



NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS

School of Philosophy

Department of Educational Studies

POSTDOCTORAL RESEARCH REGULATIONS

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Contents

1. 1. Organisation of Postdoctoral Research
2. 2. Procedure for approval of Postdoctoral Research
3. 3. Conduct and completion of Postdoctoral Research
4. 4. Facilities and provisions for Postdoctoral Researchers
5. 5. Obligations of the Postdoctoral Researcher
6. 6. Completion of Postdoctoral Research and public presentation
7. 7. Intellectual property rights
8. 8. Deregistration of a Postdoctoral Researcher
9. 9. Implementing provisions
10. Appendix A. Application for Postdoctoral Research (template)
11. Appendix B. Postdoctoral Research Proposal (template)
12. Appendix C. Postdoctoral Research Report (template)
13. Appendix D. Certificate of completion of Postdoctoral Research (template)

1. Organisation of Postdoctoral Research

1. The National and Kapodistrian University of Athens provides the opportunity to conduct Postdoctoral Research to scholars in fields falling within the research interests and academic domains of the University's Schools and Departments.

2. The principal aims of Postdoctoral Research are:

- (a) to extend the researcher's specialisation and/or the results acquired through the doctoral thesis into new scientific directions of interest to the School/Department;
- (b) to strengthen the cadre of scholars capable of contributing to the advancement of science, research, and its applications;
- (c) to enhance research quality and output (qualitatively and quantitatively);
- (d) to disseminate findings and facilitate the transfer of know-how;
- (e) to strengthen the University's academic standing and international recognition of its research output.

2. Procedure for approval of Postdoctoral Research

1. The right to submit an application for the conduct of Postdoctoral Research is held by persons who possess a doctoral degree awarded by a higher education institution in Greece or an equivalent and recognised qualification from an institution abroad.

2. Applicants must have excellent command of the language in which the Postdoctoral Research will be conducted.

3. The School/Department may: (a) announce postdoctoral research positions at the beginning of the academic year; (b) accept applications throughout the year, submitted to the Secretariat; and/or (c) apply a combination of the foregoing.

4. The application shall state the member of the School/Department who will supervise the research and shall be accompanied by the following mandatory supporting documents:

- (a) copy of undergraduate degree from a Greek HEI or a recognised equivalent qualification from abroad;
- (b) copy of a Master's degree (if held) from a Greek HEI or a recognised equivalent qualification from abroad (per DOATAP recognition lists);
- (c) copy of the doctoral degree from a Greek HEI or a recognised equivalent qualification from abroad (per DOATAP recognition lists);
- (d) detailed curriculum vitae;
- (e) list of scientific works produced/published;
- (f) two (2) letters of recommendation, either from HEI Professors or from Researchers A', B', or C' grade, holders of a doctoral degree, from a recognised Research Centre in Greece or abroad;
- (g) a postdoctoral research proposal;
- (h) a letter of acceptance of supervision from the proposed supervisor.

5. The Secretariat receiving the application conducts a legality and completeness check of the submitted documents and forwards the application to the competent School/Department Assembly.

6. The President/Chair of the School/Department appoints a three-member committee from among members of the School/Department to examine the proposal. The committee assesses the relevance of the proposal to the academic fields covered by the School/Department and to the

research areas it serves (or intends to serve). Where the feasibility and purpose of the proposed research are duly substantiated, the committee forwards the proposal to the Assembly for approval.

7. The Supervisor must hold the rank of Professor, Associate Professor, or Assistant Professor (or be a retired member) and must have the same academic field or be active in the same or a cognate scientific area as that of the postdoctoral research.

8. Where a postdoctoral position has been announced, the Supervisor is appointed by the Department Assembly. In the case of inter-departmental research within a School, the Supervisor is appointed by the Deanery after the research has been approved by the relevant Department Assemblies.

9. Where the application is submitted outside an announced call, the candidate proposes a Supervisor. The appointed Supervisor may differ from the proposed one only following a specifically reasoned recommendation by the examining committee.

10. Where a candidate has secured a scholarship through a competitive selection procedure, the application is not examined by a three-member committee; it is submitted directly to the Department Assembly for approval. In the same meeting, the Assembly appoints the Supervisor, if not already proposed by the candidate.

11. For each researcher, the Assembly appoints two (2) additional members (Professor/Associate/Assistant Professor or retired) with relevant expertise who, together with the Supervisor, constitute the three-member Advisory Committee that monitors and supports the progress of the research.

12. The Secretariat is informed of the approval and registers the researcher in the Department's Register of Postdoctoral Researchers.

3. Conduct and completion of Postdoctoral Research

1. The duration of postdoctoral research may not exceed three (3) years from the date of the Assembly's approval decision. An extension beyond three years may be granted, following a reasoned proposal by the Supervisor to enable completion of the research work and by decision of the Department Assembly.

2. In the event of the Supervisor's transfer, election, or appointment to another Department in Greece or abroad, the Department Assembly appoints a new Supervisor for the researcher.

3. Upon completion of the postdoctoral research, the researcher, in collaboration with the Supervisor and with the agreement of the other two members of the Advisory Committee, submits a completion report to the School/Department Assembly.

4. The President/Chair of the School/Department certifies completion and the Secretariat updates the Register of Postdoctoral Researchers.

4. Facilities and provisions for Postdoctoral Researchers

1. During the conduct of postdoctoral research, postdoctoral researchers use the title and details of the School/Department with due respect for the University's reputation and in accordance with ethics and deontology rules.

2. Postdoctoral researchers have access to the laboratories and clinics of the School/Department (and, where applicable, other Schools and Departments of NKUA), the relevant equipment, the University's libraries with borrowing rights, computer laboratories, and an institutional e-mail account.
3. The status of postdoctoral researcher does not create any obligation of remuneration by the University.
4. Postdoctoral researchers may apply for funding in relation to actions provided for by decisions of the Department/School or the competent bodies of the University.
5. Postdoctoral researchers may be remunerated from resources originating from funded national or international research programmes. They may also receive scholarships from national or international bodies and foundations.
6. The Supervisor has an obligation to inform the postdoctoral researcher of safety regulations relating to premises and laboratories, and of matters of research ethics and deontology.

5. Obligations of the Postdoctoral Researcher

1. Postdoctoral researchers must prepare progress reports on their research, in collaboration with the Supervisor, at regular intervals as determined by the School/Department, and submit them to the Assembly for information.
2. Postdoctoral researchers may present progress in seminars, lectures, or other activities organised by the School/Department under the responsibility of the Supervisor, with the ultimate aim of disseminating the research through peer-reviewed publications where feasible or by other accepted means.
3. Postdoctoral researchers are obliged to state the School/Department under whose academic aegis their postdoctoral research is conducted (academic affiliation) in every publication.
4. Postdoctoral researchers must conduct themselves as befits members of the academic community and comply with, and respect, the University's internal operating regulation.
5. The School/Department may assign auxiliary teaching duties, within its undergraduate and postgraduate programmes, to the postdoctoral researcher, in accordance with applicable legislation (Article 29(7a) of Law 4009/2011).

6. Completion of Postdoctoral Research and public presentation

1. Postdoctoral researchers, in collaboration with the Supervisor and with the agreement of the other two members of the Advisory Committee, prepare and submit to the Assembly the completion report of postdoctoral research. Thereafter, they are obliged to present the results publicly on a date and at a venue determined by the Secretariat of the School/Department. The postdoctoral regulation of each Department may set additional conditions for completion of the research.
2. After completion, a certificate of postdoctoral research is issued, stating the Institution, Department, researcher's full name, father's name, the subject area of the research, the period of conduct and public presentation, and the full name and status of the Supervisor. The certificate is

signed by the President/Chair of the School/Department. The certificate does not constitute an academic degree.

7. Intellectual property rights

Intellectual property rights are regulated in accordance with Law 2121/1993.

8. Deregistration of a Postdoctoral Researcher

A postdoctoral researcher may be deregistered by decision of the School/Department Assembly for the following reasons, **inter alia**:

- (a) failure to comply with obligations;
- (b) use of ideas, methods, and results, or copying parts of other scholars' works without attribution;
- (c) conduct exposing or harming the University or the hosting School/Department;
- (d) submission of a deregistration request by the postdoctoral researcher.

9. Implementing provisions

- 1. Specific terms and conditions for conducting postdoctoral research, the maximum number of postdoctoral researchers, and guidance for the research proposal are included in the regulations of the Departments.
- 2. Departmental postdoctoral regulations are aligned with the present University regulation and are approved by the University Senate following a recommendation by the School/Department Assembly.
- 3. The postdoctoral research regulation is published on the website of the School/Department.
- 4. Calls for postdoctoral research positions are published on the websites of the School/Department and the University.

Appendix A. Application for Postdoctoral Research (template)

This template is provided *pro tempore* for website use. Fields may be adapted by the Secretariat *mutatis mutandis*.

TO: The School of Philosophy / Department of Educational Studies (or other hosting School/Department)

Last name	First name
Father's name	Mother's name
Date of birth	Place of birth
ID / Passport No.	Nationality
Address (street)	No.
City	Postcode
E-mail	Telephone

1. Degrees

- Undergraduate studies (Bachelor): University / Department / Date awarded / Grade
- Postgraduate studies (Master and/or PhD): University / Department / Date awarded / Grade

2. Distinctions / Scholarships

3. Theses (BA/MA/PhD) and Supervisor

4. Publications

5. Research / Professional activity

6. Foreign languages (certificate / CEFR level)

Attached documents

- Copy of Bachelor degree
- Copy of Master degree (if applicable)
- Copy of PhD degree
- Curriculum Vitae
- Two letters of recommendation
- List of scientific works/publications
- Postdoctoral research proposal (per Department guidelines)
- Letter of acceptance of supervision from the proposed Supervisor

Athens, .../.../... Signature: _____

Appendix B. Postdoctoral Research Proposal (template)

POSTDOCTORAL RESEARCH PROPOSAL

- Last name: _____ First name: _____
- Hosting Department: Department of Educational Studies (EDS)
- Title of proposal: _____
- Proposed Supervisor: _____

Abstract

1. Literature review

2. Objectives (and/or hypotheses)

3. Methodology

4. Timetable

5. Key words (2–5)

[Detailed proposal guidelines (content, length, annexes) are set by the hosting Department's regulation.]

Athens, .../.../...

Candidate (name/signature): _____

Supervisor approval (name/status/signature): _____

Appendix C. Postdoctoral Research Report (template)

SCHOOL OF PHILOSOPHY

DEPARTMENT OF EDUCATIONAL STUDIES

Postdoctoral Research Report

- Last name / First name: _____
- Registration number: _____ Registration date: ____/____/____
- Date of report: ____/____/____

1. Introduction

2. Objectives

3. Outcomes

4. Publications arising from the postdoctoral research

5. References

Postdoctoral Researcher (signature): _____

Supervisor (signature): _____

Appendix D. Certificate of completion of Postdoctoral Research (template)

SCHOOL OF PHILOSOPHY | DEPARTMENT OF EDUCATIONAL STUDIES

CERTIFICATE

- Address: Zografou Campus, GR-15703, Athens
- Contact person: _____ Telephone: _____
- E-mail: _____ Reference No.: _____

This is to certify that:

- Last name / First name: _____
- Father's name: _____ Mother's name: _____
- Place of birth: _____ Date of birth: ____/____/____
- Registration number: _____ Registration date: ____/____/____

has completed postdoctoral research in “_____”
(research field/subject), from ____/____/____ to ____/____/____, under the supervision of
_____ (name and status).

The researcher presented the work publicly on ____/____/____ .

This certificate is issued for all lawful purposes (*ad usum legitimum*).

The President/Chair of the School/Department: _____

Athens, ____/____/____