



● ΤΜΗΜΑ ΠΑΡΑΣΤΑΤΙΚΩΝ ΚΑΙ ΨΗΦΙΑΚΩΝ ΤΕΧΝΩΝ  
● DEPARTMENT OF PERFORMING AND DIGITAL ARTS

# REGULATION OF STUDIES DPDA

SCHOOL OF ARTS  
UNIVERSITY OF THE PELOPONNESE

update: 09.02.2022  
40th DPDA  
General Assembly

# UNIVERSITY OF THE PELOPONNESE

## SCHOOL OF ARTS



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● DEPARTMENT OF PERFORMING AND DIGITAL ARTS

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### Regulations of Studies

#### Date of Confirmation

40<sup>th</sup> General Assembly of the Dept. of Performing and Digital Arts (09/02/2022)

#### 1. Introduction

*The Regulation of Studies* of the Department of Performing and Digital Arts (DPDA) of the School of Arts of the University of the Peloponnese includes information which is related to student life, the implementation of the Study Guide and is based on decisions of the University and current legislation. The Regulation of Studies includes issues related to administrative procedures, academic ethics and Examination Regulations.

#### 2. Administrative Procedures

Contacting the Secretariat: The Secretariat of the Department serves undergraduate students every Monday-Wednesday-Friday 10.00 to 13.00 (more info: <https://pda.uop.gr/en/contact/>)

#### 3. Applications to the Secretariat – Issue of Certificates

Students may submit applications to the Secretariat for the issue of certificates of attendance, transcripts, etc., electronically through the **esecretary.uop.gr** system. For certain applications (indicatively: the reissue of student ID, dissertation, completion of studies) a special application form of the student to the Secretariat is required, which can be submitted during the student service hours listed in the previous section. For their convenience, students can print the relevant application forms from the website of the Department, fill in the necessary information, and leave the applications in the Secretariat's mailbox located outside its offices.

Certificates issued by the Secretariat may be obtained in person by the students (or third parties with appropriate authorization) during service hours refer to the previous section.

The Secretariat is obliged to respond to students' applications and issue the requested certificates within ten (10) days. If the issue is not possible within ten days, the Secretariat must inform the student concerning the progress of his/her application within ten days of receipt, in an appropriate manner (e.g. contact by email).

#### **4. Course Registration**

At the beginning of each semester, within a deadline announced by the Secretariat of the Department (approximately towards the end of the first month of the semester), each student is required to enrol in the current semester and declare the courses he/she wishes to attend. Registration is mandatory, even if the student does not need to declare courses. Non-registration of the student for two consecutive semesters automatically leads to his/her expulsion from the Department.

The registration of courses is done electronically, through the electronic system **e-secretary**. Course registration also serves as registration in the current semester. The conditions for registering for the various courses are described in detail in the Study Guide of the Department, and it is the responsibility of the student to adhere to them. The Secretariat of the Department will not enrol the student in courses for which he does not qualify and is not obliged to notify him thereof. It is emphasized that the registration of courses is mandatory even for students of the first semesters, who do not have elective courses.

Each student can be examined only in the courses he/she has registered for. If they take part in an examination of a course that has not been declared, its grade is not recorded even if it is passed. The examination regulations are presented in detail in chapter 3, in accordance with the provisions in force on this matter.

#### **5. Recognition of Courses**

Students admitted to the Department through placement examinations can recognize courses they have successfully completed in their previous Institution. To this end, they submit an application to the Programme Studies Committee of the Department indicating the courses of the curriculum they wish to have recognized from the Curriculum of the Department, the courses which they have already passed which they consider cover the corresponding courses on the syllabus, a copy of the transcript from the Department they had attended as well as excerpts from the Study Guide which describe in detail the content of each course. Every student is entitled to apply for recognition of courses only once, within the first semester of study at the Department, except in cases of changes in the undergraduate program.

The prerequisite for a course to be recognized is for its content to be recognized as having been covered by a course or courses on the syllabus and passed by the student. The Curriculum Committee of the Department, for each course that the student wishes to have recognized, forwards the relevant data to the instructor of the course, who decides whether the material taught is covered in the syllabus of the course to be recognized and recommends the grade to be registered. The Curriculum Committee, with its recommendation to the Assembly of the Department, proposes the recognition of courses, which then provides approval. The result of the decision is forwarded by the Secretariat of the Department to the student as to the courses recognized and corresponding justifications for the courses which were not recognized.

#### **6. Examinations**

For courses taught in one semester, there are two exam periods (standard and resits). Examinations (written, oral, laboratory, artistic) are conducted exclusively after the end of the

winter and spring semesters for the courses taught in these semesters. The student is entitled to be examined in the courses of both semesters before the beginning of the winter semester and in the September repeat exam period. Special care shall be taken to examination of students with proven dyslexia or disability before their admission to the Department in accordance with the legal provisions. The alternative oral examination of these students is carried out by the instructor. The examination is carried out simultaneously with written, laboratory or artistic examination, on the same subjects. The grade of the exam is announced along with the grades of the rest of the exams.

Taking into account article 31 par. 1 of Law 4452/2017, according to which: "*The students who have completed their regular studies, which is equal to the minimum number of the semesters necessary for the award of the degree, according to the indicative programme of study, have the opportunity to be examined in the examination period of the winter and spring semester of each academic year in all courses regardless of whether they are taught in the winter or spring semester, following the decision of the Assembly of the Department or School of the University*", by decision of the Assembly of the Department, students of this category can be examined in all courses that are due, provided that they have been previously registered electronically for the courses that they wish to be examined for.

The dates of the examination periods are determined by the Senate and they are announced in the academic calendar, while the detailed program of each period is announced in a timely manner by the Secretariat of the Department.

Each student has the right to participate in the examinations of **only** those courses of the specific semester, which he has determined himself via electronic registration for the semester courses, completed at the beginning of the semester. Students who do not have submit course registration or have submitted late declarations are not accepted for semester exams. Any grade submitted by mistake by an instructor for students who have not registered on time for a course cannot be validated by the Secretariat.

The duration of the exams is three (3) weeks for each examination period.

In case a student does not participate or participates but does not succeed in either of the two exam periods of a course (regular and repeated), then:

- A. If it is a compulsory course of the first year, they are obliged to declare again this course in a subsequent semester, provided that they have not exceeded the maximum number of ECTS credits allowed per semester. Once they have registered they have the opportunity to follow the course again and participate in the examinations.
- B. If it is an elective course, then he can declare the same course again in a subsequent semester to re-follow and thus obtain the right to participate in the respective examinations. But they also have the right to not re-register for the same course but instead declare a different elective course.
- C. The examination regulations are discussed in a later section.

## **7. Grades/Evaluation**

The performance of students in the courses is graded on a scale of 0-10, with excellent being a 10 and a minimum success rate at 5. Grades are given with gradations of whole or half units.

Grades are not assigned to students who are not included in the list of students examined and their participation in the examinations is not proven, as a result. Therefore, in addition to the delivery of a written document, the examinee is required to have signed the list of students examined (the attendance sheet).

The student has the right to question the objectivity of the grade, and can examine how his/her writing has been assessed if it is a written examination, or request oral justification if it is a laboratory or artistic examination. The relevant request should be made by the student up to two days after the posting the grades. This process is carried out in cooperation with the student and the instructor in person or by e-mail. The instructors are obliged to provide additional clarifications on the grading up to one week after posting the results. For this reason, the finalization of the grade by the Secretariat of the Department in the electronic system may not be done earlier than one week after they have been posted.

In case a student fails in the assessment of a course repeatedly (more than three times), they can request, upon application to the Assembly of the Department, its evaluation by a three-member panel Faculty Committee, in which the Instructor of the course does not participate. The committee is appointed by the Deanship of the Faculty. The Committee shall fix the date of examination; the examination topics, undertakes its evaluation and submits them in the Assembly of the Department for approval.

## **8. Safekeeping of Exams**

The examination papers must be kept with diligence by the instructor in charge for twelve (12) months. After this period the writings cease to be valid and are destroyed, unless relevant criminal, disciplinary or any other issue pending the decision of the administrative process.

## **9. Change of Pathway/Specialization**

If a student, after declaring that he/she will follow one of the two Informal Specializations judges that for some reason they desire to change Direction, they can do so at the beginning of the 6th semester, by submitting to the Secretariat of the Department the relevant Application for Change of Informal Direction, stating the new preference. A change of direction can only be done once. The request for change will be submitted to Secretariat of the Department before the registration period of the 6th semester. With the change of the Informal Specialization, the student must by the end of his/her studies successfully complete the compulsory courses of the previous semesters that correspond to the new Informal Direction chosen. Courses of the old Direction which the student has already successfully passed can be counted towards obtaining a degree as Free Elective Courses.

## **10. Procedure for the award and recognition of qualifications/Duration of studies**

The duration of studies and the procedure for the award and recognition of diplomas are determined by the current legislation and its incorporation into its Rules of Procedure of the Department of Performing and Digital Arts (DPDA). Specifically: The first cycle of studies at the Department of Performing and Digital Arts of the School Arts of the University of Peloponnese consists of attendance of the Undergraduate Program of Studies and ends with the award of a degree. The minimum possible duration of the first cycle of studies is eight (8) semesters of full-time studies, unless otherwise provided by law. The student completes his/her studies and obtains a degree when: They have completed eight (8) semesters of full-time study, has succeeded in the prescribed courses and accumulated the required number of courses and credits (European Credit Transfer System, hereafter ECTS).

In order to obtain the degree, students must have accumulated a minimum of 240 ECTS. If the student has successfully been examined in more than one course, compulsory or a selection from those provided for obtaining the degree, in the degree grade the grades from those courses chosen by the student are calculated. Other additional courses do not count towards the degree grade, but they are listed in the transcript and in the annex. The diploma is awarded after the swearing of an oath, which is appointed by its Department's Chair and the Dean of the Faculty, signed by the Rector, the President and the Head of Department. Information on the type of diplomas awarded and the attestation of diplomas of graduates are defined in the internal regulations of the DPS. The graduation ceremony takes place three times a year and specifically during the months of March, April and November.

### **11. Announcement of Grades**

All graduates of the Department of Performing and Digital Arts of the University of the Peloponnese receive without distinction the single degree in Performance and Digital Arts. The informal direction followed by each student does not refer to the qualification. Thus, there is no formal differentiation of specializations.

In the Official Transcript and Diploma Supplement received by each graduate, all courses are listed in detail, those attended, the dissertation as well as the internship, in cases where this took place. From the above documents, which present the personal curriculum of each graduate, the informal pathway arises from the studies that he/she followed.

### **12. Date of acquisition of degree title**

The date of acquisition of the title is uniform for all graduates of the same examination period and is defined as the last day of the examination period or the date of completion of the traineeship, in case it follows the last examination of the student. Course grades must be submitted no later than the 20 days following from the end of the examination period. Similarly, the grade of the examination of the dissertations is submitted no later than 20 days after the end of the dissertation examination period. Students interested in being awarded the degree title must submit an application after the announcement of scores from their final obligation.

The graduation ceremony takes place before the Rector of the University of the Peloponnese, the Dean of the Faculty, the Head of the Department and members of the academic community Department/Faculty. The ceremony is not a constituent part of the successful completion of studies, but it is a necessary condition for the issue of the written qualification. Before the ceremony, graduates may be given a relevant certificate for the successful completion of their studies. The graduation takes place in a special ceremony and in a place, day and time set by the Head of the relevant Department. In order to officially graduate, the student must have submitted to the Secretariat of the Department the food card if issued, their student identity card and simple verification from the Library that there are no pending book loans.

The type of qualification awarded is common to all degrees issued by the Institution.

### **13. Evaluation of the learning process by students**

The evaluation of the learning process by students takes place every semester and is monitored by the Head of the Department and the Quality Assessment Unit (MODIP). The

participation of the student in the assessment is optional but is necessary because it contributes substantially to the improvement of the operation of the Department.

The time and evaluation process are the same for all Departments and all courses of the Programmes of Study, in order to be able to compare among different courses in different Departments and the diagnosis of systematic trends. The process is secret and there is no way for the assessment to be individually associated with the student. Step-by-step instructions for the implementation of the learning assessment process procedures by students are communicated every semester to the academic community of the Departments of the Institution by the Quality Assurance Unit (MODIP).

The participation of students in the learning process and the results of evaluation of the learning process by students are studied by instructors of the curriculum, who propose improvement actions that concern the upgrading of the organization and teaching of their courses. The proposed improvement actions are approved by the Assembly of the Department and their implementation is monitored by the Head of the Department. The course of student evaluation and improvement actions over time Departments are recorded in the annual quality reports of the Departments and in the internal and external curricular evaluation reports.

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#### **14. Evaluation of the learning process by graduates**

The evaluation of the learning process by graduates takes place after the end of their obligations as students, following a procedure defined by MODIP. The participation of graduates in the assessment is voluntary.

The participation of graduates and the results of the evaluation are presented in annual quality reports of the Departments, both in internal and external reports curriculum evaluation and are an important factor in the formulation of the educational policy of the Department.

#### **15. Textbooks**

The teaching process is supported with the corresponding textbooks or other aids which are provided free of charge to students, as well as by securing the information and their access to the relevant Greek and foreign bibliography (art. 15 N 3549/07 and Presidential Decree 226/2007). Textbooks means any printed or electronic textbook, including free-access e-books, as well as printed or electronic books; academic notes, according to a list approved each academic year by the Assembly of the Department. The list of textbooks includes: at least one proposed textbook per compulsory or elective course, which comes from the declared writings in the Central Information System (C.I.S.) "Eudoxus".

Students have the right to free provision and selection of one (1) teaching textbook for each taught compulsory or elective course of the programme of their studies. Students are entitled to receive a textbook only the first time they declare a course, otherwise they lose this right, no matter how many times they declare re-register for the course. 'Eudoxos' does not accept the return of a textbook in order for it to be replaced with another in the list.

The declaration of textbooks is made by the entitled students electronically, through the Integrated Management Electronic Service, books and other aids from "Eudoxus" The deadline for the declaration of textbooks each academic semester is announced by the Eudoxus service through the Secretariat of the Department.

In order for students to declare the textbooks they will obtain, it is necessary to have an account for access to its digital services by the University of the Peloponnese. This account is received by each student upon enrolment in the first year of studies by his/her Department. The distribution of textbooks is carried out by authorized bookstores. In case students receive a textbook without being entitled to it, they must return it immediately either to distribution points or to the libraries of their Institutions.

Selection of a second textbook for the same course is not allowed even if the student did not select any of the proposed textbooks of another or other compulsory or elective courses of the curriculum. If students choose more elective courses than required to obtain their qualification studies, the right to choose and receive a free supply of textbooks does not extend to additional courses which they have chosen and in which they have been examined, even if these are counted towards obtaining the qualification.

In case a student fails to receive the textbooks that selected within the deadlines announced in the information system "Eudoxus", they then lose that right. Beneficiaries of textbooks are all students up to n+2 years studies (minimum number of semesters required to obtain the qualification increased by four (4) semesters), provided that they have not been supplied in the past textbook for the same course. The proposed textbooks of the Department for each academic year are posted on website of the Department as well as in the information system "Eudoxus".

## **16. Diploma Supplement**

Each degree is accompanied by a diploma supplement in Greek and English, modelled on by the European Commission. The Diploma Supplement is an explanatory document which does not replace an official qualification or the Transcript of the courses awarded for each programme of study. The original copy of the Appendix must satisfy the conditions of authenticity laid down in and required for the degree awarded. The date of issue of the Appendix must coincide with the date of award of the qualification but may not predate it. Each page of the Appendix shall indicate name and surname of the graduate and registration number.

The Diploma Supplement is attached to the diplomas and provides information on the nature, level, context of training, and content of studies successfully completed by the person listed by name the original of the title, to which the Appendix is attached. In the Appendix value judgments are made and there are no statements of equivalence or proposals on the recognition of courses.

## **17. Study Advisors**

Every October, the Assembly of the Department assigns the duties of Study Advisor to all faculty members, (and until the required number of faculty members is reached for the acquisition of autonomy of the Department, to all instructors of each academic year), randomly and equally distributing the number of first-year students to faculty members of the Department. A student's study advisor remains the same until completion of the student's studies.

Student Advisors advise and support through meetings that will designate, in particular, first-year students in order to facilitate their transition from secondary to tertiary education, inform and advise all students on issues related to their studies and their subsequent studies, their professional careers and pay special supportive care for students facing serious family, personal or other difficulties which hinder the successful completion of their studies.



The Student Advisor will try, as much as possible, to provide or suggest solutions to any problems that may arise. Under no circumstances, however, are they obliged to guarantee a solution in advance for any problem. In case of absence of a Study Advisor for a long period of time (e.g. due to educational leave, health problems, etc.), the President of the Department stipulates for students of the absent Advisor a new Study Advisor and proceeds with the equal distribution of these students to the rest of the Advisors.

In exceptional cases and if there are serious reasons, a student may request a change of his/her Study Advisor. Students must then submit an application to the Secretariat of the Department explaining the reasons. The possibility of satisfying the student's request will be examined by the General Assembly of the Department.

The decision to change the Faculty Advisor requires a majority of 3/4 of the members of the Assembly. Student Advisors may inform in writing the General Assembly of the Department for their work and activity. In their report, the Study Advisors can point out malfunctions or deficiencies that create problems to students and propose measures to deal with them.

### **18. Mechanism for handling students' complaints and objections**

This procedure concerns all students' complaints/problems that are related to the quality of the educational and administrative services of the Department. The responsibility for the implementation of this procedure lies with the Provisional General Assembly of the Department, as well as the Student Ombudsman, in case of involvement. Also, the Department will create a file with student complaints, which will be evaluated every year by the Provisional General Assembly of the Department, with particular emphasis on cases where there are common or repeated complaints. The procedure for handling student complaints is described as follows:

#### **A. HEARING OF A COMPLAINT/PROBLEM BY THE ACADEMIC ADVISOR OF THE DEPARTMENT**

Hearing of the student's complaint-problem by his/her Student Advisor Department, who examines the problem in collaboration with the student and proposes solutions.

#### **B. APPLICATION TO THE GENERAL ASSEMBLY OF THE DEPARTMENT**

If the issue is not resolved, students must follow the following procedure:

(a) Referral to the Provisional General Assembly of the Department. The Academic Advisor may refer the student to the Provisional General Assembly of the Department

(b) Completion of a Complaint Form.

The student fills in the Complaint/Problem Submission Form (it is accessible on the website of the Department: <http://tinyurl.com/2p8aas3m> ), in which it records the problem/complaint he/she has and submit it in electronic form or in printed form at the Secretariat of the Department. The Secretariat forwards the problem/complaint with any additional material at the Provisional Assembly of the Department, for further examination of the problem.

(c) Informing the student about the decision regarding the resolution of the complaint/problem. Within a reasonable period of time (approximately 20 days), the student is informed by the Secretariat of the Department for the actions taken, as well as for its decision of the Provisional General Assembly.

(d) Request for review of the complaint/problem. In case the decision is not satisfactory, the student has the right to submit a new request for a review of the complaint/problem. The Provisional General Assembly decides whether the student's complaint/problem will be re-examined.

(e) Review of the complaint/problem by the competent administrative body of the Department or the Institution. The review of the complaint/problem is assigned to a competent administrative body of the Department or Foundation, as the case may be.

(f) Decision making by the review to resolve a complaint/problem. Within a reasonable period of time, the student is informed of the actions they have taken is done to resolve the complaint/problem, following the review, as well as to resolve the complaint / problem decisions of the relevant administrative body.

(g) In case of complaint for failure in the examinations In case the complaint/problem is related to the student's failure in final or repeat examinations, the law provides, under certain conditions, for examination by a three-member panel Committee of Professors of the School (except the instructor), with the same or related cognitive subject, designated by the Dean.

## **19. Student Ombudsman**

At the University of Peloponnese operates the institution of the *Student Ombudsman* [foitmer.uop.gr/grafeio-sinygorou/], with the following responsibilities:

- Examination of student reports-complaints for violation of provisions and rules University legislation and ethics.
- Examination of student requests for problems they face with academics and administrative services and the search for solutions to these problems.
- Facilitation of the student's contacts with the institutions and administrative services.
- Informing students about their rights and obligations as members of the University Community.

Students may contact the Student Ombudsman for their rights and responsibilities, if they cannot resolve them within the Department.

For more information, the procedure for submitting requests to the Student Ombudsman, etc., students can contact the Secretariat of the Department.

## **20. Academic ethics - Student Obligations**

The principles of academic ethics dictate that the material submitted by each student to be graded, both in assignments carried out outside University premises as well as during evaluations in the Department (examinations, presentations theses, diplomas, etc.), must be the product of his own work and reflect his knowledge acquisition and actual performance.

Cooperation between students should be limited to understanding the course and within the framework defined each time by the instructor, during assignments. The sources of the material used, such as books or the Internet, should be indicated. Any act contrary to academic ethics is a serious violation.

The grades, even diplomas, obtained by unlawful means are not honest, and do not correspond to the real potential of the student; grades, effort and the diplomas of students who used only honest means to obtain them become discredited through acts contrary to academic ethics.

Sometimes acts contrary to academic ethics are committed ex officio intention, sometimes out of ignorance of the acceptable limits of cooperation and the how and when to refer to the work of others. None of these cases is considered admissible or tolerated. Any case of an act contrary to the academic ethics will be treated fairly by the Department, taking into account the facts and intentions of the student. Acts contrary to academic ethics include copying, plagiarism, fraudulent reuse of works and impersonation in the examination.

The presentation of the work of others as the same work, the inclusion of a student who has not substantially participated in group work, the use of material from sources (printed or electronic) without mentioning the source of the material, participation in the exams with another name, the use of unauthorized material during the exams as well as any assistance to another student in carrying out the above acts is considered an act contrary to academic ethics. The above list of unlawful acts is not exhaustive and as a general rule for an act to be contrary to academic ethics, at least one of the following conditions must pre-exist:

- creates the impression that material has been assimilated when this is not the case
- shows notionally more progress than actually took place;

Disciplinary control is carried out by the President of the Department in accordance with the provisions in force.

## **21. Obligations of Teaching Staff**

The principles of academic ethics require teaching staff to perform consistently their academic duties and the fair and impartial evaluation of all students.

Teaching staff must teach the subjects they undertake themselves, except when planning to use partners during the delivery of the course by the General Assembly of the Department. They must adhere to the timetable and in every case unless: they are unable to hold a lecture, they must inform the Secretariat and the students. At the beginning of the semester they must inform students about the course content and assessment methods (exam content, number and percentage of the grade of compulsory and optional work). They must also be available for students to resolve questions for at least two hours week and make their office hours known to students.

Student evaluation must be transparent, fair and impartial. The calculation of the final grade should be obtained objectively and according to the same criteria for all of the individual grades in the different elements of the course assessed (work, laboratory, examination) and the corresponding weights and should not be affected by factors not related to the student's performance in the course (e.g. from personal likes or dislikes of the instructor, the student's performance in other courses)

Where possible, multiple modes of assessment should be used outside the final examination period (assignments, progress exams). If oral exams are utilized, the personal examination of a student by a lecturer is not allowed, but such examinations must be conducted in groups of at least two students. Finally, no examinations outside the specified dates of the examination periods are permitted.

## **22. Rules governing the administration of examinations**

"Instructor" means any professor, member of E.E.P., E.D.I.P. or Adjunct staff who has undertaken the teaching and examination of a course or laboratory in the current examination period. Examinee means any undergraduate or postgraduate student of the Department, who has the right to participate in the examinations. An invigilator can be every Professor, faculty member, E.D.I.P., E.T.E.P., E.D.I.P., adjunct instructor, and PhD student, regardless of whether or not he/she is involved in his/her teaching of the course examined.

The observance of the Rules of Procedure as well as the interpretation of its provisions is undertaken by the General Assembly of the Department. The Assembly of the Department is also responsible for adjudicating issues submitted for specific infringements of the Rules of Procedure or misinterpretations of its provisions, objections, as well as suggestions for possible sanctions.

An objection may be submitted in writing during the examination or on one working day after the after its completion, at the Secretariat of the Department. Objections are controlled by the General Assembly of the Department at its first meeting after the submission of the objection. The Assembly of the Department may recommend sanctions to the competent bodies, if deemed necessary.

### **23. President Department - Secretariat**

The coordination of the proper conduct of the examinations of the Department is the responsibility of the head of the Department, who ensures the appointment of invigilators, the suitability of the premises, the availability of materials and means. The duration and calendar determination of the examination periods is undertaken by the Secretariat in accordance with the provisions of the legislation.

Under the care of the Secretariat of the Department in each semester and for each course the nominal list of students who have the right to participate in the examinations, which will be called "List of examinees" and is delivered to the instructor before the start of the regular exam periods.

The detailed schedule of the Examination is announced by the Secretariat of the Department and includes the date of the examination for each course, course title, total number of students eligible to participate in the examination, time and duration examination, room and invigilators. Changes to the Programme after its announcement is made only in very exceptional cases ratified by its President Department Supervisor.

The allocation of monitors shall be such as to ensure the presence of at least one invigilator per room. Under no circumstances shall they take place exams supervised only by postgraduate students. Attendance is not allowed in the examination rooms of persons who have not been designated as invigilators, or their replacements.

The invigilators may, if they deem it appropriate for the smooth conduct of the examination, to change the layout of the examinees in the room at any time. Every student must respect the terms during the written examination its smooth procedure, avoiding any disturbances to other examinees.

### **24. Teaching Staff**

The instructor is solely responsible for the examination of the course. Every exam, except by the instructor who defines the topics, may be determined by decision of the chair of the Department, or if there is a need for additional supervision, invigilators responsible for observance of the integrity of examinations. The instructor completes and submits together with the attendance sheets and copies of the topics, as well as an indication of any problems that have arisen during surveillance, where any problem, observation, etc. is reported.

The report is also signed by the supervisors. If the teacher is unable to submit the report, it is submitted after the supervisors have signed. The instructor and the supervisors appointed for each course must meet before the start of the examination, in order to settle the following: (a) allocation examinees and invigilators in the examination rooms, b) indoor (inside the room) arrangement or rearrangement of examinees, (c) distribution of materials necessary for carrying out of the examination.

## **25. Examinees**

Only students of the programme have the right to participate in the examinations of undergraduate courses, who have included the corresponding course in the registered courses submitted to the Secretariat of the Department, for the semester in which the current examination period corresponds.

Each examinee must present himself or herself in the room designated for the examination no later than fifteen (15) minutes before the scheduled examination time. Upon attendance at each course examination, students are obliged to: have their student ID card with them.

The examinee writes his/her details in his/her writing and signs in the list of participants in the examination. With the delivery of the written document, identification takes place the person with the demonstration of a student ID. Before distributing the forms or presenting the topics, examinees must remove all kinds of aids, except those that allowed by the instructor. Mobile phones or any other means of communication are prohibited during duration of examinations.

The end of the examination is indicated in the table at the beginning of the procedure and after they have received the exam questions, competition adhesives have been delivered and the instructor has distributed the topics. Fifteen (15) minutes before the end of the exam, examinees are notified that the expiration of time. Withdrawal from the exam is allowed after half an hour (30 minutes) from the beginning of the examination.

Examinees are not allowed to take exam papers with them before the end of the examination, unless otherwise specified by the teacher. Violation of exams with cooperation between examinees or use of cheating methods entails the failure of the written document by the invigilators and referral to the competent disciplinary bodies. Once the deadline set for the examination has been completed, the invigilators must interrupt the examinees and collect the papers after counting and delivering them to the teacher. Invigilators must remain in the room until the end of the examination and not be present with less than two students.

## **26. Examinations for students with disabilities and dyslexia**

The Department of Performing and Digital Arts, aims at the smooth integration and provision of equal study opportunities to students with disabilities and dyslexia (SDD), and takes special care with a series of measures for their equal participation in exams.

In order for SDD to take part in the examinations and apply the relevant special provisions and facilities, the following conditions must be met:

1. In order for a student to be classified as having a Disability he/she must have submitted to the Secretariat of the Department, at the beginning of the semester, the relevant medical documents from a public hospital.
2. The student should inform, before the beginning of the examination period, the Secretariat of the Department regarding the courses in which it will be examined in writing or in writing and orally.  
Following the above, the Secretariat informs the teaching staff accordingly.

### **27. Guidelines for the examination of students with disabilities**

1. The examination of SDDs takes place on the same day/time and on the same examination topics that apply to other students
2. The examination may take place in writing or orally. However, in the courses that contain any mathematical symbols, shapes or diagrams:
  - (a) If the SDDs are blind or partially visible, an oral examination is carried out
  - (b) If SDDs have temporary or permanent upper limb motor disability, an oral examination or written examination is carried out in the presence of an assistant in which they will have the answers dictated by the SDD.
  - (c) If the SDD is hard of hearing, a written examination is carried out.
3. In the case of a written exam only, 20% more time is provided in the examination from the time applicable to other students.
4. In the case of an oral examination (whether or not combined with a written examination) the course is examined in writing for the rest of the students is the presence of a witness (e.g. a second faculty member) or a recording of the examination is required.
5. In case it is deemed necessary to use a computer for the examination of the course, they can access a PC, but not their personal PC.
6. Additional facilities may be provided to Learners with disabilities upon request to the instructor, based on the type of disability.

### **28. Guidelines for the examination of students with dyslexia**

1. The examination of SDs shall take place on the same day/time and on the same examination subjects that apply to other students.
2. The examination shall take place both in writing and orally. The written examination lasts for the same amount of time as applicable to the rest of the students, and after the end the written examination is followed by a 15-minute oral examination. At the oral examination the presence of a witness is necessary (e.g. second faculty member) or the recording of the examination.
3. The choice of different time ratio between written and oral tests is at the discretion of the teacher.
4. In case a SD exclusively requests a written examination, 20% more examination time is provided than the time applicable to the rest of the students.

5. The use of computers for the examination of the course is allowed, provided they have access to PCs, but not to their own PCs.
6. Additional technological means that SDs can bring during the examination include: word processing programs, spell checkers, electronics pocket dictionaries, audio-to-text programs, conversion systems text to audio, scanners and journalistic tape recorders.

## **29. Epilogue**

The observance of these Rules as well as the interpretation of its provisions is undertaken by General Assembly of the Department

For more information please refer to <https://pda.uop.gr/en/home/>