



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
Εθνικόν και Καποδιστριακόν
Πανεπιστήμιον Αθηνών
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**School of Health Sciences – Medical School
Postgraduate Programme
MSc High Risk Pregnancy**

**Study Regulation, Practical Training, Preparation of
Assignments and Mobility for the MSc High Risk
Pregnancy
Introductory Notes**

Introductory Notes

All matters relating to studies are covered by the Internal Regulation for the operation of the MSc Programme. Matters concerning the preparation of assignments are also covered by the Internal Regulation for the operation of the MSc Programme.

The relevant points are set out below

Study Regulation, Practical Training and Preparation of Assignments

Selection of Students – Admission Procedure – Registration

Graduates of University Departments and TEI/ATEI in Greece and abroad are eligible for admission to the **MSc High Risk Pregnancy**.

More specifically, the Programme accepts graduates of Medical Schools, other Schools of Health Sciences, such as Nursing, Midwifery, Health Visiting, Pharmacy, etc., as well as graduates of other University Schools, such as Biology, Chemistry, etc., with a relevant academic background.

Graduates of TEI/ATEI in related fields, such as Nursing, Midwifery, Health Visiting and other Health Sciences, are also eligible, as well as graduates of recognized equivalent institutions abroad.

The maximum number of admitted students to the Postgraduate Programme is set at seventy (70) in total. The maximum number of admissions is determined according to the number of teaching staff of the MSc Programme, the student-to-teacher ratio, the infrastructure, the teaching rooms and the absorption of graduates by the labour market.

In addition to the number of admitted students, one (1) member of the EEP, EDIP and ETEP categories may be admitted each year, provided that the work they perform at the Institution is related to the academic subject of the MSc Programme.

The Study Regulation, Practical Training and Preparation of Assignments Regulation was approved by the Coordinating Committee of the MSc Programme at its meeting

on 21/10/2022.

The selection of students is carried out in accordance with the applicable legislation, the Regulation for Postgraduate and Doctoral Studies of NKUA and the provisions of the present Regulation.

Every April, following a decision of the Assembly of the Medical School of NKUA, a call for applications for the admission of postgraduate students to the MSc Programme is published and posted on the websites of the School and the Institution. The relevant applications, together with the required supporting documents, are submitted to the Secretariat of the MSc Programme within the deadline specified in the call, which may be extended by decision of the Assembly of the Medical School.

The Assembly of the Medical School of NKUA assigns the admission selection procedure to the Coordinating Committee.

Required Supporting Documents

- Application form
- Curriculum vitae
- Photocopy of both sides of the identity card
- Copy of degree or certificate of completion of studies
- Transcript of undergraduate courses
- Certificate of English language proficiency, minimum level B2
- Two letters of recommendation
- Scientific publications, if any
- Evidence of professional or research activity, if any
- Certificate of Greek language proficiency or adequate knowledge of the Greek language, ascertained by the Admission Selection Committee of the MSc Programme, for foreign candidates
- Recognition of academic degree from abroad

For students from foreign institutions who do not submit a certificate of academic recognition from DOATAP, the following procedure is followed:

The Assembly of the Medical School appoints a committee responsible for determining whether a foreign institution or a type of degree from a foreign institution is recognized. In order for a degree to be recognized:

- the institution awarding the degree must be included in the list of foreign institutions maintained and updated by DOATAP;
- the student must submit a certificate of place of study, issued and sent by the foreign university. If the place of study or part of it is certified as being within Greek territory, the degree is not recognized, unless the part of the studies completed in Greek territory took place at a public Higher Education Institution.

Candidate Evaluation Criteria

The evaluation of candidates and the selection of admitted students are based on the following criteria:

- Degree grade: 20%
- Certified knowledge of the English language: 10%
- Scientific publications and participation in conferences: 10%
- Letters of recommendation: 15%
- Relevant research or professional activity: 15%
- Oral interview before a three-member committee appointed by the Coordinating Committee: 30%

Based on the overall criteria, the Coordinating Committee prepares the evaluation table of candidates and submits it for approval to the Assembly of the Medical School.

Successful candidates must register with the Secretariat of the MSc Programme within thirty (30) days from the decision of the Assembly of the Medical School.

In the event of a tie, after mathematical rounding to the nearest integer on the 100-point scale, the candidates with equal scores are admitted, provided that this does not exceed 10% of the maximum number of admitted students.

In the event that one or more students do not register, the next candidates on the approved ranking list, if any, will be invited to register in the MSc Programme.

Duration of Studies

The duration of studies in the MSc Programme leading to the award of the Postgraduate Diploma is set at four (4) academic semesters, including the time required for the preparation of the postgraduate thesis.

An extension may be granted following a reasoned application by the student and approval by the Assembly of the Medical School. The extension may not exceed two (2) academic semesters. Therefore, the maximum permitted time for completion of studies is set at six (6) academic semesters.

Students who have not exceeded the maximum period of study may, following a reasoned application to the Assembly of the Medical School, suspend their studies for a period not exceeding two (2) consecutive semesters. Suspension of studies is granted for serious reasons, such as military service, illness, maternity leave, absence abroad, etc.

The application must be reasoned and accompanied by all relevant supporting documents from competent public authorities or organizations proving the reasons for suspension of studies. Student status is suspended during the period of interruption of studies, and participation in any educational process is not permitted. The semesters during which student status is suspended are not counted towards the maximum duration of regular studies.

Stages of Study – Course Registration

The MSc Programme begins in the winter semester of each academic year.

A total of 120 ECTS credits is required for the award of the Postgraduate Diploma. All courses are taught weekly and, where applicable, include lectures or clinical training.

The language of instruction is Greek, while the language of the postgraduate thesis is Greek or English.

During their studies, postgraduate students are required to attend and successfully pass postgraduate courses and to prepare a postgraduate thesis.

The postgraduate thesis is prepared during the fourth semester of studies and is credited with thirty (30) ECTS.

All courses of the MSc Programme are compulsory and no course registration is required.

Examinations and Evaluation of Postgraduate Students

The educational work of each academic year is structured in two semesters, the winter and spring semesters, each of which includes at least thirteen (13) weeks of teaching and three (3) weeks of examinations. Courses of the winter and spring semesters are re-examined during the September examination period.

If a course cannot be held, it is rescheduled. The date and time of the replacement class are posted on the website of the MSc Programme.

Attendance of courses, laboratories, etc. is compulsory. A postgraduate student is considered to have attended a course, and therefore has the right to participate in the examinations, only if they have attended at least 80% of the course hours. Otherwise, the postgraduate student is required to attend the course again in the following academic year.

If a student's absences exceed 30% of the total number of courses, the issue of deletion from the Programme is raised. This matter is examined by the Coordinating Committee, which submits its opinion to the Assembly of the Medical School of NKUA.

The evaluation of postgraduate students and their performance in the courses they

are required to attend within the MSc Programme is carried out at the end of each semester through written or oral examinations, assignments throughout the semester, mid-term progress examinations, written assignments, laboratory or clinical exercises, or a combination of the above. The method of evaluation is determined by the instructor of each course.

During written or oral examinations, when used as evaluation methods, the integrity of the procedure must be ensured. Grading is on a scale from 1 to 10.

Examination results are announced by the instructor and sent to the Secretariat of the MSc Programme and the Medical School no later than four (4) weeks after the examination of the course. In the event of repeated failure by an instructor to meet this deadline, the Director of the MSc Programme informs the Assembly of the Medical School of NKUA accordingly.

The percentage contribution of laboratory exercises, assignments and seminars to the final grade of each course is determined separately for each course, following a recommendation by the instructor, and is stated in the Study Guide of the MSc Programme.

To address emergencies or circumstances of force majeure, alternative evaluation methods may be applied, such as written or oral examinations using electronic means, provided that the integrity of the evaluation procedure is ensured.

Alternative methods may be applied for the evaluation of students with disabilities and special educational needs, following a decision of the Coordinating Committee and a recommendation by the Department's Committee for Students with Disabilities, taking into account the relevant guidelines of the Accessibility Unit for Students with Disabilities.

The evaluation of students in second-cycle study programmes organized through distance learning methods may be carried out through distance examinations, provided that the integrity of the evaluation procedure is ensured.

In cases of illness or recovery from serious illness, the instructor is advised to facilitate the student in any way deemed appropriate, for example through an oral distance examination. During oral examinations, the instructor ensures that they are

not alone with the student being examined.

Courses in which a student has not received a passing grade must be repeated. However, a laboratory or exercise graded independently is secured and is not repeated, provided that attendance was deemed successful.

Correction of a grade is permitted if an obvious error or calculation mistake has occurred, following a written request by the competent instructor and a decision of the Assembly of the Medical School.

If a student fails the same course more than three (3) times, the procedure provided for by the applicable legislation is followed.

Written examination papers must be kept carefully by the course coordinator for two (2) years. After this period, they cease to have effect and are destroyed under the responsibility of the Assembly of the Medical School, with a relevant record being drawn up, unless a related criminal, disciplinary or other administrative procedure is pending.

For the calculation of the degree grade, the weight of each course in the curriculum is taken into account, expressed by the number of ECTS credits. The number of ECTS credits of a course also constitutes the weighting coefficient of that course.

For the calculation of the degree grade, the grade of each course is multiplied by the corresponding number of ECTS credits, and the sum of these products is divided by the total number of ECTS credits required for the award of the degree.

For the award of the Postgraduate Diploma, each postgraduate student must attend and successfully pass all compulsory courses and the required number of elective courses offered by the MSc Programme, and prepare a postgraduate thesis, thus accumulating one hundred and twenty (120) ECTS credits.

Preparation of the Postgraduate Thesis

The postgraduate thesis is assigned after the student has attended all courses of the curriculum and successfully passed them.

The thesis must be individual, original, research-oriented and written in accordance with the writing guidelines posted on the website of each MSc Programme.

Following an application by the candidate, stating the proposed title of the thesis and the supervisor, and including a summary of the proposed thesis, the Assembly of the Medical School appoints the supervisor and establishes the three-member examination committee for the approval of the thesis. One of the members of the committee is the supervisor.

The language of the postgraduate thesis may be Greek or English and is determined together with the approval of the topic.

The title of the thesis may be finalized following an application by the student and the agreement of the supervisor to the Coordinating Committee of the MSc Programme. The application must include a brief justification for the change.

For the thesis to be approved, the student must defend it before the three-member examination committee.

The supervisor and members of the three-member examination committee of the postgraduate thesis are appointed from the following categories of persons who have undertaken teaching duties in the MSc Programme:

- a) members of the Teaching and Research Staff, Special Educational Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff of the Medical School or other Departments of NKUA, or another Higher Education Institution or Higher Military Educational Institution, with additional employment beyond their statutory obligations;
- b) Emeritus Professors or retired members of the Teaching and Research Staff of the Medical School or other Departments of NKUA or another Higher Education Institution;
- c) collaborating professors;
- d) appointed lecturers;
- e) visiting professors or visiting researchers;

f) researchers and special research scientists of research and technological institutions under Article 13A of Law 4310/2014, Government Gazette A' 258, or other research centres and institutes in Greece or abroad.

By decision of the Assembly of the Medical School, the supervision of theses may also be assigned to members of the Teaching and Research Staff, Special Educational Staff, Special Technical Laboratory Staff and Laboratory Teaching Staff of the Medical School who have not undertaken teaching duties in the MSc Programme.

Once approved by the examination committee, postgraduate theses are mandatorily uploaded to the "PERGAMOS" Digital Repository, in accordance with the decisions of the Senate of NKUA.

If the thesis contains original unpublished results, following an application by the supervisor, co-signed by the postgraduate student, only the abstracts may be published on the website, while the full text may be published at a later date.

Obligations and Rights of Postgraduate Students

Postgraduate students have all rights and benefits provided to first-cycle students until the expiry of any granted extension of studies, except for the right to free textbooks.

The Institution ensures accessibility for students with disabilities and/or special educational needs to the recommended textbooks and teaching.

The Career Office of NKUA provides counselling support to students on matters related to studies and career development.

Postgraduate students are invited to participate in and attend research team seminars, literature review discussions, laboratory visits, conferences and scientific meetings related to the academic subject of the MSc Programme, lectures and other scientific events of the Programme.

The Assembly of the Medical School, following a recommendation by the Coordinating Committee, may decide to delete postgraduate students if they:

- exceed the maximum permitted number of absences;
- fail an examination in one or more courses and do not successfully complete the Programme, in accordance with the provisions of the present Regulation;
- exceed the maximum duration of studies in the MSc Programme, as defined in the present Regulation;
- violate the applicable provisions concerning disciplinary offences, as determined by the competent disciplinary bodies;
- do not pay the prescribed tuition fee;
- submit an application for deletion themselves.

If a postgraduate student is deleted from the MSc Programme, they may request a certificate for the courses in which they have been successfully examined.

Students may participate in international student exchange programmes, such as Erasmus+ or CIVIS, in accordance with the applicable legislation. In this case, the maximum number of ECTS credits that may be recognized is thirty (30). This option is available after the first semester of studies. Students must submit an application to the Coordinating Committee and follow the terms of the programme.

The MSc Programme may also accept students from international student exchange programmes, such as Erasmus+, in accordance with existing collaborations.

Postgraduate students of NKUA may enrol in MSc Programmes of the same or other Higher Education Institutions in Greece or abroad within the framework of educational or research cooperation programmes, in accordance with the applicable legislation.

Parallel attendance of an undergraduate study programme and a postgraduate study programme, or of two (2) Postgraduate Programmes of the same or another Department, of the same or another Higher Education Institution, is possible.

At the end of each semester, each course and each instructor are evaluated by the postgraduate students.

Postgraduate students may request the issuance of a Diploma Supplement in Greek

and English.

For their participation in the **MSc High Risk Pregnancy**, postgraduate students pay tuition fees amounting to seven hundred euros (€700) per semester. The fee is paid at the beginning of each semester.

Tuition Fee Exemption – Scholarships

Students of MSc Programmes who meet the financial or social criteria and the academic excellence requirements during their first cycle of studies are exempt from tuition fees, in accordance with the applicable legislation. This exemption is granted for participation in only one MSc Programme.

In any case, exempted students may not exceed thirty percent (30%) of the total number of students admitted to the MSc Programme per academic year.

The application for exemption from tuition fees is submitted after completion of the selection process for postgraduate students. Under no circumstances may the financial status of a candidate constitute a reason for non-selection to an MSc Programme.

Students who receive a scholarship from another source, as well as citizens of non-EU countries, are not entitled to exemption.

The examination of the criteria for exemption from tuition fees is carried out by the Assembly of the Medical School, which issues a reasoned decision accepting or rejecting the application.

Where the applicable legislation sets an age criterion, it is recommended, for reasons of sound administration and equal treatment, that the date of birth of students be considered as 31 December of their year of birth.

Members of the EEP, EDIP and ETEP categories who are admitted as supernumerary students in accordance with provision 3.3 of the present Regulation are exempt from the payment of tuition fees.

In cases where members of the same family, up to the second degree of kinship by

blood or marriage, are simultaneously enrolled in MSc Programmes of the Institution, a 50% reduction in the payable tuition fees may be granted.

Award of the Postgraduate Diploma – Graduation Ceremony

Students complete their studies for the award of the Postgraduate Diploma upon completion of the minimum number of courses and ECTS credits required for the degree, as well as successful completion of the postgraduate thesis.

The Assembly of the Medical School confirms completion of studies in order for the Postgraduate Diploma to be awarded.

Following completion of the above procedure, postgraduate students are issued a certificate of completion of studies, their student status ceases and their participation in the collective governing bodies of the University comes to an end.

The Postgraduate Diploma certifies the successful completion of studies and includes the final grade, expressed to two decimal places, according to the following grading scale:

- Excellent: 8.5 to 10
- Very Good: 6.5 to less than 8.5
- Good: 5 to less than 6.5

The format of the Postgraduate Diploma, according to the type of MSc Programme, is common to all Departments and Schools of NKUA and is included in the Institution's Regulation for Postgraduate and Doctoral Studies.

Within the framework of the MSc Programme, a Postgraduate Diploma is awarded in **High Risk Pregnancy**.

Mobility and Practical Training

Erasmus is the main sectoral programme of the Lifelong Learning Programme for higher education. It includes the mobility or exchange of postgraduate students for

studies and student mobility for practical training, mobility of professors for teaching or training, short intensive programmes, joint curriculum development projects, Erasmus Academic Networks, etc.

The Erasmus+ practical training action enables undergraduate students, postgraduate students and doctoral candidates from all Departments of the University to complete a period of practical training at Universities, Research Centres, Companies and Organizations in European countries participating in the Erasmus+ programme.

The Department of European and International Relations announces practical training positions under the Erasmus+ programme for each academic year, usually in spring.

The “European University Alliance for the Citizens of Europe” – CIVIS – is a network of public European universities aiming to create a European University. CIVIS seeks to bring together a community of approximately 384,000 students and 55,000 staff members from the participating universities, including approximately 30,000 members of teaching and research staff.

The eleven universities that are members of this network are:

- Aix-Marseille University, Aix-en-Provence and Marseille, France
- National and Kapodistrian University of Athens, Athens, Greece
- Université Libre de Bruxelles, Brussels, Belgium
- University of Bucharest, Bucharest, Romania
- Autonomous University of Madrid, Madrid, Spain
- Sapienza University of Rome, Rome, Italy
- Stockholm University, Stockholm, Sweden
- Eberhard Karls University of Tübingen, Tübingen, Germany
- University of Glasgow, Glasgow, Scotland, United Kingdom
- University of Lausanne, Switzerland

- Paris Lodron University of Salzburg, Salzburg, Austria

Within the framework of the CIVIS Alliance, student mobility actions are implemented for studies at one of the universities abroad for one semester during the second year of the MSc Programme.

There is also the possibility of short-term mobility for teaching staff for training or teaching at one of the Alliance universities, as well as participation of MSc students in online courses or micro-programmes common to students of all universities of the Alliance, or in Blended Intensive Programmes, which combine online courses and short-term mobility abroad, following a call for applications, student application and selection by the Coordinator of each micro-programme.