



SCHOOL OF FOOD SCIENCES

DEPARTMENT OF WINE, VINE
AND BEVERAGES SCIENCES

**UNDERGRADUATE PROGRAMME
REGULATIONS**

ACADEMIC YEAR 2021-2022

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CHAPTER A STUDY SUBJECTS

Article 1

Admission of students

The registration of first-year students in the Department of Wine, Vine and Beverage Sciences is done through the electronic application of the Ministry of Education and Culture. and sending the names of the successful candidates from the Ministry to the Department. The registration of special categories of admissions is done in accordance with the applicable legislation. Apart from the above cases of admission, students are enrolled in the Department through the process of transfer and placement exams, in accordance with the current legislation and the relevant decisions of the Department's Assembly.

Article 2

Registration - Declarations

1. The student registers at the beginning of each semester on dates and deadlines determined by the academic calendar and announced on the department's website, for both the winter and spring semesters of study. After the end of the date for submitting course declarations, students who did not submit a declaration, have the possibility within (10) days to submit to the secretariat an application for late registration with the courses they wish to attend. The decision to approve the overdue registration application and course declaration is taken by the Department Assembly.
2. Students submit to the Department Secretariat an electronic declaration with the courses of the study program they wish to attend during the specific semester (course declaration), at the beginning of each semester and within a deadline set in the Academic Calendar which must not exceed two (2 weeks. The course statement is valid with the restrictions that apply per degree program.
3. The number of courses students choose is defined in the Study Program.
4. It is not allowed to declare courses for semesters longer than the student's semester of study.
5. Students are required to declare the elective courses that were not successfully examined (the same or different, if they wish) from those offered in each WINTER or SPRING term so that the required number of elective courses for the specific semester is completed according to their Study Program, without exceeding the prescribed number of letters to which they are entitled.
6. They may also declare additional optional courses than those required for obtaining the degree during the course declaration period. These courses do not count towards the degree and their credits do not count towards the total credits.

Article 3

Duration of study - Partial study - Interruption of study

1. The duration of the Undergraduate Study Program of the Department of Wine, Vine and Beverage Sciences is eight (8) semesters divided into four (4) academic years.
2. Active students mean students whose duration of study has not exceeded the duration of the

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semesters required to receive the degree according to the indicative Curriculum, increased by four semesters, i.e. twelve (12) semesters or six (6) years.

3. Students may, after a reasoned request to the Department Secretariat, suspend their studies. The maximum duration of interruption of studies may not exceed the maximum duration of studies of the Department and is not counted towards the normal duration of studies. Student status is temporarily suspended during the period of interruption of studies. The application is submitted before the beginning of the semester for which the interruption is requested. The student may request an interruption of studies for an even number of semesters, due to the sequence of courses and not more than the minimum number of semesters required to receive the degree, unless the interruption is due to proven health reasons or reasons of force majeure.

Article 4

Teaching Organization – Academic Calendar

1. Undergraduate studies are conducted based on the system of six-month courses and according to the undergraduate study program drawn up by the Department's Assembly and reflected in the relevant Study Guide. The educational/teaching work of each academic year is structured in two semesters, winter and spring. Each semester includes at least thirteen (13) full weeks of instruction. The number of weeks for conducting the exams is defined by a decision of the Rector's Council and is included in the Academic Calendar.
2. An extension of the duration of one semester is allowed only in exceptional cases in order to complete the required minimum number of weeks of teaching, however, it cannot exceed two (2) weeks and is done by decision of the Rector, following a proposal by the Dean of the School. If, for any reason, the number of weeks of instruction, carried out in a course, is less than thirteen (13), the course is considered not taught and not examined, and any examination thereof is invalid and the grade is not calculated for its award degree. The academic year begins on September 1 and ends on August 31 of the following year. At the end of each semester there is a three-week examination period.
3. In the academic calendar of the University of Western Attica, the start and end dates of the winter and spring semester courses, the winter and spring semester examination periods, as well as the September repeat examination, the Christmas and Easter holidays are listed. The academic calendar also describes the official holidays of each semester. The academic calendar is announced before the start of each academic year, following a relevant decision of the Senate of the University of Western Attica.
4. Interruption of the educational work and the general operation of the Foundation beyond what is provided by law, is possible by decision of the Senate and only in exceptional cases. In exceptional cases of extreme phenomena, the interruption of the educational work and the general operation of the institution may be done by decision of the Rector.

Article 5

Teaching-examination timetable

1. The teaching of the courses of the undergraduate study program takes place in accordance with the timetable drawn up by the Department Assembly and approved by the Department President and the Vice Chancellor of Academic Affairs. The timetable is valid for one academic semester and is prepared (drafted or revised) at least fifteen (15) days before the start of classes. With the care of the Department's Secretariat, it is notified to the teachers and the

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students at least fifteen (15) days before the start of the courses.

2. The timetable includes the courses, the classrooms and the weekly distribution of the teaching hours of the courses within the working days of the week.
3. Attendance of theoretical courses (lectures, tutorials, seminars, lectures, etc.) by students is generally optional, while the Laboratory part of the courses is compulsory. Internship as well as Thesis are also compulsory. In case of an obstacle to conducting a course
4. its reimbursement is foreseen. The make-up date and time are posted on the website of the teaching hours for the compulsory courses of the same semester and in the exam schedule, coincidences of exam times only for the courses of the same semester are excluded.
5. The University and the Department take care of facilitating the attendance of students and teachers with special needs.

Article 6

Examinations – Regulations for Conducting Examinations

1. The exams are held exclusively after the end of the winter and spring semesters for the courses taught in those semesters, respectively. The student is entitled to be examined in the courses of both semesters in a repeat examination held in September, before the start of the new winter semester. A prerequisite for taking the exams is the completion of thirteen (13) weeks of teaching.
2. Students who have completed the regular course of study, which is equal to the minimum number of semesters necessary for the award of the degree, according to the indicative curriculum, are not allowed to be examined in the examination period of the winter and spring semesters of each academic year in all courses due, regardless of whether they are taught in the winter or spring semester according to the decision of the Departmental Assembly, unless the Departmental Assembly decides otherwise.
3. Each examination period lasts three (3) weeks. The start and end of the examination periods are included in the Academic Calendar.
4. Special care is taken for the oral examination of students with proven, prior to their admission to the institution, dyslexia after their application, accompanied by the relevant supporting documents, at the Department's Secretariat. An oral examination is also foreseen in special cases proven by official supporting documents from Public hospitals, which are submitted to the Department Secretariat before the examination of the course.
5. If the student fails more than three times in a course, by decision of the dean, he is examined, following his application, by a three-member Committee of professors of the School, who have the same or a related subject or professors from other Schools, if there are no such professors in the relevant Faculty and are appointed by the Dean. The course teacher is excluded from the committee. In case of failure, the student continues his studies and is re-examined in the specific course, according to the current legislation.
6. The student reserves the right to improve the grade in a course that has been successfully examined, following his application to the Department's secretariat. In these cases, students are examined during the examination periods in which the examinations of the specific course are held and not as an exception. The application is submitted on specified dates, which are determined by the Department Assembly. The student reserves the right to improve his score in up to three (3) courses in total during his studies and only once per course. Between the exam and re-examination grades that the student will receive, the higher of the two is chosen.

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7. The examined material of the course includes the material that has been announced to the students from the beginning and during the semester in combination with the possible clarifications or modifications made by the teacher.
8. The exams are conducted in writing or orally, at the discretion of the instructor.
9. When the exams are conducted orally, the exact time distribution of their conduct within the time frames determined by the exam schedule is the teacher's responsibility.
10. The Department may set up an Examinations Committee made up of members of D.E.P. who are selected by the Department Assembly. The task of the Exams Committee is to regulate issues related to the good organization and conduct of the exams (exam schedule, invigilators, rooms, etc.).
11. The usual duration of the exams is two hours. The duration of the exams can be set differently by the teacher/examiner, especially in oral exams. In any case, the exams are completed at the end of three hours at most.

Exam rules:

1. Each examiner can prepare for each examination at least two series of subjects which are distributed alternately to the students being examined.
2. The invigilator may, before distributing the subjects, change positions among the examinees. A change of position for the examinee is also allowed when the invigilator deems it appropriate.
3. The invigilator or examiner checks the IDs and signs the examinees' stickers during the examination. Identity verification is mandatory and for this students must bring their student ID card or other proof of identity. A student without ID is not allowed to be examined or, if he submits a paper, it is not taken into account.
4. In addition, the student must carry a pen, eraser and calculator if required and permitted by the examiner. Mobile phones, their use and their accessories are prohibited in the exam room. If students bring such objects or books or notes, they leave them in regular order at the seat and pick them up when they leave. The University is not responsible for their loss.
5. The completion of the name and other information is done upon receipt of the sticker, even if the student intends to deliver it blank.
6. Confirmation that the student attended the exam is given if the invigilator can confirm with certainty the identity of the examinee.
7. If the student asks to be absent from the examination room, the invigilator writes on the sticker the time of the examinee's exit and the time of his/her re-entry. The exam topics are given to the students and are received together with the written papers.
8. The supervision or surveillance of the examinations may be carried out by members of the D.E.P., by staff hired in accordance with the P.D. 407/1980. .
9. The supervisors must expel from the room the student who violates the above prohibitions. The written record of the expelled student is zeroed. The invigilator takes care of the smooth conduct of the exams, takes the necessary measures and reports to the course manager any student's refusal to comply with the instructions. In the event of the student's refusal to comply, the person in charge of the course will cancel his/her written record. The person in charge of the course is responsible for the smooth and in accordance with the legislation and the regulation, conducting the examination process.
10. The invigilators are responsible for preventing plagiarism by examinees and are accountable to

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the Department administration.

11. The subjects are announced by the person responsible for conducting the exams, a member of the D.E.P. and in exceptional cases by his representative or substitute, who is solely responsible for publicly clarifying any problems or questions. The exams are conducted without the help of books or notes, unless the teacher expressly allows it, due to the nature of the subjects, after a relevant written announcement within a reasonable period of time before the exams are held.
12. If other problems occur that are not mentioned in these Regulations, nor foreseen by the current legislation (eg power cuts, sudden illness of the examinee, etc.) the course examiner decides.

Article 7

Grading

1. The grade in each course (theoretical or laboratory part of the course) is determined by the teacher, who can organize written or oral exams at his discretion or rely on assignments or laboratory exercises.
2. The student's grade is formed based on his performance in the exams.
3. It is possible to take into account performance in intermediate progress exams, assignments or exercises.
4. The performance in the courses is evaluated with points given during the knowledge control process. Each course, educational activity or thesis is independently graded in whole units. The grading scale for the student's overall performance is defined from zero to ten. Upgradable grades are five (5) and higher.
5. For courses that have a theoretical and a laboratory part, each part of the course is graded independently in whole units by independent exams or other evaluation method. For each part of the course, transferable grades are five (5) and higher. In the final grade of the course, the grade of the theoretical part and the laboratory part count for 50% each.
6. The results of the exams are registered by the teacher on the special electronic platform no later than thirty (30) days from the date of the course exam. The results of the examinations are posted on the Online Information System of the Secretariats. The Secretary of the Department is responsible for the observance of the above.
7. The student can be re-examined in courses, for which he did not receive a passable grade, in the September period or in a subsequent examination period. If it is elective courses, he has the right to replace them with other elective courses, as long as this is allowed by the Department's curriculum and their attendance is declared. Re-examination in the same examination period is excluded.
8. The student may request from the teacher himself a demonstration of his writing after the announcement of the results, according to the procedure that will be set by the teacher. Grade correction after the announcement of the results by the Secretariat is only allowed, due to a justified detour or cumulative error.
9. In case of copying, plagiarism or any other way of falsifying the results of the exams, a negative grade is given and the Department Assembly has the possibility to impose disciplinary penalties.
10. The written documents are kept under the supervision of the teacher for one (1) calendar year from the date of the examination. After the expiry of this time the writings cease to have

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effect and are destroyed, unless a relevant criminal, disciplinary or any other administrative procedure is pending. Their destruction is best done in the Foundation's document shredders and the products of destruction recycled.

Article 8
Compositions

1. All undergraduate students of the Department are entitled to choose and procure free of charge a number of textbooks equal to the total number of compulsory and elective courses required to obtain the degree and in any case one (1) textbook per course.
2. A textbook is considered any printed or electronic book, including free access electronic books, as well as the printed or electronic academic notes of the teacher. The textbook fully responds to the academic subject of a course and covers all or most of its material and content, as defined in the undergraduate studies regulation, in accordance with the approved curriculum.
3. The list of textbooks includes at least one recommended textbook per compulsory or elective course, which comes from the textbooks declared in the EVDOXOS Central Information System, if they are available. The specific list is drawn up annually following suggestions from the relevant teachers or those responsible for each of them.

Article 9
Library

1. At the University of Western Attica, a single Central Library operates, at the management level, as an independent and decentralized unit. In order to become a member of the Library, undergraduate students need to register, in accordance with the respective procedures and declare that they accept the operating regulations and the legislation that applies at any time for the protection of the member's personal information. The registration is registered in the automated system and the membership card is issued with a unique number (barcode). New members of the PADA academic community or old members who have not registered in the Library, now have the possibility of online registration at the link: (https://opac.seab.gr/selfreg~S15*gre).
2. Membership ends upon graduation. Users are required to return borrowed hardware or equipment. The opening hours are determined by the supervisory authorities of the Library. (Information on the terms of borrowing can be found on the website of the University Library).

Article 10
Rights and obligations of students

1. Students complete their educational and examination obligations, according to the Department's curriculum. They collaborate with the teaching and research staff for their educational and research needs, on days and times announced in writing or electronically by the lecturers at the beginning of each academic semester. They can also address the Dean and the Department Chair for issues within their competence.
2. They are also entitled to submit applications to the Department Secretariat. The answer to these applications is given in a reasonable time, in writing or orally, by the competent employees of the University. The Secretariat must receive students on specific days and times

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at least 3 times a week, in order to provide the necessary information, accept applications, etc., in accordance with current university legislation and the decisions of the collective bodies of the Department and the University. Applications can also be submitted online.

3. The students participate, through their legally certain representatives, actively in the administrative activities of the collective bodies of the Department, contributing to the organization and operation of the administrative and educational processes of the latter, as well as of the relevant School and the University in general. The availability of free rooms for student events is made by the Vice Chancellor of Academic Affairs and in the event that there is no free room available with timely notification of the teacher in that room. The rooms made available must be handed over after their use, so that the other functions of the Department or the Institution can continue without interruption.
4. Students present their student ID whenever they come to the Registrar's Office or to exams. Before their swearing-in, they hand over their student ID to the Department Secretariat and return any books they may have borrowed from the University library. During the declaration, the competent services are informed about the interruption of feeding and accommodation
5. Students are entitled to use the laboratory facilities, libraries, reading rooms and other equipment of the Department, according to the decisions of the Department.

Article 11

Awards – Scholarships – Reciprocal Scholarships

1. The Department, by decision of the Assembly, may award distinctions and prizes to students, as long as there is relevant funding.
2. The University may, if there is a relevant grant, grant its undergraduate and postgraduate students awards and scholarships in accordance with the applicable legislation and the decisions of the competent bodies.

Article 12

Academic ID – Special Ticket

Students can apply electronically for an Academic Identity Card, in a specially configured information system, throughout the academic year. All students are entitled to submit applications for Academic Identity. However, a Special Ticket is also valid for their movements, so that they are entitled to the discounts provided for by the current legislation, only the students' Academic IDs will have:

- a) full-time students of the first cycle of studies who do not already hold a university degree for the number of years required to obtain a degree according to the indicative study program increased by two (2) years.
- b) part-time students of the first cycle of study who do not already hold a university degree for twice the number of years required to obtain a degree according to the indicative curriculum.
- c) of member states of the European Union and of third countries, who study at local HEIs within the framework of the mobility program of the European Union "Erasmus" for as long as their studies at the local HEI last.

Termination of student status for any reason (interruption, deletion) automatically means termination of the right to hold the Academic ID, which in this case should be returned to the Department Secretariat.

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Article 13

Student Welfare Issues

1. The University ensures the existence of conditions, which will allow students to meet their university obligations, forming the necessary study and living conditions. Special interest is shown for students with special needs, who have priority and proportional access to any kind of provision and right that derives from their student status.

Active undergraduate students, as defined in article 2 of Law 4009/2011 (A195), are entitled to free meals if they are studying to obtain their first degree, in accordance with the conditions set by the applicable legislation and mainly their family or individual financial situation and their locality. Active students are:

- a) full-time first cycle students who are not already university degree holders for the number of years required to obtain a degree according to the indicative study program increased by two (2) years.
- b) first-cycle part-time students who do not already hold a university degree for twice the number of years required to obtain a degree according to the indicative curriculum.

The conditions for free meals as well as the necessary supporting documents for obtaining and renewing the special meal card are defined by the applicable legislation and are announced by the Student Welfare Department.

2. Undergraduate students studying for their first degree are granted under specific conditions an annual housing allowance in accordance with current legislation.
3. Active undergraduate students, as long as they do not already hold a degree, are given the opportunity for free student accommodation in the Student Residences of other HEIs. Athena's. The terms and conditions for the free accommodation of students are determined by a decision of the Rector's Council of the University of Western Attica in accordance with the conditions set by each Student Residence. Students wishing free accommodation should submit an application with the required supporting documents to the Department of Student Affairs of the University of Western Attica.
4. According to article 31 of Law 4452/2017, undergraduate students who have no other medical and hospital care are entitled to full medical and hospital care in the National Health System (NHS), with coverage of the relevant costs from the E.O.P.Y.Y., pursuant to the corresponding application of article 33 of Law 4368/2016. The issuance of the European Health Insurance Card (EHIC) for the above category of students, who move to European Union countries, as well as the coverage of any expenses that may arise, continues to be carried out by the services of your Institution, with the terms and conditions that apply.
5. During the process of granting social benefits, personal data is processed in accordance with the European General Data Protection Regulation (EU) 2016/679, so as to ensure the privacy of personal data and to achieve equal treatment of all candidates without any form of discrimination.

Article 14

Conditions for Awarding a Degree

1. The student/tria completes his studies and is awarded a degree when he is successfully examined in 43 courses provided by the Curriculum and accumulates the required number of 240 credits (ECTS).

The total number of courses offered is 54, of which 21 are core courses and 33 are specialty

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courses. The total number of specialty courses necessary to obtain the degree is 22.

2. The date of announcement of the graduates is defined as the date of the last examined course of each examination period, according to the decision of Senate. As the date of graduation, the date of submission of the examination score of the last obligation by which the student fulfills the conditions for obtaining the degree of the Department is indicated. The last obligation means each course of the study program, whether the thesis or the internship.
3. Article 42 of the Internal Operating Regulations of the PADA defines the method of calculating the degree grade, which is calculated on a decimal basis with two (2) decimal places.
4. The degree is accompanied by a designation as follows:
 - a) Excellent, for a grade of 8.50 (inclusive) to 10.00
 - b) Very Well, for a grade from 6.50 (inclusive) to 8.49
 - c) Welcome, for a grade of 5.00 to 6.49

Article 15

Student Mobility - Hosted Students

1. Students who come from other A.E.I. of the country or similar institutions from abroad within the framework of educational-European or research collaboration programs are registered as visiting students of the Department.
2. Visiting students have the same rights and obligations as students of the Department for as long as they study there, according to the approved cooperation program.
3. In the case of students enrolled in Greek HEIs, the credit units (credits), the time of study, the successful attendance of the courses and their rating at the A.E.I. of reception are taken into account, transferred and considered to have taken place at A.E.I. origin, as long as these courses are included in an approved cooperation program.
4. For those who have attended international or European education programs through University programs, the time spent attending the educational program and the corresponding score, converted to the aforementioned grading scale, in accordance with the relevant educational agreement and the certificate of analytical grading according to the written provisions. The rating of courses in foreign A.E.I. must be proven by an original official document of the foreigner A.E.I. legally translated into the Greek language.
5. It is possible to recognize Credit Units (ECTS) through the ERASMUS programme. The recognition of credit units is the process through which it is certified by decision of the Department Assembly, that some of the learning outcomes that have been achieved and evaluated at another Institution are fully relevant to the learning outcomes of the courses offered. Given the variety of programs and Higher Education Institutions, the credits and learning outcomes of a study unit in different programs are not identical. Therefore, a flexible approach is taken to recognize credits received at another Institution. The Learning Agreement is signed before the Student's departure and thus the Student knows in advance that the courses he will take abroad will be fully recognized after their successful completion. It is pointed out that if the student chooses to attend a course, which is not part of his Study Program and does not wish to be counted towards the acquisition of his degree, this may be indicated in field 6.1 of the Diploma Appendix.

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Article 16

Course recognition

1. Students admitted to the Department are given the opportunity to recognize courses that have been taught and in which they have been successfully examined in their Department of origin, in accordance with the applicable legislation.
2. The recognition of courses and the granting of grades, according to previous paragraph, is carried out with the proposal of the lecturer and decision of the Department Assembly, as the case may be, and the students are exempted from the examination of the courses or exercises of the curriculum of the host Department that were taught in the Department of origin.
3. The maximum number of courses that can be recognized in cases (1) and (2) of this article, as well as the required conditions, are defined by a decision of the Department's Assembly.

Article 17

Degree - Certificates

1. The Degree is a public document. Its type is defined by a decision of the Senate. Every graduate is entitled to receive the Degree free of charge.
2. Students may be granted a Certificate of Analytical Score and Certificate of Completion of Studies in Greek, with application to the Department Secretariat. A Diploma Supplement is also issued in Greek and English. The Diploma Supplement is an accompanying and explanatory document, which does not replace the Official Degree. The date of its issuance is later than the date of successful completion of studies or the awarding of the degree.

Article 18

Awarding of degrees – Swearing in

Graduates in order to receive a Degree give the established certification. Acknowledgment is not a constituent type of the successful completion of the studies, but it is a necessary condition for the awarding of the title of P.

A student who has successfully completed the studies, in order to receive a degree, takes an oath before the Vice-Chancellor or the Dean as the representative of the Chancellor and the President of the Department. The swearing-in is not a constituent type of the successful completion of the studies, but it is a necessary condition for the awarding of the degree title. The swearing-in takes place in a ceremony, in the presence of the graduates, on days designated by the Deans in consultation with the Chairs of the Departments. For reasons of force majeure and with his/her application to the Secretariat of the Department, the graduate may request the granting of the degree without participating in the swearing-in ceremony or request to participate in a subsequent swearing-in ceremony. In cases of residence abroad (studies, work, health reasons), the graduate may request with his/her application to the Secretariat of his/her Department to take an oath before the Greek consular and embassy authorities of the country he/she resides. Before taking the oath or being released from it, the graduates may be given a relevant certificate for the successful completion of their studies. The swearing-in takes place in a ceremony, after the end of the examination periods of February, June and September, in specific periods defined by the Rector's Council.

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Article 19

Study Advisors

1. Every May the Assembly of the Department assigns the duties of Study Advisors to one or more members of the Faculty of Education. The Study Advisors are appointed on a rotating basis for an annual term, which begins on September 1 of each academic year and can be renewed with the consent of the interested party.
2. Study Advisors inform, inform and advise students on all matters of their studies and their subsequent professional careers, advise and support first-year students in order to facilitate the transition from secondary to higher education and provide special supportive care to students who face family, personal or other difficulties in successfully completing their studies.
3. The Study Advisors inform the Department Assembly about their work and activity at least twice a year.

CHAPTER B

CURRICULUM SUBJECTS

Article 20

Structure of the Undergraduate Studies Program

1. Undergraduate studies are conducted in accordance with the study program whose structure is described in detail in the respective Study Guide with: reference to the courses/educational units and the lecturers/-uses of each semester, description of the time sequence or interdependence of courses (prerequisites, co-requisites, etc.), more specific provisions for courses, directions, streams, etc.
2. This includes the titles of compulsory, optional compulsory and optional courses, their content, their outlines, their weekly teaching hours, corresponding to each form of teaching work carried out, the credit units as well as the time sequence and their interdependence. In the curriculum, reference is made to the intended learning outcomes from the teaching of each course or educational activity or practical training. The curriculum may include courses for learning foreign languages.
3. The intended learning outcomes serve the purpose of obtaining a qualification, in accordance with the National Qualifications Framework and the Qualifications Framework of the European Higher Education Area. They constitute descriptions/statements of the knowledge, abilities and skills that the Program seeks to acquire by the students/-three after the successful completion of each educational/learning activity.
4. The intended learning outcomes are determined by the teachers/-uses or persons in charge of any educational/learning activity. Learning outcomes, as well as the ways/methods and criteria for assessing their degree of achievement, should be clearly defined in all course outlines, in the context of ensuring transparency.
5. To ensure the coherence of the Program the academics/those responsible for teaching must seek the connection and relevance between intended learning outcomes, teaching/learning approaches and assessment methods/techniques. This framework is a basic condition for ensuring the quality of the Program provided, a central pursuit of the student-centered approach to teaching and learning and a repressive mechanism for student attrition.
6. In accordance with the current legislation (articles 14 and 16 of Law 3374/2005 and Y.A.

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Φ5/89656/B3/13-8-2007) the University organizes undergraduate study programs based on the European system of credit transfer and accumulation , so that the study programs can be described by the performance of credit units in all the independent educational components and activities that make them up and it is also possible to transfer and accumulate successful performances in other corresponding study programs of the same or another SA. I. at national and European level.

7. The European credit transfer and accumulation system is based on the workload that each student is required to carry out in order to achieve the objectives of a study programme, depending on the learning outcomes and the knowledge, abilities and skills sought to be acquired after successful completion. its completion.
8. Workload consists of the time estimated to be spent on average by a student to successfully complete all planned educational processes and achieve learning outcomes.
9. Credit units are assigned to each course (lecture, seminar, etc.), internship, thesis or thesis and anything else necessary according to the curriculum to achieve the learning outcomes intended, depending on the subject of each planned education process. The competent body for assigning credits to each independent educational component and activity of the study program is the Department Assembly.
10. Each academic year includes educational activities corresponding to 60 credits. Each semester includes educational activities corresponding to 30 credits.
11. Undergraduate studies lead to a level 6 qualification according to the European Qualifications Framework (EQF) and the National Qualifications Framework (NQF).
12. In order to cover the needs arising from the student exchange programs with other countries, each Department may decide to offer certain courses in the English language or in another official language of the EU. In this case the exams will be conducted in the language in which the course is held.
13. The Department Assembly decides on the percentage ratio between compulsory and elective courses and the method of their reimbursement based on current legislation. It can also decide the percentage of mandatory elective courses in terms of the total number of courses required to obtain the degree.
14. Its content Curriculum is approved by the Senate after the consent of the Department Assembly.
15. Full adoption of the Curriculum is appropriate and appropriate. However, the Curriculum does not commit students to the courses they will attend in each semester and, consequently, each student can draw up his own individual course program at his own discretion. This flexibility can be used to advantage by students who have limited time available (military, working alongside their studies, students with increased family or occasional obligations, etc.).
16. The Department has the possibility to include a Bachelor's thesis in the Study Program after a decision of the Assembly.

Article 21
workshop

The Study Program includes practical training in the subject of the Department. The internship aims to familiarize students with the labor market, to gain work experience, to connect studies with professional employment, to highlight the skills of the interns, as well as their employability and professional networking. The internship is carried out by the students according to the conditions

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provided for in the current legislation and in the internship regulations of the Department. The internship is carried out in the context of funded or non-funded programs in companies and in general private or public organizations related to the subject of study of the students of the Department. The financing of the internship program can be done if required, apart from the Foundation and by private or other bodies.

Article 22
Evaluation

A) Standard assessment of student performance

It includes all the written and/or oral exams or assignments in general, tests which are expressly provided for the purpose of checking the degree of achievement of the intended learning results. It consists of awarding the student a certain number of credits when he/she demonstrates the achievement of predetermined intended learning outcomes in each course/educational module.

A prerequisite for formal evaluation is the complete alignment between the intended learning outcomes, the teaching/learning activities that have taken place and the methods and criteria through which the student is evaluated.

B) Evaluation of teaching work

The evaluation of the teaching work is carried out by the students through relevant questionnaires, which are distributed to them between the 8th and the 13th week of each academic semester. The objective of the specific process is to document the level of quality and effectiveness of the teaching work, as a criterion for certification of study programs in accordance with current legislation. The content of the questionnaires is formulated or revised according to the guidelines of the Independent Authority for Quality Assurance & Certification in Higher Education, but also the distinctive character, vision and mission of the Institution.

C) Evaluation of the Department as an academic unit

The Department as an academic unit and the curriculum is subject to periodic internal and external evaluation by a committee of experts appointed by the Authority for Quality Assurance and Certification in Higher Education (A.D.I.P.) in accordance with the applicable legislation, the instructions of the A.D.I.P. and the decisions of the Quality Assurance Unit (QAU) of the University of Western Attica.

Article 23
Study Guide - Public Information

Before the start of each academic year, the Department Assembly prepares the annual Study Guide, which is communicated to the students by the Department Secretariat by posting it on the Department's website.

The Study Guide should include valid, reliable and up-to-date information on: the structure of the Study Programme, the individual educational modules/courses, the required workload and the associated credits for each educational/learning activity, the teaching/learning methods and techniques, as well as the methods and criteria for evaluating student performance. The aim of this approach is to ensure the transparency and reliability of the provided Program and the adequate information of all interested parties.

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CHAPTER C
TRANSITIONAL – FINAL PROVISIONS

Article 25

Validity and application of Regulation

This Regulation came into effect at the start of the 2021/22 academic year.

Article 26

Compliance and revision of this Regulation

1. Violation of the provisions herein is subject to the provisions of the Foundation's regulations.
2. As long as the law does not provide otherwise, these Regulations may be supplemented, amended or revised at any time, by decision of the Department's Assembly.