

Internal Operating Regulations

DEMOCRITUS UNIVERSITY OF THRACE
SCHOOL OF SOCIAL, POLITICAL AND ECONOMIC SCIENCES
DEPARTMENT OF SOCIAL WORK
INTERNAL RULES OF OPERATION FOR UNDERGROUND STUDIES
KOMOTINI 2022

INTERNAL RULES OF OPERATION FOR UNDERGRADUATE STUDIES OF THE DEPARTMENT OF SOCIAL WORK

Article 1

Undergraduate Program Regulations

1. Subjects of Studies

1.1 First Year Registration

The registration of the first-year students in the Department of Social Work is done through the electronic application <https://eregister.it.minedu.gov.gr/> of the Ministry of Education and Religions. First-year students who are unable to register on the electronic platform of the Ministry of Education, Research and Religions due to lack of Social Security Registration Number (AMKA) or due to religious beliefs or other objective difficulties, according to the. Φ.251 / 149312 / A5 / 11.9.2018 circular of the Ministry of Foreign Affairs, they must come to the Secretariat of the Department (secr@sw.duth.gr) for their registration with the following supporting documents:

Application for enrollment: The student must complete a handwritten, printed application, in which he / she will apply for enrollment in the Department, according to a circular of the Ministry of Education and Religions.

Responsible Declaration: The student will fill in a Responsible Declaration, in which he / she will state that he / she is not enrolled in another School or Department of Higher Education. In case he / she is enrolled in another School or Department of Higher Education and has not had time to complete his / her deletion, he / she will certify that he / she will submit his / her deletion immediately..

1.2 Duration of Semester-Studies

1. The teaching project of each academic year is structured in time in two (2) academic semesters, the winter and the spring, the exact start and end dates of which are determined by the DUTH.

2. The teaching period for each semester includes a minimum of 13 full weeks.

3. After the end of the teaching of each semester, there is an examination period during which the courses taught in that semester are examined, as well as courses due to respective periods. The duration of the Undergraduate Program of the Department of Social Work of DUTH. are four (4) academic years divided into eight (8) semesters. The period of regular study is equal to the minimum number of semesters required for the award of the degree, according to the indicative program

studies of the Department, increased by four semesters. Therefore, for the Department of Social Work the duration of regular study is equal to twelve (12) semesters or six (6) years. After this period of their regular study, students can enroll in the semesters, only if they meet the conditions of continuation of study set out in the Internal Regulations of the Institution.

1.3. Academic Diary

The academic year begins on September 1st and ends on August 31st of the following year. The Senate determines the academic calendar of each year at least two months before the beginning of the academic year. By decision of the Assembly, the Department of Social Work may amend the decision of the Senate according to its needs. The decision of the Department is posted on the website of the Department: www.sw.duth.gr

1.4 Course replacements

Deliveries not made due to Student Assemblies or events must be replenished. For this purpose a) the student association informs in writing at least two days in advance the President and the Secretariat of the Department, who then inform the teacher about the time and place of the event, in order to find time and room for replacement. The teacher can request a replacement for a course that he / she misses only due to his / her scheduled leave of absence or illness. In this case, he submits a written request to the president and the Secretariat of the Department and cooperates with them to find a room and time to fill up.

The time and place of the replacement must be notified to the students at least four (4) days in advance, unless exceptional serious reasons do not allow it.

If the above procedure is not followed and the course is not completed, the teacher is obliged to notify in writing to the Secretariat of the Department. If, for any reason, the hours corresponding to the required minimum teaching weeks in a course are not completed, the course is deemed not to have been taught and is repeated in the next semester and in addition to the number of courses specified by the study guide, following a decision of the Assembly. of the Department. The replacement can not coincide with another course of the same category (compulsory, compulsory optional, free choice, etc.). The replacement in the same course should be done on a day different from the one where the course is taught normally and, in any case, can not precede or follow the course continuously).

1.5 Registration and renewal of registration

Each student must renew his / her enrollment in his / her Department at the beginning of each semester on dates set in time by the Department Assembly, posted on the Department's website and announced by the Secretariat and state the courses of the study program who wishes to attend during the specific semester (course statement). If he does not register for two consecutive semesters, he is deleted from the Department. Both the registration and the registration of the students' courses in each semester are jointly necessary actions, in order for the student to have an active presence in the Institution. The registration renewal every semester is done through the Unistudent system in the hyperlink student.duth.gr.

1.6 Course statement

The registration of courses is mandatory, takes place every semester and ensures the right to participate in the attendance and examination of the registered course, as

well as the one-time receipt of the textbook (the registration of books is done by the student in the electronic system 'EYDOXOS' in dates announced by the Ministry of Education and Religions). The student declares the courses of each semester according to the rules set by the Curriculum of the department, as well as debts from respective periods. The registration of courses every semester is done through the system <https://oauth.duth.gr/login>

It is noted that the student is entitled to be examined only in the courses he / she has declared during the specific semester. Students who have not submitted a course application will not be admitted to the semester exams or the September re-examinations. It is not allowed to register for the next semester. In exceptional cases, the student has the right to request the examination in a course that he / she had not declared in time with a reasoned request to the Department Assembly. Overdue course statements are not accepted. Without a printed or stored electronic receipt for submitting a course statement, the student is not entitled to refer to the Department Secretariat for submitting his / her application. The registration of courses is made at the beginning of the two semesters (winter and spring) of each academic year. For the participation of the student in the re-examination period of each academic year (in the month of September) no separate application is submitted and the student is entitled to be examined in all the courses he / she had chosen with his / her statements during two semesters of that academic year, if he had failed or had not been examined in them.

1.7 Statement for the Books

The statements of the books for all the courses are made through the Electronic Service for Integrated Book Management EYDOXOS of the Ministry of Education and Religions. The deadline for statements of the books of each academic semester is decided by the Ministry of Education and Religions and is announced by the EYDOXOS service. In order for the students to declare the books that will be provided, it is necessary to have an account for access to the telematics services of DUTH. This account is received by each student upon enrollment in the first year of study by the Department. More information is available at the EYDOXOS hyperlink. Students who have exceeded $n + 2$ years of study, as well as those who already hold a second-degree undergraduate program and are studying for a third degree, are not entitled to free textbooks. Consequently, it is possible to provide free textbooks to students attending the Department's undergraduate program until receiving a second degree.

1.8 Suspension of study

Students have the right to terminate, with a written request to the Assembly of the Department, according to no. 16136/128 / 21-11- 2016 decision of the Dean of the School of Social, Political and Economic Sciences, their studies for up to four (4) semesters, continuous or not. The exact period of suspension must be stated in the application. These semesters are not counted in the above maximum duration of study. Students who interrupt their studies during the above, do not have the status of student throughout the period of interruption of their studies. After the end of the break, the students return and rejoin the Department.1.9

Deletion

The student has the right to be expelled from the Department upon his / her written request to the Secretariat. The necessary forms for deletion are the following:

- Deletion application form (issued by the Secretariat and available on the department's website)
- Certificate from the Student Dormitory and from the Library of the Department that there is no pending.
- Passport, Academic ID (whichever was issued) are returned to the Secretariat.1.10

Scoring scale

The performance of the students / three in the courses is graded on a scale of 0-10, with an excellent grade of 10 and a minimum grade of 5. The grades are given with grades of half a unit. The grading scale for the degree is: Grade 5.00 to 6.49: Welcome Grade 6.50 to 8.49: Very Good Grade 8.50 to 10.00: Excellent

In the degree degree are calculated all the courses of the study program except the courses, for which the Assembly of the Department decides with evidence. There is a relevant report in the syllabus.

1.11 Review

The student fills in the required application that can be obtained either from the Secretariat or from the website of the Department and submits it to the Secretariat.

1.12 Grade Improvement-Clause

Improving the grade in a course in which the student has already achieved a transferable grade is not allowed. The student is allowed to set a grade clause with a written statement to the Instructor. Instructors who do not accept a clause in their courses announce it via e-class at the beginning of the academic semester.

1.13 Course identifications

A student who wishes to be recognized for courses he / she has taken in a previous Department that he / she has attended, submits the following to the Assembly of the Department:

- a. Application, which should indicate the titles of the courses of the Department of origin that wishes to be exempted and which should correspond to specific courses of the Department of Social Work (~ 80% coverage of the material).
- b. Study guide of the Department of origin, which will include the summaries of the courses requested to be exempted.
- c. Detailed course score of the Department of origin.

The Assembly decides on this within a period not exceeding one month from the submission of the application. The decision is notified to the interested party.

Courses taken by the student during his / her studies under the Erasmus program are recognized in the context of the assignment of the courses. The grade of the courses achieved by the student abroad is matched with the Greek grading system (according to the matching table presented in Annex I) and is registered in student.duth.gr.

1.14 Academic identity

For the issuance of an Academic Identity card with a built-in Student Ticket, students submit their application electronically at the website <http://academicid.minedu.gov.gr/>. Then, and after the application is approved by the Secretariat, students can receive the special ticket voucher from a specific delivery point, which they will have chosen at the time of submitting their application. More information available at: <http://academicid.minedu.gov.gr/>

1.15 Certificates

Certificate applications are made through the system student.duth.gr.

Through the same system, the student can monitor his / her record and consequently his / her progress. The student arrives at the Secretariat of the Department, within the service hours of the students in order to receive the certificates. The service hours of students / three are posted on the website of the Department and outside the Secretariat.

The Secretariat of the Department issues certificates, which are related to the education of the students / three in the Department. The following certificates are indicative:

- Certificate of attendance, which certifies that the student is an active student.
- Certificate of detailed grade, which indicates the student's course in the courses taught.
- Certificate of completion of studies, for those interested who have fulfilled the obligations of the Curriculum, but have not been awarded the degree.
- Copies of diplomas and certificates related to graduation (deletions) and suspension of studies.

1.16 Diploma Annex

The Department of Social Work from the end of the academic year 2022-2023 will award to the graduates of the Diploma Department in Greek and English. The Diploma Supplement follows the model developed by the European Commission, the Council of Europe and UNESCO / CEPES. The purpose of the annex is to provide sufficient, independent evidence to improve international transparency and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.).

Designed to describe the nature, level, background, content and status of the studies, which were successfully completed by the person listed in the an original of the title to which this Annex is attached.

1.17 Pedagogical and Didactic Adequacy

The Department of Social Work has a Pedagogical and Teaching Adequacy Program.

The program is addressed to students and graduates of the Department of Social Work of DUTH. Its purpose is to meet the existing needs, in accordance with the current legal framework, so that the holders of ECDC can work in public, private and lifelong learning.

The ECHR is a comprehensive program of pedagogical and didactic competence, integrated in the undergraduate program of Social Work.

The integration of eighty (80) graduates of the Department each year is done after an invitation for expression of interest with evaluation criteria. The program provides their basic pedagogical education, in order to acquire the formal and essential qualifications for the teaching of subjects in their field, and hence the status of teacher and the ability to fill positions "PE30 Social Work".

Students, graduates can receive a certificate of Pedagogical and Teaching Adequacy in the context of the decision of the meeting of the Department, and the relevant decision of the Senate, which sets out the relevant terms and conditions.

Students who have successfully completed the courses of EPC and wish to obtain a certificate of pedagogical and didactic competence must submit a relevant application to the Secretariat of the Department before their swearing in.

The sixteen (16) courses offered for obtaining the Certificate are the following and are distributed, according to Laws 3848/2010 and 4186/2013, in the following three thematic units.

A. Education and Training Issues

1. Social Pedagogical and Socio-cultural Animation (Compulsory)
2. Psychology
3. Human Development
4. Sociology
5. Consulting
6. Educational Supervision and Personal Development

Students attend three (3) courses from this unit, of which the course "Social Pedagogical and Socio-Cultural Animation" is mandatory and have the opportunity to choose two (2) courses from the other courses offered.

B. Learning and Teaching Issues

1. Adult Education - Lifelong Learning
2. Gender and Equality
3. Social work in Education (Compulsory)
4. Society, Education and Environment
5. Social Work and Multiculturalism
6. Social Working with Teams
7. Contemporary Technologies and Critical Reflection on Social Work and Counseling
8. Art in the Practice of Social Work

Students attend three (3) courses from this unit, of which the course "Social Work in Education" is mandatory and with the possibility of choosing two (2) courses from the other courses offered.

C. Special Teaching and Practical Exercise

1. Internship - Micro-teaching and Pedagogical Projects (Compulsory) 2. Teaching of Social Sciences (Compulsory).

The relevant Government Gazette No. Sheet 4699 / 12.10.2021, for the Certification of the Pedagogical and Teaching Adequacy of the Department of Social Work of the Democritus University of Thrace, is posted on the website of the Department.

1.18 ECDL (European Computer Driving License) Digital Skills

The digital competency certificate is awarded to students who are successfully tested in the following group of four courses: Statistical Data Analysis I, Statistical Data Analysis II, Informatics I and Informatics II.

1.19 Completion of Studies-announcement of graduates

The student completes his / her studies and he / she is awarded the degree when he /she is successfully examined in the courses provided by the Curriculum of the Department.

Upon completion of their studies, students apply for their Oath at the Secretariat within a period announced on the website of the Department, submitting the following supporting documents:

- Application for swearing in (form)
- Declaration of swearing in (form)
- Responsible statement that they do not owe books to the Library of the Department, that they do not live in a room of the student dormitory of DUTH. (If any outstanding issues have been settled with the library and the dormitories of the University, they will be requested ex officio by the Secretariat)
- Return of academic identity (pass),
- If someone has a grade passable in the above elective courses from the number provided for obtaining a degree, according to the study program that follows, he / she fills in a responsible statement with the elective courses from which he / she wishes to resign. The Department of Social Work carries out up to three swearing-ins per year.

1.20 Study Guide

The Department of Social Work must prepare its annual Study Guide which contains in detail the Curriculum, the individual courses for obtaining a degree, the learning outcomes of the degree and each course as well as other useful information. The Study Guide must be posted on the Department's website and if it is also in printed form it is available to first-year students at the beginning of the academic year.

1.21 Course Recognition Instructions after Transfer

The student who wishes to be recognized courses that have been successfully examined in the Department from which he has received a transfer, submits to the Assembly of the Department the following:

1. Application which should indicate the titles of the courses of the Transfer Department that wishes to be exempted and which should correspond to specific courses of the Department of Social Work (~ 80% coverage of the material).
2. Study guide of the Transfer Department, which will include the summaries of the courses requested to be exempted.
3. Detailed course score of the Transfer Department.

The details of the procedure are described in the Recognition Protocol of other Departments.

Article 2

Undergraduate Program

2.1 ECTS

1. Each course of the Undergraduate Program is assigned the number of required ECTS credits (minimum 2 ECTS per course) which expresses the workload required by the student to complete the course, laboratory, tutoring, internship etc. 2. Each credit unit (ECTS) corresponds to 25-30 hours of workload for the students (harmonization of the Greek Legislation, Y.A. Φ5 / 89656 / B3, ΦΕΚ 1466/2007 / B, art. 1- 3, regarding the organization of study programs of HEIs based on the European Credit Transfer and Accumulation System).3. A full academic year is equivalent to 60 credits (ECTS) and a full semester to 30 credits (ECTS). The total of the compulsory credits (ECTS) for the four (4) years of the Undergraduate Program and the internship of the students / three is 240.

The description of the ECTS credits of each course follows below (15.3).

2.2 Course categories

The Department includes in its curriculum the following categories of courses:

- Background Courses: Those courses that, although not directly related to the science that the Curriculum treats, nevertheless constitute pre-existing scientific knowledge in order for the student to be able to understand topics directly included in it.
- Scientific Area Courses: These are those courses that refer to cognitive fields that are directly part of the scientific subject of the Curriculum.
- General Knowledge Courses: Courses that are not directly or indirectly related to the scientific subject of the Curriculum, but aim at the wider education of the student as a scientist and citizen.

- Skills Development Courses: Courses that do not aim at providing scientific knowledge in the subject of the Curriculum, but at cultivating and developing other skills of the student.

2.5 Thesis

The final year students (7th and 9th semesters) of the Department have the opportunity to prepare a Thesis (PE). The PE is optional, replaces three (3) elective courses and is equivalent to fifteen (15) credits. For the elaboration of a PE, of an area of 7,000-8,000 words, the interested student must come to an agreement with a

faculty member of the Department who will have the cognitive relevance and will accept to supervise the elaboration of the work. Also, the student must fully comply with the current regulations for the preparation of PE of the Department. In particular, the Regulation provides a) the timetable, which starts from the end of the previous academic year from that of the graduation of the student concerned and b) the formal procedure for the submission, presentation and evaluation of the PE . The Instructions for Thesis are posted on the website of the Department, while the electronic

Philologus platform [<https://philologus.duth.gr>] provides linguistic correction and literary editing of texts written in the Greek language by members of the University Community of DUTH. Also on the eClass platform there is useful information about plagiarism

[[https://eclass.duth.gr/modules/document/file.php/ALEX01185/Period%20Land theft s.pdf](https://eclass.duth.gr/modules/document/file.php/ALEX01185/Period%20Land%20theft%20s.pdf)]. The staff of DUTH is encouraged to use the platform <https://www.lib.auth.gr/en/turnitin101>) and any other appropriate means to control plagiarism. The assignments are also subject to electronic plagiarism control by the teacher. Each thesis submitted, undergraduate or postgraduate or doctoral, is accompanied by the following responsible statement, which is attached to the final text before the contents page of the thesis:

"I certify that I am the author of this work and that I have mentioned or referred to it, explicitly and specifically, all the sources from which I used data, ideas, sentences or words, whether they are accurately conveyed (in the original or translated) or paraphrased. I also certify that this paper was prepared by me personally specifically for this research or the specific course / seminar / curriculum."

2.6 Conditions for obtaining a degree

The degree is obtained according to the standard of the European Credit Transfer and Accumulation System (ECTS). In the Department of Social Work, the successful examination in each course is equivalent to 5 credits of ECTS, and the successful completion of the internship with 45. Multiplying the number of compulsory courses and elective courses by 5, and adding the credits of the Internship, it is defined that 240 ECTS are required to receive the Degree. (Successful examination means grade 5 or higher). Students of admission 2019: Successful examination in 27 compulsory courses ($27 \times 5 = 135$ ECTS), 12 compulsory courses of choice ($12 \times 5 = 60$ ECTS), and the Internship (45 ECTS credits), (total $135 + 60 + 45 = 240$ ECTS credits).

2.7 Transitional provisions

As a transitional provision, the legislative provision of paragraph 11 of article 64 of law 4610/2019 also applies to the Department of Social Work, according to which regarding students with an advanced semester "Social Work" of the Department of Social Administration and Political Science, responsible for them is the Department of Social Work. They follow the curriculum, according to the year of admission and the conditions that applied, according to it, for obtaining a degree. That is:

- Students admitted 2010: Successful examination in 20 compulsory courses, 9 compulsory direction courses, 9 elective courses, and the Internship (total 240 ECTS credits)
- Students admitted 2011: Successful examination in 21 compulsory courses, 9 compulsory direction courses, 8 elective courses, and the Internship (total 240 ECTS credits)
- Students for admission 2015-2018: Successful examination in 10 compulsory courses, 15 compulsory direction courses, 7 or 8 elective courses (depending on ECTS credits), and the Internship, a total of 240 ECTS credits)
- Admission Students 1996-2009: Graduation is based on the respective credits valid for each year of admission (eg, years of admission 2005-2009, 159 credits, corresponding to 52 courses (including 4 Practical Exercises corresponding to 15 teaching units).

2. 8 Curriculum Review

The revision of the Curriculum of the Department of Social Work is done after a proposal of the Curriculum Committee and based on the findings of the external and the annual internal evaluation and according to the procedure provided in no. prot. DUTH / SYGK / 5788/216 / 1-10-2019, 11/18 / 26-9-2019 Decision of the Senate, which was approved after a Proposal of the MODIP of DUTH.

Article 3

Department Committees

The following Committees have been set up in the Department of Social Work:

1. Curriculum Committee, consisting of five (5) faculty members, one (1) student representative and one (1) member of administrative secretarial staff, with responsibilities to:

- Suggests the study program in accordance with the International, European and Greek data for Education in Social Work.
- Evaluates the current curriculum and proposes documented changes for its revision, before the start of each four-year course, based on the goals set, its implementation and new social and educational needs.
- Proposes any small-scale modifications after a substantiated suggestion so that the program responds to the needs that arise.
- Monitors national legislation and EU directives on Social Work training and makes recommendations
- Collaborates with social and scientific bodies for the connection of the study program with the workplace and the exercise of the profession • Compiles and suggests the Study Guide of the Department and takes care of the uniform way of writing the course outlines
- Suggests the schedule of studies and the schedule of exams.

- Submits a written report to the Assembly on its activities and on the implementation of the curriculum.
- Proposes the relevant protocol of procedures to the Assembly and monitors its implementation.

During the academic year, the committee meets at the beginning, intermediate and at the end necessarily, for each academic semester (6 meetings per year) and whenever necessary.

2. ERASMUS / SOCRATES Program Committee, consisting of three (3) faculty members, with responsibilities:

- Supervision of the process of recognition of teaching units
- Proposals for improving the organization and expansion of the program
- Development of collaborations of faculty members with European universities
- Informing faculty members about the cognitive subjects related to Department of Social Work of European universities
- Delivers a written report to the Convention on its activities and on the implementation of the Erasmus / Socrates programs during the academic year

- The Commission proposes the relevant protocol to the Convention and monitors its implementation.

During the academic year, the committee meets at the beginning and end necessarily, for each academic semester (4 meetings per year) and whenever deemed necessary.

3. Internship Coordinating Committee-SEPA, consisting of three (3) faculty members, one (1) student representative and one (1) member from the PA office, whose responsibilities are:

- The design and updating of the PA, in order to be possible its application in all PA Centers.
- The specialization of the objectives and the content of the PA. in each field (eg health) and service separately (eg the volunteer program in a Hospital) based on supervisors' reports and updated information kept by the PA Office.
- The planning and implementation of the actions required for the development and maintenance of communication relations and close cooperation with the Internship Centers.
- The evaluation and revision of the criteria for the recognition of a Social Service as a PA framework.

Supervision and coordination of student exchange programs and

- The observance and evaluation of the application of the selection criteria of the instructors of PA. among the executives of the internship centers.
- The planning and evaluation of the implementation of training programs for instructors K.L. on the objectives, directions, content and operation of the PA. The aim of these programs is the adoption of a unified attitude towards the trainees and the provision of equal opportunities by the various centers of PA.

- The monitoring of international developments in matters of PA. in social work and the formulation of proposals to the Assembly of the Department for its improvement.
- The formulation of the final evaluation report of each academic year for the PA. which took place during it.
- The organization of the topics of the Laboratory of special topics for the trainee students.
- The organization of an annual Conference of reports and conclusions of the PA. (general findings, specific issues from the flow of PA, proposals) with the participation of social workers and other professionals involved in the implementation of PA.
- The elaboration of the financial budget of PA. (operating expenses, fees, travel, etc.) and the management of the safety issues of the trainees during the PA.
- The management of any issue arises in the various stages of implementation of the PA program. (design, placement, continuation in the same context, etc.).
- Submits a written report to the Assembly on its activities and on the implementation of the internship program per academic semester
- To propose the relevant protocol to the Assembly and to monitor its implementation.

During the academic year, the committee necessarily meets every month and whenever necessary

4. Committee on Equality, Integration and Accessibility, consisting of four (4) faculty members and one (1) student representative with responsibilities to: Suggests the framework and procedures for promoting and ensuring substantial equality in the educational, research and administrative procedures of the Department,

- Proposes measures to promote equality and combat all forms of discrimination,
- Provides mediation services in cases of complaints of discrimination or harassment,
- Promotes the conduct of seminars and lectures focusing on the fight against discrimination,
- Welcomes first-year students, takes care of the integration of all and proposes special measures to smoothly integrate people with Access Difficulties and Learning Disabilities,
- Delivers a written report to the Convention on its activities and on the implementation of the issues of equality, inclusion and accessibility every six months,
- Proposes the relevant protocol to the Assembly and monitors its implementation.

During the academic year, the committee meets at the beginning, and at the end necessarily, for each academic semester (4 meetings per year) and whenever necessary.

5. Committee for Research and Dissemination of Knowledge, consisting of three (3) faculty members, whose responsibilities are:

programs and regular information on the issues in the Research Committee of DUTH,

- Information on activities of international organizations and transnational and interdisciplinary activities,
- Information on research project announcements, management
- Proposals for the presentation of the research activities of the Department,
- Organization of seminars / workshops for doctoral students,
- Information on conferences and scientific activities,
- To submit a written report to the Assembly on its activities every Semester,
- To propose the relevant protocol to the Assembly and to monitor its implementation.

During the academic year, the committee meets 4 times and whenever necessary.

6. Coordinating Committee of the Pedagogical and Didactic Adequacy Certification Program, consisting of three (3) faculty members, whose responsibilities are:

- Coordination of the EPC at undergraduate level within the PPS and graduates.
- Examines and evaluates the applications of graduates for participation in EDP and posts on the website of the Department, a coded temporary list of participants / substances.
- The management of any issue arises in the various stages of implementation of the EAPP program and proposes improvements to the Assembly.
- Submits a written report to the Assembly on its activities and on the implementation of the EDP program per academic semester.

During the academic year, the committee meets once a month and whenever necessary.

7. Library Committee, consisting of three (3) faculty members, whose responsibilities are:

- Coordination of book and magazine orders,
- Equipment, staffing, Library operation,
- Familiarization of students with Library function and search Information,
- Submits a written report to the Assembly of its activities per semester,
- To propose the relevant protocol to the Assembly and to monitor its implementation.

During the academic year, the committee meets 4 times and whenever necessary.

8. Website Management Committee of the Department, consisting of two (2) faculty members, one (1) member of administrative staff and one (1) member for technical support, whose responsibilities are:

- Construction and regular updating of the Department's website,
- Supervising the operation, maintenance and repair of the Website,
- The construction and management of the official websites of the Department in Social Networks,
- Managing the Department's profile on Wikipedia,
- The connection of the websites with other websites for related topics,

- Ensuring the continuous flow of information and the posting of material of corresponding interest,
- To submit a written report to the Assembly of Activities every Semester,
- To propose the relevant protocol to the Assembly and to monitor its implementation.

During the academic year, the committee meets once a month and whenever necessary.

9. The Internal Evaluation Team (OMEA), consisting of five (5) faculty members and one (1) technical support member, whose responsibilities are:

- OMEA is formed in the academic units with a coordinating role and is the connecting link of MO.DI.P. with the corresponding academic unit. Coordinates with MO.DI.P. the process of internal evaluation of the academic unit,
- To activate and monitor the completion of the evaluation questionnaires of the teaching work by the students and to inform the bodies and the members of the academic unit about the results of the evaluation of the teaching work,

- To compile in collaboration with the President of the Department and the MODIP. the proposal for the certification of the Undergraduate Program of the academic unit,

- To monitor the quality assurance protocol of the Department,
- To submit a written report to the Assembly on its activities per semester,
- To propose the relevant protocol to the Assembly and to monitor its implementation.

During the academic year, the committee meets at the beginning, intermediate and at the end necessarily, for each academic semester (6 meetings per year) and whenever necessary.

10. Volunteer Committee, consisting of two (2) faculty members and one (1) student representative, whose responsibilities are:

The participation in voluntary actions of DUTH or other bodies,
 The planning and implementation of volunteering actions,
 The organization of informative events for volunteering and the participation in similar events,

- To submit a written report to the Assembly on its activities every six months,
- To propose the relevant protocol to the Assembly and to monitor its implementation.

During the academic year, the committee meets at the beginning, in between and necessarily at the end (3 meetings) and whenever deemed necessary.

11. Space and Equipment Management Committee, consisting of three (3) faculty members, whose responsibilities are to:

Management of good operation and use,
Inventory of existing equipment and premises,
• The Commission proposes the relevant protocol to the Convention and monitors its implementation.
Needs control and submission of proposals,
Submits a written report to the Assembly of its activities per
During the academic year, the committee meets at the beginning, in between and at the end necessarily (3 meetings) and whenever necessary.

12. Preliminary Competitions Committee of the Department, consisting of three (3) faculty members with their respective alternates, whose responsibilities are:
To participate in draft tenders concerning the Department and the regular budget, for the supply of all kinds of instruments, items and materials, execution of small tasks.
Receipt Committee of all kinds of instruments, items and materials and execution of small tasks, consisting of three (3) faculty members with their respective alternates, whose responsibilities are the receipt of all kinds of instruments, items and materials and execution of small works and the signing of the receipt minutes concerning the regular budget of the Department.

14. Textbook Receipt Committee, consisting of three (3) faculty members with their respective alternates whose responsibility is: The receipt of the Department Textbooks.

15. Committee for destruction and deletion of useless instruments, items and materials, consisting of three (3) faculty members with their respective alternates. The responsibilities of the committee are:
• Destruction - Removal of Useless Instruments, Items and Materials (movable things),
• Signing of the minutes of all objects of destruction-deletion.

Article 4

Evaluation of PPS Courses

In the context of the electronic evaluation of the teaching work of each semester through the Information System (MS) of MODIP, according to the decision of the Senate with reference number DUTH / SYGK / 14638/742 / 12-12-2017, the evaluation period lasts from the 8th to the 11th week of that semester for all the courses taught. The OMEA of the Academic Departments takes care of the organization of the electronic evaluation process of each course in order to maximize the participation of the students. The OMEA of the Department, after the end of the evaluation period, studies the results of the evaluation and suggests in writing to the Assembly improvements that arise as a need from the evaluation of the educational work of the teaching staff. The proposal of the OMEA is attached as an Annex to the Minutes of the Assembly. An excerpt of the Minutes concerning the discussion of the evaluation results is sent to the MODIP of DUTH, no later than one month after the meeting of the Assembly where the issue was discussed.

Article 5

Examination Regulations - Plagiarism

5.1 Exam preparation

The duration of the examination periods is determined by the Senate of the University and is then ratified by the Assembly of the Department at the beginning of each academic year. Modification can be made only by decision of the Assembly of the Department and if there are special reasons. The examination schedule is validated before the examination period by the Assembly of the Department and includes the date, place and time of the examination for each course.

5.2 Right to participate in examinations

Only students who have declared the course on time at student.duth.gr have the right to participate in the exams of a course. in the respective semester of study.

5.3 Start of examination

The appointed members of the Department who are responsible for the supervision arrive at the examination area 20 minutes before the beginning of the examination, in order to take care of its successful conduct. Each examinee must be present in the designated room no later than 15 minutes before the scheduled time for the examination. No student enters the amphitheater or examination room, if empty, before the supervisors enter and indicate where he / she will sit. A student who is noticed writing on the benches before the beginning of the exam will be excluded from participating in them. Students must have with them during the exams proof of identity and more specifically the student card in combination with another public document (eg police ID, passport, driver's license, etc.). In case someone neglects it, his / her participation in the exams will not be accepted and in case it is found that the name of the examined student is not the same as the name of the person who delivers the student. glue, the procedures provided by law for forgery and fraud will be followed. The examinee writes his / her details in his / her writing and shows his / her student ID to the supervisor appointed by the teacher, in order to be identified, while at the same time the supervisor signs the examination sticker.

Prior to the distribution of the topics, clear instructions are given by the instructor that the mobile phones must be switched off (not just in silent call setting) and placed in a visible position (eg next to the empty bench, in the chair). Notes, books, bags and other personal items are also removed. In case a student does not follow the instruction, he / she will be excluded from the exams. If during the exams personal items or books are found in another place (eg under the bench), the writing will be initialed. Any student who is perceived by supervisors or instructor as using reductions or other means of copying (eg audio copying) is removed from the examination area and his / her writing is initialed and zeroed (ie in grade should show the grade "Zero" and not "One" or "Unit"), regardless of whether it was noticed / or before he started writing or during the exam.

Students / three who deliver white glue are not allowed to leave, unless half (1/2) hour has passed since the beginning of the examination. It is definitely accompanied by any student who wishes to leave the examination area for a while for any reason (dizziness, toilet, etc.). In case of misconduct (including copying in any way, falsifying a student's identity, insulting a supervisor or examiner by a student), the President of the Department, after evaluating the incident, forwards the incident to the Rector for disciplinary control to impose sanctions.

5.3.1 Conducting examinations

At the beginning of the examination and immediately after the presentation of the subjects, the students can ask clarifying questions to the responsible examiner if he accepts. The teacher must conduct an oral examination for students who have a relevant oral examination document in a place other than the written examination area of the course. Fifteen minutes before the end of the time allotted for the examination, the supervisor informs the examinees about it. As soon as the deadline set for the examination is completed, the supervisor must stop the examination and receive the writs. Upon delivery, the examinee signs the relevant attendance sheet. The serial number of the student on the attendance sheet is noted in the student's writing. Only students who have registered for the course and are examined in it are entitled to a certificate of attendance at the exams.

The minimum number of students / three allowed to stay at the end of the room is two (2).

In case of an oral examination, the student, upon entering the examination place, signs the attendance sheet. The student is examined orally in the presence of a third party in the academic community.

5.3.2 Interruption of examination

The course may be interrupted if extraordinary reasons arise (eg power outage, emergency, etc.). The interruption is the responsibility of the responsible examiner. In this case, the examination is canceled and appointed by the responsible examiner in collaboration with the person in charge of preparing the examination program, a re-examination immediately after the end of the examination period for those who did not submit their writing.

5.3.3 Cancellation of examination

In case of proven leakage of the subjects and after a decision of the Assembly of the Department, the responsible professor can cancel the examination. The Assembly decides on the need to conduct a new examination.

5.4 Submission of objection

A student who considers that he / she has been wronged in some way during the examination may submit a written objection either a) to the supervisor during the

examination or b) to the Secretariat of the Department after the end of the examination period and definitely before the announcement of the results.

5.5 Exam results

The grade is submitted by the responsible teacher within 20 days from the conduct of the examination and in any case no later than 20 days after the end of the examination period (see Senate Decision 41/630/4 December 2008) . In case faculty members, due to the large number of writings, cannot respond within twenty days submit a request to the Assembly to extend the time for submission of ratings. Within a period of seven (7) days from the date of the announcement of the grade of the course, with a reasoned request, the student who participated in the examination can request clarifications for his / her grade from the responsible teacher / three. Then, if deemed necessary, the matter is referred to the Assembly which decides in accordance with the provisions of the legislation. No grades are registered for the names of students / three that are not included in the list of examinees.

5.6 Obligations of students as examinees

Students must:

- have a student ID with them,
- comply with this regulation
- follow the instructions of the supervisors,
- do not bring coffee, soft drinks, food to the examination area,
- do not smoke,
- do not use a mobile phone or have it on their phone

5.7 Obligations of teachers

- Teachers must post the exam material in Eclass and outside their office.
- Exam topics must be included in the material set for the exam.
- The nature of the issues should be such that the examination can be completed at the scheduled time.

5.8 Plagiarism

Students take the responsibility not to fall prey to plagiarism. If plagiarism is detected, the disciplinary procedures provided for in the Foundation's regulation are initiated.

Article 6 Internship

The Internship in the principles, theory and research of Social Work offers students the opportunity to gain experience in the field of Social Work, to gain professional skills, to become familiar with holistic, cross-methodological, clinical and community interventions, necessary for the exercise of the profession of social worker. The Internship and the Supervision of the Internship are a basic and integral part of the compulsory part of the study program of the Department of Social Work

Trainee Social Workers, under the guidance of professional social workers in context, and under the supervision and support of their Supervisors, are trained in the programs, approaches, intervention models and research techniques of Social Work. The Internship is carried out with physical presence in selected social services, bodies and programs of Legal Entities of Public and Private Law, first and second-degree organizations of Local Government, pilot research programs and community development interventions, as well as in non-governmental organizations.

Students who implement Internship I in the 5th semester of their studies can choose between frameworks from the fields of pre-school education, health-care and social care, where the applications of general social work are usually utilized (e.g. KAPI, local government provision, kindergartens, NGOs, etc.). While students completing Internship II in the 5th semester of their studies can choose between frameworks from the fields of addiction, mental health, education and delinquency, where more specialized applications of Social Work are usually utilized, such as Clinical Social Work and Social Work in Education and Mental Health. The Internship takes place 5 days a week for at least 6 to 8 hours a day, in the semester of study provided by the curriculum.

The Internship Guide to Social Work Applications and Research as well as the Internship Supervision Guide are posted on the Department's website.

Article 7

Staff, Teaching, Communication with students

Faculty members are required to schedule at least four (4) hours of communication on a weekly basis, which are communicated to students electronically and are posted on the bulletin board of the Secretariat of the Department.

Article 8

Erasmus + Mobility Program

Students of the Department of Social Work are eligible to participate in the Erasmus + mobility program. Erasmus + is the European Commission's Education, Training, Youth and Sport Program, which aims to enhance skills and employability, as well as to modernize education, training and youth systems in all areas of Lifelong Learning. Learning (Higher Education, Vocational Education and Training, Adult Education, School Education, youth activities, etc). It is possible to submit applications after a relevant announcement once a year, during the spring semester, after a relevant post on the website of the Department, and the successful candidates are selected based on a ranking list compiled with criteria (points), for all positions available from the Senate of DUTH. per year.

Article 9

Exams in order to be accepted somewhere for example University The selection of candidates for graduation is done exclusively by qualifying examinations with development issues in three courses, set each year by the Assembly of the Department, until April 30 of the previous academic year and are posted on the official website of the Department. The selection of candidates for exams must ensure the

transparency and integrity of the process. The conditions provided by law are met for the selection of candidates for graduation. The classification of the graduates is carried out by the Classification Committee which has seven members and is formed by a decision of the Assembly of the Department. The Committee consists of the President of the Department and six (6) faculty members, as members, whose subject matter is relevant to the courses under consideration. Exceeding the ranking percentage is not allowed. Vacancies that remain vacant during the qualifying examinations are filled by candidates who have received a promotional grade in two of the three courses and their total grade is equal to or greater than thirty (30).

Successful candidates in the qualifying exams are classified in the first semester. By decision of the Assembly of the Department, the enrolled persons are exempted from the examination of courses of the study program of the Department, which have been fully taught in the Department or the School of origin. By the same decision, the enrolled persons are obliged to be examined in courses, which according to the curriculum are deemed not to have been fully taught in the Department or the School of origin. In any case, the students are not exempted from the examination of the courses in which they were examined for their classification, as the material of these courses does not correspond to the material of courses of the curriculum of the host Department.

Article 10 Assemblies

The Assembly of the Department of Social Work operates in accordance with article 21 of Law 4485/2017, the provisions of the above bodies as defined by the institutional legislation (Standard General Internal Rules of Operation of HEIs), Law 2690 / 1999 Government Gazette 45 A '(Ratification of the Code of Administrative Procedure and other provisions). At the beginning of each academic year, the regular Meetings of the Department are appointed. For the handling of current issues, the President of the Department may appoint extraordinary ones. The agenda is prepared by the President of the Department and is announced to the members of the Assembly of the Department by the Secretariat. The minutes are drawn up and remain in the Secretariat and are available to interested parties upon request.

Article 11 Postgraduate Studies

The Department has Postgraduate Programs, which it implements independently and/or in collaboration with other Departments and Institutions. Their Regulations have been published in the respective Official Gazettes, and are posted on the Department's website. Within the Department operates the MPS "Social Work in Education and Integration of Diversity" which is a specialization in Social Work in Education and is addressed to graduates of Social Work. In this way, Social Work is strengthened as an academic field, but also in the field of application, the Social Workers are empowered in order to respond to the particular problems they face in the school environment. Also, the MPS "Social Policy and Social Work" operates and is nearing completion (2023), which awards a Postgraduate Specialization Diploma (M.D.E.) in the following directions:

- I. Social Policy in Crisis Situations
- II. Social Work in Education

In addition, the Department of Social Work, DUTH, collaborates with other departments and universities in the framework of postgraduate programs, in order to strengthen interdisciplinarity and highlight the role of the field of social work in different contexts in the fields of health, education and counseling. The programs include the following:

a. Inter - University - Interdepartmental Postgraduate Program in "Counseling" (<http://www.gcp.ecd.uoa.gr/>) in collaboration with TEAPI - EKPA and the Department of Psychology of the University of Crete, within which the direction "Counseling Social Work" operates, which allows further specialization in the applications of Social Work Counseling.

b. Postgraduate Program in collaboration with the International University: "Teaching of Sciences and Modern Technologies" (<https://dst.ihu.gr/>), in the framework of which operates the direction "Teaching of Social-Humanities-Law" which gives special emphasis on student-centered learning methods with the use of new technologies.

c. Postgraduate Program in collaboration with the Department of Medicine of AUTH "Administration and Organization of Health and Social Care Units" (<https://www.med.auth.gr/content/dpms-dioikisi-kai-organosi-ypiresion-ygeias-kai-koinonikis-frontidas>), which emphasizes the training of health professionals and social workers in the administration and management of health and social care organizations.

Article 12 Doctoral Studies

The Department of Social Work supports the elaboration of Doctoral Dissertations. The Doctoral Degree is an academic title, which certifies the elaboration of an original scientific research and the substantial contribution of the holder to the development of science and knowledge in the respective scientific field. The details of the procedure are included in the on the website of the Department.

Article 13 Postdoctoral Studies

The Department puts under its auspices Postdoctoral Research in fields related to the objects it treats. Postdoctoral research is an original scientific work in the sense that it must contribute, by producing new knowledge, to the field of knowledge in which it belongs. The postdoctoral research must be an original research contribution and its subject must fall within the research interests of the Department and the cognitive objects that are treated in it. The Regulations for the Preparation of Postdoctoral Research are posted on the website of the Department.

Article 14 Laboratory Regulations

14.1 Laboratory of Social and Community Labor

14.1.1 General- Background

The Laboratory of Social and Community Labor was founded in 2004 (Ministry Decision: 60074 / Government Gazette 1005 T. B ' / 6.7.2004).

Based on Law 4610/2019 (article 64 par. 11) and no. 34/16 / 04-07-2019 decision of the Senate, the Laboratory of Social and Community Labor joined the Department of Social Work.

14.1.2 Mission-Purpose

1. To prepare studies and conduct research alone or in collaboration with other Departments and Laboratories of DUTH (eg the Laboratory of Criminology of Law), other Universities and with social organizations at home or abroad.
2. Develop and participate in national, Community or international education, training and awareness-raising programs for social scientists on issues related to social work, community development and the fight against social exclusion.
3. To organize training seminars for continuing education for professional social workers who collaborate with the Department in the framework of the Internship of students in the field of Social Work as Internship trainers for other professionals (interdisciplinary cooperation).
4. To organize conferences, seminars, lectures, other scientific events and publications, such as exemplary material of social work sessions, newsletters, books, audiovisual material, CD, DVD etc.
5. To welcome and serve postgraduate students, as defined by the respective legislation in the context of its educational and research purposes.
7. Promote research programs in special population counseling and family therapy (eg weighting or evaluation of intervention techniques).
8. To contribute systematically to the implementation and continuous development of the Internship and Supervision program by developing pilot intervention programs in the local community of Thrace in cooperation with local development companies, NGOs and other bodies with the aim of social inclusion of minorities and socially excluded groups.
9. To provide services through contracts as defined by the P.D. 158/1984 (A' 53) for issues related to its objects.
10. To provide clinical and counseling work to each client (children, adolescents, adults, groups, families) and students, requesting their support in dealing with difficulties, problems or situations.

14.1.3 Axes of development

The activities of the Laboratory are developed in four (4) interconnected axes:

- I. Development of pilot social and community work interventions
- II. Education
- III. Research
- IV. Publications and creation - weighting of educational and research material

Article 15

Department Library Operation

The library of the Department operates (co-located) in the area of the Central Library of the Law School in the University Campus of Komotini, according to the Rules of Operation which is posted on the main page of DUTH. and on the website: <https://lib.duth.gr/%ce%b2%ce%b9%ce%b2%ce%bb%ce%b9%ce%bf%ce%b8%ce%ae>

%, while in the secretariat of P.M.S. of the Department operates a Library Branch, in matters of Social Work.

Article 16

Student Welfare-Scholarships-Awards

The DUTH provides a set of benefits to students who aim to support them during their studies. These benefits include housing and food (for low-income students), free transportation, health care, housing allowance, scholarships and more. Students are also provided with Internet access and a set of online services that support the educational process.

Article 17 Support for students with disabilities

Students with disabilities upon enrollment are informed about the institution of Academic Adviser and are encouraged to contact the faculty member - Academic Adviser. They are also informed about the Equality, Integration and Accessibility Committee of the Department of Social Work, which seeks regular communication and cooperation with the student and whenever necessary mediates in the secretariat or teachers to address issues that concern him / her.

The teaching, the obligations and the material of the courses in which students with disabilities participate are adapted according to their special needs (eg print and slide fonts, Braille books or designation of fellow students / study assistants). notes with knowledge of Greek sign language, etc.).

Students with special difficulties in adapting and the requirements of the study environment are advised to contact DOSYP. of DUTH.

The facilities of the Department are accessible to people with mobility disabilities, while the movement of those with visual impairments to and from the Department is facilitated by the existence of route guides on the sidewalks of the city of Komotini.

Article 18

Preservation of Department property

The President of the Department is responsible for the protection of the property of the Department. With a special delivery-receipt protocol (which includes a detailed list of the items of the Department and is signed in four copies), the new President receives and the outgoing President delivers all the equipment of the Department (except the one that has been charged to faculty members). One copy of the protocol is kept by the new president, one by the outgoing one, one copy remains at the Secretariat of the Department and one is submitted with a transfer of the new president to the responsible employee in the Finance Department.

Article 19

Etiquette Issues (swearing in, announcements)

In a special solemn ceremony of confession (swearing in) the awarding of the diplomas takes place, before the Rector's Authorities, the Dean of the School and the President of the Department. The time of submission of the supporting documents for swearing

in and the exact date of the certification ceremony, as well as the instructions for its conduct are announced by the Secretariat in consultation with the President of the Department and are posted on the website of the Department. The possibility of a religious (regardless of dogma) or political oath is also given.

Article 20

National - International collaborations

The national and international collaborations of the Department are made within the framework of the current provisions and are approved by the competent institutions of the Department and the Foundation and are awarded with relevant cooperation protocols.

Article 21 Functioning of the Secretariat

Throughout the hours the Secretariat: a) serves by telephone b) processes electronic requests, which it receives either from the students in person, or through their legal representatives, or through KEP. With a physical presence, it serves during the defined days and hours that are posted on the website of the Department and in the announcement spaces. The Secretariat throughout its hours serves faculty members of the Department or the Foundation, colleagues of the relevant Foundation and other Universities, by phone or in person, for issues related to its responsibilities. The students submit their requests electronically, through the unistudent system in the relevant link or through KEP. The receipt of certificates and the service from the Secretariat takes place daily at 11.00 am. at 1:00 p.m. It is recommended the daily monitoring of the announcements that refer to current didactic, research and administrative issues and are posted in the link of the website sw.duth.gr. E-mail of the Department of Social Work: secr@sw.duth.gr.

Article 22

Statement against discrimination and in favor of equal treatment of TKE members

The Department of Social Work of the DUTH states that it applies a policy of zero tolerance and is opposed to any act that constitutes discriminatory behavior and exclusion among its members based on gender, origin, ethnicity, age, color, disability, or sexual orientation. orientation and gender identity, because it constitutes violence, verbal, emotional, spiritual, social and other abuse, or sexual harassment which can manifest itself in words, deeds, gestures and symbols that offend a person's dignity, causing a frightening, humiliating, humiliating and unequal environment inclusive education. In order to defend and promote the above, the TKE is in close cooperation with the Gender Equality Committee of the DUTH and all the structures of the University that work in this direction. The Establishment of the Committee for Gender Equality (EIF) of the Democritus University of Thrace was decided by the Senate of the Foundation (Decision 13/49 / 20-05-2021), as defined by law, and in particular by article 33 of the law. .4589 / 2019, to promote equality at all levels of operation and in all processes of academic life. The E.I.F. plans various actions in the direction of informing it

Article 23

Ethics and Ethics of the science of social work

Since its inception, the undergraduate program at the Department of Social Work of DUTH has adopted and harmonized with the international criteria (benchmarks) of the International Association of Schools of Social Work (IASSW) (see <http://www.iassw-aiets.org>). The participants in the educational process in the Department of Social Work, teachers, researchers, supervisors, interns, students of the three cycles, adopt and are committed to the values of science: social justice, dignity - value of each individual, the importance of human relations, integrity, adequacy and their applications at micro-, medium- and macro-level. The adoption and promotion of these principles in the teaching process, the elaboration and carrying out of research, the participatory action in academic and social events, the advocacy for vulnerable groups of the population are systematically monitored by the relevant committees, and the Strict penalties for their derogations are ratified by the Assembly.

Article 24

Internet and Social Media

The Department of Social Work of DUTH states that it applies the General Data Protection Regulation (GDPR), whose texts and publicity actions on the website of DUTH. The official Website of the Department is located at <https://sw.duth.gr>. The announcements of the Department are officially posted on this Website. The official Facebook Page of the Department is located at <https://www.facebook.com/idealstandart1994>. The supervision and management of the Department's websites is carried out by the respective committee, "Department's Website Management Committee", appointed by the Department Assembly.

Article 25

Complaints Management Mechanism

The Department of Social Work of the DUTH has adopted a Regulation on the Operation of the Complaints Mechanism and the Management of Objections, which describes the relevant procedures. For complaints and objections related to academic issues (teaching and course grades) students should first contact the instructor of the course. They can then contact their academic advisor if they are not satisfied with the President of the Department of Social Work (through the secretariat of the Department).

If again they consider that their issue has not been resolved, there are the competent bodies of DUTH. for further actions (Student Advocate, Dean of the faculty, Ethics and Ethics Committee of DUTH, Legal Service of DUTH, Rector's Office). Also, for serious issues related to their studies, students can apply in writing individually or in groups to the Assembly of the Department of Social Work. In case they consider that they have not received a satisfactory or correct answer to their request, they can contact the student's ombudsman or the Dean of the relevant School or even the Rector's Office.

Article 26 Academic Studies Advisor

The academic studies advisor of DUTH, an institution adopted by the Department of Social Work, supports the students during their undergraduate studies, contributing substantially to the success of the students in terms of their studies. The academic advisor discusses, informs and supports students on issues such as the content of studies and courses, the choice of dissertation, the facilities and services provided by the university to students (Student care, GRADIM, DOSYP, International Office Erasmus, Internship Office), etc. and helps them deal with the difficulties and obstacles they encounter in their studies.

Article 27 Electronic Services

For the convenience of the students / three of the Department, various electronic services are available:

Online Secretariat Academic Identity Asynchronous distance learning Modern distance learning Supply of Books-Books

Email

Digital Storage

Free Software

Greek Academic Electronic Textbooks and Aids

Access to information regarding the status of their studies, course statements, grades in each course, etc. is done through the page of DUTH. which is available only if previously connected to the VPN (VirtualPrivateNetwork) of DUTH. with the username and password used in the university email. Instructions for connecting to the VPN via Helpdesk can be found at

<https://helpdesk.duth.gr/knowledgebase.php?category=10/>

Article 28

Consulting and Accessibility Structure (DOSYP)

The Department of Social Work works closely with the Counseling and Accessibility Structure (DOSYP), as the object that the Department treats is related to the subject of DOSYP.

The Advisory and Accessibility Structure (DOSYP) of the Democritus University of Thrace was established by the decision of the Senate No. 40/51 / 12.12.2017. It consists of the Department of Counseling and Psychosocial Support as well as the Department of Accessibility.

Article 29 Liaison Office

The Department of Social Work cooperates with the Liaison Office (DG) of DUTH, whose indicative responsibilities are to:

- Informs the students and graduates of the Democritus University of Thrace about the available jobs of companies and enterprises of the wider Public and Private sector, at local and Panhellenic level, as well as for Internship positions.
- Provides information on postgraduate programs of Greek and foreign Universities.
- Informs about the available scholarships and legacies in Greece and abroad.

Article 30

Student Advocate

The Department of Social Work cooperates and strengthens in practice the institution of the "Student Ombudsman", which is an institution that was provided by law 4009/2011. Its objectives are the mediation between students and professors or administrative services of the Foundation, the observance of legality in the context of academic freedom, the treatment of maladministration and the preservation of the proper functioning of the Foundation.