



**ARISTOTLE UNIVERSITY OF THESSALONIKI**

**INTERNAL REGULATION OF POSTGRADUATE STUDIES  
JOINT POSTGRADUATE STUDIES PROGRAMME (J.P.P.S.)  
IN “CONFERENCE INTERPRETING AND TRANSLATION”  
OF THE SCHOOLS OF ENGLISH LANGUAGE AND LITERATURE, FRENCH LANGUAGE AND  
LITERATURE, GERMAN LANGUAGE AND LITERATURE, ITALIAN LANGUAGE AND LITERATURE OF  
THE FACULTY OF PHILOSOPHY AND THE SCHOOL OF POLITICAL SCIENCES OF THE FACULTY  
OF ECONOMIC AND POLITICAL SCIENCES  
OF THE ARISTOTLE UNIVERSITY OF THESSALONIKI**

**THESSALONIKI DECEMBER 2017**

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**GENERAL PROVISIONS**

The present Internal Regulation of Postgraduate Studies supplements the provisions of Chapter VI [Second and Third Study Cycle] of L. 4485/4-8-2017 (GG 114/issue A/4-8-2017): “Organisation and functioning of higher education, research regulations and other provisions” with regard to the operation of the J.P.P.S. on “Conference Interpreting and Translation” and its courses on: a. Conference Interpreting and b. Translation.

**Article 1  
Aim of the Programme**

Postgraduate Studies aim at the promotion of knowledge, the development of research and the arts, and the fulfilment of the educational, research, social, cultural and developmental needs of a country, through the training of high-level scientists, capable of contributing to the theoretical and applied areas of specific knowledge sectors, special thematic units or individual fields of the subject area covered by the first study cycle of the respective Schools, and also to the production and transfer of knowledge, know-how, methodologies, tools and research results regarding the scientific area of interest of each School. The general principles of the Joint Postgraduate Studies Programme in “Conference Interpreting and Translation” are regulated by the provisions of Law 4485/2017.

The Programme includes two courses: “Conference Interpreting” and “Translation”.

The aim of the J.P.P.S. is the following:

- The training of Higher Education graduates with specialised knowledge and techniques in the fields of interpreting and translation, while also enhancing their self-awareness as regards their vital social role and ability to adapt to the rapidly changing conditions of our time.
- The training of scientists and professionals with a particularly high level of specialist knowledge and skills that can cover the needs of the public and private sector, on a national and international level.
- The promotion and enhancement of the Greek language on a European and international level, by simultaneously promoting multilingualism and cultural diversity.
- The promotion and use of new technologies in education, research and practice in the fields of multilingual communication and, more particularly, in interpreting, translation and cultural mediation.
- Collaboration with the European academic community and promotion of research in the field of Theoretical and Applied Translation Studies.

The learning outcomes and profiles of the J.P.P.S. graduates include:

- Exceptional knowledge of the subject area of their selected course,
- Exceptional knowledge of the interpreter’s or translator’s profession,
- Knowledge of research methodology,
- Skills for independent research and academic project writing,
- Capacity to analyse, synthesize and interpret information,
- Capacity for decision-making,
- Capacity for practical application of knowledge,

- Capacity to adapt to new situations,
- Very good communication skills,
- Capacity to work individually and in a group,
- Development of interdisciplinarity,
- Capacity to produce new research ideas,
- Acquisition of social, professional and ethical responsibility and
- Sensitivity towards gender issues, diversity and interculturalism.

Graduates acquire skills in the provision of interpreting-translation services, as well as linguistic, intercultural, research, thematic and technological skills. More specifically, graduates are able to adapt to the demands of the market and of professional profiles, negotiate with clients, explain or receive explanations regarding the terms, goals and interests of the client, the target audience of the interpreting-translation work and all other stakeholders within the translation process, follow translation instructions, deadlines, obligations, rules of conduct and responsibilities within a group, respect the professional code of conduct, define interpreting-translation stages and strategies, institute and adhere to quality standards, comprehend grammatical, lexical and idiomatic forms, as well as the written and typographical conventions of the working languages, recognize the functioning of diverse language variants (social, geographical, historical and style-related), select the appropriate style for each (written or spoken) text, produce a translated text according to the conventions and/or rhetorical standards that relate to each textual genre, develop strategies for desk and terminology research (also in collaboration with experts), develop criteria in order to assess the reliability of information from the Internet or other sources, effectively use electronic tools and search engines, collect the right information in order to comprehend the technical aspects of a document, deepen their knowledge on thematic fields and application areas, rapidly and simultaneously use programmes for correction, translation and terminology management, electronic pagination (DTP) and desk research programmes, adapt and become familiarised with new tools, particularly in the fields of audio-visual and multimedia translation, produce a translation using various formats and storage media, and be aware of the potential and limitations of machine translation.

## Article 2 Postgraduate Study Programmes (PSPs) – Academic Bodies

The Academic Bodies responsible for the administration, organisation and functioning of the postgraduate study programmes are:

- I. **The Senate**, which is the competent body for issues of an academic, administrative, organisational and financial nature regarding PSPs, and any other issue regarding PSPs not specially assigned by law to other bodies.
- II. The 7-member Special Interdepartmental Committee (S.I.C.).
- III. **The Coordinating Committee (C.C.)** of the J.P.P.S., which consists of five (5) members of the Teaching and Research Staff (T.R.S.) of the participating Schools, who have undertaken postgraduate work and are elected by the Assemblies of the participating Schools for a two-year term. The Committee is responsible for monitoring and coordinating the functioning of the J.P.P.S. At the end of the C.C.'s term, the outgoing Director is responsible for putting together a detailed report of the research, educational work and any other activities carried out by the J.P.P.S., with the aim to further develop the relevant study programme, optimise the use of its human resources and of the existing infrastructure, and use the available resources of the J.P.P.S. in a manner that benefits society.
- IV. **The Postgraduate Studies Committee**, which consists of the Deputy Rector of Academic Affairs and Student Issues, who has the role of President, and the Deans of the University as members; its competencies are detailed in article 32, par. 5 of L. 4485/2017.
- V. **The Director of the J.P.P.S.**, who is a member of the C.C. that is appointed, along with his/her

deputy, by the S.I.C. for a two-year term, and must meet the requirements of article 31, par. 8 of L. 4485/2017. The President cannot hold more than two (2) consecutive terms in office and is not entitled to additional remuneration for his/her administrative work.

**The Director** has the competencies stated in article 31, par. 8 of L. 4485/2017 and any others awarded by the S.I.C. (article 45, par. 1c).

- VI. **The 6-member Scientific Advisory Committee (S.A.C.)**, which is responsible for the external academic evaluation of the PSPs (article 44, par. 3 of L. 4485/2017).

### Article 3

#### Candidates for admission to Postgraduate Study Programmes

Candidates eligible for admission to Postgraduate Study Programmes include:

1. Holders of a first cycle degree from a Greek University or Technical Educational Institute (T.E.I.)
2. Holders of a first cycle degree from a foreign higher education institute. Postgraduate Diplomas cannot be awarded to students whose first cycle degrees have not been recognized by the Hellenic National Academic Recognition Information Centre (NARIC), according to L. 3328/2005 (A' 80).
3. 'Special Education Staff (EEP)', 'Laboratory Teaching Staff (EDIP)' and 'Special Technical Laboratory Staff (ETEP)' can register as surplus students, provided they meet the terms of subpar. 1, par. 1 of article 34; only one staff member can register per year in a PSP run by a School of their own institution, which is related to their degree and their work at that institution.

### Article 4

#### Admission Quotas, Criteria and Selection Process

##### 4.1 Number of Admissions

The number of admissions per course is set at a maximum of twenty (20) students for the Conference Interpreting course and thirty (30) for the Translation course; this number can be modified through a decision of the S.I.C., without exceeding the maximum number quoted, and in accordance with the relevant terms stated in the call for new students.

##### 4.2 Call for expression of interest

At a date set by the S.I.C, the relevant School announces an open call for the admission of graduates to the J.P.P.S. The call is posted at the Administration Offices of the participating Schools and on the J.P.P.S. webpage.

The call includes the terms of admission, eligible candidates and admission quotas, the method of admission, the selection criteria etc., the deadlines for the submission of applications and the supporting documents required. There is also information regarding the written exams (the number of exams and the syllabus, the exam dates and the grading method).

Applications and all supporting documents are submitted to the Administration Office of the relevant School in printed and electronic format.

Applications for the J.P.P.S. are submitted from 15<sup>th</sup> March to 15<sup>th</sup> May each year. Applications for each course are submitted every two (2) years.

##### 4.3 Candidate Selection

Admissions to the programme take place following exams. To participate in the exams, candidates must meet the following requirements:

- A Higher Education degree of any specialisation
- Excellent knowledge of the Greek language (certified at C2 level, in the case of foreign candidates)
- Excellent knowledge (certified at C2 level) of two other languages supported by the programme.

If the candidate meets these requirements, upon payment of an examination fee of fifteen (15) euros, s/he is invited to take part in the entrance exams, which are oral for the Conference Interpreting course and a written exam and oral interview/exam for the Translation course. The examination fee is paid by the candidate into the bank account of ELKE (Special Research Fund Account) at Piraeus Bank (IBAN GR 250172202000 5202072402367)

#### **4.4 Selection Criteria – General Information**

The score received in the entrance exams is the only criterion for admission to the J.P.P.S. (100% of the final score). Since the J.P.P.S. accepts applications from graduates of any Higher Education Institute, the candidates' G.P.A. is not taken into account during the assessment of their application. The bank deposit slip must include the candidate's name, the code stated in the call, and the phrase "for the *J.P.P.S. in Conference Interpreting and Translation*", and must be submitted with the application.

The J.P.P.S. has been designed on the premise that the native language of the students is Greek. In any other case, a candidacy is reviewed depending on the availability of teaching staff for the Programme.

Foreign candidates must submit the necessary supporting documents and undergo precisely the same assessment as Greek students, with any possible facilitations made, and must be examined in their knowledge of the Greek language. In addition, they must also submit: a) a Greek language certificate (C2 level), b) recognition of equivalency of their degree by the Hellenic National Academic Recognition Information Centre (NARIC). If accepted for the J.P.P.S., they are provided with a statement of admission, which they can use in Greece in order to obtain a residence permit.

Foreign students who receive a scholarship from the Greek state, if accepted for the J.P.P.S., receive a statement of admission, on condition they use it in order to secure their scholarship. They can register for the relevant J.P.P.S. course, after having submitted, along with a) and b) as stated above, also c) a scholarship statement from IKY (State Scholarships Foundation).

It should be noted that foreign students can be accepted for either J.P.P.S. course ONLY if their working languages (and native language) are supported by the J.P.P.S.

Postgraduate students of other Schools and other PSPs can attend modules of the J.P.P.S. on Conference Interpreting and Translation only with the agreement of the relevant professor and the S.I.C. of the J.P.P.S. If they succeed in the module(s), they are awarded the relevant credits (ECTS).

#### **4.5 Selection Process**

By a decision of the S.I.C, the candidate selection process is carried out by a 3-member Selection and Examination Committee, which consists of Research and Teaching Staff who have undertaken postgraduate work.

The Committee prepares a full list of all candidates and, after an initial check, rejects all those who do not fulfil the minimum criteria as defined by the S.I.C. of the J.P.P.S.; it then invites all eligible candidates to sit the relevant exams.

The assessment method (allocation of points) is based on oral exams (up to 100%) for the course in Conference Interpreting and written exams (up to 75%) and an interview (up to 25%) for the course in Translation.

#### **4.6 Course in Conference Interpreting**

More specifically, for the course in Conference Interpreting, exams include the oral reproduction of brief, well-structured speeches (of a 2-3 minute duration) from the foreign languages stated by the candidate, and which the programme supports, into the Greek language (and if deemed necessary from their native language into the foreign language), a concise oral presentation of a written text (about 300

words) from each of the candidate's foreign working languages into Greek (which s/he has previously prepared for about 10 minutes) and an interview with the candidate, which also includes a general knowledge test. The examiners are professional interpreters and interpreter trainers representing all languages in which the candidate is examined, while at least one examiner has the same native language as the candidate. The final score is jointly agreed on by the members of the Examinations Committee. If deemed necessary, the interview can be conducted in any of the candidate's stated languages.

#### 4.7 Course in Translation

For the course in Translation, exams include the translation of a text on a general subject from English into Greek and the translation of a text on a general subject from one of the other languages supported by the programme into Greek. During the written exams, students are allowed to use printed but not electronic dictionaries. During the interview, an assessment is made of the candidates' general knowledge.

#### 4.8 Assessment Criteria

The exams may also be attended by invited examiners from the General Directorates for Interpretation and Translation of the European Commission and the European Parliament.

The assessment criteria for the exams include:

- Excellent knowledge of the foreign working languages
- Ability to express yourself with ease and precision in your native language
- Ability to analyse and effectively organise information
- Good general knowledge and information on current affairs
- For the course in Conference Interpreting, candidates must display the skills of concentration, memory, analysis and synthesis, communication skills, strong incentives to attend the course, the ability to work under pressure and openness to receive feedback during training.

Upon completion of the process, the final list of successful candidates is published. The minimum score for admission is 60 out of 100. The final score results from rounding up the numbers to the nearest integer. All students with an **equal score** to that of the last successful candidate are also accepted. If a successful candidate does not register for the programme within the set deadline, then the 1<sup>st</sup>, 2<sup>nd</sup> etc. runner-up is invited to register.

All J.P.P.S. courses also accept, in addition to their admission quotas, one (1) Greek national awarded a scholarship by the State Scholarships Foundation (IKY), who has succeeded in the relevant competition in Greece for postgraduate studies related to the subject matter of the J.P.P.S., as well as one (1) foreign national awarded a scholarship by the Greek state, ***provided they have excellent knowledge of two foreign languages other than Greek (certified through examinations) and that their working languages are supported by the J.P.P.S.*** By a decision of S.I.C., the number of scholarship holders, as regards the above-mentioned categories, may be increased.

#### 4.9 Registration Dates

The final list of successful candidates and any runner-ups is approved by the S.I.C. and posted on the bulletin board of the Administration Office and the website of the School.

Registration dates are announced along with the names of the successful candidates, who are asked to complete their registration for the Programme before the deadline. Any successful candidates who have not registered for the Programme within the deadline are considered to have refused their place, which is then offered to the first runner-up, if applicable.

The duration of the programme is determined by the current legislation. The study programme for each course is posted on the J.P.P.S. website.

## Article 5 Duration and Terms of Study

The duration of studies at the J.P.P.S., in order to obtain the Postgraduate Diploma (P.D.), is four (4) semesters; this also includes the time for the writing and defence of the postgraduate dissertation.

By a decision of the S.I.C., the maximum time limit for completion of studies is six (6) semesters.

Due to the specific nature of the Programme, there is no option of *part-time attendance* for students who are in employment. After submitting a relevant application, postgraduate students may be granted a temporary suspension of studies that cannot exceed two (2) *consecutive semesters* (since the call is made every two years, this suspension is extended by a year amounting to four (4) consecutive semesters). During the suspension period, postgraduate students lose their student status. The period of suspension does not count as regards the maximum period of regular attendance.

Only in exceptional cases, it is possible to grant an **extension of studies** of up to a year, following a reasoned decision of the School's Assembly or the S.I.C.

There is no repeat exam for the course in Conference Interpreting, the only exception being the final exams for the workshops of the 3<sup>rd</sup> semester of this course, where two (2) repeat exams are allowed. Students who fail the exams of the workshops of the 2<sup>nd</sup> semester of the course or fail the exams of the 3<sup>rd</sup> semester of the course for a third time, can apply to the S.I.C for registration in the Translation course.

For the course in Translation, if students fail the exams in February or June, only one (1) repeat exam is permitted per module in September of the same academic year. In addition to the repeat exam, students must also hand in one (1) assignment, the topic of which will be decided by the module professor. If a student fails one or more module exams twice, it is considered that s/he has not successfully completed the programme according to the Postgraduate Study Regulation, and s/he can apply to be examined by a 3-member committee consisting of members of the School's T.R.S., who cover the same or a similar subject area to the module(s) in question, and who are appointed by the S.I.C. The professor of the said module(s) cannot be a member of the relevant committee.

In order to be awarded a P.D., students are expected to attend all educational and research activities, and to successfully complete their exams in the modules covered by the relevant programme. Attendance of classes and workshops is **compulsory**.

Postgraduate students accepted on the J.P.P.S. must:

- Regularly attend the classes of the study programme, and sign the attendance sheet on an hourly basis. Attendance of classes and workshops is compulsory. Any exceptions are only permitted for serious reasons. More specifically, only three (3) absences per module are allowed.
- Take part in all educational and research activities within the framework of the course they are following.
- Submit their module selection sheets for each semester within the deadline.
- Submit the assignments required for each module within the deadline.
- Be present at examinations.
- Submit a form to the Administration Office, along with their dissertation for review, stating that the latter does not involve any act of plagiarism.
- Pay the relevant fees on the dates set by the IR.
- Settle all their financial obligations, as well as any other obligation towards the institution, prior to their graduation, otherwise they will not have the right to take the oath and receive their postgraduate diploma.
- If they have received a scholarship, offer tutorials in relation to modules, workshops, the library, research or wherever the Universities services may see fit.
- Respect and adhere to the decisions of the various bodies (C.C., S.I.C., Senate), and to the academic code of ethics.

Failure to adhere to the above, without justified cause, may lead to a fail grade in a module or disqualification from the programme.

Postgraduate students whose progress is considered inadequate (and documented by non-participation in the educational process: attendance, exams) or who fail to meet other obligations as defined

by the Internal Regulation or whose behaviour offends the academic code of ethics, e.g. due to plagiarism, or by their own wish, are dismissed from the J.P.P.S., by a decision of the S.I.C., and following a proposal of the C.C., which decides on the terms of review or the reasons for dismissal.

Postgraduate students register and attend the postgraduate programmes under the terms and conditions put forward by the present Regulation of Postgraduate Studies. Postgraduate students enjoy all the rights, provisions and facilitations awarded to undergraduate students **with the exception of** the right to free textbooks. The J.P.P.S. must provide support to postgraduate students who are disabled or have special educational needs, so that they may access the classrooms, teaching laboratories etc.

Each candidate for the programme pays a fee of fifteen (15) euros for their folder to be reviewed. This fee is non-refundable and may be modified by a decision of the S.I.C.

The tuition fees for the J.P.P.S. amount to a total of €3,000 for the four (4) semesters of study. The level of the tuition fees may be changed, following a recommendation of the S.I.C. and the approval of the Senate.

For the course in Conference Interpreting, the tuition fees per semester are as follows:

- 1<sup>st</sup> semester of studies €1,000
- 2<sup>nd</sup> semester of studies €1,000
- 3<sup>rd</sup> semester of studies € 500
- 4<sup>th</sup> semester of studies € 500

For the course in Translation, the tuition fees per semester are as follows:

- 1<sup>st</sup> semester of studies €1,000
- 2<sup>nd</sup> semester of studies €1,000
- 3<sup>rd</sup> semester of studies €500
- 4<sup>th</sup> semester of studies €500
- 

Tuition fees are paid from the 1<sup>st</sup> to the 15<sup>th</sup> of October for the winter semester and from the 1<sup>st</sup> to the 15<sup>th</sup> of March for the spring semester. Students who do not complete their studies within the allocated time according to the present Internal Regulation (four semesters), must pay the amount of €250 for each additional semester of studies.

Semester fees are only refunded if there is an exceptionally serious reason for the student to apply for an interruption of study, and provided the student sufficiently justifies the reasons for his/her interruption in writing to the S.I.C., at the latest within 25 days from the first day of classes.

A tuition fee **exemption** is granted to postgraduate students whose income (personal or household) does not exceed one hundred percent (100%) of the national median equivalised income in the case of personal income, or seventy percent (70%), in the case of household income. The number of students who are exempt cannot exceed thirty percent (30%) of the total number of students entering the J.P.P.S. and only involves attendance of one PSP. According to article 35 of L. 4485/2017, if the beneficiaries exceed the maximum number, they are accepted in ascending order starting with those who have the lowest income.

The application for tuition fee exemption is submitted to the Administration Office of the relevant School by the student, after the student selection process for the J.P.P.S. has been completed. In no case does the financial status of students bar them from being selected for the J.P.P.S.

## Article 6 Study Programme – Knowledge Test

The programme includes two (2) courses:

- a. the course in “Conference Interpreting” and
- b. the course in “Translation”.

The duration of classes is thirteen (13) weeks per semester and approximately covers the period:

- Winter semester : beginning of October – end of January
- Spring Semester: mid February – beginning of June



Any lessons cancelled by the module professor must be re-scheduled.

The duration of the exams period is fifteen (15) days.

Each J.P.P.S. course includes a number of theoretical and applied modules in each of the first three semesters (A', B', C'). The teaching hours of the postgraduate modules vary according to the credits awarded to each module.

Teaching hours follow the J.P.P.S. timetable that is prepared by the Director of the Programme. The relevant Administration Office is then responsible for announcing the timetable and posting it on the J.P.P.S. website.

The distribution of the syllabus per semester is announced in advance, so that students are aware of the timetabling of classes (lectures, tutorials, seminars), workshops or research, and about writing their postgraduate dissertation.

The Administration Office of the School maintains an individual record for each postgraduate student, which details the modules s/he has attended and the respective grades, as well as any other information related to his/her studies.

At the beginning of the first year of study of each course, a permanent member of the Teaching & Research Staff (T.R.S.) of the J.P.P.S. is appointed as a supervisor and academic advisor for each student. The role of the supervising academic advisor is to monitor the students' development and be informed by the Study Records about their progress each semester. The duties of the supervising academic advisors also involve being updated by module professors about any regular absences of the students they monitor, and informing them (via the Administration Office) that such absences may cause them to fail the module in question. Students must contact their supervising academic advisor about any problem that may affect the smooth progress of their studies.

At the start of each semester, the students of the J.P.P.S. inform the Administration Office about the optional modules they plan to attend.

The students of the J.P.P.S. can, upon the agreement of their academic advisor and the approval of the S.I.C., attend additional modules offered by Schools at the AUTH, which, upon assessment, are stated in the Diploma Supplement, but are not calculated in the final grade. Moreover, upon approval of the S.I.C., students can also take part in exchange programmes with equivalent recognised institutions abroad.

## Timetable

### a. Course in Conference Interpreting

During the first three semesters, students attending the course in Conference Interpreting are offered workshops in consecutive and simultaneous interpreting, modules on language enhancement in the working languages supported by the J.P.P.S., as well as practical and theoretical modules. All modules are compulsory. As regards the workshops, students select the modules that correspond to the working languages with which they were accepted for the J.P.P.S. In the first semester specifically, students attend all workshops in consecutive and simultaneous interpreting, but are only assessed on their working languages.

Modules are awarded credits (ECTS) as follows:

1<sup>st</sup> semester            a total of 30 ECTS

2<sup>nd</sup> semester            a total of 30 ECTS

3<sup>rd</sup> semester            a total of 30 ECTS

In the fourth semester, students carry out supervised practical work and prepare their dissertation. The 4<sup>th</sup> semester is credited with 30 ECTS. Thus, the total number of ECTS required in order to obtain the P.D. for the course in Conference Interpreting is 120.

### 1<sup>st</sup> Semester – Modules

| Code | Title of Module | Hrs/Wk | ECTS |
|------|-----------------|--------|------|
|------|-----------------|--------|------|

|            |  |   |   |
|------------|--|---|---|
| ΔΙερ 1-202 | Theoretical Approaches to Interpreting   | 3 | 4 |
| ΔΙερ 2-102 | Practical Issues in Interpreting I (note-taking techniques, elocution and physical expression, conference topics, professional code of ethics) | 2 | 2 |

**Consecutive and Simultaneous Interpreting I – a minimum of 2 options**

|            |   |   |   |
|------------|---|---|---|
| ΔΙερ 3-100 | Consecutive & Simultaneous Interpreting I, English to Greek | 3 | 6 |
| ΔΙερ 3-200 | Consecutive & Simultaneous Interpreting I, French to Greek  | 3 | 6 |
| ΔΙερ 3-300 | Consecutive & Simultaneous Interpreting I, German to Greek  | 3 | 6 |
| ΔΙερ 3-400 | Consecutive & Simultaneous Interpreting I, Italian to Greek | 3 | 6 |
| ΔΙερ 3-500 | Consecutive & Simultaneous Interpreting I, Spanish to Greek | 3 | 6 |
| ΔΙερ 3-600 | Consecutive & Simultaneous interpreting I, Russian to Greek | 3 | 6 |

**Language Enhancement I – a minimum of 3 options**

|            |                                |   |   |
|------------|--------------------------------|---|---|
| ΔΙερ 3-000 | Language Enhancement Greek I   | 2 | 4 |
| ΔΙερ 3-010 | Language Enhancement English I | 2 | 4 |
| ΔΙερ 3-020 | Language Enhancement French I  | 2 | 4 |
| ΔΙερ 3-030 | Language Enhancement German I  | 2 | 4 |
| ΔΙερ 3-040 | Language Enhancement Italian I | 2 | 4 |
| ΔΙερ 3-050 | Language Enhancement Spanish I | 2 | 4 |
| ΔΙερ 3-060 | Language Enhancement Russian I | 2 | 4 |

**2<sup>nd</sup> Semester - Modules**

| Code       | Title of Module   | Hrs/Wk | ECTS |
|------------|---|--------|------|
| ΔΙΜε 2-131 | European Integration I: History, Theory and Institutions  | 3      | 4    |
| ΔΙΜε 2-125 | Practical Issues in Interpreting II (note-taking techniques, elocution and physical expression, conference topics, professional code of ethics) | 2      | 2    |

**Consecutive and Simultaneous Interpreting II – a minimum of 2 options**

|             |  |   |   |
|-------------|--|---|---|
| ΔΙερ 3-101  | Consecutive & Simultaneous Interpreting II, English to Greek | 3 | 6 |
| ΔΙερ 3-1101 | Consecutive & Simultaneous Interpreting II, French to Greek  | 3 | 6 |
| ΔΙερ 3-301  | Consecutive & Simultaneous Interpreting II, German to Greek  | 3 | 6 |
| ΔΙερ 3-401  | Consecutive & Simultaneous Interpreting II, Italian to Greek | 3 | 6 |
| ΔΙερ 3-501  | Consecutive & Simultaneous Interpreting II, Spanish to Greek | 3 | 6 |
| ΔΙερ 3-601  | Consecutive & Simultaneous Interpreting II, Russian to Greek | 3 | 6 |

**Language Enhancement II – a minimum of 3 options**

|            |                                 |   |   |
|------------|---------------------------------|---|---|
| ΔΙερ 3-001 | Language Enhancement Greek II   | 2 | 4 |
| ΔΙερ 3-011 | Language Enhancement English II | 2 | 4 |
| ΔΙερ 3-021 | Language Enhancement French II  | 2 | 4 |
| ΔΙερ 3-031 | Language Enhancement German II  | 2 | 4 |
| ΔΙερ 3-041 | Language Enhancement Italian II | 2 | 4 |
| ΔΙερ 3-051 | Language Enhancement Spanish II | 2 | 4 |
| ΔΙερ 3-061 | Language Enhancement Russian II | 2 | 4 |

**3<sup>rd</sup> Semester – Modules**

| Code       | Title of Module   | Hrs/Wk | ECTS |
|------------|---|--------|------|
| ΔΙΜε 2-132 | European Integration II: History, Theory and Institutions | 3      | 2    |

**Consecutive and Simultaneous Interpreting III – a minimum of 2 options**

|            |   |   |   |
|------------|---|---|---|
| ΔΙερ 3-102 | Consecutive & Simultaneous Interpreting III, English to Greek | 3 | 6 |
|------------|---|---|---|

|            |   |   |   |
|------------|---|---|---|
| ΔΙΕΡ 3-202 | Consecutive & Simultaneous Interpreting III, French to Greek  | 3 | 6 |
| ΔΙΕΡ 3-302 | Consecutive & Simultaneous Interpreting III, German to Greek  | 3 | 6 |
| ΔΙΕΡ 3-402 | Consecutive & Simultaneous Interpreting III, Italian to Greek | 3 | 6 |
| ΔΙΕΡ 3-502 | Consecutive & Simultaneous Interpreting III, Spanish to Greek | 3 | 6 |
| ΔΙΕΡ 3-602 | Consecutive & Simultaneous Interpreting III, Russian to Greek | 3 | 6 |

#### **Retour Interpreting – 1 option**

|            |                                       |   |   |
|------------|---------------------------------------|---|---|
| ΔΙΕΡ 3-105 | Retour Interpreting, Greek to English | 3 | 4 |
| ΔΙΕΡ 3-205 | Retour Interpreting, Greek to French  | 3 | 4 |
| ΔΙΕΡ 3-305 | Retour Interpreting, Greek to German  | 3 | 4 |
| ΔΙΕΡ 3-405 | Retour Interpreting, Greek to Italian | 3 | 4 |
| ΔΙΕΡ 3-505 | Retour Interpreting, Greek to Spanish | 3 | 4 |
| ΔΙΕΡ 3-605 | Retour Interpreting, Greek to Russian | 3 | 4 |

#### **Language Enhancement III – a minimum of 3 options**

|            |                                  |   |   |
|------------|----------------------------------|---|---|
| ΔΙΕΡ 3-002 | Language Enhancement Greek III   | 2 | 4 |
| ΔΙΕΡ 3-012 | Language Enhancement English III | 2 | 4 |
| ΔΙΕΡ 3-022 | Language Enhancement French III  | 2 | 4 |
| ΔΙΕΡ 3-032 | Language Enhancement German III  | 2 | 4 |
| ΔΙΕΡ 3-042 | Language Enhancement Italian III | 2 | 4 |
| ΔΙΕΡ 3-052 | Language Enhancement Spanish III | 2 | 4 |
| ΔΙΕΡ 3-062 | Language Enhancement Russian III | 2 | 4 |

#### **4<sup>th</sup> Semester – Modules**

| <b>Code</b> | <b>Title of Module</b> | <b>Hrs/Wk</b> | <b>ECTS</b> |
|-------------|------------------------|---------------|-------------|
| ΔΙΕΡ 9-510  | Practical Training     | 10            | 10          |
| ΔΙΕΡ 9-520  | Dissertation           | 10            | 20          |

#### **b. Course in Translation**

Students attending the course in Translation are offered workshops in translation in the working languages supported by the J.P.P.S. during the first three semesters, as well as IT and theoretical modules. All modules are compulsory. As regards the workshops, students select the modules that correspond to the working languages with which they were accepted for the J.P.P.S.

Modules are awarded credits (ECTS) as follows:

1<sup>st</sup> semester a total of 30 ECTS

2<sup>nd</sup> semester a total of 30 ECTS

3<sup>rd</sup> semester a total of 30 ECTS

In the fourth semester, students carry out supervised practical training (300 hours) and prepare their dissertation. The 4<sup>th</sup> semester is credited with 30 ECTS. Thus, the total number of ECTS required in order to obtain the P.D. for the course in Translation is 120.

#### **1<sup>st</sup> Semester - Modules**

| <b>Code</b> | <b>Title of Module</b>                                  | <b>Hrs/Wk</b> | <b>ECTS</b> |
|-------------|---|---------------|-------------|
| ΜΕΤ 1-301   | Principles of Translation Studies                       | 3             | 5           |
| ΜΕΤ 5-001   | Greek Language  | 3             | 5           |
| ΜΕΤ 6-002   | Information Technology I (Electronic Translation Tools) | 3             | 5           |

#### **General Translation I (2 options: English and one other language)**

|           |                       |   |   |
|-----------|-----------------------|---|---|
| ΜΕΤ 4-101 | from English to Greek | 3 | 5 |
|-----------|-----------------------|---|---|

|   |                       |   |   |
|---|-----------------------|---|---|
| ΜΕΤ 4-201                                       | from French to Greek  | 3 | 5 |
| ΜΕΤ 4-301                                       | from German to Greek  | 3 | 5 |
| ΜΕΤ 4-401                                       | from Italian to Greek | 3 | 5 |
| ΜΕΤ 4-501                                       | from Spanish to Greek | 3 | 5 |
| ΜΕΤ 4-601                                       | from Russian to Greek | 3 | 5 |
| <b>Reverse Translation Exercises (1 option)</b> |                       |   |   |
| ΜΕΤ 4-111                                       | from Greek to English | 3 | 5 |
| ΜΕΤ 4-211                                       | from Greek to French  | 3 | 5 |
| ΜΕΤ 4-311                                       | from Greek to German  | 3 | 5 |
| ΜΕΤ 4-411                                       | from Greek to Italian | 3 | 5 |
| ΜΕΤ 4-511                                       | from Greek to Spanish | 3 | 5 |
| ΜΕΤ 4-611                                       | from Greek to Russian | 3 | 5 |

### 2<sup>nd</sup> Semester - Modules

| Code  | Title of Module  | Hrs/Wk | ECTS |
|---|--|--------|------|
| ΜΕΤ 6-003   | Information Technology II (Electronic Translation Tools – Post-editing of Machine Translation) | 2      | 3    |
| ΔΙΜε2-135   | Specialized Scientific Topics  | 2      | 2    |
| <b>General Translation II (2 options: English and one other language)</b>   |  |        |      |
| ΜΕΤ 4-102   | from English to Greek  | 3      | 5    |
| ΜΕΤ 4-202   | from French to Greek   | 3      | 5    |
| ΜΕΤ 4-302   | from German to Greek   | 3      | 5    |
| ΜΕΤ 4-402   | from Italian to Greek  | 3      | 5    |
| ΜΕΤ 4-502   | from Spanish to Greek  | 3      | 5    |
| ΜΕΤ 4-602   | from Russian to Greek  | 3      | 5    |
| <b>Translation of Specialized Texts and Terminology Documentation I (2 options: English and one other language)</b> |  |        |      |
| ΜΕΤ 4-103   | from English to Greek  | 3      | 5    |
| ΜΕΤ 4-203   | from French to Greek   | 3      | 5    |
| ΜΕΤ 4-303   | from German to Greek   | 3      | 5    |
| ΜΕΤ 4-403   | from Italian to Greek  | 3      | 5    |
| ΜΕΤ 4-503   | from Spanish to Greek  | 3      | 5    |
| ΜΕΤ 5-603   | from Russian to Greek  | 3      | 5    |
| <b>Reverse General Translation I (1 option)</b>   |  |        |      |
| ΜΕΤ 4-112   | from Greek to English  | 3      | 5    |
| ΜΕΤ 4-212   | from Greek to French   | 3      | 5    |
| ΜΕΤ 4-312   | from Greek to German   | 3      | 5    |
| ΜΕΤ 4-412   | from Greek to Italian  | 3      | 5    |
| ΜΕΤ 4-512   | from Greek to Spanish  | 3      | 5    |
| ΜΕΤ 4-612   | from Greek to Russian  | 3      | 5    |

### 3<sup>rd</sup> Semester - Modules

| Code   | Title of Module                                     | Hrs/Wk | ECTS |
|--|---|--------|------|
| ΜΕΤ 1-302  | Management of Terminology                           | 3      | 6    |
| ΜΕΤ 1-420  | The Translator's Profession – Ethics of Translation | 3      | 3    |
| ΜΕΤ 1-520  | Contemporary Translation Practices                  | 3      | 4    |
| <b>Translation of Specialized Texts and Terminology Documentation II (two options: English and one other language)</b> |   |        |      |
| ΜΕΤ 4-104  | from English to Greek                               | 3      | 6    |
| ΜΕΤ 4-204  | from French to Greek                                | 3      | 6    |
| ΜΕΤ 4-304  | from German to Greek                                | 3      | 6    |
| ΜΕΤ 4-404  | from Italian to Greek                               | 3      | 6    |

|  |                       |   |   |
|--|-----------------------|---|---|
| MεΤ 4-504  | from Spanish to Greek | 3 | 6 |
| MεΤ 4-604  | from Russian to Greek | 3 | 6 |
| <b>Reverse General Translation II (1 option)</b> |                       |   |   |
| MεΤ 4-113  | from Greek to English | 3 | 5 |
| MεΤ 4-213  | from Greek to French  | 3 | 5 |
| MεΤ 4-313  | from Greek to German  | 3 | 5 |
| MεΤ 4-413  | from Greek to Italian | 3 | 5 |
| MεΤ 4-513  | from Greek to Spanish | 3 | 5 |
| MεΤ 4-613  | from Greek to Russian | 3 | 5 |

#### 4<sup>th</sup> Semester - Modules

| Code      | Title of Module      | Hrs/Wk | ECTS |
|-----------|----------------------|--------|------|
| MεΤ 9-510 | Internship 300 hours | 10     | 10   |
| MεΤ 9-520 | Dissertation         | 10     | 20   |

#### Student assessment

Students are graded through continuous assessment, exams and/or assignments, written and/or oral, by decision of the module professor. The assessment method is announced at the beginning of each semester.

Exams take place at the end of each semester. Students who are unjustifiably absent from the final exam and/or who do not deliver specified assignments in time are penalised (lower grade or fail), by a decision of the module professor.

The grading scale for assessing the performance of postgraduate students ranges from zero (0) to ten (10), as follows:

- Excellent (8.5 to 10)
- Very Good (6.5 to 8.49)
- Good (6 to 6.49)

Six (6) is the lowest passing grade.

Students are assessed for the workshops in interpreting through oral exams, which are conducted by a committee of examiners, which may include external associates, and/or examiners from the Directorates for Interpretation of the European Union. Students are examined in each of their working languages. They must receive a satisfactory grade in at least two of their working languages.

#### Postgraduate Dissertation

The Postgraduate Dissertation is written during the 4<sup>th</sup> semester of studies. Postgraduate students cannot begin to write their postgraduate dissertation without having successfully completed all modules of the previous semesters.

In order to write their Postgraduate Dissertation, candidates must submit an application to S.I.C., with a proposal regarding the title of the postgraduate dissertation and the supervisor, along with an abstract of the paper. The S.I.C. will then appoint the supervisor and form a 3-member Examination Committee to approve the paper that will include the supervising professor. The P.D. is graded by the 3-member Examination Committee. Its members must have the same or a similar scientific specialisation to the subject area of the J.P.P.S. The final grade, which is the average of the three grades submitted by the committee members, is then submitted to the J.P.P.S. Administration Office. The P.D. must be written in Greek and must be accompanied by a lengthy abstract in one of the languages supported by the Programme.

The presentation of the Postgraduate Dissertation takes place before the 3-member Examination Committee on a date and at a place defined by the S.I.C., which, upon approval by the Committee, is posted on the website of the relevant School. After the corrections indicated by the graders have been made to the postgraduate dissertation, it is obligatory to submit one (1) copy to the Central Library in

electronic form (CD or DVD) in order to be awarded a postgraduate diploma. The Library of the School of English Language and Literature must also submit a form of no-obligations to the AUTH System of Libraries. Instructions on submitting the dissertation can be found at <http://www.lib.auth.gr/node/147/>. All postgraduate students must also submit a printed copy of their P.D. to the J.P.P.S. Administration Office.

In exceptional cases of an objective inability or significant cause (resignation, retirement, health problem), a supervisor or member of the Examination Committee may be replaced, following a decision of the S.I.C. Assembly.

The postgraduate dissertation for the course in Conference Interpreting may comprise a portfolio of interpreting events with commentary. For the course in Translation, the dissertation may also comprise an annotated translation or terminology research.

For the course in Translation, the length of the dissertation must be 15,000 words (plus footnotes and annexes); it is submitted in three copies and in electronic form (CD) to the J.P.P.S. Administration Office.

The dissertation must involve original research into a topic from the field of translation studies, which is directly linked to the course and contents of the Programme.

Annotated translation involves the production of a functional and semantically correct translation that could potentially be published as an end product in a document similar to that of the source language. To this aim, postgraduate students are invited to use the most appropriate, based on the subject, documentation of the terminology and phraseology, both in the source and target language. The length of the original document must be approximately 2,500 words. If it is part of a larger text, then the selected part must maintain its own semantic integrity. The text must NOT have already been translated into Greek. This is usually ensured when working with texts that have only been published recently. The original text must have been written by a native speaker of the language. The text may come from the daily press or a magazine, the Internet, specialist press or a scientific journal. The text is selected in consultation with the supervising professor of annotated translation; it is recommended that postgraduate students propose more than one potential texts. The dissertation must include the following parts:

- Contents
- Introduction
- Side-by-side translation
- A glossary of the terms in the text
- Documentation of the terms and reference to sources
- Presentation of the terminology research and documentation
- Analysis of certain characteristic difficulties related to the translation/terminology
- Detailed bibliography
- Annex

The introduction must include a brief presentation of the text and the communication conditions that relate to its production.

In the side-by-side translation, the original and its translation must be placed on opposite pages in full correspondence. The first time a term is introduced, an indicator must be used linking it to the 5<sup>th</sup> part, i.e. the documentation of the terms.

The glossary must include all terms indexed in the text in alphabetical order based on the source language.

In the documentation of the terms and citations, the terms are recorded in the order they appear in the text and the numbering of the indicators is used. Each term must be documented in both the source and the target language with a definition or otherwise with a defining context. The source used must be noted below the definition, with a reference to its title and URL (if the source comes from the Internet).

When presenting the terminology research and documentation, postgraduate students must provide a more extensive presentation of the text they have selected, compared to the introduction, the field it belongs to and the main terms involved. At this point, they must also record in detail the stages of their research, the key-words used, the tools for collecting material, the search engines, the bibliographical sources, who they obtained information from, how they created the ad hoc text corpus on which they based their translation. More specifically, as regards the text corpus they will use in order to document their translation choices, it can include both specialized as well as popular texts. More specifically, the texts must be representative

and reliable based on specific criteria (e.g. author, recipient, publishing medium, time of publishing, visibility of the article etc.) that will be analysed by the postgraduate students in this unit.

In the unit on the analysis of the difficulties related to the translation or terminology, students must present certain difficulties they came across during the translation. They must mainly be related to morphological, syntactic, semantic, pragmatological, terminological etc., difficulties and be directly linked to the characteristics of the text analysed in the previous unit.

The detailed bibliography must state all sources used (dictionaries, encyclopaedias) during the translation process.

The Annex must include a small sample of the ad hoc corpus, which documents the terminology and phraseology choices made for the said translation.

The terminology research must include the following:

- 50 terms from a specific field (and corresponding ones in the target language), in an excel file.
- Required fields: Term, Definition, Definition Source, Context, Context Source, reliability, relation of the term to the rest
- The terms must be selected from a specific subfield

A written text must also be submitted at the same time with the following:

- Introduction (aim of the paper, general description)
- Presentation of the field/subfield
- Reference works, dictionaries, in the specific subfield (in the two languages)
- Basic terms of the field
- Relations between the terms
- Graphical representation (optional)
- Presentation of the research process
- Presentation of any identified differences
- Conclusion
- Bibliographical sources
- Annex I: sample of text corpus
- Annex II: Excel sheets

Examiners can indicate corrections that students must incorporate in their dissertation, and the supervisor then certifies the completion of the correction process.

The topic of the dissertation can be changed following an application by the student and the approval of the S.I.C.

The dissertation is written in Greek. It may be written in another language only following a relevant recommendation of the supervisor and the approval of the S.I.C.

### **Dissertation Grade**

The grade of the Postgraduate Diploma (P.D.) is the result of the weighted average of the J.P.P.S. modules and of the Postgraduate Dissertation (the weighting is based on the credits for each module and for the dissertation) and is calculated to two decimal places, in the following way:

***The grade of each module and of the Postgraduate Dissertation (where required), is multiplied by the relevant number of credits (ECTS) and the sum of the products is divided by the minimum number of credits required to obtain the P.D.***

$$\text{Dissertation Grade} = \frac{\text{sum of products (grade per module x relevant ECTS per module)} + \text{(grade of dissertation x ECTS)}}{\text{(ECTS total)}}$$

***(ECTS total)***

## Course Evaluation

From the 8<sup>th</sup> week of classes and onwards, postgraduate students evaluate their lessons electronically, according to the relevant legislation. The questionnaire includes questions regarding the goals of each module, the material, bibliography, workload and its evaluation. Professors are evaluated based on certain criteria, such as the organisation of classes, the interest they create about the subject, consistency, willingness to answer questions, and the overall opinion of the postgraduate students.

When the evaluation period begins, professors must download the special codes (PINs) found on the website of MODIP (Quality Assurance Unit) for each postgraduate student and forward them in time to the postgraduate students attending their module.

Each professor has access to the evaluation data regarding his/her module, along with the Director of the J.P.P.S. If a module and its professor are evaluated with a grade equal to or below 50%, the C.C. notifies the professor about the situation and discusses potential improvements. If the evaluation remains low on two consecutive occasions, for the same or a different module of the said professor, then the C.C. may decide to replace the professor in question. In addition, in cases of serious or proven complaints by postgraduate students, the C.C. is obliged to take the necessary steps to redress the situation. If the module is still conducted in a way that creates problems regarding the smooth functioning of the J.P.P.S., the C.C. may decide to replace the professor in question.

## Article 7 Scholarships

The present Postgraduate Study Regulation may include the provision of scholarships or excellent awards to postgraduate students, according to a S.I.C. decision. Scholarships are awarded based on academic, objective criteria (indicatively: they involve regularly attending students, the average grade from the previous semester, etc.) or the provision of services. The scholarship terms and the obligations and rights of the scholarship students are determined by a decision of the S.I.C.

## Article 8 Teaching Staff

Teaching staff of the J.P.P.S. may include:

- I. Teaching and Research Staff of the relevant School.
- II. EEP, EDIP and ETEP staff from the participating Schools, who hold a doctoral degree, unless the subject is of exceptional and unquestionable particularity, where a doctoral thesis is neither possible nor common.
- III. Teaching staff according to P.D. 407/80 of the relevant School.
- IV. Emeriti and Retired TRS of the relevant School.

If the teaching staff of the above categories does not suffice to cover requirements, the S.I.C. may, through a justified decision, assign teaching hours to TRS members of other Schools of the same institution or invite TRS members of other higher education institutes or researchers from research centres, as in article 13 A of L. 4310/2014 (A' 258), including the research centres of the Academy of Athens.

Furthermore, the S.I.C. Assembly may decide, following a recommendation by the Director of the J.P.P.S., to invite as visiting professors, acclaimed scientists who hold the position or the qualifications of professor or researcher at a research centre, artists-professionals or scientists of recognized competence with specialized knowledge or relevant experience in the subject area of the J.P.P.S. from Greece or abroad, according to the contents of par. 5, article 36.

In all cases, decisions about the programme of teaching, seminars and practical work at the J.P.P.S. are taken by the S.I.C., following a C.C. recommendation. Due to the particular nature of the Programme, its professional focus, the subject areas taught, and based on international practices, those



teaching at the workshops can be assisted by experienced professional interpreters or translators with relevant degrees.

The obligations of the teaching staff include, inter alia, providing a description of the lesson or lectures, the relevant bibliography, the examination method, and communicating with the postgraduate students. More specifically, the J.P.P.S. teaching staff must:

- Provide teaching services of a high level, and define the content of their postgraduate classes according to current scientific developments, using extensive and updated bibliography, appropriate assessment methods and suitable printed material and/or digital media in class.
- Ensure that knowledge is consolidated by using the most appropriate methodology, and correlating theory with practice where required. Within this framework, they may invite special scientists and experienced professionals with specialist knowledge for short periods, in order to enhance the content of their classes.
- Cooperate with their colleagues in a creative and harmonious manner, when co-teaching a module, and with the rest of the teaching staff and the Director of the J.P.P.S.
- Faithfully adhere to the programme and timetabling of classes.
- Inform the President of the School and the Director of the Programme if they miss a class due to other academic commitments or for reasons of health, announce the cancellation of the class in time and directly re-schedule it.
- Hand out the attendance list at the end of each teaching hour and check whether the students present, and only they, have signed it.
- Arrange to have at least two office hours per week during which the J.P.P.S. students can contact them.
- Submit and update the description of their module on the MODIP website, prior to the start of the semester.
- Issue the results of the exams within 20 days from the exam date, and definitely within the periods stated in article 14.
- If they are members of a 3-member postgraduate dissertation committee, they must submit the form with the grading and assessment of the dissertation to the Administration Office within the designated period.
- Respect and adhere to the decisions of the various bodies (S.I.C., P.S.C., Senate) and the academic code of ethics.

## Article 9

### Programme Revenue – Financial Management Process

The revenue of the J.P.P.S. comes from:

- a) the budget for Higher Education Institutes (HEIs) and its associated bodies
- b) the budget of the Ministry of Education, Research and Religious Affairs,
- c) donations, grants, bequests and any type of sponsorship from public, as defined in case a', par. 1, article 14 of L. 4270/2014 (A' 143), or private sector bodies,
- d) funds from research programmes,
- e) funds from programmes of the European Union or other international organisations,
- f) part of the revenue of the Special Research Fund Account (ELKE) for HEIs,
- g) any other lawful cause,
- h) from *tuition fees*.

According to article 37, par. 4 of L. 4485/2017, J.P.P.S. revenue is managed by ELKE, with 70% covering the operating costs of the programme and 30% covering the operating costs of the University.

Moreover, according to par. 6 of the same article, HEIs –and Schools that have PSPs- must **annually** publish, on their website, an income and expenditure account, recording costs per category and *in particular tuition fees, PSP teachers' salaries and the number of teachers that have received them*.

## **Article 10**

### **Administrative Support – Materials/Technical Infrastructure**

The J.P.P.S. uses its own materials/technical infrastructure (translation software and interpreting equipment), as well as the existing technical infrastructure of the participating Schools and the School of Philosophy. The Administrative Office of the School of English Language and Literature provides administrative support to the J.P.P.S.

Technical support is provided to the J.P.P.S. by the participating Schools. The venue for the J.P.P.S. modules on Conference Interpreting is the specially equipped interpretation classroom of the J.P.P.S. The workshops on Translation take place at the Informatics rooms of the participating schools and the computer room of the School of Philosophy; the theoretical modules are held in the teaching rooms of the School of Philosophy, where the necessary equipment is available (in number and quality) for the smooth operation of the programme.

## **Article 11**

### **Graduation Ceremony**

The graduation ceremony is arranged by a decision of the S.I.C.

## **Article 12**

### **Type of Postgraduate Diploma Awarded**

The Postgraduate Diploma is a public document awarded by the J.P.P.S.

The Postgraduate Diploma is issued by the Administration Office of the J.P.P.S. The Diploma details the Schools participating in the J.P.P.S., the HEIs' coat of arms, the year of completion of studies, the year of issue of the P.D., the graduation protocol number, the title of the J.P.P.S., the name of the postgraduate student and the grade 'Good', 'Very Good', 'Excellent'.

Prior to graduation, graduates of the Postgraduate Study Programme may receive a certificate of successful attendance and completion of the Programme.

In addition to the Postgraduate Diploma, a Diploma Supplement is also awarded to students [article 15 of L. 3374/2005 and M.D. Φ5/89656/BE/13-8-2007 (GG 1466, issue B')], which is an explanatory document that includes information regarding the nature, level, general educational framework, content and status of the studies successfully completed; it does not replace the official study title or transcript of courses awarded by the relevant institutions.

## **Article 13**

### **Plagiarism**

When submitting any postgraduate dissertation, postgraduate students are obliged to mention whether they have used the work and opinions of others.

Copying is considered a serious case of academic misconduct. Plagiarism is the copying of another individual's paper, or any use of their work – published or not – without a reference. The inclusion of any documentation material, even from the student's own work, without a relevant reference, may be considered just cause for the S.I.C. to disqualify the student.

In the above cases, following a reasoned recommendation of the supervising professor, the S.I.C. may decide to disqualify the student in question.

Any case of misconduct or violation of the academic code of ethics is reported to the Coordinating Committee of the J.P.P.S. for judgment and the S.I.C. for a recommendation on how to address the issue. Offences include cases of misconduct, such as copying or plagiarism, and in general, any violation of the

provisions on intellectual property rights by a postgraduate student during the elaboration of module assignments or the writing of his/her postgraduate dissertation.

#### **Article 14**

#### **Transitional Provisions**

Students who had already registered for a PSP when L.4485/2017 came into force, as well as students who registered and began their studies in the academic year 2017-2018 on a J.P.P.S. established before 4/8/2017, will continue and complete the programme according to the valid provisions prior to L.4485/2017 coming into force (article 85, par.2 of L. 4485/2017).

Any topic that arises in the future which is not covered by the relevant legislation, or the relevant Regulation of Postgraduate Studies, will be addressed by a decision of the S.I.C. of the J.P.P.S. and the University Senate through a modification of the Regulation and publication in the Government Gazette.