

Academic Year and Semesters

The academic year begins on September 1 of each year and ends on August 31 of the following year and is divided into two semesters (Winter and Spring). Each semester comprises at least 13 teaching weeks and 2-4 examination weeks. The exact start and end dates of the semesters are set by the Senate.

Student Updates and Alerts

To this end, the Department employs its website <http://dsep.uop.gr/> and the students' personal e-mail accounts. Students are alerted about important changes in the course of the academic year via the Department website and by e-mail. It is the students' own responsibility to check the Department website and their e-mail account on a regular basis.

European Credit Transfer System (ECTS)

The undergraduate and postgraduate programmes of study offered by the Department of Social and Education Policy are organised on the basis of the European Credit Transfer System (ECTS).

ECTS is a system for the description of the programmes of study of higher education institutions through the calculation of student workload and the assignment of credits to the programme constituent parts (courses/units or modules). Consequently, ECTS credits correspond to or reflect the total workload of the student required for the completion of a single course and, eventually, of the whole programme of study.

The workload is calculated on the basis of the time required for the completion of all educational and learning activities that take place within the context of a programme of studies, such as lectures, seminars, assignments, independent study, practicum, examinations, laboratories, dissertation, etc. According to the related legal provisions, course workload correspondence to ECTS credits is defined by the collective governance bodies of the higher education institutions.

The workload of a full time student during the academic year is equivalent to 60 ECTS credits, i.e. 30 ECTS credits per semester . ECTS credits are transferable, i.e. they can be transferred from one higher education institution to another, so that when, for instance, Erasmus students return to their home institution after having successfully completed a period of study of three to twelve months at a host institution, they transfer the acquired credits.

Diploma Supplement

The Department of Social and Education Policy issues a Diploma Supplement in Greek and in English to 1st and 2nd cycle graduates automatically and free of charge.

The Diploma Supplement (DS) is a document that accompanies a European higher education diploma, providing a standardised description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual who holds the degree (diploma) to which the DS is attached. The DS is free from any value judgements, equivalence statements or suggestions about recognition of the degree by academic authorities of other countries and does not replace the original degree or the official transcript issued by higher education institutions. DS original documents must fulfill the same authenticity requirements as those set for degree certificates. The date of issue is the same as that of the degree or later.

The basic contents of the DS, its sections and included information, as well as the type of paper (parchment), its dimensions, etc. on which it is printed are specified by Ministerial Order and are uniform for all higher education institutions in Greece.

Graduate Admission Examination

Holders of 1st cycle degrees are admitted to the Department on the basis of their performance in the annual Department Graduate Admission Examination on the following subjects

- Introduction to Social Policy
- Introduction to Education Policy
- Introduction to Law

and according to procedures specified in the related Ministerial Orders and laws (Ministerial Order B3/121871/3.11.05 in O.G.G.1517B' and Law 3404/2005 art. 15 as modified by Law 4186/2013 art. 57)

Successful candidates register in the 3rd semester of studies. Any vacant positions are taken by candidates having achieved at least the minimum score in the examination (30 points) irrespectively of their performance in the three subjects. The latter register in the 1st semester of studies. Details pertaining to recognition of prior studies resulting in exemption from certain courses are regulated by the related Ministerial Orders and laws.

Those interested in participating in the Graduate Admission Examination apply to the Secretariat of the Department on line from November 1 to November 15, and may submit all necessary documentation (degrees, degree recognition documents, etc) also through mail

The examination syllabus and suggested readings are available at the Department website.

Student ID and Student Pass

All students need to possess an academic identity card (student ID). Student IDs are issued directly by the Ministry of Education following an online application by the students at <http://academiced.minedu.gov.gr>.

The academic ID is also used as a student fare and discount card ("student pass") by which students are entitled to discounts in means of public transportation and in a variety of other functions (cultural events, museums, etc.). Students entitled to the 'student pass' function of the academic ID are 1st cycle students (for nominal years of study + 2), 2nd cycle students (for the nominal duration of studies) and 3rd cycle students for 4 years after registering. The "student pass" function of academic ID is not available to students who have a prior degree of the same cycle.

Accessing the University Web Services

Students obtain their personal access codes (username and password) for the University web

services from the Secretariat upon registration in the Department.

ATTENTION: Student personal access codes are required for a number of important functions throughout one's University studies (access to the Secretariat information system, order of course textbooks, etc.) therefore they must be kept safe and/or memorised.

Career Office

The University Career Office provides all manner of information and counselling to students and graduates of the University of the Peloponnese, as well as to all other interested parties (e.g. employers), on issues pertaining to educational and professional orientation, development and career. The Career Office website provides access and links to sources of information related to further studies, scholarships, career guidance, counselling, , job vacancies, etc. Further information: <https://career.uop.gr/>

Free Instructional Resources (Textbooks and other Study Resources)

All aspects of availability of instructional resources to students are covered by the information system EUDOXOS (in Greek ΕΥΔΟΞΟΣ - <http://eudoxus.gr>). Students have direct access to the system by certifying themselves through their personal access codes. Students are given one textbook or other study resource for every course they have registered in, free of charge and within the time limits set by the law. Students select the textbooks - resources they need among a list of related textbooks / resources available on the EUDOXOS website at the beginning of each academic year. Provision of free instructional resources stops when students suspend their studies (for as long as their studies are suspended), graduate, cease to be students for any other reason, or surpass the maximum time foreseen for this provision.

Personal Tutor System - Cooperation with Course Instructors

Every undergraduate student has a Personal Tutor, an academic staff member who provides academic guidance and support. In the beginning of each academic year first year students are each assigned a Personal Tutor on an alphabetical order basis. Students are also informed

about their Personal Tutor's office hours and communication details.

Department academic staff members are available to meet with students for consultation, help and cooperation at specific office hours, posted on the Department website at the beginning of each semester.

Excellency Policy

In academic year 2017-18 the Department adopted a policy of excellency in order to further motivate students to engage in the learning process. This policy includes

- Student awards to students who have excelled in each year of study and a prize of a -moderate- amount of money to the student in each year of study with the best academic performance
- Access for six students with excellent point average at the end of the second year of studies to research programmes run by Department academic staff members if they wish to acquire experience in research
- Academic awards and recommendation letters by the Head of the Department to graduates who have excelled in their studies.
- Excellency scholarships (up to 6 per year) covering 100% of the fees to three graduates from each Specialisation who have excelled in their studies and who wish to attend the Postgraduate Programmes of the Department.

Student Appeals and Complaints Resolution, Student Ombudsman

Student appeals are initially addressed to the Department through the student's Personal Tutor who brings the issue for discussion at the Department Assembly. In case a student appeals as regards repetitive failure in examinations (exceeding 3 times), a re-examination of the student by a three-member committee as foreseen by law. In case a student appeal is not resolved within the aforementioned context, the student may address the University Office of Studies which, on the basis of law and antecedent events, advises the Department and -in exceptional cases- the Senate. Both the student and involved academic staff member are officially notified about the development of the appeal. In order to express grievances related to academic or administrative staff students may also turn to the Student Ombudsman. Further information: <http://foitmer.uop.gr/sinigoros>

ERASMUS+: Student Mobility

The Department has numerous Erasmus partnerships with renowned university departments in various countries. In the context of the Erasmus and Erasmus+ programme, students of the Department may complete part of their studies and/or an internship abroad. Further information in the Student Handbook, the Erasmus link on the Department website, and the University of the Peloponnese Erasmus office.