

INTERNAL REGULATIONS FOR UNDERGRADUATE STUDIES AT THE DEPARTMENT OF SOCIAL WORK

Article 1

Undergraduate Degree Programme Regulation

1. Study-related Issues

1.1 Enrolment of first year students

Enrolment of first year students in the Department of Social Work is done online through the Department for Education (DfE) portal (<https://eregister.it.minedu.gov.gr/>). First year students who cannot complete the online enrolment through the Department for Education website due to lack of a Social Security Number (due to their religious beliefs or other difficulties according to the circular of DfE n°251/149312/A5/11.9.2018) must come to the Department's Admission Office for their enrolment with the following documentation:

- Enrolment Application: Students must complete a paper application, to request enrolment in the Department, according to the DfE circular. This application must be registered on the same day.
- Formal Declaration: Students must complete a formal declaration stating that they are not enrolled in any other School or Department of Tertiary Education. In the event that they are enrolled in another School or Department of Tertiary Education and they have not had the time to cancel their enrolment they must confirm prompt presentation of the cancellation.

When the lists of the enrolled students have been sent by the DfE, the registration portal of the Democritus University of Thrace will become accessible where students can complete their online registration and afterwards they can collect their enrolment credentials.

1.2 Duration of Studies

The Social Work Course is a **four-year (4)** full time course consisting of **eight (8)** academic **semesters**. Classes are taught on a weekly basis. Each semester lasts fifteen to sixteen weeks and includes thirteen weeks of teaching and two to three weeks of exams.

The duration of the Undergraduate Studies of the Department of Social Work at the Democritus University of Thrace is **eight (8) semesters** over **four (4) academic years**. Typical duration of studies equals the minimum number of semesters for graduation according to the programme of studies of the Department plus four more semesters. Therefore for the Department of Social Work **typical duration of studies** is equal to **twelve (12) semesters** or **six (6) years**. After this period students may enrol for subsequent semesters only if they comply with the rules as set in the Internal Regulation of the Institution.

1.3 Academic Calendar

The academic year starts on 1st September and ends on 31st August of the following year. Teaching is concluded in two semesters (autumn and spring).

Teaching in the autumn semester starts on the first working day of October and lasts 13 weeks. The timetable is announced by the end of the first week of September at the latest.

Teaching in the spring semester starts on the first working day after a week of the end of the examination period and also lasts 13 weeks. The timetable is announced by the end of the first week of February at the latest.

The University Senate determines the academic calendar of each year at least two months before the start of the academic year. By decision of the Assembly each department can modify the Senate's decision according to their needs. The Department's decision is announced on their portal.

1.4 Rescheduling Missed Lectures

Lectures not taught because of General Assemblies or student events must be made up. The students' association must notify in writing the University President and the Curriculum Committee of the Department two days in advance. They, in turn, notify the member of the academic staff for the time and place of the event and collaborate with the corresponding academic staff to find the appropriate time and classroom for the lesson to be made up.

Academic staff may only request for a lecture to be rescheduled in the event of a scheduled leave of absence or sickness. In this case they submit a written request to the University President and the Curriculum Committee and they collaborate in finding a room and time for the lecture to be made up.

The time and place for the made-up lesson must be communicated to the students at least four (4) days in advance.

If the above mentioned procedure is not followed and the lecture is not made up the academic staff **is obliged** to notify in writing the Secretariat of the Department. Lectures not taught under the responsibility of the academic staff, without having leave of absence or sickness, **are not made up**.

If, for any reason, the hours corresponding to the minimum teaching weeks of a module are not completed, the module is considered not taught and is repeated in the next semester, in addition to the number of modules specified in the programme specification, following a decision of the General Assembly (on condition that there are corresponding academic staff members).

Made up lectures cannot clash with other lectures of modules of the same category (compulsory, optional etc.). The made-up lecture must take place on a day different to the day that lecture is usually taught and in any case it cannot precede or follow the regular lecture.

1.5 Registration and renewal of registration

Each student must **register** in their Department at the start of each semester, on dates specified in time by the Departmental Assembly, posted on the Department's website and announced by the Secretariat. Students must **indicate** the modules in the programme specification they intend to attend during the specific semester (module enrolment). **If**

they do not register for two consecutive semesters, they are withdrawn from the Department. Registration and module enrolment for every semester are both mandatory actions for students to have an active presence in the Institution. Returning students must register online at the start of each semester through the unistudent system by following the link unistudent.duth.gr.

1.6 Module enrolment

Module enrolment must be done **each semester** by the students themselves so that they can retain their right to lectures' attendance, the acquisition of text books free of charge and their participation in the exams. Students complete module enrolment every semester according to the rules set in the Specification Programme of the Department.

Module enrolment for each semester is done through the online system called classweb. Students are allowed to **be examined only for modules they have enrolled on** during the specific semester. Students who have not submitted their module enrolment or have submitted it past the deadline will not be allowed to take part in the semester's exams or the recurring ones in September.

It is not allowed to enrol on modules of upcoming academic semesters other than the one students currently attend.

In exceptional circumstances, students have a right to request participation in the assessment of a module they have not enrolled on. They must demonstrate sound reasons in their request to the Departmental Assembly.

1.7 Textbook selection

Textbook selection for all modules is done online through the Digital Service for the Integrated Provision of University Text Books "EUDOXOS" platform (<https://eudoxus.gr/>), of the Department of Education. The deadline for textbook selection for each academic semester is determined by the Departmental Assembly and it cannot exceed the period announced by the Eudoxos Service.

Students must have an account that grants access to the online services of the Democritus University of Thrace so as to be able to select the necessary textbooks. Students are given this account by the Department upon enrolment in the first year of studies. For more information please refer to the relevant website of the University.

1.8 Temporary Withdrawal

Students have the right to interrupt studies for as many semesters, consecutive or not, as they wish. However the number of such semesters cannot exceed the minimum number of semesters required for the completion of the degree as stated in the programme specification. Students must apply in writing to the Deanship of the School of Social, Political and Economic Sciences (through the Secretariat of the Department of Social Work). The exact period of the interruption must be stated in the application form. These semesters do not count towards the above mentioned maximum duration of studies.

Students, who decide to interrupt their studies according to the aforementioned criteria, do not hold student status throughout the duration of the interruption. After the end of the interruption students resume student status and rejoin the Department.

1.9 Permanent Withdrawal

Students have the right to withdraw from the Department after submitting a paper application at the Secretariat. The following documentation is necessary for the withdrawal:

- Permanent Withdrawal Form (available at the Secretariat and also available online on the department's website)
- Confirmation from the Halls of Residence and the Department's Library that there are no outstanding debts
- Student Pass, Student Identity Card and Student Medical Booklet (whichever one had been issued) are returned to the Secretariat.

1.10 Marking Scale

Assessment of students is marked on a 0-10 scale, with 10 being the mark for distinction and 5 being the minimum pass mark. Marks are awarded with half unit grades.

The marking scale for the final mark of the degree is:

Mark 5.00 until 6.49: Good

Mark 6.50 until 8.49: Very Good

Mark 8.50 until 10.00: Distinction

All modules in the programme specification count towards the final average mark of the degree, except for the modules, on which the Departmental Assembly decides based on specific grounds.

1.11 Re-assessment

Student re-assessment is possible in accordance with current legislation. Students complete the appropriate application form that is accessible either from the Secretariat or the website of the Department and submit it to the Secretariat.

1.12 Mark Improvement

Students cannot request a mark improvement of an already passed module. However, students are permitted to set a mark clause, by noting it on the exam paper or by paper application during the oral examination.

1.13 Accreditation for Prior Learning

Students who wish to recognise prior learning which has taken place in another Department or University must submit the following to the Departmental Assembly:

a. Application Form where module titles of the Department of origin (not post-graduate studies) are stated and against which credit is sought. Prior learning recognition must correspond to specific modules of the Department of Social Work and they must be broadly equivalent to the learning outcomes of these specific modules (~80% matching learning outcomes).

b. Programme handbook of the Department of origin where a brief summary of the modules against which credit is sought will be included.

c. Grade Transcript of the Department of origin

Recognition of prior learning must be decided by the Assembly within no more than a month of receipt of the application. The decision is announced to the interested party. Modules passed during an Erasmus study programme are recognised as equivalent to corresponding modules. The marks achieved by students abroad are matched to the Greek grading scheme (according to the matching table as shown in Appendix I) and are registered in the classweb.

1.14 Student identity card- Student Pass

For the provision of a Student Card with an incorporated Student Discounted Ticket Card (Student Pass), students must submit an electronic application at <http://academicid.minedu.gov.gr/> . Upon approval of the application students may receive the student pass from a specific collection point of their choice, which they will have indicated in their application. More information is available on the website <http://academicid.minedu.gov.gr/> .

1.15 Certificates

To apply for any certificate students need to log on the classweb system. Students can also monitor their record and results through the same system. Students must come to the Secretariat of the Department during office hours to receive the certificates. Office hours are announced on the website of the Department and outside the Secretariat. The Secretariat of the Department issues certificates which are related to the studies in the Department. Such certificates are the following:

- Attendance Certificate, which proves active student status.
- Grade Transcript for each module students have been taught so far.
- Study Completion Certificate, for all interested parties that have completed their studies as stated in the Programme Specification, but have not been awarded the degree yet.
- Copies of award certificates that are related to graduation (withdrawal) and temporary withdrawals.

1.16 Diploma Supplement

The Department of Social Work issues a Diploma Supplement to its graduates as from the academic year 2019-2020 in both Greek and English.

The Diploma Supplement follows the guidelines developed by the European Commission, the Council of Europe and the UNESCO/CEPES. Aim of the supplement is to supply sufficient independent evidence for the improvement of international transparency and the fair academic and professional recognition of degree titles (diplomas, degrees, certificates etc.).

It was designed to give a description of the nature, the level, the background, the content and the state of the studies, which were completed successfully by the person named in the original title, to which this appendix is attached.



1.17 Qualified Teacher Status

Students are able to obtain qualified teacher status in the context of the relevant decision taken by the Departmental Assembly, where the specific terms and conditions are stated.

1.18 Completion of Studies-Graduates Nomination

Students complete their studies and are awarded the degree, after having been examined successfully in the modules specified in the Programme Specification of the Department. Upon completion of their studies, students apply for the Graduation Ceremony at the Secretariat, during a period of time announced on the Department's website and by submitting the following documents:

- Application for the Graduation Ceremony (paper)
- Registration for the Graduation Ceremony (paper)
- Formal declaration that they do not have any overdue books from the library, that they do not occupy any room in the halls of residence of the Democritus

University of Thrace. (When there are no outstanding debts with the library and the halls of residence, they will be requested ex officio by the Secretariat)

- Return of student identity card
- If a student has passed **more optional modules** than required and has not yet received a certificate of completion of studies, they must submit a formal declaration stating which optional modules they wish to forfeit.

The Department of Social Work celebrates up to three graduation ceremonies per year (one after the exam period of January, one after the exam period of June and one after the exam period of September). The graduation ceremony and its attendance by teaching staff, students and guests are determined by the Departmental Assembly.

1.19 Student Guide

The Department of Social Work is required to prepare an annual Student Guide which includes the detailed Programme Specification, the necessary modules for the degree, the learning outcomes of the degree and of each module as well as other useful information. The student guide is posted on the Department's website <https://sw.duth.gr/el/> and when it is also available in paper format, it is handed out to first-year-students at the start of the academic year.

2. Programme Specification-related Issues

2.1 ECTS

All modules of the Programme Specification correspond to **credit units** according to the European Credit Transfer Scheme (**ECTS**) that describe the different weighting (and work load) of each module. The description of the **credit units ECTS** of each module is explained in 2.3.

2.2 Module Classification

The Department includes in their programme specification the following module classifications:

- **Foundation Modules:** Modules, which although not directly linked to the field of study, contain prerequisite scientific knowledge so as to successfully understand the core subject.
- **Scientific-Area Modules:** Modules directly linked to the core scientific subject of the Programme of Study.
- **General-Knowledge Modules:** Modules not directly or indirectly linked to the core subject but aimed at educating students in a broader sense, as scientists and as citizens
- **Skill-Developing Modules:** Modules that do not aim to provide scientific knowledge related to the field of study, but to nurture and develop other skills in students.

2.4 Prerequisite modules

Modules Methods of Social Work, Community Social Work, Social Work Theory and Social Work with Groups are prerequisite for the Work Placement. Statistical Data Analysis I requires successful completion of Quantitative Research Methods and Social Statistics. Statistical Data Analysis II requires successful completion of Statistical Data Analysis I.

2.5 Dissertation

Writing a Dissertation

Students in their final year (Semesters 7 and 8) have the chance to write a Dissertation. The dissertation is optional, it counts as a “double” optional module and is worth ten (10) teaching credits. To write a dissertation of 7.000-8.000 words, students must contact a member of the Teaching and Research Staff, who has the appropriate field knowledge and is willing to supervise the dissertation. Furthermore, students must fully comply with the dissertation regulations of the Department.

These regulations prescribe a) the timescale, which should start at the end of the previous academic year of the students’ final year and b) the standard procedure for submission, defence and assessment of the dissertation.

1. Timescale of actions for the Dissertation

Action: Announcement (by the teaching staff) of the research topics they are willing to supervise

Time: First fortnight of May (6th Semester)

Action: Submission of application (by students) to the Secretariat of the Department for dissertation approval

Time: First fortnight of June (6th Semester)

Action: Dissertations assigned by the General Assembly of the Department

Time: First fortnight of October (7th Semester)

Action: Potential alteration of Dissertation topic (carried out by the General Assembly of the Department after joint request of supervisor and student)

Time: First fortnight of November (7th Semester)

Action: Submission of Dissertation

Time: Throughout May (8th Semester)

Action: Conference of Dissertation defence (if arranged)

Time: Second week of June (8th Semester)

Action: Announcement of Dissertation mark

Time: By 20th June (8th Semester)