

REGULATION OF DOCTORAL STUDIES OF THE DEPARTMENT OF STATISTICS AND INSURANCE SCIENCE OF THE SCHOOL OF ECONOMIC SCIENCES OF THE UNIVERSITY OF WESTERN MACEDONIA

Article 1: General Principles

This Regulation defines the structure, operation, and admission requirements to the Doctoral Studies Program (DSP), as well as the procedures for the preparation of a doctoral dissertation and the acquisition of a Doctoral Diploma in the Department of Statistics and Insurance Science of the School of Economic Sciences of the University of Western Macedonia, in accordance with the provisions of Law 4485/2017. The provisions of this Regulation of Doctoral Studies specify and supplement the institutional framework, as applicable from time to time, governing the organization and operation of the third cycle of studies of the relevant Department and determining the more specific terms and conditions for the organization of Doctoral Studies and the preparation of a doctoral dissertation.

Article 2: Purpose of the Doctoral Studies Program

The Doctoral Studies Program of the Department of Statistics and Insurance Science at the University of Western Macedonia aims primarily at making a substantial contribution to the advancement of knowledge and applications in the field of Statistics and Insurance Science. Furthermore, it aims at the conduct of original and innovative scientific research by the researchers in all fields/disciplines covered by the Department of Statistics and Insurance Science, so they can staff Universities, Research Centers, Enterprises, and Organizations in the private and public sector in Greece and internationally.

Article 3: Right to Apply

The right to submit an application for the preparation of a doctoral dissertation is granted to those who meet the following two conditions:

1. They hold a degree from a Higher Education Institution (University or Technological Educational Institute) of the country or a recognized equivalent institution from abroad.
2. They hold a Master's Degree from a Higher Education Institution of the country or a recognized equivalent from abroad or a unified and indivisible title of postgraduate level studies (article 46 of Law 4485/2017).

Article 4: Selection Process for Candidates

An announcement for the selection of doctoral candidates is made once every academic year, during the Winter semester or whenever else deemed appropriate by the Assembly of the Department. The announcements for positions of doctoral candidates are publicized through the daily press and posted on the relevant websites of the Institution. The announcement specifies:

- a. The duration of the submission of applications.
- b. The fields of knowledge in which the candidates can prepare a dissertation and the number of admissions per field of knowledge.
- c. The documents that must accompany the application.

In the application, the proposed title, the proposed language of preparation, which may be different from Greek, and the proposed supervisor of the doctoral dissertation are stated.

With the submission of the application, the candidate submits the following documents:

- a. Detailed curriculum vitae,
- b. Copy of the degree and detailed grades, and, if applicable, a written equivalence certificate from DOATAP for titles of study from institutions abroad.
- c. Copy of the master's degree and detailed grades, as well as, if applicable, a written equivalence certificate from DOATAP for titles of study from institutions abroad.
- d. Summary of the thesis (if available).
- e. At least two (2) recommendation letters from faculty members in sealed envelopes by the authors.
- f. Proof of sufficient knowledge of the English language
- g. Copies of scientific publications and certificates of participation in research programs, relevant experience, etc. (if available).
- h. Draft Doctoral Dissertation (Research Proposal) as described below.

The candidate is required to submit, along with the application and the other documents, a draft Doctoral Dissertation in Greek, which must include the following:

- a. Indicative Title in Greek and English, Thematic Area/Areas ("Areas of interest") and from two (2) to five (5) Keywords ("Keywords").
- b. Brief description of the topic.
- c. Summary of current scientific practices, perceptions regarding the proposed topic ("Literature Review").
- d. Contribution and originality of the proposed dissertation ("Contribution to Science").
- e. Main purpose, objectives, and research propositions of the doctoral dissertation ("Research Propositions").
- f. Research Methodology ("Research Methodology").
- g. Determination of the expected duration of the main individual phases/stages of the dissertation preparation, such as literature review, collection and processing of research material ("Gantt Chart").
- h. Relevance of the proposed topic to the field of knowledge and the overall academic (research / writing / teaching) work of the supervising member ("Relevance").
- i. Bibliographic references, which will appear in the proposal ("References").

The Assembly of the Department, after considering the submitted applications, categorizes them based on the relevance of the research subject and appoints a three-member committee per category of applications, consisting of members of the faculty of the Department. The committees examine all the documents submitted with the application and invite the candidate for an interview. Then, the committees draft a detailed memorandum, stating the reasons why each candidate meets or does not meet the conditions to be accepted, and submit it to the Assembly. If the candidate does not propose a supervising professor, he/she is proposed by the committee and put to approval by the Assembly. The Assembly of the Department takes into account the memorandum of the committee with the opinion of the proposed supervisor and approves or rejects the application of the candidate justified. The approval decision also specifies the language of writing of the doctoral dissertation.

Change of title or language

Changing the title of the doctoral dissertation or the language of its preparation can be made following a documented recommendation of the Three-Member Advisory Committee and approval by the Assembly of the Department.

Article 5: Supervision of Doctoral Dissertation

The right to supervise doctoral dissertations is granted to:

- a. Faculty members of the first degree, associate, and assistant professors of the relevant or another Higher Education Institution.
- b. Researchers of A', B', or C' grade from research centers of article 13A of Law 4310/2014 and the provisions of article 39.1 of Law 4485/2017, including the research centers of the Academy of Athens and the Biomedical Research Foundation of the Academy of Athens.

Each faculty member can supervise a total of five (5) doctoral dissertations.

Three-Member Advisory Committee

The Assembly of the Department assigns the supervision of the Doctoral Dissertation to the proposed supervisor and appoints a Three-Member Advisory Committee, responsible for framing and supporting the preparation and writing of it.

Members of the Three-Member Advisory Committee

The Three-Member Advisory Committee includes the supervisor and two other faculty members of the first degree, associate and assistant from the relevant or another Higher Education Institution or Professors from recognized equivalent institutions abroad, who hold a doctoral diploma, researchers of grades A', B', or C' from research centers of article 13A of Law 4310/2014 and the provisions of article 39.1 of Law 4485/2017, including the research centers of the Academy of Athens and the Biomedical Research Foundation of the Academy of Athens or from recognized research centers or institutes abroad and have the same or related field of knowledge as the doctoral dissertation under consideration. Professors on scientific leave can also be appointed as members of the Three-Member Advisory Committee. The Supervising Professor guides and supports the candidate's research. Specifically, the direct collaboration between the Supervisor and the doctoral candidate must be regular and continuous.

Replacement of the supervisor

If for any reason the supervisor is unable or proven unable to perform the duties of a supervisor for a year, the Assembly of the Department, assessing the circumstances, assigns another person to supervise, after an application by the doctoral candidate and the opinion of the proposed supervisor, otherwise one of the other two (2) members of the three-member advisory committee, even exceeding the maximum number of doctoral candidates that each supervisor can supervise as defined by this Regulation. If the original supervisor moves to another Higher Education Institution or Department of a Higher Education Institution or retires, he/she continues to perform the duties of a supervisor for the doctoral dissertations he/she has undertaken, and the title is awarded by the Higher Education Institution to which the Department belongs, where the preparation of the dissertation began.

Announcement of Admissions

After the appointment by the Assembly of the Department of the Three-Member Advisory Committee, the names of the doctoral candidates and the members of the Three-Member Advisory Committee, the title, and a brief summary of the doctoral dissertation to be prepared are posted on the website of the Department.

Preparation of the Doctoral Dissertation with Co-supervision

The Department of Statistics and Insurance Science of the School of Economic Sciences of the University of Western Macedonia may cooperate, in accordance with the provisions of article 43 of Law 4485/2017, with Higher Education Institutions, research centers, and institutes of article 13A of Law 4310/2014, including the research centers of the Academy of Athens and the Biomedical Research Foundation of the Academy of Athens, for the preparation of dissertations with co-supervision. The related to the process of preparation, granting of a unified or separate title, etc., are specified in the relevant Special Cooperation Protocol that is formulated and approved accordingly.

The Department of Statistics and Insurance Science of the School of Economic Sciences of the University of Western Macedonia may also cooperate with recognized equivalent Institutions or research centers and institutes abroad for the preparation of dissertations with co-supervision, provided that at least one of the cooperating Departments or Schools is autonomous. The related to the process of preparation, granting of a unified or separate title, etc., must be specified in the relevant Special Cooperation Protocol formulated in accordance with the provisions of the relevant decision of the Minister of Education, Research and Religious Affairs published in the Government Gazette, in accordance with the provision of article 43 paragraph 2 point b' of Law 4485/2017.

Article 6: Preparation Process

Each year, the doctoral candidate presents orally and submits in writing a detailed memorandum regarding the progress of his/her doctoral dissertation to the Three-Member Advisory Committee. A copy of the memorandum as well as comments on it from the supervisor or the three-member committee and progress reports are filed in the individual file of the candidate. Failure to submit a progress report is equivalent to a negative recommendation.

Article 7: Duration of Doctoral Dissertation Preparation

Duration of Preparation

In accordance with current legislation (paragraph 1 of article 40 of Law 4485/2017), the process of preparing a doctoral dissertation cannot last less than three (3) years from the date of appointment of the Advisory Committee. The maximum duration of the preparation of the doctoral dissertation cannot exceed five (5) full calendar years from the date of appointment of the three-member advisory committee. The completion time can be extended for two (2) additional years upon a justified request by the candidate, which after being approved by the members of the three-member advisory committee is recommended to the Assembly of the Department for approval.

Suspension

The doctoral candidate may request the suspension of the dissertation preparation, for a maximum total duration of one (1) year, accompanied by a sufficiently justified recommendation of the Three-Member Advisory Committee and approved by a decision of the Assembly of the Department. During the suspension, the status of the doctoral candidate and the rights arising from it are suspended. The suspension time is not counted towards the maximum total duration of the doctoral dissertation preparation.

Article 8: Rights/Benefits and Obligations of Doctoral Candidates

Rights/Benefits

Doctoral studies are offered free of charge. Doctoral candidates have, for up to five (5) full academic years from their first registration, all the rights and benefits provided for second cycle

students. These include, indicatively: technological support, awards, scholarships, student care, representation in collective bodies, etc. After the lapse of the five (5) years, a special justification from the three-member advisory committee is required, as well as the submission of a schedule that substantiates the possibility of completion within two (2) more years at most. They retain the rights of access, borrowing, and use of electronic services of university libraries for up to five (5) years after the award of the Doctoral Diploma.

Obligations

Each academic year, the doctoral candidate presents orally and is obliged to submit in writing a detailed memorandum to the Three-Member Advisory Committee regarding the progress of the doctoral dissertation. The research progress report constitutes a renewal of his/her registration. A copy of the memorandum, as well as comments on it from the Supervising Professor or the three-member Advisory Committee and progress reports, are filed in the individual file of the candidate.

The indicative weekly time of the candidate's stay at the University for this purpose is fifteen (15) hours per week, preferably distributed over three (3) working days. Specifically, the doctoral candidate may assist in teaching courses of the subject matter (laboratories, tutorial classes, assignments) after a decision by the Assembly, participating unpaid in educational and research activities under the guidance of the Supervising member or / and the two (2) other members of the Advisory Committee. The three-member committee may modify the mandatory presence at the university for research purposes.

The candidate is obliged throughout the duration of the studies and until the oral defense of the dissertation, to provide his/her services in the supervision of the department's examinations, according to the supervision schedule prepared by the department. He/She is responsible for informing himself/herself about the supervision schedule from the Department's Secretariat in each examination period. In case of impediment, he/she must find a substitute and inform the responsible faculty member about the name of the person who will replace him/her.

Article 9: Conditions for the Public Defense of the Doctoral Dissertation

Before the final evaluation of his/her doctoral dissertation and its completion, the candidate must have:

- a) proven participation with a paper in at least one (1) international conference with referees and proceedings
- b) at least two (2) publications on a topic derived from his/her dissertation in reputable journals with referees (which belong to at least one of the accepted cataloging systems, e.g., Scopus, Scimago Q1/Q2/Q3).

Article 10: Evaluation of the Doctoral Dissertation

After the completion of the writing of the Doctoral Dissertation, the three-member Advisory Committee accepts or rejects the candidate's request for public defense and evaluation. If the three-member Advisory Committee accepts the candidate's request, it drafts a detailed recommendation report and submits it to the Assembly of the Department requesting the appointment of a Seven-Member Examination Committee for the evaluation of the Doctoral Dissertation.

The Seven-Member Examination Committee includes the members of the three-member Advisory Committee, except for the retired members thereof, which are replaced by an equal number of members by decision of the Assembly of the Department, and four additional members who meet the criteria of paragraph 2, article 39, of Law 4485/2017.

The Doctoral Dissertation is publicly defended by the doctoral candidate. The public defense process requires the physical presence of at least four (4) members of the Examination Committee, while the remaining members can participate via teleconference. Subsequently, the Examination Committee convenes without the presence of third parties, evaluates the work in terms of quality, completeness, original thought, and its contribution to science, and based on these criteria approves it, with a majority of at least five (5) of its members. The retired members of the three-member Advisory Committee, replaced according to paragraph 2, may attend the meeting without the right to vote.

The candidate must send the doctoral dissertation in printed or electronic form (upon agreement) to the members of the Seven-Member Examination Committee at least thirty (30) days before the defense date.

Article 11: Disenrollment of Doctoral Candidates

The following may constitute grounds for disenrollment from the Registry of Doctoral Candidates:

- a. The inability of Doctoral Candidates to meet the obligations of the Doctoral Studies Program,
- b. Use of ideas, methods, and results or copying part of other scientists' works without referencing them.
- c. Actions of the candidate that expose and damage the University or the Department hosting it.
- d. The inability of Doctoral Candidates to continue their studies for personal reasons,

Article 12: Transitional Provisions

Issues not provided for by Law 4485/2017 (Official Gazette A' 114) and not directly specified by this Regulation of Doctoral Studies are resolved by the Assembly of the Department of Statistics and Insurance Science of the University of Western Macedonia.

The Assembly has the right to modify the operation of the Regulation of Doctoral Studies in any case deemed necessary for ensuring the quality of the Doctoral Studies Program.

This decision is to be published in the Official Gazette."