

Regulation for Conducting Postdoctoral Research at the University of Western Macedonia

Article 1 Conducting Postdoctoral Research at the University of Western Macedonia: The University of Western Macedonia provides, in accordance with existing legislation and its internal regulations, the opportunity for researchers holding a doctoral degree to conduct Postdoctoral Research (P.D.R.) in fields that fall within the research interests and cognitive subjects of its Departments, as well as in related fields. The main objectives of conducting P.D.R. at the University of Western Macedonia are as follows: - The creation of high-quality scientific research. - The development of new research fields in the Departments of the University of Western Macedonia, which are related to the scientific field of the doctoral dissertation of the postdoctoral researcher. - Contributing to the research needs of the Departments. - The transfer of know-how. - The strengthening of scientists capable of contributing to the progress of science, research, and its applications. - Highlighting the quality and academic prestige of the University of Western Macedonia's research work, as well as its international distinction.

Article 2 Approval Process for Postdoctoral Research: The competent body for the approval of postdoctoral research is the Assembly of the Department or Departments in the case of interdisciplinary P.D.R.. Researchers eligible for conducting P.D.R. must: 1. Hold a Doctoral Degree from domestic or equivalent foreign institutions recognized by DOATAP. 2. Have approved postdoctoral scholarships from bodies or institutions such as IKY, ELIDEK, etc. 3. Come as visitors from other domestic or foreign higher education institutions. 4. Have secured funding for high-level research from national, international, or private entities. 5. Have submitted to a Department a detailed research proposal. From the above criteria, criteria 1 and 5 must be compulsorily met by interested parties, while criteria 2-4 are considered optional. The Departments of the University of Western Macedonia accept applications from interested researchers throughout the year. It is possible to issue and publish a call for expressions of interest in conducting P.D.R., which is approved by the Assembly of the Departments, upon recommendation of a Professor thereof. The application (ANNEX A) is accompanied by the following documents: 1. Copy of a degree or diploma from a domestic higher education institution or equivalent recognized institutions abroad. 2. Copy of a Postgraduate Diploma from a domestic higher education institution or equivalent recognized institutions abroad (if any). 3. Copy of a doctoral diploma from a domestic higher education institution or equivalent recognized institutions abroad. 4. Detailed curriculum vitae. 5. Copy of a certificate of excellent or very good knowledge of the English language and/or the language in which the postdoctoral research will be conducted. 6. Copies of scientific publications. 7. Two (2) recommendation letters either from University Professors or from a Researcher of grades A', B', or C', holding a Doctoral Diploma from recognized Research Centers domestically or abroad. 8. Research proposal according to the attached model (ANNEX B). 9. Consent from the proposed supervising Professor. Further documents may be provided for in the Regulation for Conducting Postdoctoral Research.

Article 3 Evaluation of Candidacy Applications: The Department's Secretariat, where the applications with the necessary documents for each candidacy are submitted, archives and registers the applications with a Protocol number. Subsequently, it proceeds to a formal check and completeness check of all submitted documents and forwards the applications to the Department's Assembly. The Department's Chairman, based on the relevance of the research subject of the submitted application, appoints a three-member Committee from the Department's members to examine the proposal. The Committee examines the relevance of the research proposal to the cognitive subjects covered by the Department, as well as the research areas treated or desired to be

treated by the Department, and if the feasibility of implementing the proposed research is documented, forwards the proposal to the Assembly of the Department or Departments concerned, for the approval of the proposal. The Assembly examines and decides according to article 1 of the present, especially the relevance of the applicants' research proposals to the cognitive subjects covered by the Department, as well as the research areas treated or desired to be treated by the Department, the purpose, duration, phases, and expected results of the proposed research project, and the need for its implementation, and accordingly decides on the approval or rejection of the proposal. The Department's Secretariat posts the results of the evaluation of the applications on the Department's website and informs the successful candidates. The Department's Assembly has the ability to cost and charge the Postdoctoral Researcher for the use of necessary resources for postdoctoral research. The University of Western Macedonia has no obligation to pay remuneration or cover travel expenses of Postdoctoral Researchers. Postdoctoral Researchers may apply for funding related to actions provided for based on decisions of the Department or the University under existing legislation, such as partial funding of announcements at recognized international competitive conferences. Postdoctoral Researchers may be remunerated from funds coming from funded national and international research programs. They may also receive scholarships from national or international bodies and institutions. In order to renew the status of the Postdoctoral Researcher, an intermediate postdoctoral research report, which the candidate prepares in collaboration with the Supervising Professor and submits for approval to the Department's Assembly (ANNEX C), is required at the beginning of each academic year.

Article 4 Appointment of Supervising Faculty Member: For the accepted candidates, the Assembly appoints a supervising faculty member, Professor, Associate Professor, or permanent Assistant Professor, or a tenure-track Assistant Professor, who undertakes the supervision of the candidate's work, provided that the research is conducted within a Department. In the case of interdisciplinary research, the appointment of the Supervisor is made after the approval of the Assemblies of the Departments. The supervising faculty member is the member of the teaching staff who belongs to the same or a related scientific specialty as the one in which the candidate conducts postdoctoral research. The Supervisor may be different from the one indicated by the applicant only after a documented recommendation of the Committee, provided that the criteria set above are not met. The maximum number of Postdoctoral Researchers per faculty member of the Department is set at two (2). The supervising faculty member, in collaboration with the candidate, defines the topic of the postdoctoral research and, after its completion, submits to the Assembly a report of research findings that is drafted in the Greek language. Also, they arrange the candidate's workspace and guide the research by transferring scientific experience and knowledge to them. The change of Supervisor, especially in the case of non-functional cooperation between the Researcher and the Supervisor, falls under the jurisdiction of the Department's Assembly, upon application either by the researcher or the supervisor to the Department's Assembly. In case of transfer, election, or secondment of the Supervisor to another Department of a domestic or foreign higher education institution, a new Supervisor is appointed for the researcher by decision of the Department's Assembly.

Article 5 Duration of Postdoctoral Research: The duration of postdoctoral research cannot be less than one (1) year from the date of the decision of the Department's Assembly and longer than three (3) years. An extension of the duration of postdoctoral research beyond three (3) years can be granted for up to 12 months, after a documented proposal by the Supervisor for the completion of the research project and a decision by the Department's Assembly.

Article 6 Obligations of Postdoctoral Researchers: Postdoctoral researchers are required to annually draft an intermediate report of their postdoctoral research (ANNEX C) in collaboration with the Supervisor, which is submitted to the Department's Assembly for information. Postdoctoral researchers are required to participate in seminars or conferences organized by the Department for the presentation of their research progress. The Department or Departments, in the case of interdisciplinary research, may assign auxiliary work to postdoctoral researchers that is included in the programs of the Department or Departments respectively, within the framework of the first and second cycle of studies, after decisions of the competent bodies and a recommendation by the supervisor, provided that this does not contradict the obligations of the research and the existing legislation. The type of auxiliary work depends on the needs of the study programs, e.g., conducting and supporting part of the tutorial and laboratory exercises and practical training of students in the relevant field, supervising examinations, etc. Postdoctoral researchers are required to mention the Department in which they conduct their research (academic affiliation) in every publication of theirs, as well as the research laboratory of the Department they may have joined. Postdoctoral researchers are required to respond to improvement proposals made by the Internal Evaluation Group O.M.E.A. of the Department within the framework of the Department's internal evaluation process.

Article 7 Provisions for Postdoctoral Researchers: During the duration of the research: - They use the title and details of the Department. - They have access to the Institution's Library with borrowing rights, to the laboratories and equipment of the Department, as well as to any supplementary provision the Department deems necessary for the completion of the research. - They may apply for funding or a scholarship regarding actions provided for based on decisions of the Department or School or the University, such as partial funding of announcements at recognized international competitive conferences. - They may participate in the processes of awarding Research Prizes for the Academic Staff of the University of Western Macedonia, as defined by the Regulation for the Reward of Research and Excellence.

Article 8 Completion of Postdoctoral Research: Upon completion of the postdoctoral research, the cooperation of the Postdoctoral Researcher with the Department ends. For the process to be considered complete and for the related certificate to be issued to the Postdoctoral Researcher, at least the following must have been implemented: a) The research duration, as defined from the beginning, must have been completed. b) A public presentation of the research results conducted at the Department must have been made by the Postdoctoral Researcher. c) A completion report for the research conducted at the Department, signed by the Supervising Professor, must have been submitted by the Postdoctoral Researcher (ANNEX D). d) At least one (1) copy of a publication on a subject derived from the postdoctoral research in a reputable, international journal belonging to one of the Q1, Q2, or Q3 categories of SCIMAGO (SCOPUS) must have been submitted. The certificate does not constitute a degree (ANNEX E). It is signed by the Department's Chairman, after receiving the Assembly's approval. The certificate mentions the Institution, School, Department, name, surname, father's name, and place of birth of the Researcher, the cognitive subject of the research, and the period of its conduct. The Department's Secretariat informs the Registry of Postdoctoral Researchers of the Department of the institution.

Article 9 Dismissal of Postdoctoral Researchers Postdoctoral researchers are dismissed by decision of the Department's Assembly for the following reasons:

1. Failure to comply with their obligations, as defined by the present regulation.
2. Submission of a dismissal request by themselves.
3. Negative recommendation by the supervisor.
4. Using ideas, methods, and results of other researchers in ways not in accordance with academic ethics.
5. Acting in ways that expose and harm the Department or the University hosting them.

Article 10 Quality Assurance: By decision of the Department's Assembly, which is incorporated into the Regulation for Conducting Postdoctoral Research of the Department, a process of internal evaluation of postdoctoral research is established.

Article 11 Transitional Provisions: The provisions of the present Regulation apply and are implemented also for postdoctoral researchers who have been accepted before its entry into force. Matters not regulated by the present Regulation and the Internal Regulation of the University are regulated by decisions of the Department's Assembly.

ANNEX A To: University of Western Macedonia School
 Department
 Application for Conducting Postdoctoral Research
 Please consider my application for conducting Postdoctoral Research in the Department
 of the School of the
 University of Western Macedonia 1. Personal details Candidate's full name
 Father's name
 Residential address
 Postal code Contact telephone
 Email
 address ID number
 Issuing authority Date of issue

Academic qualifications Undergraduate studies Higher Education Institution Department Date of Degree Award Degree Grade Thesis Topic 1) 2)

Postgraduate studies: Higher Education Institution Department Date of Diploma Award Diploma Grade Thesis Topic 1) 2)

Doctoral Diploma: Higher Education Institution Department Date of Doctoral Diploma Award Doctoral Dissertation Title 1) 2)

If any degree has been awarded by a foreign institution, a certificate of equivalence and recognition must be submitted from DOATAP.

1. Foreign languages
2. Distinctions/Scholarships
3. Scientific Publications
4. Research-Professional Experience
5. Proposed Professor as Supervisor

Attached Documents

ANNEX D

Template for Final Report Form of Postdoctoral Research TO: The members of the Department Assembly of the School of the University of Western Macedonia

SUBJECT: Final Report on Postdoctoral Research

NAME OF P.D. Researcher:

DATE:

.....

1. Introduction
2. Definition of problem-goals
3. Description of research results
4. Publications of the Postdoctoral Researcher
5. References
6. The Postdoctoral Researcher The Supervisor

(signature) (signature)

ANNEX E

HELLENIC REPUBLIC UNIVERSITY OF WESTERN MACEDONIA SCHOOL {SCHOOL NAME}

DEPARTMENT {DEPARTMENT NAME}

CERTIFICATE OF COMPLETION OF POSTDOCTORAL RESEARCH

Mr./Ms., son/daughter of, from(PLACE OF BIRTH) conducted in

(DEPARTMENT NAME)

of the School (SCHOOL NAME) of

the University of Western Macedonia, postdoctoral research

"....." supervised by Professor (SUPERVISOR'S NAME) from to

on the subject and

period from

The postdoctoral research of him/her was publicly presented on

(DATE OF PUBLIC PRESENTATION) and was approved by the No.

Session/Date of the DEPARTMENT).

The postdoctoral research falls within the field of knowledge "NAME OF FIELD OF KNOWLEDGE".

(City, Date)

The Department Chair