



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
Εθνικόν και Καποδιστριακόν
Πανεπιστήμιον Αθηνών
———ΙΔΡΥΘΕΝ ΤΟ 1837———

Dept. History and Archaeology, NKUA,
Dept. Philology, NKUA,
Dept. History and Philosophy of Science, NKUA,
Dept. Digital Industry Technologies, NKUA,
Dept. History and Archaeology, University of Cyprus,
Institute of Language and Speech Processing, Athena Research Centre

APPENDIX A12

**Study Regulations, Internship Regulations,
Mobility Regulations, in the Inter-institutional Program of
Graduate Studies
“MSc in Digital Humanities”**

Athens, March 2024

1. Internship Regulations

The Dept. of History and Archaeology of NKUA, based on the current legislation, drew up an Internship Regulation which was published in Government Gazette 4161/21.09.2018. According to the above, the Postgraduate students of the Department may carry out the Internship established by their Program of Studies.

The interested students submit a relevant application form to the MSc secretariat and the relevant decision of the MSc management body follows.

The Faculty Assembly appoints a faculty member of the MSc as "Academic Supervisor for Internships" for each interning postgraduate student. The "Academic Supervisor" has the academic supervision and coordination of the parties involved for each Internship conducted under the auspices of the School.

At the end of the Internship, the "Academic Supervisor", examines the student orally or in writing - taking into account the respective "Reports" of the employing institution and submits to the Faculty Assembly the score corresponding to the academic grading scale (0-10) with the corresponding credit units (ECTS), as defined by the Post Graduate Regulation and as indicated in the Programme and the Guide to Studies of the respective Postgraduate Studies Programme. The grade shall be accompanied by the "Report of Accomplishments" of the respective Internship.

The Dept. of History and Archaeology of NKUA shall enter into a tripartite contract under the title: "Private Internship Agreement for a Postgraduate Student - Dept. of History and Archaeology " with the respective Private Institution/Host Company that employs postgraduate students, within the framework of the Internship Programme, in accordance with a standard draft contract in three (3) original copies that accompanies the Internship Regulations as published.

It is noted that an Internship as an alternative possibility of preparing a Postgraduate Diploma Thesis is not foreseen.

Details regarding the duration of the internship, the scope of work, the amount of remuneration, insurance coverage, etc. are explicitly specified in the Internship Agreement.

2. Mobility Regulations

Students of the MSc in Digital Humanities have the opportunity to move to universities in European countries for studies in the Erasmus+ program. For mobility within the Erasmus+ program, the IPGS has adopted and applies the NKUA Mobility Regulations, which follow.



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MSc in
Digital
Humanities

MOBILITY REGULATIONS FOR THE ERASMUS+ PROGRAM

ACADEMIC YEAR

2024-2025

Study mobility for the ERASMUS+ program

MSc in Digital Humanities, National and Kapodistrian University of Athens

ERASMUS+ PROGRAM

Detailed information on the movement of students with the ERASMUS+ program is provided by the ERASMUS+ Coordinator at the Department, the Department's website as well as by the Department of European and International Relations of NKUA at the address <http://www.interel.uoa.gr/erasmus.html>.

1. Mobility for Studies

Through the ERASMUS+ program, it is possible for undergraduate and postgraduate students, as well as doctoral candidates, to attend a part of their Study Program (that is, some of their courses, elective courses that are not offered in the program of their studies or to prepare all or part of their bachelor's, master's or doctoral thesis in one of the countries of the European Union or the rest of the world (ERASMUS+ International).

1.1 Basic conditions for participation in the ERASMUS+ program

On the website of the Department of European and International Relations of NKUA (<http://www.interel.uoa.gr/erasmus/sm.html>), on the website of the Department for the ERASMUS+ program (<http://www.arch.uoa.gr/erasmos-swkraths.html>) and in the Study Guide the student can find out details about the collaboration agreements of each Department with the respective universities to which he/she can move.

Also, on the above websites, the invitation to participate in the program for the following academic year is announced in March of each year, as well as the maximum number of students of the Department who can move during the specific academic year.

1.2 Conditions for students to participate in the ERASMUS+ program

If some students do not meet the following conditions, they cannot participate in the application and selection process, even if there are no other interested students.

- 1) Undergraduate students:
 - must be enrolled in at least the second year of study at the time of application and
 - must have been successfully examined in at least as many courses as correspond numerically to one year of study •
 - those students who are in their last year of study or have exceeded the normal years of study have the right to participate in the program only if they have a sufficient number of courses (at least 30 credits) so that they can have a greater possibility of choosing and recognizing courses from the host university curriculum reception.
- 2) Graduate students:
 - they must have successfully completed the first semester of their studies at the Program of Graduate Studies in which they are enrolled.

- 3) A minimum required level of language proficiency is defined by the NKUA, in the context of ensuring the quality of mobility, a good knowledge of the official language of instruction of the host University (or another language in the case that the University uses another language of instruction for its foreign students), i.e., level B2, according to the language proficiency scale of the Common European Framework of Reference for Languages of the Council of Europe.
- 4) If the bilateral agreement mentions as a mandatory language level a level higher than B2 (e.g., C1, C2), this level will be a selection condition for the given Institution.
- 5) Attention: even if the host institution accepts students with a level lower than B2, this is not accepted by NKUA.
- 6) The certification of the level of language proficiency is done exclusively by presenting the corresponding diploma. Students who do not hold the corresponding diploma when they apply to the academic responsible for movement within the framework of the ERASMUS+ program, are not eligible.
- 7) Students who declare participation in the ERASMUS+ program retain the right to declare participation in the CIVIS Alliance Universities in the same year.
- 8) Students who have already moved with the ERASMUS program for studies or for internships are eligible to move again with the new ERASMUS+ program, as long as the total period of movement does not exceed 12 months (including the old and new period) per study cycle, but they will have a low priority during the selection in relation to students who request a transfer for the first time.
- 9) NKUA students whose place of origin and permanent residence is the country to which they want to move with the ERASMUS+ program will have a low priority during the selection process.

1.3 Selection Criteria of the students

The selection of students is made by the ERASMUS+ Coordinators of the Department, after consultation and cooperation of all academic managers, and the support of the responsible employee for ERASMUS+ of the Department Secretariat. The selection is based on the preferences of the universities that have been declared (up to three) and the criteria listed below and scored as follows:

For undergraduate students

- 1) Grade point average: the student's grade point average is calculated for the courses in which he/she has been successfully examined until the moment he/she applies for mobility with the ERASMUS program.
- 2) Level of knowledge of the main language of instruction of the host University (B2 and above). (1 credit per language level)
- 3) Level of knowledge of the host University's second language of instruction (B2 and above). (1 credit per language level)
- 4) Level of knowledge of the host University's basic language of instruction lower than B2 (0.5 points). It only applies in cases where a second language of instruction is provided, for which the interested parties have a certified language level of at least B2.
- 5) The knowledge of each additional language (except the basic and the second language of instruction of the host University) at B2 level (0.5 points per level of language proficiency).

For graduate students of the 1st cycle

- 1) Bachelor's degree
- 2) Grade point average of the first semester of studies
- 3) Level of knowledge of the main language of instruction of the host University (B2 and above). (1 credit per language level)
- 4) Level of knowledge of the host University's second language of instruction (B2 and above). (1 credit per language level)
- 5) Level of knowledge of the host University's basic language of instruction lower than B2 (0.5 points). It only applies in cases where a second language of instruction is provided, for which the interested parties have a certified language level of at least B2.
- 6) The knowledge of each additional language (except the basic and the second language of instruction of the host University) at B2 level (0.5 point per level of language proficiency).

For graduate students of the 2nd cycle

- 1) Bachelor's degree
- 2) Master's degree
- 3) Level of knowledge of the main language of instruction of the host University (B2 and above). (1 credit per language level)
- 4) Level of knowledge of the host University's second language of instruction (B2 and above). (1 credit per language level)
- 5) Level of knowledge of the host University's basic language of instruction lower than B2 (0.5 points). It only applies in cases where a second language of instruction is provided, for which the interested parties have a certified language level of at least B2.
- 6) The knowledge of each additional language (except the basic and the second language of instruction of the host University) at B2 level (0.5 point per level of language proficiency).

1.4 Selection of ERASMUS+ students

After the candidates' supporting documents have been examined, the students are ranked and recorded in order of ranking for all the Host Institutions chosen by the students and in relation to their three choices.

The participation of the students in the program is finalized only after the final control of the aggregated selection tables by the Department of European and International Relations of the NKUA, and then the Secretariat of the Department of History and Philosophy of Science is notified to post the tables on the Department's website (<https://www.phs.uoa.gr/>) and start the process of informing host Universities (nomination).

The selected students are informed by the Department of European and International Relations of NKUA about the further procedure they must follow, by sending an electronic message. Instructions are also available on the website of the Department of European and International Relations (<http://www.interel.uoa.gr/erasmus/sm/meta-thn-epilogi.html>).

The selected students must immediately inform the competent services of the NKUA about the acceptance or not of their possibility of movement so that in the event of a vacancy, this position will be filled immediately by a student from the list of runners-up.

1.5 Course recognition – before departure

The ERASMUS+ Study Program provides for and ensures full recognition of the study period at the Host University. The selected students will then draw up their study program with the help of the academic managers who will sign the Learning Agreement to be sent to the Host Institution and to ensure the recognition of the courses listed in it. The rest of the procedure, the required actions and all the information are detailed on the website of the Department of European and International Relations (<http://www.interel.uoa.gr/erasmus/sm/meta-thn-epilogi.html>).

The student's Learning Agreement prior to his/her departure for the Host University should be approved by the academic in charge with the concurrence of the lecturer at the student's request. A course is not recognized only if it is not included in the Study Agreement and, of course, if the student has not passed the exams or evaluation procedures prescribed by the Host University.

Core courses or compulsory major courses can be assigned if the teacher has checked the content of the course taught there and makes a positive recommendation to the General Assembly. The remaining courses chosen by the student are considered electives and are recognized as electives by the Department if the student has successfully passed the exams in the respective course.

The Learning Agreement can be modified while the student is on the move, in the event that one of the courses he/she originally registered for is not offered.

In order for the student not to lose time from his/her studies, it is good that the courses he/she has attended and successfully passed correspond to 30 credits (ECTS) for a semester or 20 ECTS for a quarter.

1.6 Course recognition – upon return

When the student returns, he/she must present an official document from the Host University stating the course titles, the grades obtained in the corresponding exams at the Host University, the number of ECTS and the ECTS grading scale or the percentage $[100 \cdot n/N]$ (where n is the number of students who have $>$ or $=$ with the specific grade and N = the total number of students). This document must show the grades for ALL courses the student had chosen (Pass or Fail), to show that he/she participated in their exams.