Program of Doctoral Studies
REGULATION

Department of Computer Science and Engineering
School of Engineering, University of Ioannina

Article 1
Subject – Purpose

The Program of Doctoral Studies (PhD Program) concerns Computer Science and Engineering, covering both its theoretical and its technological part. The purpose of the program is to educate researchers at the Doctoral Degree (PhD Degree) level, who will be able to promote research in Computer Science and Engineering, and to staff higher education institutions and research centers.

Article 2
Administrative bodies of the PhD Program

The administrative bodies of the PhD Program are the Assembly of the Department and the Senate of the Institution.

Article 3
Admission of PhD candidates

The Department calls for PhD candidates at the beginning of each academic semester. The call remains open for the whole semester. More specifically, during the winter semester, the deadline for applications is until the end of February and, during the spring semester, it is open until the end of June.

Candidates of the following categories may apply for admission in the PhD Program:

a) Holders of a unified and inseparable degree of integrated master, as defined in Article 46 of Law 4485/2017, as in force, by the Department or other related Department.

b) Holders of a postgraduate degree (MSc Degree) from the Department or those who have fulfilled the General Requirement within the MSc Program of the Department.

c) Holders of relevant MSc Degrees from other Departments of Greek Universities or relevant MSc Diploma degrees, recognized as equivalent, from foreign Universities.

d) Students who attend (i) undergraduate programs that lead to the acquisition of a unified and inseparable degree of integrated master by the Department or related Departments or (ii) graduate programs that lead to the acquisition of a relevant MSc Diploma from another department of a Greek University or relevant MSc Diploma recognized as

equivalent from a foreign University. The candidates may be accepted in the PhD Program only after receiving the corresponding degree.

e) In exceptional cases, university graduates who do not hold a diploma in the above categories may apply and be accepted if they have demonstrated a proven ability to conduct research in Computer Science and Engineering.

Those interested shall submit the following supporting documents to the Secretariat of the Department:

1. Application form, stating the prospective advisor, a preliminary thesis title, and the thesis language (Greek or English).

2. Copies of all diplomas or degrees

3. Certificates of recognition of diploma or degree equivalence from the Hellenic National Academic Recognition and Information Center (DOATAP) (for any diplomas/degrees obtained abroad)

4. Copies of official transcript of records for all diplomas/degrees

5. Certificate of knowledge of the English language of at least B2 level (Good Knowledge). When there is no certificate, knowledge is certified by an examination, which consists of the translation of a technical text into English.

6. Detailed CV

7. At least two (2) letters of recommendation (in addition to the letter from the proposed advisor)

8. Evidence of research activity (if any)

9. Statement of purpose that reports scientific and professional interests, including the candidate's motivation for pursuing doctoral studies

10. Any other information that, in the opinion of the candidate, could contribute to their complete evaluation

The candidates must perform satisfactorily in an interview conducted by a three-member committee, which is appointed by the Assembly of the Department. The committee assesses, among other things, the adequacy of the qualifications and the maturity of the candidate for conducting doctoral-level research. The committee may require that the PhD candidate attends one (1) to four (4) courses, which it deems necessary, during the first three semesters of the candidate's enrollment. The candidate must achieve a grade of at least six (6), on each course.

Admission is decided based on the candidate's assessment by the following criteria:

● The overall impression of the candidate and his/her training in key areas of Computer Engineering and Informatics, which is evaluated in the interview.

● Grade point average (G.P.A.) of the candidate's degrees or diplomas

- Recommendation letters

- Research activity, if any

- Any other information related to the candidate's qualifications as evidenced by the supporting documents submitted

Article 4
Number of admitted PhD candidates

Up to thirty (30) candidates can be admitted to the PhD Program in each academic year.

Article 5
Faculty supervision load

A faculty member cannot concurrently supervise more than five (5) PhD candidates.

Article 6
Duration of doctoral studies

The minimum duration of studies for the PhD Program for holders of MSc degree or holders of a unified and inseparable degree of integrated master is at least three (3) full calendar years from the date of the appointment of the three-member advisory committee of the PhD candidate. In the special cases of PhD candidates who do not hold an MSc degree or a unified and inseparable degree of integrated master, the corresponding minimum time is four (4) full calendar years.

The maximum duration for the elaboration of a doctoral dissertation and the acquisition of a PhD degree is six (6) years. The duration can be extended up to eight (8) years upon the request of the three-member advisory committee of the PhD candidate to the Assembly of the Department.

In exceptional cases, a PhD candidate may be given a temporary suspension of study, upon request, up to two (2) times and with a total duration of up to twelve (12) months.

Article 7
Obligations of the PhD candidates

Within three (3) months from the admission of the candidate to the PhD Program, a three-member advisory committee must be appointed by the Assembly of the Department.

7.1 Annual registration

PhD candidates must renew their registration to the PhD Program at the beginning of each academic year (until the end of October). A prerequisite for the registration renewal is the complete submission and presentation of their annual progress report of the previous academic year, according to the Article 7.3 of the present regulation.

7.2 Intermediate in-depth examination

Each PhD candidate shall be examined in-depth on the research field of his/her dissertation sometime after the twelfth (12th) month from the appointment of the three-member advisory committee but before the end of the eighteenth (18th) month. In this examination, the advisory committee examines the PhD candidate's knowledge of the main subject area of his/her interests, his/her synthetic ability, his/her maturity to carry out research on the specific subject, and his/her potential to complete a dissertation in reasonable time. More specifically, the doctoral candidate must:

1. Submit and present to the committee a detailed bibliographic review of the area of his/her research subject.
2. Submit and present in detail to the committee the open problems in the research area of his/her doctoral dissertation and the methodologies that are going to be used to address these issues.
3. Answer questions from the three-member advisory committee on the above issues.

Failure by the candidate to perform the in-depth examination, within three (3) semesters from his/her admission to the program, is considered a failure in the examination.

In case of failure in the in-depth examination, the possibility of re-examination is provided for a second and final time within six (6) months. If the PhD candidate fails the second time, he/she cannot continue his studies any further.

7.3 Annual progress report

After the end of each academic year, PhD candidates must submit and orally present to the three-member advisory committee a detailed progress report that concerns their doctoral dissertation. A copy of the report as well as relevant comments from the three-member advisory committee are registered in the PhD candidate's file. This process must be completed by the end of October of the next academic year, and is a prerequisite for the renewal of the PhD candidate's registration to the PhD program.

7.4 Additional requirements

Doctoral candidates are required:

a) to maintain and check the email account issued to them by the Department for the whole academic year.

b) to offer, if asked, educational services to the Department, as defined in Article 11 of the present regulation.

c) to adhere to the basic rules of academic ethics, as described in Article 12 of the present regulation.

Article 8
Language of the doctoral dissertation

The doctoral dissertation may be written in either Greek or English. In the latter case, an extended summary in Greek is also required.

Article 9
Award of the PhD Diploma

The PhD Diploma is awarded to PhD candidates who carry out and write an original doctoral dissertation according to Article 41 of Law 4486/2017, as in force, within the time restrictions defined in Article 6 of the present regulation. The format of the text of the doctoral dissertation must closely follow the current standards specified by the Department.

After the completion of the writing of the dissertation, the procedure is as follows:

1. The candidate submits a request to the three-member advisory committee for the public defense of his/her doctoral dissertation.

2. The three-member advisory committee approves or rejects the request.

3. In case the request is approved, the three-member advisory committee composes a comprehensive proposal and submits it to the Assembly of the Department, requesting the appointment of a seven-member examination committee for the evaluation of the doctoral dissertation. At this point, the title of the doctoral dissertation is finalized.

4. The Assembly of the Department appoints a seven-member examination committee according to Article 411 of Law 4485/2017, as in force.

5. The public defense and evaluation of the doctoral dissertation is announced at least seven (7) days prior to the scheduled date.

Article 10
Scholarships – Funded positions

PhD candidates have priority in obtaining scholarships or other funded positions, if available, followed by graduate students, unless otherwise required by the source of funding. The selection procedure takes place after a written application of the PhD candidate, which is co-signed by the advisor. The selection criteria for PhD candidates are described in detail below. Furthermore, any restrictions imposed by the scholarship-granting organization are in effect.

Scholarships and externally funded positions are awarded with priority to first-year PhD candidates based on the highest grade, which is determined as follows:

a) For holders of Msc degrees in Computer Science and Engineering or related subjects, it is determined as the grade of their Msc degree.

b) For holders of the unified and indivisible postgraduate degree (integrated master), as defined in Article 46 of Law 4485/2017, as in force, it is determined as the grade of their degree.

c) For students who were admitted to the program of graduate studies of the Department and have fulfilled the General Requirement (Article 10.2 of the regulation of the PGS), but

without receiving their Graduate Diploma (MSc Diploma), it is determined as the average grade of the courses that covered the General Requirement.

d) For students who do not fall into any of the above categories, it is determined as the grade of the undergraduate degree weighted by the factor 0.9.

For those who fall into more than one of the cases a) - c), the highest of the corresponding grades is used. In case of a tie, the selection criterion is the grade of the undergraduate degree and any new tie is resolved by random selection.

The funded positions awarded for academic assistance refer to services assigned in addition to the mandatory service of the PhD candidate for fulfilling the requirements of Article 11 of the present Regulation.

Unless otherwise specified by the source of funding, the duration of the scholarships is one semester with the possibility of renewal for an additional semester, provided that the PhD candidate exhibits satisfactory performance on the assigned teaching assistance duties.

Article 11
Provision of teaching assistance services by PhD candidates

PhD candidates are required to offer teaching assistance such as in-class tutorial support or laboratory supervision of undergraduate students in the Department. In addition, during their studies in the MSc Program, graduate students are required to offer invigilation service during the written and laboratory examinations of undergraduate students. The assignment of teaching assistance services takes place at the beginning of each academic year in accordance with the decision of the Assembly of the Department.

During the academic semesters with assigned service tasks, PhD candidates must:

- Provide a minimum of six (6) hours of weekly service, at the discretion of the course instructors and during the necessary time intervals.
- Ask the instructors for approval in case of absence from the Department.

Also, graduate students are obligated to maintain and monitor their academic email daily, throughout the whole academic year.

Article 12
Code of ethics for PhD candidates

PhD candidates must adhere to the basic code of academic ethics.

It is strictly prohibited to:

- Plagiarize in any form.
- Use source code or text that is freely distributed, neglecting to include the corresponding references.

- Assign either partially or totally their obligatory work (graduate thesis, course work, dissertations, etc.) to third parties.
- Undertake academic assignments (course assignments, diploma theses, programming assignments, etc.) for undergraduate or graduate students of the Department, with or without remuneration.
- Provide tutoring services to undergraduate students of the Department, which lie out of the context of their assigned teaching assistance services.

Any misconduct that falls into the above cases results in the temporary suspension of the PhD candidate status for at least one (1) academic semester while, in case of severe or repetitive misconduct, it can result in the immediate and permanent expulsion from the program of graduate studies.