



HELLENIC REPUBLIC
National and Kapodistrian University of Athens
School of Philosophy
Department of Educational Studies

REGULATIONS FOR DOCTORAL STUDIES

Athens 2021

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Article 1: General Principles

The Doctoral Studies cycle offered by the Department of Educational Studies of the School of Philosophy of the National and Kapodistrian University of Athens is organised and operates in accordance with Law No. 4485/2017 and the applicable institutional framework, as in force from time to time.

It aims to support and advance scientific knowledge through research (basic and/or applied) in sub-disciplines and fields within the Education Sciences as cultivated by the Department.

Doctoral Studies are linked to, and completed with, the preparation of a doctoral dissertation, the form and structure of which must reflect the process and outcome of designing and conducting an original research project which - by following and/or renewing established research practices and international standards - constitutes a contribution to scientific knowledge.

Scientific research and the writing of the doctoral dissertation are undertaken exclusively by the doctoral candidate, under the scientific supervision and guidance of a member of academic staff (Professor, Associate Professor, or tenured Assistant Professor) who belongs to the Department. Doctoral research may be carried out either autonomously by the candidate or as part of a broader research project under the scientific responsibility of the dissertation Supervisor.

Successful completion of the doctoral research, following evaluation, leads to the award of a Doctoral Diploma (PhD) and the conferment of the title Doctor of Education Sciences, certifying the holder's original and significant contribution to the advancement of knowledge in the relevant scientific field and the holder's competence as a researcher.

Research and dissertation work within the Doctoral Studies cycle has a primarily educational function and seeks the comprehensive training and familiarisation of doctoral candidates with the design and conduct of scientific research, as well as the acquisition of research experience in the Education Sciences. Admission takes place following evaluation and is provided gratis.

Article 2: Eligibility to Submit an Application for Doctoral Studies

The right to submit an application for the preparation of a doctoral dissertation is granted to holders of a Master's degree (MSc/MA) from a Greek Higher Education Institution (HEI) or a degree recognised as equivalent from abroad (by DOATAP - Hellenic NARIC), or to holders of an integrated and uninterrupted postgraduate-level degree as provided for in Article 46 of Law No. 4485/2017.

In special cases provided for in the Doctoral Studies Regulations, a person who does not hold a Master's degree may, with reasoned justification and by decision of the Department Assembly, be accepted as a doctoral candidate (Article 38 of Law No. 4485/2017). Such exceptional cases include documented production of research work equivalent to that of Master's degree holders (e.g., a sufficient number of postgraduate-level studies or publications in reputable peer-reviewed journals, professional experience relevant to the dissertation topic), together with compulsory attendance of coursework as determined by the competent bodies.

Doctoral candidates without a Master's degree will be accepted only exceptionally and will be required to attend a cycle of courses determined by the Department Assembly.

Submission of the application takes place at the Department Secretariat in accordance with Article 3.

Article 3: Procedure for Submitting an Application

Interested persons may submit a written application throughout the academic year to the Secretariat of the Department of Educational Studies (Article 38 of Law No. 4485/2017).

The Secretariat forwards complete application files and supporting documents (see Article 4) to the competent evaluation committee for doctoral proposals and to the proposed Supervisor (where a Supervisor is proposed). The committee examines the proposal and submits its recommendation to the Department Assembly within five (5) weeks.

The competent body for the final decision regarding approval or rejection of the application is the Department Assembly, in accordance with the applicable legislative framework.

Article 4: Required Supporting Documents

- Application for the preparation of a doctoral dissertation stating: (i) proposed dissertation title; (ii) documented scientific proposal and draft dissertation plan (see below); (iii) proposed language of the dissertation and relevant request (where applicable); (iv) proposed Supervisor (with whom the applicant has already consulted).
- Detailed Curriculum Vitae.
- Draft dissertation plan (15-20 pages) including: the research problem, theoretical framework, research objectives, research hypotheses (where applicable), research methodology, expected results, and timeline of dissertation phases.
- DOATAP recognition of equivalence for the Master's degree (for degrees obtained abroad), pursuant to Law No. 3328/2005.
- Detailed memorandum of scientific publications and research activity.
- Copy of Bachelor's degree (degrees obtained abroad must be translated into Greek).
- Copy of Master's degree (degrees obtained abroad must be translated into Greek).
- Official transcripts of undergraduate and postgraduate studies.
- Evidence of additional education and/or training.
- Language proficiency certificate (level C2) and/or Greek language proficiency certificate, as required.
- Request to conduct the dissertation in English in special cases, such as co-supervision with a professor or researcher from a foreign institution.

- Solemn declaration that the applicant is not preparing a doctoral dissertation on the same or another topic in another Department/Institution, and that the same research has not previously been carried out at postgraduate level.
- Where the dissertation is conducted within a cooperation programme of the Department with another educational or research institution in Greece or abroad: (i) a request to conduct the dissertation within the programme; and (ii) a document stating the partner institution's consent.

Article 5: Selection Procedure for Doctoral Candidates

The evaluation committee receives candidate files after the Secretariat confirms that they are complete. The committee examines the proposals and submits a reasoned recommendation to the Department Assembly regarding the suitability of each proposal.

The Department Assembly, also taking into account the opinion of the proposed Supervisor, approves or rejects each application with reasoned justification.

Article 6: Supervision and Cooperation with Other Bodies

6.1 Supervisor of the Doctoral Dissertation

The Supervisor's academic field and research work must be relevant to the proposed dissertation topic, and the Supervisor must be a member of academic staff of the Department of Educational Studies.

The right to supervise doctoral dissertations is granted to members of academic staff (Professor, Associate Professor, Assistant Professor) of the same or another Greek HEI, or to researchers (Grades A, B, or C) in research centres under Article 13A of Law No. 4310/2014 (including research centres of the Academy of Athens and the Biomedical Research Foundation of the Academy of Athens), or as otherwise defined by the applicable legislative framework (Article 39 of Law No. 4485/2017).

Each Supervisor may supervise up to a maximum of six (6) doctoral candidates.

6.2 Cooperation with Other Bodies

In the case of a doctoral dissertation under co-supervision, the Department may cooperate with research centres and institutes under Article 13A of Law No. 4310/2014. In such cases, one of the cooperating institutions assumes administrative responsibility; one Supervisor is appointed from each cooperating institution/body; and the dissertation lasts at least three (3) years from the appointment of the supervising faculty/researchers.

Matters concerning the process from candidate selection to award of the doctoral title, as well as the award of a joint or separate degree in cases of institutional cooperation, are set out in the relevant Special Cooperation Protocol approved by the competent governing bodies. A Ministerial Decision published in the Government Gazette specifies,

mutatis mutandis, any matters related to co-supervised doctoral dissertations with recognised foreign institutions or research centres/institutes.

6.3 Three-Member Advisory Committee

The Department Assembly assigns supervision of the doctoral dissertation to the proposed Supervisor (Article 38(3) of Law No. 4485/2017) and appoints a Three-Member Advisory Committee, responsible for supporting the preparation and writing of the dissertation (Article 39(2) of Law No. 4485/2017).

The Committee includes the Supervisor and two additional members: faculty members of the same or another HEI, or professors of recognised foreign institutions holding a doctoral degree; or researchers (Grades A, B, or C) of research centres under Article 13A of Law No. 4310/2014; or researchers of recognised foreign research centres/institutes, with the same or a related academic field to that of the dissertation.

Regarding the Advisory Committee, the Supervisor must hold the rank of tenured Assistant Professor or higher, and one of the three Committee members must have supervised at least one doctoral dissertation successfully completed.

6.3a Replacement of Members of the Three-Member Advisory Committee

If, for any reason, the Supervisor ceases to serve or is demonstrably unable to supervise for a long period (e.g., serious illness, serious personal reasons, early-stage recognition that the research trajectory moves to non-related thematic fields, inability to cooperate with Committee members), the Department Assembly, considering the circumstances, assigns supervision to another person meeting the legal requirements, following an application by the doctoral candidate and the opinion of the proposed Supervisor. Otherwise, supervision may be assigned to one of the other two Committee members, even beyond the maximum supervision limit, in accordance with these Regulations (Article 39 of Law No. 4485/2017).

Replacement of the Supervisor may take place upon application by the Supervisor or the doctoral candidate and, where feasible, with the Supervisor's consent. The Department Assembly decides. The replacement Supervisor must submit a written declaration accepting the supervisory duties.

6.3b Transfer/Retirement of the Supervisor

If the original Supervisor transfers to another HEI/Department or retires, they continue to perform supervisory duties for dissertations already undertaken, and the degree is awarded by the Department of Educational Studies of NKUA (Article 39 of Law No. 4485/2017).

In all cases, retired members of the Three-Member Advisory Committee are replaced by an equal number of members by decision of the Department Assembly, in order to appoint the Seven-Member Examination Committee.

Replacement of Advisory Committee members should be stated on the inside cover (front matter) of the dissertation submitted for approval.

6.4 Seven-Member Examination Committee

The Department Assembly appoints a Seven-Member Examination Committee for evaluating the doctoral dissertation (Article 41(1) of Law No. 4485/2017).

The Committee includes the members of the Three-Member Advisory Committee (except those who have retired, who are replaced), and four (4) additional members meeting the criteria of Article 39(2) of Law No. 4485/2017.

Retired members who were replaced may attend the meeting of the Seven-Member Examination Committee without voting rights (Articles 39 and 41 of Law No. 4485/2017).

Article 7: Duration, Rights and Obligations of Doctoral Candidates

7.1 Duration

The minimum duration for the award of the Doctoral Diploma is three (3) full calendar years from the date of appointment of the Three-Member Advisory Committee (Article 40(1) of Law No. 4485/2017).

The maximum duration is ten (10) full calendar years from the date of appointment of the Three-Member Advisory Committee.

During their studies, a candidate may request, by sufficiently justified application, a suspension of studies for up to a total of two (2) years. The suspension period is not counted towards the maximum duration. During suspension, candidates do not benefit from the rights and provisions applicable to doctoral candidates.

7.2 Rights and Obligations

Doctoral candidates:

- Must renew their registration each academic year (Article 45(2) of Law No. 4485/2017).
- Each year, at times determined by the Three-Member Advisory Committee for each dissertation, must present orally and submit in writing a detailed annual progress report to the Three-Member Advisory Committee regarding dissertation progress. Copies, together with comments by the Supervisor or the Committee, are placed in the candidate's file under the Secretariat's responsibility (Article 40(2) of Law No. 4485/2017).
- With the consent, monitoring, guidance (and, where appropriate, co-authorship) of the Supervisor, must publish regularly - in each year of doctoral studies - part of their ongoing or completed work in recognised international peer-reviewed journals and/or conferences in Greece or abroad. The number of publications per year should be at

least one (1) and no more than three (3). Where the Supervisor (and/or other contributors) have made a significant contribution, their names must be included as co-authors.

- Before submitting the dissertation for evaluation, must have published parts of their work in at least one recognised international scientific journal or have delivered three (3) papers at international or Panhellenic peer-reviewed conferences. These outputs must be submitted together with the dissertation under evaluation.
- Remain under an obligation to publish part or all of the research in recognised journals and/or conferences after successful completion and evaluation; in such case, some publications should also be co-signed by the Supervisor, where appropriate.
- Doctoral Studies are offered gratis.
- For up to five (5) full academic years from first registration, doctoral candidates enjoy all rights and benefits provided to second-cycle students. For up to five (5) years after completion of the dissertation, they retain access/borrowing/use rights to university library electronic services (Article 40(3) of Law No. 4485/2017).
- They may conduct part of their research in another institution/institute/research centre/company in Greece or abroad (see Article 6).
- They must attend doctoral seminars organised by dissertation Supervisors one, two, or more times each semester, including presentations by Department faculty (and other Departments) and presentations of candidates' research designs.

Candidate obligations may also include:

- providing assistant teaching or research work in the Laboratory/Centre where they conduct the dissertation and/or within the Department (e.g., course organisation, examination invigilation).
- unpaid service in the Laboratory/Centre once per week, provided they permanently reside in Athens.
- attendance of a specified cycle of postgraduate courses, if deemed necessary by the Three-Member Advisory Committee.

By proposal of the Department Assembly and joint decision of the Ministers of Education and Finance, doctoral candidates may be assigned to assist faculty at undergraduate or postgraduate level with hourly remuneration charged to the Institution's budget (Law No. 3685/2008, Article 9(3)(e)).

Doctoral candidates and holders of another doctoral title falling under Article 19(4) of Law No. 4452/2017 may be employed as academic fellows (fixed-term private-law contract) for teaching, research, scientific, organisational, laboratory or clinical work as defined in the contract. The subject area is announced following proposal/approval by the Department Assembly. The contract duration may be up to one academic year, renewable/extendable, but total employment may not exceed three (3) academic years. Employment may be full or part-time and compensation is covered by

scholarships/resources secured by the Department, without increasing state funding, in accordance with the applicable provisions.

Article 8: Preparation of the Doctoral Dissertation

8.1 Definition/Change of Dissertation Topic

As stated in Article 4, each candidate indicates in their application the proposed dissertation title agreed in cooperation with the proposed Supervisor. After approval of the application by the Department Assembly, the dissertation title is finalised at a meeting of the candidate with the Three-Member Advisory Committee (held within a reasonable period after acceptance) and is approved by the Department Assembly, on the condition that the candidate provides documentation from the competent Documentation Centre that no doctoral dissertation on the same topic has been conducted or is being conducted in the same or another institution.

During preparation, the candidate may propose a modification of the initial title in cooperation with the Three-Member Advisory Committee, as dictated by research data and results. Modification of the title does not alter the time conditions referred to in Article 7.1.

8.2 Dissertation Writing Guidelines

Conditions for acceptance of the dissertation include, inter alia, the following:

- It constitutes a complete, original scientific work that contributes to the advancement of knowledge and the evolution of the scientific field, and is governed by logical coherence among its sections.
- The unified coherent text cannot be a supplementary compilation of verbatim or slightly modified paragraphs from articles and books used in the bibliography. Beyond indicating linguistic and theoretical inadequacy, such practice approaches plagiarism. Plagiarism is checked with specific software programmes before uploading to electronic repositories and constitutes a criminal offence.
- Its length ranges between 60,000 and 90,000 words (line spacing 1.5 and font Times New Roman).
- The cover and first page must have the format specified below.

Cover:

- Logo, title of the Institution and Department.
- Dissertation title.
- “Doctoral dissertation submitted by:”
- Place and year (e.g., Athens, 2021).

First page:

- Three-Member Advisory Committee: Supervisor; members of the Three-Member Advisory Committee.
- Date of the oral examination (viva voce).

If the Supervisor or Committee members have retired and been replaced, the first page must also mention the original composition of the Committee prior to replacement, then the replacement, and it must state the composition of the Seven-Member Examination Committee.

The dissertation must include a review of the relevant literature from the last five (5) years.

8.3 Language of Writing

The doctoral dissertation is written in Greek or in a language decided by the Department Assembly, taking into account the language proposed by the candidate in the application (Article 38(2) and (3) of Law No. 4485/2017).

As a rule, the writing language is Greek. Where the Three-Member Advisory Committee includes a faculty member or researcher from abroad, the writing language may be English.

Article 9: Evaluation of the Doctoral Dissertation

After completion of the writing, the Three-Member Advisory Committee accepts or rejects the candidate's request for public defence and evaluation. If the Committee accepts the request, it drafts a detailed evaluative report and submits it to the Department Assembly, requesting the appointment of a Seven-Member Examination Committee (Article 41(1) of Law No. 4485/2017). The evaluative report may not be submitted to the Department Assembly more than six (6) months after receiving the dissertation.

If the Three-Member Advisory Committee rejects the request for public defence, the dissertation is returned to the candidate with written guidance and specific suggestions for improvement. The time for study and evaluation may not exceed two (2) months from receipt. The candidate undertakes to resubmit the corrected text within a reasonable period. If the Committee rejects the corrected text as well, the candidate is deleted and the process is terminated. The candidate may submit a new dissertation application on a new topic in the same or another Department of the same or another institution.

If the Three-Member Advisory Committee supports public defence and requests appointment of the Seven-Member Examination Committee, the Department Assembly appoints it. The Secretariat, in cooperation with Committee members, sets the date of the oral examination (viva voce).

The candidate must submit to the Secretariat, in addition to the required number of dissertation copies (equal to the number of Seven-Member Committee members), the following: (a) one copy and one digital file of all publications produced during doctoral studies that constitute part(s) of the dissertation (if not yet published by the date of the oral examination, the candidate may submit a letter of acceptance); and (b) certificates of participation in conferences with presentations related to dissertation findings.

Public defence requires the physical presence of at least four (4) members of the Seven-Member Examination Committee; the remaining members may participate via videoconference (Article 41(3) of Law No. 4485/2017).

During the oral examination (viva voce), the candidate presents, within twenty (20) minutes, the main elements (objectives, methodology, results) and then answers questions by Committee members.

The Committee deliberates in camera and evaluates the dissertation's quality, completeness, originality, and contribution to science; it approves by a majority of at least five (5) members (Article 41(3) of Law No. 4485/2017) and grades it as GOOD, VERY GOOD, or EXCELLENT. The Committee drafts an Evaluation Record.

If the Evaluation Record bears four signatures and a fifth member has signed the Committee's evaluative report, the degree is considered validly awarded (Law No. 4186/2013, Article 39(18)).

If the oral examination outcome is negative (candidate rejected), despite a positive evaluative report, the oral examination is repeated within a period longer than three (3) and shorter than six (6) months. If rejected again, the candidate is permanently deleted.

If, on the day of the oral examination, the Committee requests specific written or oral improvements to the dissertation text, the candidate must implement them within a reasonable period under the responsibility and supervision of the Supervisor, so that copies can be deposited at the National Documentation Centre (EKT) and the Department library.

Article 10: Conferment and Doctoral Oath Ceremony

In case of a positive evaluation at the oral examination (viva voce), the following procedures apply:

- Deposit in the Department library of one copy of the dissertation and one digital file.
- Deposit at the National Documentation Centre (EKT) of one copy of the dissertation and one digital file.
- Submission of an oath-ceremony request to the Department Secretariat.

Subsequently, on a specified graduation/oath date, doctoral graduates are invited to read the prescribed oath and receive their diploma.

Article 11: Intellectual Property Rights

If the dissertation or parts of it are published after successful completion and evaluation, it is mandatory to state on the back cover that it is a doctoral dissertation submitted to the Department of Educational Studies, evaluated by the Supervisor and the other members of the Three-Member Advisory Committee (named), and approved within the oral examination (viva voce) on a specified date (also stated). Where parts of the dissertation are published, it must be indicated that they form part of a doctoral dissertation. Following consultation and cooperation for joint publications, the Supervisor's name must be included among the authors where appropriate.

The author of the doctoral dissertation holds the economic and moral rights of intellectual property of the dissertation content, in accordance with Law No. 2121/1993, as in force. Industrial property rights (e.g., inventions) belong to the doctoral graduate as well as to the dissertation Supervisor and other researchers participating in the research team, according to applicable legislation. Intellectual property rights arising after completion of the dissertation due to continuation of related research in the laboratory belong exclusively to the person responsible for that phase of scientific research and/or other researchers. For such matters, a contract may be signed between the parties at any stage of the research.

Article 12: Deletion/Removal of Doctoral Candidates

The Department Assembly, following a majority recommendation of the Three-Member Advisory Committee, may decide to delete doctoral candidates where, indicatively:

- the Three-Member Advisory Committee issues a negative judgement on the dissertation;
- cooperation with the Supervisor or members of the Seven-Member Examination Committee is evaluated negatively (e.g., infrequent contact and lack of regular meetings, failure to implement proposed corrections/improvements, abusive or other improper conduct);
- the conducted research violates academic ethics/deontology, is harmful or offensive to participants, or includes racist or other malicious content;
- candidates have unjustifiably interrupted the dissertation work for an extended period or show long periods of inactivity;
- they do not submit an annual progress report or do not submit dissertation parts for evaluation within the time periods set by the Three-Member Advisory Committee;
- they have exceeded the maximum duration of doctoral studies as defined in these Regulations.

In addition, the doctoral title is revoked where, inter alia:

- plagiarism and/or extensive copying from other works is confirmed;

- there is intentional forgery of documents or presentation of non-existent academic titles required for acceptance;
- there is abusive behaviour or unjustified verbal or physical attack against members of the Committee, the Department, the Institution, or members/groups of society.

Article 13: Doctoral Dissertation under Co-supervision

The Department of Educational Studies of NKUA may cooperate with research centres and institutes in Greece or abroad for the preparation of a doctoral dissertation under co-supervision, provided that the conditions of Article 43(3) of Law No. 4485/2017 are met.

A Ministerial Decision published in the Government Gazette determines any related matter concerning co-supervised doctoral dissertations with recognised foreign institutions or research centres/institutes.

Article 14: Transitional Provisions

The provisions of Law No. 4485/2017 apply also to doctoral candidates admitted before its entry into force, provided that, at the time of entry into force, the Seven-Member Examination Committee under Article 41 had not yet been appointed.

The provisions of the present law do not apply to doctoral candidates admitted before the entry into force of the present law who continue and complete their dissertation according to the provisions in force prior to its entry into force (Article 60 of Law No. 4559/2018).

Appendix: Doctoral Studies Cycle - Annual Progress Report

Progress Report Period: Month/Year - Month/Year

Submission Date:

Completion instructions: This form is completed by the doctoral candidate every twelve (12) months from the start of studies and is submitted to the Three-Member Advisory Committee via the Supervisor for information and comments, which will be discussed between the Supervisor and the candidate. The final text is signed by the doctoral candidate and the Three-Member Advisory Committee. The report is submitted together with the candidate's updated CV.

General information

- Full name of Doctoral Candidate:
- Dissertation title:
- Date of acceptance by the Department Assembly:
- Expected dissertation completion date:
- Members of the Three-Member Advisory Committee:

Summary of the Dissertation Topic (max. 300 words)

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A. Progress Report in Relation to the Previous Year

1. Stage of work (1-2 pages, 1.5 spacing, 12 pt Calibri)

Describe the progress of the work during the year preceding the acceptance date by the Department Assembly or since the last Progress Report. Specifically, describe research activities carried out during the previous academic year and their outcomes (e.g., submission of proposal/protocol, completion of literature review, data collection, data analysis, preliminary findings, writing of chapters, etc.), depending on the stage of the research. Attach all relevant materials (e.g., research proposal, chapters, articles, results tables, etc.).

2. Assessment of achievement/deviation from objectives (0.5-1 page)

Describe progress in relation to the objectives as described in the last progress report.

3. Difficulties, obstacles, and limitations

Report significant problems or difficulties that hindered smooth progress.

4. Changes and modifications of initial objectives

If there was a deviation from initial objectives (as described in the research protocol and/or annual reports), describe the necessary modifications.

B. Planning of Activities for the Next Year

1. Research objectives for the next year (0.5-1 page)

Include both immediate objectives (activities planned to be completed next year) and longer-term objectives (activities to be initiated but not necessarily completed next year), e.g., completion of a research stage, data analysis, submission to a conference, writing a chapter/article, etc.

2. Expected difficulties and proposed solutions

Describe expected difficulties/obstacles and propose ways to address potential problems, or provide alternative action plans.

3. Personal development

Suggestions for achieving research, learning, or professional objectives and personal development (e.g., attending courses, training programmes, conferences, organising events, teaching assignments, etc.).

4. Overall progress and self-assessment (0.5 page)

Brief appraisal of progress from the start of studies to date and self-assessment: strengths and needs.

C. Teaching and Other Programme Requirements

Attendance of courses/seminars: List courses, educational seminars or workshops (other than those required by the programme). Provide title, year, and duration.

D. Research Activities

Related articles, abstracts, etc. (References should follow the format used in the dissertation field, e.g., APA, MLA, Harvard, Chicago, etc.)

- Submissions and publications in journals.
- Presentations at scientific conferences.
- Participation in non-peer-reviewed conferences/events/training programmes, etc.

E. Teaching Duties or Other Activities

- Teaching duties (e.g., teaching assistant) or other contribution to Department teaching work.
- Participation in other research activities.
- Other activities (e.g., participation in committees/professional organisations/associations, event organisation, etc.).

F. Evaluation

Comments of the Advisory Committee

(Progress evaluation, recommended actions, planning, expected submission time based on progress so far, and confirmation that the candidate has received approval for conducting the research from the Department’s Ethics and Deontology Committee.)

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Supervisor signature: Date:

Comments of the Doctoral Candidate

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Doctoral Candidate signature: Date: