



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
Εθνικόν και Καποδιστριακόν
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MSc in Archaeological Science

Internal Regulation of Operation

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Internal Regulation of Operation for the postgraduate program “MSc in Archaeological Science”

Article 1: Subject and Aims

1.1 The MSc in Archaeological Science, is an English-taught postgraduate program, which focuses on the application of the Geoscience in Archaeology, with the aim of interdisciplinary research and the combined study of geo- and archaeological data, aiming to understand natural and human processes and to answer archaeological questions raised by the study of the environment and the material culture of the past.

The objectives of the MSc are:

- the development and promotion of research and scientific knowledge in the scientific field of Archaeology, through interdisciplinary cooperation with Earth Sciences
- the high-quality training and specialization of postgraduate students from the scientific fields of archaeology and, more generally, classical and humanistic studies, earth sciences and other related natural sciences.

The main objectives of the MSc are:

- to attract young scientists and researchers and to offer them high quality scientific knowledge and research training in accordance with the requirements of modern research and modern society.
- to enhance and broaden the international visibility of the scientific and research work of the two collaborating departments of the NKUA in their scientific fields.
- promote and develop interdisciplinary approaches to the material culture of the past.
- enhance the scientific and research potential of graduates of archaeology and other related humanities departments, and of graduates of earth sciences and other related natural sciences departments.

1.2 The MSc in Archaeological Science awards a Diploma of Postgraduate Studies in " Archaeological Science" after the full and successful completion of the course of study according to the curriculum.

1.3 The degree is awarded by the Department of History and Archaeology of the National and Kapodistrian University of Athens with reference to the Department of Geology and Geoenvironment.

1.4 Graduates of the MSc acquire specialized knowledge and training in the applications of the Geosciences in Archaeology, both at the theoretical level and in methodological tools and practical experience. Based on these qualifications, they can produce high quality scientific work, continue their studies at PhD level and pursue careers in academia, research and in state or private museums in Greece and abroad.

Article 2: Structure and Administration

The competent bodies responsible for the administration and operation of the MSc program are:

2.1 At the level of the Institution, the competent bodies are the Committee for Postgraduate Studies and the Senate.

2.2 The Graduate Studies Program Committee

The Graduate Studies Program Committee (GSPC) is established by decision of the Senate of the NKUA, following the recommendation of the Assemblies of the collaborating Departments, and consists of five (5) members of the faculty of the collaborating Departments, elected by the Assembly of each Department for a two-year term of office. The distribution of the members of the GSPC per collaborating Department is as follows:

- Two (2) faculty members from the Department of History and Archaeology
- Two (2) faculty members from the Department of History and History of History and Archaeology, two (2) faculty members from the Department of Geology and Geoenvironment
- One (1) faculty member, rotating on a two-year rotation basis, from the two collaborating departments of History and Archaeology and Geology and Geoenvironment.

The GSPC has the following responsibilities:

- (a) recommend to the Senate the necessity of modifying the MSc, as well as the extension of the duration of the MSc,
- (b) elects the Director of the program,
- (c) establish committees to evaluate the applications of prospective postgraduate students and approve their enrolment in the program,
- (d) assign teaching work among the teaching staff of the MSc and may assign adjunct teaching work to doctoral candidates of the Foundation, under the supervision of a faculty member of the program.
- (e) set up examination boards for the examination of postgraduate students' theses and appoint a supervisor for each thesis,
- (f) certify the successful completion of the course and award the Diploma of Postgraduate Studies,
- (g) draw up the annual budget of the MSc and any amendments thereto and recommend its approval to the Research Committee of the Special Account for Research Funds,
- (i) approve the expenditures of the program,
- (j) approve the accounts of the program,
- (k) exercise any other lawful authority.

2.3 The Coordinating Committee

The Coordinating Committee (CC) consists of the Director of the MSc and four (4) faculty members of the two collaborating departments, whose specialization is relevant to the subject of the program and undertake teaching work in the MSc. The members of the Coordinating Committee are determined by a decision of the GSPC. The CC is responsible for monitoring and coordinating the operation of the program and in particular:

- (a) prepare the initial annual budget of the program and its amendments, and recommend its approval to the Research Committee of the Special Account for Research Funds,
- (b) prepare the program report and recommend its approval to the GSPC,
- (c) approve the expenditures of the program,
- (d) approve the awarding of scholarships,
- (e) recommend to the GSPC the assignment of teaching work,
- f) recommends to the GSPC the invitation of Visiting Professors to cover the teaching needs of the program,
- (g) prepare a plan for the modification of the curriculum, which shall be submitted to the GSPC.

2.4 The Director of the program

The CC shall appoint one (1) member as the Director of the program. The Director of the program shall be drawn from the faculty members of the collaborating Departments, with priority given to the rank of professor or associate professor.

The Director shall have the following responsibilities:

- (a) chair the CC and the GSPC, draw up the agenda and convene its meetings,
- (b) recommends issues concerning the organization and operation of the MSc to the CC,
- (c) recommend to the CC and the other bodies of the program and the institution issues related to the effective operation of the program,
- (d) represent the program and exercise the corresponding responsibilities,
- (e) monitor the implementation of the decisions of the CC, and of the Internal Regulation, as well as the implementation of the program budget,
- (f) exercise any other responsibilities specified in the founding agreement of the program.

The Director of the program, as well as the members of the CC and the GSPC, shall not be entitled to any remuneration or any compensation for the performance of the responsibilities assigned to them and related to the performance of their duties.

2.5 Secretary support

- a) The Secretariat of the Department of History and Archaeology is responsible for the secretarial and administrative support of the program.
- (b) The Secretary of the supervising Department shall designate an employee or employees, as responsible for the program.
- (c) The program may, with its own resources, employ, in accordance with the legislation in force, external collaborators for secretarial and administrative support, again under the supervision of the Departmental Secretariat.

Article 3: Categories and number of enrolled students

3.1 The MSc in Archaeological Science admits holders of BA from Departments of History, Archaeology, Geology, Geosciences as well as graduates of other departments in Greece or abroad, as well as graduates of Technical Universities, with BA in subjects related to the Humanities and Natural Sciences.

3.2 The maximum number of students admitted to the MSc is twenty (20) students per academic year. The maximum number of admissions is determined according to the number of faculty members of the MSc and the student-faculty ratio, the logistical infrastructure, the classrooms, the absorption of graduates by the labour market.

3.3 In addition to the number of admissions, one (1) Special Teaching Member of staff may be admitted per year, provided that his/her subject is relevant to the subject of the MSc.

3.4 Holders of scholarships from the National Scholarship Foundation, are admitted without examinations, providing that their scholarship is on subjects relevant to the subject of the project.

Article 4: Admission

4.1 Students are selected in accordance with the applicable legislation, the Regulations for Postgraduate and Doctoral Studies of the NKUA and the provisions of these Regulations.

4.2 Every March, after decision of the Coordinating Committee (CC) of the MSc, an announcement for the admission of postgraduate students to the MSc is published and posted on the website of the collaborating Departments and the University. The relevant

applications together with the necessary supporting documents shall be submitted to the Secretariat of the MSc within a deadline set in the announcement and may be extended by decision of the CC.

4.3 The CC of the MSc appoints an Admissions Selection Committee (AMS), which shall consist of at least three faculty members who have undertaken teaching work in the program.

4.4 The required supporting documents are:

- Application
- National ID and/or Passport
- Curriculum Vitae
- BA/BSc degree, which (if applicable) should be followed by a Greek or English translation.
- Two academic references providing assessments of the applicant's academic achievement and ability for graduate study and research.
- Personal statement (max. 1000 words) outlining your academic achievements and your reasons for wishing to enroll in the program.
- Proficiency in English.
- A pdf copy of publications (if mentioned in the CV)
- A pdf copy of documents certifying working experience and/or research activity (if mentioned in the CV)
- A pdf copy of any documents certifying claims made in the CV

All supporting documents must be submitted in Greek or English. Official documents in other languages are submitted translated into English and certified by an official body of the student's country of origin.

4.5 For students from foreign institutions, who do not submit a certificate of recognition of academic degree from the Hellenic National Academic Recognition and Information Center, the following procedure is followed:

The Coordinating Committee shall appoint a committee responsible for determining whether a foreign institution or a type of foreign institution's degree is recognized. In order for a degree to be recognized it is necessary that:

- the institution awarding the titles must be included in the list of foreign institutions maintained and updated by the Hellenic National Academic Recognition and Information Center,
- the student must produce a certificate of place of study issued and sent by the foreign university. If the place of study or part of the studies is confirmed as the Greek territory, the degree is not recognised, unless the part of the studies that took place in the Greek territory is in a public university.

4.6 The evaluation of candidates is based on the following criteria:

- Degree level (20%)
- Academic, research and professional achievements of the candidates related to the subject matter of the MSc, based on their CVs and relevant certificates (20%)
- Proposal of academic/research interests (15 %)
- Letters of recommendation (10%)
- Oral interview in person or by videoconference (35%)

If necessary, the Admission Selection Committee may request additional documents supporting the information given in the CVs of the candidates.

4.7 Based on the overall criteria, the Admission Selection Committee shall prepare the evaluation list of the students and submit it to the Coordinating Committee for approval.

In the event of a tie (mathematically rounded to the nearest whole unit of the scale of 100), the tied candidates are admitted, to a maximum of 10% of the maximum number of admissions.

The successful candidates will have to register with the MSc Secretariat within thirty (30) days of the decision of the Assembly.

In case of non-registration of one or more students, the runners-up (if any) will be invited to enroll in the MSc, based on their order in the approved evaluation list.

Article 5: Duration of Studies

5.1 The duration of studies in the MSc is three (3) academic semesters, including the preparation and submission of the thesis. There is no possibility for part-time studies.

5.2 Extensions are possible, following a reasoned request by the student and approval by the Coordinating Committee. The extension may not exceed one (1) semester. Thus, the maximum allowable time for completion of studies is set at four (4) academic semesters.

5.3 Students who have not exceeded the maximum period of study may, upon reasoned request to the Coordinating Committee, interrupt their studies for a period not exceeding two (2) consecutive semesters. Suspension of studies is granted for serious reasons (military service, illness, maternity, absence abroad, etc.).

The application must be reasoned and accompanied by all relevant documents from the competent public authorities or bodies proving the reasons for the suspension of studies. Student's status is suspended and participation in any educational activities is not permitted. The semesters of student suspension do not count towards the maximum period of regular study.

At least two weeks before the end of the suspension period, the student must re-enroll in the program to continue his/her studies with the rights and obligations of an active student. Students may, upon request, terminate their suspension and return to the program only if they have applied for a suspension for two consecutive academic semesters. The request to discontinue the suspension must be submitted no later than two weeks before the beginning of the second semester of the suspension.

5.4 The length of suspension or extension period is discussed and approved on a case-by-case basis by the Steering Committee, which makes a recommendation to the Coordinating Committee.

Article 6: Program of Studies

6.1 The MSc starts in the winter semester of each academic year.

6.2 A total of ninety (90) credits (ECTS) are required for the award of the diploma of the MSc. All courses are taught weekly and, where appropriate, include lectures, seminars, practical and laboratory exercises, and seminar papers.

6.3 The teaching language is English. The language of writing the postgraduate thesis shall be English or, at the request of the student and with the approval of the Coordinating Committee, Greek.

6.4 During the course of studies, postgraduate students are required to attend and successfully complete theoretical and laboratory courses, research activities and writing of scientific papers, etc., as well as the preparation of a postgraduate thesis.

6.5 The preparation of the thesis is carried out in the third semester of studies and is credited with thirty (30) ECTS.

6.6 Courses are taught face-to-face or at a distance, in accordance with the applicable legislation and as defined in Article 7 of these Regulations.

6.7 Courses are organized in semesters, are held on a weekly basis and the schedule is structured as follows:

A. Program of Courses

1st Semester		
Compulsory Courses	Teaching Hours	ECTS
Archaeology, History & the Environment of the Mediterranean	3	6
Archaeology and Science	3	6
Laboratory and Instrumental skills	3	9
Archaeological Prospection	3	9
Total	12	30
2nd Semester		
Compulsory Courses	Teaching Hours	ECTS
Environmental Archaeology	6	12
Geoarchaeology	3	6
Archaeomaterials	6	12
Total	15	30
3rd Semester		
	Teaching Hours	ECTS
Preparation, writing and submission of the MSc dissertation		30
Total		30

B. Description of Courses

Archaeology, History and the Environment of the Mediterranean

Aim of the module is to introduce students to the theory, methods and research questions of the discipline of archaeology, as well as the basic principles of sciences collaborating with archaeology. The module provides the necessary knowledge which will enable students to fill the gaps of their curricula and proceed with their studies in the MSc program.

The module consists of two main units. The first is related to the geological processes of the Quaternary, and includes issues of dating, palaeoenvironment reconstruction, ecology, and the complex relationship between humans and their environment. The second focuses on the archaeology of the Mediterranean from prehistory to the modern era, with special emphasis on research questions related to the study of archaeological material remains.

Archaeology and Science

This module is about the basic principles, the theoretical background and the scientific methods applied for the analysis of the environment and the material culture of the past. It consists of two broad units.

The first deals with environmental studies and focus on the reconstruction of past environments through the study of archaeobotanical, zooarchaeological and other bioindicators. Traditional approaches are critically presented and discussed and the notion of anthropogenic environment is introduced, as the result of the complex relations between humans and their environment in the past. The study of the environmental palimpsest contributes to the better understanding of the way humans perceived the world that surrounded them and the way they interacted with their environment.

The second unit concerns archaeomaterials, and deals with issues of material culture, such as the exploitation of raw materials, the chaîne opératoire (operational chain), the technology of manufacture, the life cycle and the consumption of material culture, with special emphasis on objects made of clay, metal, stone and vitreous materials.

Both units discuss the research questions that concerns archaeologists, and the contribution of science in answering those questions.

Laboratory and Instrumental skills

This module aims at providing students with the basic knowledge and skills that will enable them to use the analytical equipment used in projects of archaeological science. It presents the basic principles of the major analytical techniques used in archaeological research, and discusses their potential, limitations and protocols of good practice. The module includes lectures in the class as well as practicals in laboratories.

The methods, techniques and equipment are divided in the following broad categories: spectrometry-spectroscopy, optical microscopy, isotope analysis, chemical analysis, and statistical methods for managing analytical results. All methods refer to the analysis of both artefacts (e.g. made of clay, metals, stone and vitreous materials) and ecofacts (e.g. botanical and zoological remains, and soil).

Archaeological Prospection

This module provides theoretical knowledge and practical experience on the methods and techniques of applied geophysics and remote sensing, aiming at the accurate mapping of the environment and the structures both on ground surface and underground. It deals with the physical properties of geomaterials, the equipment used, the processing of the data, and the potential and limitations of these methods.

It presents the most advanced techniques for processing and display the data that derive from archaeological projects and the way they used to answer archaeological questions. Also, it discusses the importance of these methods as non-destructive techniques for the investigation of archaeological sites, and their role in the pre-excavation phases of an archaeological project.

Additionally, the module deals with the technical aspects (e.g. resolution and digital processing) of prospection methods such as 3D laser scanning (LiDAR), which are also used in archaeological research.

The module includes lectures in the class and practicals in the laboratory and the field.

Environmental Archaeology

This module consists of two broad units: archaeobotany and zooarchaeology.

In archaeobotany, students learn the theoretical background and acquire hands-on practical experience in the approach and study of past botanical remains. They are trained in procedures such as methods and strategy of sampling, and identification, quantitative analysis and description of archaeobotanical remains, such as seeds, wood (charred or not), pollen and phytoliths. Special emphasis is given in the information provided by archaeobotanical remains regarding diet, availability and use of natural resources, and vegetation in landscapes of the past.

In zooarchaeology, students learn how to approach and study animal remains, mostly bones. The module includes theoretical knowledge and practical training in sorting, identification, quantitative analysis and description of zooarchaeological remains. Also, this part of the module focuses on the information that zooarchaeological remains can provide to archaeologists regarding human behavior in the past, and the interaction of humans with their environment in the past.

Both units include comparable number of hours in the class and the laboratory, for lecture and practical training, respectively.

Geoarchaeology

Subject of this module is the study and analysis of geology, soils and stratigraphy for approaching aspects such as human presence, habitation and activity in an archaeological site or a broader area. The module presents the main theories, ideas and research questions which are relevant to the discipline of geoarchaeology. The module focuses on the way geoarchaeological methods are applied for the study of archaeological evidence and the answers they provide, at a theoretical and practical level.

The methods presented cover many different scales, from the small scale of an excavation trench or an archaeological site, to the larger scale of an entire level. At a practical level, special emphasis is given on micromorphology, and the methods applied in the field and the laboratory. The module includes lectures in the class and practical hands-on experience in the laboratory and the field.

Archaeomaterials

Subject of this module is the study and analysis of ancient artefacts. It consists of two broad units. The first refers to the study and analysis of ancient artefacts made of metal and vitreous materials, the second is about artefacts made of clay and stone. In both units, students learn about the physical properties of the raw materials and their availability in the Mediterranean landscape. The module discusses also the technology of manufacture and the archaeological evidence related to the chaîne opératoire (operational chain) of their production.

The module includes also detailed presentations of the main scientific methods and techniques use of the analysis of the archaeomaterials and the by-products of their processing, and practicals with the use of the relevant analytical instruments in the laboratory.

Special emphasis is given on the archaeological questions related to the study of artefacts made of these materials, and the way analytical techniques contribute to our understanding of their life circle, from production and distribution, to consumption and disposal.

Both units include comparable hours of lecturing in the class and practical exercise in the laboratory.

Article 7: ΕΞ ΑΠΟΣΤΑΣΕΩΣ ΕΚΠΑΙΔΕΥΣΗ

7.1 Synchronous distant learning

The organisation of the educational process of the MSc can be carried out using synchronous distant learning methods.

The organisation of courses and other educational activities using synchronous distant learning methods refers to courses and educational activities that by their nature can be supported by the use of distant education methods and do not involve practical, laboratory or clinical training of students, which require the participation of students in physical presence.

The educational process may be conducted using synchronous distant learning methods, exclusively in the case of exceptional circumstances, when it is not possible to conduct the educational process in person or to use the infrastructure of the NKUA.

The Digital Governance Unit of the NKUA is responsible for the support of the distance learning process, as well as for issues related to the protection of personal data.

Article 8: Examination and evaluation of students

8.1 The academic work of each academic year is structured in two semesters (winter and spring), each of which includes at least thirteen (13) weeks of teaching and three (3) weeks for the submission and examination of scientific papers or for the conduct of oral and written examinations. The courses of the winter and spring semester can be re-examined during the September term. The Master's thesis is submitted at the end of the 3rd (winter) semester.

8.2 Attendance of courses and workshops is compulsory. A postgraduate student shall be considered to have attended a course (and therefore be entitled to participate in examinations or marking of the thesis) only if he/she has attended at least 80% of the course hours. Otherwise, the postgraduate student is obliged to attend the course again in the following academic year. If the student's absence rate exceeds 20% of the total number of courses, the student will be withdrawn from the course. This issue is examined by the Steering Committee, and the decision is undertaken by the Coordinating Committee.

8.4 The assessment of postgraduate students and their performance in the courses is carried out at the end of each semester through written and/or oral examinations and/or through the completion of assignments throughout the semester and/or through mid-term progress examinations, written assignments, laboratory or clinical exercises or a combination of all of the above. The method of assessment is determined by the teacher of each course. When written or oral examinations are used as assessment methods, the integrity of the process must be ensured. Grading shall be on a scale of 1-10. A course is considered to have been successfully completed if the student's total score in the course is at least five (5) on a scale of 1-10. The examination is repeated in September in case of failure. Graduate students are required to attend the respective examination periods. Failure to attend is equivalent to an unsuccessful attempt. The results of the examinations are announced by the teacher and sent to the Secretariat of the MSc and the Department within four (4) weeks at the latest after the examination of the course. In the event that the above limit is repeatedly exceeded by a teacher, the Director of the MSc shall inform the Coordinating Committee accordingly.

8.5 The percentage of participation of laboratory exercises, assignments and seminars in the final grade of each course is determined for each course separately, following the recommendation of the lecturer of each course and is indicated in the MSc Study Guide.

8.6 In order to meet exceptional needs or circumstances, alternative assessment methods, such as written or oral examinations using electronic means, may be used, provided that the integrity of the assessment process is ensured.

8.7 Alternative methods may be applied for the assessment of students with disabilities and special educational needs following a decision of the Board and the recommendation of the Department's Disability Committee and considering the relevant guidelines of the Disabled Students Accessibility Unit.

8.8 In cases of illness or recovery from serious illness, the lecturer is recommended to facilitate the student in any way he/she deems appropriate (e.g. oral remote examination). During oral examinations the teacher shall ensure that he/she is not alone with the student being examined.

8.9 Courses in which a student has not received a pass mark must be repeated. However, the laboratory or exercise which is independently graded is retained and not repeated if the attendance of these was deemed successful.

8.10 Correction of a grade is permitted where there has been an obvious oversight or cumulative error, following a letter from the relevant lecturer and a decision by the Curriculum Committee.

8.11 If a student fails more than three (3) times in the same course, the procedure laid down by the applicable legislation shall be followed.

8.12 Papers shall be kept by the course coordinator for two (2) years. After this time, the papers are destroyed under the responsibility of the Coordinating Committee - unless there are pending criminal, disciplinary or any other administrative proceedings.

8.13 In the calculation of the grade of the final degree, the weight of each course in the curriculum is considered as expressed in the number of credits (ECTS). The number of ECTS credits of a course is also the weighting factor for that course. The degree is calculated by multiplying the grade of each course by the corresponding number of credits (of the course) and dividing the total sum of the individual products by the total number of credits required for the degree. This calculation shall be expressed in the following formula:

$$\text{Grade of Degree} = \left(\sum_{k=1}^N \mathbf{BM}_k \cdot \mathbf{\Pi M}_k \right) / \mathbf{\Sigma \Pi M}$$

In which:

N = number of courses needed for the degree

BM_k = grade in the course K

ΠM_k = ECTS of course K

ΣΠM = Total number of ECTS needed for the degree

8.14 In order to obtain a Master's degree, each postgraduate student must attend and successfully pass all seven (7) courses of the MSc, all of which are compulsory, and prepare a postgraduate thesis, thus accumulating ninety (90) ECTS.

Article 9: Master's Thesis

9.1 The assignment of the subject of the MSc thesis is made after the successful completion of all the courses.

9.2 The MSc must be the result of original research work, relevant to the subject of the MSc, and written in accordance with the writing guidelines posted on the MSc website.

9.3 Following an application by the candidate stating (a) the proposed title of the thesis, (b) the supervisor and (c) the abstract of the proposed thesis, the Coordinating Committee appoints the supervisor of the other two members of the examination committee. At least one member of the three-member examination committee shall be a faculty member from the collaborating departments of the MSc.

9.4 The language of the MSc thesis is English or, upon the student's request and approval by the Coordinating Committee, Greek.

9.5 The title of the thesis may be changed at the request of the student and with the agreement of the supervisor and the Coordinating Committee. The request must include a brief justification for the change.

9.6 In order for the MSc thesis to be approved, the student must defend it orally before the three-member examination committee. The defense shall be in the language in which the thesis is written.

9.7 The grade of the MSc thesis is the average of the marks of the members of the three-member committee. The examination of the Master's thesis is considered successful when the student receives an average mark of five or more.

9.8 The Supervisor and the members of the examination committee of the Master's thesis are appointed from the following categories who have undertaken teaching work in the MSc:

- a) members of Teaching Research Staff, Special Teaching Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff of the two collaborating or other Departments of the NKUA or other higher education institutions,
- b) Emeritus Professors or retired members of the two collaborating Departments, or other Department of the NKUA, or other higher education institutions,
- c) Appointed lecturers,
- d) Visiting professors or visiting researchers,
- e) Researchers from recognized research institutes in Greece and abroad.

By decision of the Coordinating Committee, the supervision of theses may be assigned to members of Teaching Research Staff, Special Teaching Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff of the two collaborating or other Departments who have not undertaken teaching work in the MSc.

9.9 The MSc thesis, if approved by the examination committee, should be posted in the Digital Repository "PERGAMOS", according to the decisions of the Senate of the NKUA.

9.10 If the MSc thesis contains original results that have not been published, only the abstracts may be published on the website, upon the request of the supervisor, which is co-signed by the postgraduate student, and the full text may be published later.

Article 10: Rights and obligations of students

10.1 Postgraduate students have all the rights and benefits provided for students of the first cycle of studies, except for the right to free textbooks.

10.2 The Institution ensures that students with disabilities and/or special educational needs have accessibility to the proposed textbooks and teaching (<https://access.uoa.gr/>).

10.3 The Liaison Office of the NKUA provides counselling support for students in matters of study and professional rehabilitation (<https://www.career.uoa.gr/ypiresies/>).

10.4 Postgraduate students are invited to participate in and attend research group seminars, literature review discussions, laboratory visits, conferences/meetings with subjects related to that of the MSc, lectures or other scientific events, etc.

10.5 The Coordination Committee of the MSc, following the recommendation of the Steering Committee, may decide to withdraw postgraduate students if:

- they exceed the maximum number of absences,
- have failed the examination of a course or courses and have not successfully completed the program, in accordance with the provisions of these Regulations,
- exceed the maximum duration of study in the MSc, as defined in these Regulations,
- have violated the applicable provisions regarding the treatment of disciplinary offences by the competent disciplinary bodies,
- submit a request for removal themselves,
- fail to pay the prescribed attendance fee.

10.6 In the event that a postgraduate student is withdrawn from the MSc, he/she may request a certificate for the courses which he/she has successfully passed.

10.7 At the end of each semester an evaluation of each course and each lecturer is carried out by the postgraduate student(s) (see Article 19).

10.8 Postgraduate students may apply for a Diploma Supplement in Greek and English.

10.9 For their participation in the MSc, postgraduate students pay a total of 6,000 euros. The fees shall be paid as follows: EUR 2,500 at the latest two weeks before the start of the first semester (winter), EUR 2,500 at the latest two weeks before the start of the second semester (spring), EUR 1,000 at the latest two weeks before the start of the third semester. Tuition fees for the MSc are paid through the Special Account for Research Funds of the University of Athens and are non-refundable.

Article 11: Tuition fee waiver

11.1 Students of the MSc who meet the financial or social criteria and the requirements for excellence during the first cycle of studies are exempted from tuition fees, in accordance with the current legislation. This exemption is granted for participation in a single MSc. In any case, the exempted students shall not exceed thirty percent (30%) of the total number of students admitted to the MSc per academic year.

11.2 The application for waiver of tuition fees shall be submitted after the completion of the selection process of the students of the IMS. The financial status of an applicant shall in no case be a reason for not being selected for the IMS.

11.3 No exemption is granted to those who receive a scholarship from another source, nor to citizens of countries outside the EU.

11.4 The examination of the criteria for exemption from tuition fees shall be carried out by the Coordination Committee and a reasoned decision shall be issued on the acceptance or rejection of the application.

11.5 Where the current legislation sets an age criterion, it is recommended, for reasons of good administration and equal treatment, that the date of birth of students should be 31 December of the year of birth.

Article 12: Facilities and funding

12.1 For the proper operation of the MSc, classrooms and seminars, auditoriums equipped with audiovisual equipment and laboratories of the Department of History and Archaeology and the Department of Geology and Geo-environment of the University of Athens will be made available.

12.2 The administrative and secretarial support of the MSc is provided by the Secretariat of the Department of History and Archaeology of the University of Athens. The program may, with its own resources, employ, in accordance with the applicable legislation, external collaborators for secretarial and administrative support, who are again under the supervision of the Secretariat of the Department of History and Archaeology of the NKUA.

12.3 Funding for the MSc may come from:

- a) tuition fees
- b) donations, sponsorships and financial aid of any kind,
- (c) endowments, grants, donations, financial aid, financial contributions, financial support, sponsorships, etc.
- (d) funds from research projects or programs,
- (e) own resources of the ESF; (f) donations, endowments, bequests, endowments, grants, donations from research projects or programs, (g) donations, endowments and grants from other sources
- (f) the State budget or the public investment program,
- (g) any other legitimate source.

12.4 The payment of the tuition fees is made by the student or by a third physical or legal person on behalf of the student.

12.5 The management of the resources of the program is carried out by the Special Account for Research Funds of the NKUA.

12.6 The resources of the program shall be allocated as follows:

- (a) an amount corresponding to thirty percent (30%) of the total revenue derived from tuition fees is kept by the Special Account for Research Funds of the NKUA,
- (b) the remaining amount of the total revenue of the IMS shall be allocated to cover the operating costs of the program.

Article 13: Teaching staff

13.1 The teaching work of the MSc is assigned, following a decision of the Coordinating Committee, to the following categories of lecturers:

- a) members of Teaching Research Staff, Special Teaching Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff of the two collaborating or other Departments of the NKUA or other higher education institutions,
- b) Emeritus Professors or retired members of the two collaborating Departments, or other Department of the NKUA, or other higher education institutions,
- c) Appointed lecturers,
- d) Visiting professors or visiting researchers,
- e) Researchers from recognized research institutes in Greece and abroad.

13.2 All categories of lecturers may be remunerated exclusively from the resources of the program.

13.3 By decision of the Coordinating Committee, doctoral candidates of the two collaborating Departments may be assigned auxiliary teaching work under the supervision of a faculty member of the MSc.

13.4 The assignment of the teaching work of the program is carried out by decision of the Coordinating Committee.

13.5 In courses with more than one teacher, a coordinator is appointed who will be a member of the faculty of the collaborating Departments, as well as a deputy coordinator.

13.6 The allocation of teaching work is made before the beginning of the academic year for both the fall and spring semester. If the allocation of teaching work cannot be carried out simultaneously for both academic semesters, the decision will be made before the start of each academic semester. By reasoned decision of the Coordinating Committee, the teaching assignment may be modified during the academic year.

13.7 During their sabbatical, lecturers may provide teaching work for the MSc program of studies, if their program allows it, provided of course that this is practically and practically feasible, a matter to be decided on a case-by-case basis.

Article 14: Award of Postgraduate (MSc) Diploma

14.1 Students can be awarded the Diploma of Postgraduate Studies (MSc.) when they complete the minimum number of courses and credits required and the successful defense of the MSc thesis. The Coordinating Committee verifies the completion of the studies in order to award the Diploma of Postgraduate Studies (MSc).

14.2 Upon completion of the above procedure, the postgraduate student is issued a certificate of completion of studies, loses his/her student status and ceases to participate in the collective bodies of the University's administration.

14.3 The Master's degree certifies the successful completion of studies and indicates a grade, to two decimal places, according to the following scale: Excellent (8.50 to 10), Very Good (6.50 to 8.49) and Good (5 to 6.49).

14.4 The type of the M.Sc. degree is the same for all Departments and Faculties of the NKUA and is included in the Regulations for Postgraduate and Doctoral Studies of the NKUA.

14.5 Within the framework of the MSc in Archaeological Science, a Diploma of Postgraduate Studies "Archaeology and Earth Sciences (MSc in Archaeological Science)" is awarded.

Article 15: Graduation ceremony

15.1 Participation to the graduation ceremony is not a constituent form of the successful completion of studies, but it is a necessary condition for the award of a hard copy title of the diploma. The ceremony takes place at a meeting of the Coordinating Committee, in the presence of the Director of the MSc, the Directors of the two collaborating Departments and, when possible, a representative of the Rector.

15.2 In exceptional circumstances (studies, residence or work abroad, health reasons, etc.), postgraduate students who have successfully completed the MSc may apply to the Coordinating Committee for an exemption from the obligation to participate to the

graduation ceremony. The exemption is approved by the Director of the MSc and the Vice-Rector for Academic Affairs and Student Affairs of the NKUA.

Article 16: Evaluation of the Program

16.1 Evaluation by the Hellenic Authority for Higher Education

The MSc is evaluated as part of the periodic evaluation/certification of the Department organised by the Hellenic Authority for Higher Education (HAHE). In this context, the overall assessment of the work carried out by the MSc program is evaluated, the degree of fulfilment of the objectives set at the time of its establishment, its sustainability, the absorption of graduates by the market, the degree of its contribution to research, its internal evaluation 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.

If, at the stage of its evaluation, the program is found that it does not meet the necessary conditions, it shall continue to operate until the graduation of the students already enrolled in accordance with the decision of establishment and the regulations for postgraduate and doctoral programs.

16.2 Internal evaluation

The internal evaluation of the MSc program is carried out on an annual basis by the Quality Assurance Unit of the NKUA. All those involved in the implementation of the actions and activities of the program participate in the internal evaluation process, and more specifically, students, members of the teaching staff, administrative and technical support staff and members of the Coordinating Committee.

The internal evaluation process is carried out in accordance with the applicable legislation, the Internal Quality Assurance System of the NKUA, the guidelines and standards of the HAHE.

The internal evaluation of the program includes the assessment of the teaching work, as well as all academic functions and activities of the program.

More specifically, the following are evaluated:

- (a) the content of the Curriculum in accordance with the most recent research in the specific subject area of the program,
- (b) the course workload, as well as the progress and completion of the postgraduate studies by the students,
- (c) the degree of satisfaction of students' expectations of the program of study, the support services offered for their studies and the learning environment,
- (d) the courses of the Program through questionnaires completed by the students of the MSc.

Article 17: Duration of the Program

The MSc program will operate until the academic year 2029-2030, provided that it meets the criteria of internal and external evaluation, in accordance with the current legislation.

Article 18: Transitional provisions

For those issues that are not defined in the current legislation, in the Regulation for Postgraduate and Doctoral studies of the NKUA or in this Internal Regulation of Operation, decisions are made by the governing bodies of the MSc program.