fees,
7. any other responsibility defined by the Internal Regulation of the respective MSc.

By decision of the Senate, upon the recommendation of the Postgraduate Studies Committee, the Regulations for postgraduate programmes are approved, which constitute a separate chapter of the UniWA's internal regulations.

#### 4. Number of Applicants, Criteria and Selection Method

The maximum number of admissions to the MSc is set at sixty (60) per year and the minimum number of admissions is set at ten (10) per year. In the case of a tie, the number of postgraduate students admitted to the programme will be increased in order to admit the last tied candidate. In addition to the number of admission, members of the categories of SNEs, HPEs and STPs are admitted as supernumerary fellows.

Criteria and method of selection of applicants:

##### *i. Call for expression of interest*

Candidates will be informed by the call for expressions of interest of the MSc, which will be published on the websites of the MSc, the Department, the UniWA and any other appropriate media. The call for expressions of interest shall contain all relevant information (dates and place of submission of the application, necessary supporting documents to accompany it), as well as the criteria for evaluating the candidates' applications concerning the necessary supporting documents, the application procedure and the deadline for submission of applications.

The call for expressions of interest indicates:

- the conditions of participation of postgraduate candidates in the selection procedure,
- the necessary supporting documents to be submitted,
- the deadlines for the submission of supporting documents and the exact method, physical or electronic address where they must be submitted,
- the procedure and criteria for selecting candidates,
- the dates on which the interviews of the candidates will be held,
- any other detail deemed necessary to facilitate the selection process, ensuring a merit-based result.

The applications and the required supporting documents are submitted to the Secretariat of the MSc, in paper or electronic form, within the deadline set in the call for expressions of interest and may be extended by decision of the Assembly of the Department of Mechanical Engineering.

##### *ii. Candidate Evaluation Committee (CEC)*

The selection of candidates is made by a three-member Candidate Evaluation Committee (CEC), which is composed of members of the Faculty of Mechanical Engineering's faculty who have undertaken postgraduate work and which is constituted by decision of the Assembly.

The Committee has the following responsibilities:

1. Evaluation of all submitted supporting documents. The Secretariat of the MSc will check the completeness of the supporting documents.
2. Checking the completeness of the application form.
3. Conducting personal interviews.

The supporting documents for the participation of candidates are:

1. Application form for the MSc
2. A copy of a copy of the degree/diploma or a certificate of completion of studies,
3. Certificate of analytical score.

4. A detailed curriculum vitae detailing your qualifications and any research or professional activities.
5. Evidence of research or professional activity (if any)
6. At least two (2) references
7. A copy of your Master's degree (if available),
8. Publications in peer-reviewed journals (if available),
9. Copy of valid identification document (identity card, passport)
10. Copy of a certificate of proficiency in English. Proficiency is certified by a recognised qualification (e.g. Diploma from an educational institution in an English-speaking country or an English-language study programme, B2 level certificate (according to CERF),
11. Additional qualifications, scholarships, special seminars, postgraduate degrees, supplementary education degrees, etc. (if available).

Graduates from English-speaking universities are exempted from the requirement to produce a language certificate.

If the above requirements for proficiency in English are not fulfilled, the Board of the MSc will decide on the way in which candidates will be examined in order to establish their competence in English. There is the possibility, where appropriate, for the level of English to be improved by a teacher of English terminology before the start of the course. Knowledge of other foreign languages will be taken into account.

*iii. Candidate selection criteria.*

1. The overall degree/diploma grade,
2. the candidate's research or professional experience in a relevant field or in a related subject,
3. published scientific work.

The marks for each selection criterion and the interview will be awarded on a scale of 0 to 10.

The weighting of the selection criteria is as follows:

Criterion description	Criterion Weighting
∄ Degree level ∄ Grades in courses related to the subject of the MSc ∄ Dissertation, where provided for in the first cycle of studies	40%
Any writing and/or research activity of the candidate	10%
Research or professional experience of the candidate or documented involvement in a relevant field or in a related subject	20%
Interview	30%
Total	100%

The criteria, the way of scoring the candidates in the criteria and the weighting of the criteria can be changed after the decision of the Steering Committee (SC) and approval by the CCS. Candidates with the highest overall score will be selected until the maximum number of admission to the Programme is reached. In addition to the number of successful students in the selection process, one graduate scholarship holder of the IKY (State Scholarship Foundation) will be admitted to the MSc, as a supernumerary, provided that his/her scholarship is relevant to the subject of the Master's programme in general. Scholarship holders must enroll in the first semester of study. In the event of a tie, candidates will be admitted as supernumeraries up to a maximum of 10% of the maximum number of applicants.

#### *iv. Selection procedure*

The required supporting documents must be submitted within the deadlines specified in the relevant call for expressions of interest.

The Secretariat of the MSc receives the applications and the necessary supporting documents submitted by the postgraduate students, which are provided by the call for expressions of interest each time and draws up a list of postgraduate student candidates, which is forwarded to the Hellenic Research Council. Late applications will not be accepted.

There are two stages in the evaluation procedure:

In the first, applications will be assessed on the basis of the completeness and validity of the supporting documents submitted, which is a prerequisite for qualification to the next stage.

In the second stage of the procedure, candidates are invited to an interview before the CEC. The aim is to establish which candidates can respond effectively to the requirements of the MSc, considering their motivation and interest, but also their overall constitution and scientific competence in relation to the subject matter of the postgraduate programme.

Upon completion of the evaluation procedures, the CEC draws up a complete list of all candidates, ranks the candidates, makes the final selection and draws up the provisional list of successful candidates, which is ratified by the Departmental Assembly. The list shall be published in accordance with the provisions of the Regulation. It is posted in accordance with the provisions on personal data protection, on the MSc website and in the Department's announcements.

If two or more candidates obtain the same number of points in total, they will be admitted as tied.

An appeal against the provisional list of successful candidates may be lodged within five (5) working days from the date of the announcement of the tables. The objection must be specific and must be finally decided by a three-member committee of members of the Department's teaching staff who have undertaken postgraduate work, which is appointed by decision of the Assembly.

After the deadline for objections and the final decision of the objections committee (if any), the final list of successful candidates is posted, in accordance with the procedure for posting the provisional list.

Successful candidates are invited to reply in writing or electronically (email) within 7 calendar days from the posting of the final list as specified in the call for expressions of interest to accept their admission to the MSc and its operating conditions as described in these operating rules.

In case of refusals, the Secretariat shall inform the next candidates in the evaluation order from the final list of successful candidates.

#### *v. Registration to the MSc*

Successful candidates must register with the MSc secretariat by the deadlines set by the relevant institutions in the call for expressions of interest. For reasons of exceptional need, a postgraduate student may be registered after the deadline by decision of the Steering Committee following a reasoned request from the interested party. Admitted postgraduate students may be informed by the Department's website and/or the MSc Secretariat.

### **5. Categories of Candidates**

Graduates of Higher Education Institutions of the Greek Federation or equivalent institutions of foreign countries are admitted to the MSc in accordance with the provisions of the applicable legislation. Graduates or diploma holders of engineering faculties, as well as of all related sciences of natural and technological sciences of the domestic territory or similar institutions abroad are admitted to the MSc. Qualifications in other fields will be examined on a case-by-case basis by the Candidates' Evaluation Committee.

Candidates who have completed their studies may apply, if they have submitted a certificate of completion of their studies before the date on which the list of successful candidates is validated. In this case, a copy of their degree or diploma must be submitted before the start date of the programme.

Applications may also be submitted by graduates of foreign institutions which are not yet included in the National Register of Recognised Foreign Institutions of the DOATAP (Hellenic National Academic Recognition and Information Center). In case a foreign institution is not listed on the DOATAP website, the Department applies the procedure according to the provisions of the legislation in force.

Otherwise, the student will be deleted, without the student being entitled to a refund of any money he/she may have deposited.

The members of the categories Specialised Scientific Staff, as well as Laboratory teaching staff and Specialist Technical Laboratory Staff may, upon request, be registered as supernumeraries and only one per year, free of tuition fees.

The MSc Secretariat checks whether the institution awarding the foreign degree belongs to the National Register of Recognised Institutions of Foreign Countries and whether the type of this degree belongs to the National Register of Types of Degree Titles of Recognised Institutions posted on the DOATAP website.

### **6. Duration of Studies - Part-time Studies - Suspension of Studies**

#### Duration of study

According to its philosophy, this MSc is addressed to working students. For this reason, attendance is offered twice a week in the evening and/or during the weekend. Attendance of the courses in this MSc is compulsory.

The duration of the studies, leading to the award of the MSc is set at three (3) academic semesters and the additional time is set at two (2) semesters, each of thirteen (13) weeks of teaching, including the time for the preparation and submission for examination of the Postgraduate Dissertation.

The permitted duration for completing the requirements for the Master's degree is set a minimum three (3) up to five (5) academic semesters. However, in exceptional cases, a suspension of study may be granted upon recommendation of the Coordinating Committee and decision of the Departmental Assembly, and this time shall not be counted towards the total required duration of the MSc.

The duration of the courses of the MSc per semester of study is at least thirteen (13) weeks, corresponding to thirty (30) ECTS. The compulsory courses shall not be less than thirty-nine (39) credit hours. The time for writing the thesis cannot be less than six (6) months and more than eighteen (18) months.

The MSc is completed with the award of a Diploma of Postgraduate Studies (MSc) at level seven (7) of the National and European Qualifications Framework, in accordance with article 47 of Law No. 4763/2020.

Successful completion of studies is assessed by the successful performance in the courses of the MSc and the successful completion of the Dissertation.

#### Part-time Studies

For postgraduate students who are unable to meet the minimum requirements of the full-time programme, the possibility of part-time study is provided in accordance with the applicable legislation.

In the case of part-time studies, the duration of studies may not exceed twice the duration of full-time studies.

The option of part-time study may be given to working students for reasons of illness, serious family reasons, military service and reasons of force majeure. The possibility of part-time attendance is granted after a reasoned request by the student and approval by the Curriculum Committee (CC). The application must be accompanied by the relevant supporting documents documenting the reason for which part-time attendance is requested.

#### Suspension of Attendance

Students may justify request a study break, which is approved by the AC for full academic semesters. Regardless the application date, the break shall start from the beginning of the next academic semester. These semesters are not added towards the maximum period of regular study, provided for above. The break must not exceed two (2) semesters in total.

Students may request a reasoned suspension of studies, which is granted by the Coordinating Committee for entire academic semesters. Regardless of the submission time of the application, the suspension shall start from the beginning of the next academic semester. The semesters of student suspension do not count towards the maximum period of regular study provided for above. Suspension may not exceed two (2) semesters in total. Students who are on suspension shall not be considered postgraduate student status for the entire period of suspension. Upon resumption of attendance, the student shall continue to be subject to the attendance status of the time of his/her enrollment as a graduate student.

## **7. Course of Studies**

The curriculum of the MSc is equivalent to ninety (90) ECTS credits. Each course corresponds to a specific number of credits. During their studies, the student is required:

- a. to successfully complete a total of six (6) modules; and
- b. to complete a Postgraduate Dissertation

The standard curriculum is as follows:

Co	Module Title	S	T	ECTS
M1-01	Advanced Engineering Design (CAD/CAE)	1	C	10
M1-02	Quality Engineering & Project Management	1	C	10
M1-03	Robotics and Smart Manufacturing	1	C	10
M1-04	Additive and Subtractive Manufacturing & Reverse Engineering	2	C	10
M1-05	Dissertation	3	C	30
<b>Total ECTS of compulsory modules</b>				<b>70</b>
<i>Compulsory choice two modules (between M2-1,M2-2,M2-3)</i>				
M2-01	Mechatronic Design & Industrial Control	2	O	10
M2-02	AI - Applications in Engineering	2	O	10
M2-03	Advanced CAD/CAE Methods	2	O	10
<b>Total ECTS of optional modules</b>				<b>20</b>
<b>Overall ECTS Total</b>				<b>90</b>

Key:

Co: Module Code S: Semester T:Module Type C:Compulsory O:Optional

## 8. Postgraduate Diploma Dissertation (MScDis)

Postgraduate students are required to prepare and successfully support their Master's dissertation in the respective semester of study indicated in these Internal Regulations. Postgraduate students are eligible to apply to undertake an MScDis if they have successfully completed the courses in the programme of study. The topic of the MScDis must be related to the subject of the MSc.

Specific topics of the MScDis thesis are defined by the Master's Thesis Guide of the MSc, which may include the following:

1. the educational purpose of the MScDis,
2. the stages of submission of the MScDis,
3. the fields of research interest,
4. the stages of conducting the MScDis research,
5. the stages of the research project, the stages of the research activities, the stages of the research programme, the stages of the research project, the stages of the research process, the stages of the research programme, the change of the title of the doctoral thesis.
6. good practices for drafting the text and for reading the Dissertation in electronic or printed form,
7. studying and finding bibliographic sources,
8. writing research papers,
9. the criteria for evaluating the Dissertation,
10. changing the supervisor, etc.

## **9. Organization of a Master's Degree Programme using synchronous and asynchronous distance learning methods**

The organisation of the educational process shall be based on a combination of distance and face-to-face (blended teaching and learning) teaching methods. The percentage of teaching hours using modern distance learning methods will be in accordance with the relevant provisions.

All courses of the MSc and other educational activities may be carried out using "Modern Distance Learning" as long as they do not involve by their nature practical, laboratory or clinical training of students, which requires the participation of students in physical presence. 'Modern distance learning' is a method of education through technological mediation (videoconferencing environment) where the teacher and the students interact in a different place but at the same time, with the possibility of two-way communication and real-time sharing of multimodal content (slides, video, etc.).

The percentage of teaching using Modern Distance Learning can be up to 80% of the MSc credit hours, of which up to 25% can be delivered using asynchronous distance learning methods. Each course will include at least one opening face-to-face teaching session (aimed at familiarisation and orientation to the course - description, objectives, activities, workshops, assignments), one intermediate face-to-face teaching session (aimed at formative in terms of course progress, assignments, etc.) and another final face-to-face teaching session (aimed at the final examination if the course contains a final written examination but also the overall assessment of the course).

For the needs of distance learning, the MS TEAMS and the Eclass & moodle e-learning management systems of the University of West Attica will be used. The MS TEAMS system will be used for modern videoconferencing and virtual e-classroom sessions. The MS TEAMS system supports:

- Visual and audio communication in real time with the use of appropriate equipment (computer with camera, microphones, speakers, headphones) so that the teacher and the students can have voice and visual communication while they are in different places,
- use and sharing of applications and documents (application and document sharing)
- use and sharing of electronic whiteboards
- access to chat rooms both between teacher and students for collaborative exchange of views and joint work
- breakout sessions for the organisation of group activities.

The eLearning Management System of the University of West Attica is the central access point to all distance education services. All courses of the MSc are hosted and their content is appropriately organized by the responsible lecturer per thematic unit or lecture week and contains the slides, exercises, videos, tests, etc. as well as the links to the corresponding synchronous distance learning sessions of each course. Each course contains a bulletin board (for announcements to students by the teaching staff) and a discussion and question-solving forum in which all students can participate. Indicative tools provided to lecturers through the Eclass or moodle eLearning Management System are the following:

- Creation tools.
- Interactive content creation tools (H5P)

- Creating tests (online quizzes)
- Assignments (either individual or group)
- Discussion groups (forum)
- Instant messages (chat)
- Creation of collaborative websites (wikis)
- Blogs
- Questionnaires for data collection
- Diary, gradebook, etc.

## 10. Student evaluation - Examinations

At the beginning of each semester and before the beginning of the courses of the MSc, the academic calendar of the MSc is announced to the postgraduate students, which is determined by the decision of the Department Assembly after the recommendation of the Board of Directors.

The Coordinating Committee shall draw up and announce the examination timetable for each examination period in good time and no later than ten (10) days before the start of the examinations.

There may be a repeat examination period.

The assessment of postgraduate students and their performance in the courses they are required to attend within the framework of the MSc shall be carried out by means of written or oral examinations or by means of assignments throughout the semester. The method of assessment is described in the outline of each course. Performance in each course is assessed by the lecturer(s) and graded according to the grading scale applicable to undergraduate students. Specifically, the grades awarded range from zero (0) to ten (10). Qualifying points are five (5) and above. To meet emergencies or circumstances attributable to force majeure, electronic means may be used for course evaluation provided that the integrity of the evaluation process is ensured.

For the assessment of students with disabilities and special educational needs, oral or remote examinations shall be used as appropriate.

In order to improve the marks of postgraduate students, they may be re-examined in only one course in which they have passed an examination in the examination period in which that course is included.

If the postgraduate student fails more than three (3) times in the same course, he/she may request, by application to the Director of the MSc, to be assessed by a three-member committee consisting of teaching staff from the same or another Department of the PADA, with a subject area identical or related to that of the course to be examined, in which the lecturer of the course may not participate. If the Director of the MSc does not appoint the members of the committee within one (1) month from the submission of the application, the student may request the appointment of the committee members by the Chair of the Department of Mechanical Engineering.

## 11. Students' Rights and Obligations - Deletion of a Postgraduate Student

### 1. Student's Rights and Rights of Students

Postgraduate students have all the rights and benefits provided for first cycle students, except for the right to free textbooks. Postgraduate students may use the existing logistical infrastructure of the University of West Attica, which includes teaching rooms equipped with modern teaching aids and computers, the Library, and the facilities of the Department of Mechanical Engineering.

Postgraduate students who do not have other medical and hospital care are entitled to full medical and hospital care in the National Health System (NHS) with coverage of the relevant costs by the National Organization for the Provision of Health Care Services (E.O.P.Y.Y.) in accordance with article 33 of Law No. 4368/2016 (A' 83), as amended and in force.

Postgraduate students are entitled to free meals based on their individual and family financial situation and their localization.

Postgraduate students may claim external funding for their studies from various public and private sector institutions or bodies and Research Institutes.

Postgraduate students may be covered financially by funded research projects in which they participate. The relevant details are defined by decision of the SC, following the recommendation of the Director of the MSc.

Postgraduate students may participate in the University's student exchange programmes (e.g. ERASMUS) or in other research programmes of foreign universities, within the framework of transnational agreements between the Department and similar institutions and may be enrolled as visiting students.

The Department of Mechanical Engineering is obliged to ensure that postgraduate students with disabilities and/or special educational needs have accessibility to the proposed programmes and teaching.

## 2. Student obligations

- Graduate students have the following obligations:
- To attend the courses of the current curriculum without fail.
- To submit the required assignments within the specified deadlines.
- Attend the prescribed examinations.
- To declare responsibly that the thesis is not the product of plagiarism, either in whole or in part.
- Pay the prescribed tuition fees as specified in the Internal Regulations of the MSc.
- To respect and observe the Regulations for Postgraduate Studies, the decisions of the bodies of the MSc, the Department and the University of West Attica, as well as academic ethics.

Postgraduate students are invited to participate and attend seminars, debates, conferences/workshops with a subject related to that of the MSc, lectures or other scientific events of the MSc. Postgraduate students may carry out auxiliary teaching work in first cycle programmes of study by decision of a competent body of the MSc. Postgraduate students are required to issue an academic identity card through the Electronic Service for the Acquisition of Academic Identity of the Ministry of Education, Religious Affairs and Sports.

## 3. Deletion of a Postgraduate Student

The deletion of a postgraduate student is made after a relevant recommendation of the MC of the MSc to the Assembly of the Department and the relevant decision is taken. The decision is communicated within 15 days to the graduate student concerned and he/she has the right to submit an appeal within fifteen (15) days from the date of issue. The appeal shall be considered final by the above bodies.

The Assembly of the Department, following the recommendation of the Board, may decide to withdraw postgraduate students for the following reasons:

1. Failure to fulfil the obligations of the postgraduate student, as described in the Internal Regulations of the MSc
2. Non-payment of the prescribed tuition fees (in any case, a student who has not met his/her financial obligations is not entitled to receive either a certificate of completion of studies or the Diploma of Postgraduate Studies),
3. Disciplinary offences, such as breach of academic ethics and, in general, any breach of the legislation and the PADA's Internal Regulations
4. Request for de-registration of the postgraduate student himself/herself.
5. Have repeatedly failed the examination of a course or courses as defined in the Internal Regulations
6. Have not renewed their registration or have not attended classes for two (2) consecutive semesters
7. Have been guilty of plagiarism or an offence under the law on intellectual property (Law 2121/1993)
8. For any other reason deemed necessary.

In case of permanent discontinuation of studies or withdrawal of a postgraduate student for any reason, the fees already paid will not be refunded.

## 12. Tuition Fees

The total tuition fees of the XPMS, for each student, amount to four thousand euros (€4,000). The tuition fees may be differentiated between foreign students from other member states of the European Union and foreign students from third countries (Law 5094 /2024) and will be decided annually by the Coordinating Committee of the MSc, which will be indicated in the Call for Expression of Interest of the academic year of admission in question. In case of application and acceptance of Postgraduate Students, more than two months before the deadline for submission of applications each year, a reduction of the tuition fees by five hundred euros (€500) will be granted. Payment of tuition fees shall be made in four equal instalments of one thousand euros (€1,000), upon enrolment and at the end of each semester of study. In the event of withdrawal, the fees paid will not be refunded. Tuition fees are paid to the Special Research Funding Account of the University of West Attica, which is responsible for their management. Postgraduate students are required to pay all their financial obligations in time and are required to have paid all their financial obligations before the granting of the certificate of completion of studies and the award of the Master's degree.

Postgraduate students must pay all their financial obligations on time and must have paid all their financial obligations before the issue of the certificate of completion of studies and the award of the Master's degree. In case of exceeding the maximum time limit of study (including extension of studies) and consequently, following a decision of the Coordinating Committee, Postgraduate Students may re-enrol and continue their studies for a maximum period of two (2) semesters. In this case, the payment of additional tuition fees, amounting to five hundred euros (€500) per semester, is foreseen, without the right to receive a scholarship. In case of non-compliance with their financial obligations, it is possible, following a decision of the Coordinating Committee, to temporarily suspend or withdraw the Postgraduate Students from the Programme.

## 13. Diploma of Postgraduate Studies

The Diploma of Postgraduate Studies (M.Sc.) is a public document. The graduate of the MSc may be awarded, prior to the award, a certificate of successful completion of the MSc and an grade analysis with the corresponding credit points (ECTS).

The Diploma of Postgraduate Studies is accompanied by a Diploma Supplement which is an explanatory document and does not replace the official degree or the detailed course evaluation. The Diploma Supplement is attached to the MSc and provides information on the nature, level, general context, content and status of the studies successfully completed by the person named on the original of the diploma. The Annex does not make any evaluative judgements and there are no statements of equivalence or equivalence or proposals for the recognition of the MSc abroad. The Diploma Supplement is issued automatically and without any financial charge in Greek and in English, and must meet the authenticity requirements for the degree awarded. The date of issue of the Diploma Supplement does not necessarily coincide with the date of award of the degree, but can never be earlier than that date.

The degree of the Diploma of Postgraduate Studies (M.Sc.) is determined by the grade of the assessment in the courses and the Postgraduate Diploma Dissertation.

In detail, each semester the student receives a grade in each course that is examined and if successfully evaluated, he/she is credited with the corresponding credit points. The final grade of the MSc is derived from the assessment grade:

- a) in the courses,
- b) in the Master's Thesis

The grade of the Diploma of Postgraduate Studies (M.Sc.) shall be obtained to two decimal places using the formula:

$$B = (B_1 \cdot \Pi_1 + B_2 \cdot \Pi_2 + \dots + B_n \cdot \Pi_n) / (\Pi_1 + \Pi_2 + \dots + \Pi_n)$$

where  $B_1, B_2, \dots, B_n$  are the grades of all the courses successfully passed by the student and  $\Pi_1, \Pi_2, \dots, \Pi_n$  are the credits corresponding to each course.

Qualifying grades are five (5) and higher. The grading scale for evaluating the performance of graduate students is defined from zero (0) to ten (10) as follows:

- **Excellent:** from eight and fifty (8.50) to ten (10),
- **Very good:** from six and fifty (6.50) to eight and forty-nine (8.49),
- **Good:** from five (5) to six and forty-nine (6.49) or
- **Rejected:** from zero (0) to four and ninety-nine (4.99).

#### 14. Lecturers of Postgraduate Studies Programmes

1: The teaching work of the Postgraduate Studies Programme is assigned, following a decision of the Board, to the following categories of lecturers:

- a. Faculty members, Specialist Teaching Staff (STS), Laboratory Teaching Staff (LTS) and Special Technical Laboratory Staff (STLS) of the Department or other Departments of the UniWA or other Higher Educational Institution or Higher Military Educational Institution, with additional employment beyond their statutory obligations
- b. Emeritus Professors or retired members of the Department or other Departments of the UniWA or other higher education institutions,
- c. associate professors,
- d. appointed lecturers,
- e. visiting professors or visiting researchers,

- f. Researchers and special functional scientists of research and technological institutions of article 13A of the Law 4310/2014 (A' 258) or other research centres and institutes in Greece or abroad,
- g. Scientists of recognised prestige, who have specialised knowledge and relevant experience in the subject matter of the MSc

2: The assignment of the teaching work of the MSc is carried out by decision of the Department, following the recommendation of the MSc Coordinating Committee or the Director of the MSc. By decision of the Department Assembly, the Department Assembly may assign ancillary teaching work to doctoral candidates of the Department or the Faculty, with a subject related to the provided ancillary teaching work of the MSc, under the supervision of a lecturer of the MSc, following the recommendation of the Board.

3. The right to supervise dissertations is held by the lecturers of paragraphs a) to f) of par. 1, provided that they hold a doctoral degree. By decision of the competent body of the MSc, the supervision of dissertations may also be assigned to faculty members of the Department, STS, LTS of the Department who have not undertaken teaching work in the MSc.

4: All categories of lecturers may be remunerated exclusively from the resources of the MSc. The amount of the remuneration of each lecturer shall be determined by a decision of the Steering Committee on the assignment of the teaching assignment. In particular, lecturers who are members of the teaching staff may receive additional remuneration for the work they provide to the MSc, provided that they fulfil their minimum legal obligations, as defined in par. 2 of article 155, of law 4957/2022. The last subparagraph shall apply mutatis mutandis to the members of STS, LTS and STLS, provided that they fulfil their minimum legal obligations.

The obligations of lecturers include, inter alia, the definition and description of the course, the provision of relevant bibliography, the definition of how the course is to be examined, and communication with postgraduate students.

5: The institution of the Academic Advisor is implemented in the MSc by decision of the Departmental Assembly. The purpose of this institution is to provide advice to postgraduate students during their studies on academic issues in an individualized manner. The expected outcome is to facilitate the completion of postgraduate students' studies while at the same time utilizing their particular skills and interests in the educational and research process. The Academic Advisor chooses how to approach and advise the students assigned to him/her in each academic year.

## **15. Academic Studies Advisor**

One faculty member is appointed by the Board of the department, on the recommendation of the SC for each Postgraduate student (PS). The academic advisor monitors the progress of the PS, provides specific information about the MSc and the correlation of the studies with his/her scientific background and perspective, discusses with the PS his/her future plans for his/her academic and professional development, advises him/her on the improvement of his/her work in relation to the requirements of the Department, on the use of the resources and infrastructure of the University and, in general, on academic, organizational or administrative issues and may recommend issues concerning the PS to the SC.

The academic advisor does not necessarily undertake the supervision of the dissertation or Internship of the PS.

The academic advisor is responsible for the management of the complaints - objections of the PS which he/she forwards to the Director of the MSc for settlement/resolution by the SC of the programme.

## **16. Infrastructure**

The existing infrastructure of the UniWA will cover the needs of the MSc (building facilities, laboratories, lecture halls, laboratory and special equipment, libraries, internet use, software with modern and asynchronous tele-education capabilities).

## **17. Auxiliary teaching work of postgraduate students**

By decision of the Assembly of the Department of the MSc, the participation of postgraduate students, doctoral candidates and postdoctoral fellows in the provision of auxiliary teaching work in first or second cycle programmes of study may be approved.

The UniWA may award merit-based scholarships to postgraduate students with the obligation to support the educational process and to provide auxiliary teaching.

Supporting teaching work is defined as assisting members of the teaching staff in the exercise of their teaching duties, tutoring students, conducting tutorials, laboratory exercises, supervising examinations and correcting exercises.

## **18. Plagiarism**

The postgraduate student is required to report in an appropriate manner if he/she has used the work and opinions of others. In addition, postgraduate students who have used the services and assistance of Artificial Intelligence (AI), in the preparation of work assigned to them within the framework of the MSc and/or Dissertation, should include in the introduction a "Statement on the use of generative AI and AI-assisted technologies in the writing process", stating which tool they have used and for what purpose.

Plagiarism is considered a serious academic offence. Plagiarism is the copying of someone else's work, as well as the use of someone else's work - published or not - without proper citation. The copying of any documentary material, even from the candidate's own studies, without proper reference, may lead to a decision by the Department to expel the candidate. In the above cases, the Department may decide to remove the candidate after he/she has been given the opportunity to express his/her views on the matter, either orally or in writing.

Any offence or breach of academic ethics shall be referred to the Department to address the problem. Offences of copying or plagiarism and, in general, any violation of the provisions on intellectual property by a postgraduate student when writing coursework or preparing a thesis are also considered as offences.

## **19. Awarding of degrees - Oaths**

A student who has successfully completed his/her postgraduate studies is sworn in at a public swearing-in ceremony, before the Rector or the Vice Rector as the representative of the Rector and the President of the Department, which takes place after the end of each examination period, at a

date and time determined by the Rector in cooperation with the Presidents of the Departments. The oath is not a component of the successful completion of studies, but it is a necessary condition for the award of the Postgraduate Diploma of Studies. For reasons of force majeure (e.g. health reasons, residence or work abroad, military obligations) and upon application to the Departmental Secretariat, the graduate may request the award of the degree without participating in the swearing-in ceremony or request to participate in a subsequent swearing-in ceremony. Exemption from the requirement to attend a swearing-in ceremony shall be approved by the Chair of the Department. Prior to the swearing-in ceremony or exemption from it, graduates may be given a certificate of successful completion of their studies.

A diploma of Postgraduate Studies awarded may be withdrawn or cancelled if it is shown that the legal and institutional conditions for its award did not exist at the time of its award. Such revocation or cancellation shall be made following a decision of the relevant Assembly, which shall be notified to the Rector of the Foundation.

## **20. Evaluation of MSc**

At the end of each semester an evaluation of each course and each lecturer is carried out by the postgraduate students. The evaluation is done using a special evaluation form/questionnaire completed by the graduate students. Courses are evaluated in terms of content, teaching style, teaching material and the degree of their relevance to the principles and philosophy of the postgraduate programme. Lecturers are assessed at several levels, which may include, but are not limited to, assessment of their knowledge and ability to impart it to students, their preparation, use of up-to-date literature, willingness to answer questions, timely grading and returning of assignments and written examinations, and adherence to course hours.

The annual internal evaluation of the MSc is carried out in collaboration with the MOE of the University of West Attica in the framework of the internal evaluation of the Department of Mechanical Engineering / Faculty of Engineering and in accordance with the corresponding process of the internal Quality Assurance System of the UniWA.

The external evaluation of the MSc is carried out in cooperation with the Quality Assurance Unit (MODIP) in the framework of their accreditation according to the procedure provided by the HAHE (Hellenic Authority for Higher Education)

In this context, the overall evaluation of the work carried out by the MSc, the degree of fulfilment of the objectives set at its establishment, its sustainability, the absorption of graduates in the labour market, the degree of its contribution to research, the internal evaluation of the MSc by postgraduate students, the feasibility of extending its operation, as well as other elements relating to the quality of the work produced and its contribution to the national strategy for higher education.

## **21. Website of the MSc**

The MSc has its website in Greek and English. The official website of the MSc is constantly updated and contains all the information and announcements of the programme and is the official information site for students.

## **22. Other Provisions**

Any issue arising in the future that is not covered by the relevant legislation or these Regulations will be addressed by decisions of the competent bodies and, where necessary, by amending the Regulations.

## ANNEX

### ***i. Distance Learning Analysis Report***

The organisation and teaching of the educational process of the MSc will also be carried out using distance learning methods, following the blended learning system. The educational process is carried out by combining distance education with the face-to-face educational process, in accordance with Article 88 of Law 4957/2022, Ministerial Decision No. 18137/Z1, Government Gazette 1079/28-2-2023 and Article 9 of the Model Regulation of the MTC of the PADA (Government Gazette 4861/2-8-2023). The percentage of teaching using Modern Distance Education can be up to 80% of the credit hours of the MSc, of which up to 25% can be taught using asynchronous distance education methods.

In addition, the examinations and public support of Postgraduate Diploma Theses may be conducted in person or at a distance, in accordance with the applicable legislation. For distance education, the modern digital platforms (e.g. e-class, Moodle, MS Teams, etc.) of the University of West Attica (UniWA) are used, which include modern and asynchronous forms of education.

The UniWA, the Department of Mechanical Engineering and the MSc have the appropriate technical infrastructure of modern and asynchronous tele-education (computers, cameras, microphones, speakers, etc.) and software to meet the educational needs of the MSc. The full framework of the regulation is detailed in the Programme Guide and the Special Regulation for the implementation of e-learning.

The educational process, according to article 67 of Law 4957 /2022, may be conducted using modern distance education methods, exclusively in the following cases: a) provision of teaching work in first cycle curricula, conducted with the participation of professors from foreign institutions or Associate Professors, b) provision of teaching work in the context of joint curricula with foreign institutions, c) provision of teaching work in the context of interdepartmental or interdepartmental first cycle programmes, for the part of the teaching work provided under the responsibility of the collaborating teachers, d) provision of teaching work in the context of interdepartmental or interdepartmental first cycle programmes, for the part of the teaching work provided under the responsibility of the collaborating teachers, e) provision of teaching work in the context of joint curricula with foreign institutions, f) provision of teaching work in the context of interdepartmental or interdepartmental first cycle programmes, for the part of the teaching work provided under the responsibility of the collaborating teachers.

The courses and educational activities that may be conducted using modern distance learning methods are determined by a decision of the Assembly of the Department. The organization of courses and other educational activities using modern distance education methods refers to courses and educational activities which by their nature can be supported by the use of distance education methods and do not involve practical, laboratory or clinical training of students, which require the participation of students in physical presence

Distance education (eLearning) describes a student-centred approach to learning in terms of both the participation of students in the educational process and the creation of learning content, which is necessary to promote active learning and critical thinking.

In this direction, supporting students in the educational process is a key factor in ensuring student-centred learning, as in e-learning it is necessary for the student to know exactly , what he/she is doing, when he/she is doing it, how he/she is doing it and why he/she is doing it.

### **1 - Access to the integrated e-learning system, user accreditation process.**

All applications developed or used at the UniWA are accessible to the entire academic community using their own institutional passwords (username & password). For security reasons, the passwords are secret and strictly personal for each user. Responsible for the support of all electronic services provided at the University of West Attica is the Directorate of Information Technology, Computer Organization, Network Infrastructure and Services. The Directorate of Information Technology, Engineering, Network Infrastructure and Services provides a range of electronic voice and data services to members of the university community.

### **2 -Technological infrastructure, technical support.**

The educational process is supported by digital means and technologies (asynchronous and modern electronic tools and environments).The following environments and tools are supported by the University of West Attica and are used complementarily for the development of e-learning courses:

1. OpenEclass (<http://eclass.uniwa.gr>) or Moodle (<http://moodle.uniwa.gr>) asynchronous e-learning platforms for the posting, organization and asynchronous distribution of educational material (presentations, notes, video lectures, etc.) as well as for asynchronous communication between lecturers and students. Instructions for creating and managing courses in Open Eclass (<https://eclass.uniwa.gr/info/manual.php>) and Moodle ([https://docs.moodle.org/34/en/Teacher\\_quick\\_guide](https://docs.moodle.org/34/en/Teacher_quick_guide)) are available on the University's website.

2. ApplicationMSTeams (<https://teams.microsoft.com/>) for creating synchronous and video-recorded lectures, which is enabled for all members of the University.

3. Alternatively, applications such as Cisco Webex (<https://www.webex.com/>), Live broadcasting via Youtube (<https://www.youtube.com/live>), etc. can be used for this purpose.

Technical support is provided by the Directorate of Information Technology, Engineering, Network Infrastructure and Services.

### **3 -Procedure of educational support for students**

The educational support of students includes the following parameters:

- Information with absolute clarity regarding the educational objectives and the expected learning outcomes.
- Compatibility in the means of delivery of educational material and transmission of learning information.
- Accessibility of the means of communication and educational resources.
- Directness in providing feedback and resolving difficulties encountered, both in terms of process and content.

At the University of West Attica, the platforms for implementing distance education and their support services are adapted to the above parameters.

For the student's participation in an e-lecture, the MS Teams application is used either through the browser of his/her choice, or by installing the relevant application on his/her computer or mobile device.

The link to participate in the e-lecture is sent by the course coordinator through the asynchronous tele-learning platform that supports the specific course (eclass.uniwa.gr or moodle.uniwa.gr) or directly by email.

For technical support, students can address their questions using the following email addresses: teams@uniwa.gr (for MS Teams issues), eclass@uniwa.gr (for Open Eclass issues) and elearning@uniwa.gr (for Moodle issues).

#### **4 - Pedagogical framework for course design and implementation**

The pedagogical framework for the design and implementation of courses and other educational activities using e-learning methods is described by learning theories that enhance the active participation and interaction of students in the educational process.

The physiognomy of e-learning is summarised in the phrase that in e-learning the student learns how to learn.

A key factor in the application of e-learning methods in an educational process is the educational material.

In addition to providing cognitive information clearly, e-learning materials include:

- Learning activities that promote parameters of active participation and interaction of the student in the educational process.
- Communication parameters that the teacher has in face-to-face training.

Learning activities are divided into assessment activities and self-assessment activities.

In both cases, as far as the pronunciation is concerned, the questions should be given with absolute clarity and with references to specific examples and references. There should also be information on the assessment criteria.

As far as feedback is concerned, it should be complete and fully documented. In addition, self-evaluation activities should provide indicative answers for both wrong and right choices, as well as options and perspectives for further exploration of the topic addressed by the activity.

#### **5 - Procedure for the evaluation and upgrading of the digital skills of the teaching staff participating in distance learning programmes**

The Strategic Action Plan of the University of West Attica includes the support of the educational process with digital tools and technologies (asynchronous and modern electronic tools and

environments), while emphasizing the training of its members on methods, techniques and good practices of education with digital technologies.

## **6 - Process of controlling plagiarism operations through reliable applications**

The academic staff of the University of West Attica has the possibility to verify the authenticity and originality of its students' work by using the Turnitin software application, which is special software for detecting and capturing the rate of matching academic work with the content of other sources from its database. The use of the service is envisaged for undergraduate degree/thesis projects, postgraduate diploma theses and doctoral dissertations.

## **7 - Privacy Policy**

The University of West Attica applies the General Data Protection Regulation 2016/679 (General Data Protection Regulation - GDPR), the law. 4624/2019 and the respective legal framework governing the protection of personal data, as well as the relevant decisions and regulations of the Data Protection Authority.

The University of West Attica applies procedures fully harmonized with the provisions of the European Data Protection Regulation 2016/679 and the applicable provisions of the legislation in relation to the protection of personal data for the conduct of remote assessment and examination procedures.

## **8 - Information Privacy Policy**

It is expressly forbidden in any way to publicly observe, record, videotape, record, as well as reproduce, republish, copy, transmit, publish, translate, modify the material of the courses conducted at a distance, in part or in summary, without the express prior written consent of the Instructor. In case of the intention of video recording of an electronic lecture or other modern educational activity (practical exercises, laboratory group) by the lecturer, the participating students should be informed before the recording starts, so that they can consent or even have the possibility to deactivate their camera, microphone or even leave the meeting.

In the event that the above prohibition is found to have been violated, the procedure for the imposition of all legal sanctions, in particular the prosecution of the perpetrator and the satisfaction of all claims, in accordance with the provisions on intellectual property, will be initiated immediately.

The above excludes the simple monitoring and retrieval (download) of the learning material for strictly personal use of students for the purposes of study, exercises/work and research.