

# DEMOCRITUS UNIVERSITY OF THRACE



## **List of abbreviations**

H.E.I	Higher Educational Institutes (Universities)
Ass.	Assembly
D.D.	Doctoral Diploma (PhD)
D.O.A.T.A.P.	Hellenic National Academic Recognition and Information Center
S.	Senate

## **Article 1**

### **Preparation of Postdoctoral Research at the Democritus University of Thrace**

The Democritus University of Thrace provides researchers, who might be interested in, with the opportunity to conduct post-doctoral research in relevant areas, in accordance with the current legislation.

The main objectives of conducting post-doctoral research at the Democritus University of Thrace are the following:

- To create high quality scientific research.
- To develop new research fields in the Departments, which are relevant to the scientific field of the researcher's doctoral dissertation.
- To contribute to the response of the Departments' research needs.
- To approach and deal with special research problems that are of main concern and scientific interest to the Departments' studies.
- To achieve further scientific results by further working on the Researchers' doctoral dissertation towards new scientific directions that are also of interest to the Department.
- To transfer know-how and specialist knowledge
- To empower scientists to further contribute to the advancement of science and the development of overall research and applications.
- To promote the overall quality and the academic prestige of the research work of the Democritus University of Thrace, as well as its international distinction.

## **Article 2**

### **General provisions**

Post-doctoral research is an original scientific work in the sense that it must contribute, by producing new knowledge, to the field of already existing knowledge and expertise in which it belongs.

The post-doctoral research is an original research contribution and its subject should be included within the Department's research interests and the areas of study.

## **Article 3**

### **Competent bodies**

Competent bodies for the elaboration and development of Post-doctoral Research proposals and overall research are:

1. The Senate (S.) of DUTH. and
2. The Assembly (Ass.) of the respective Department of DUTH.

## **Article 4**

### **Post-Doctoral Research Candidates**

Holders of a Doctoral Diploma (D.D./ PhD) from a national or international academic institution, holding an equivalent degree from a foreign academic institution, recognized by the D.O.A.T.A.P, have the right to submit an application for conducting post-doctoral research in a subject related to the research objectives of the Department.

## **Article 5**

### **Submitting an application for postdoctoral research**

The Departments of the Democritus University of Thrace accept applications throughout the year for conducting postdoctoral research by any researcher submitting an application to the Assembly of the Department with the following conditions being met by the Researcher.

The Researcher should:

- 1) Have a proven high level of scientific training and a strong scientific profile,
- 2) His/her proposal should be sufficient and in accordance with articles 1 and 2 of the current Regulation.

There is also the possibility of issuing and publishing an invitation for expressions of interest for the preparation of Postdoctoral Research, which is approved by the Department's Assembly, upon the recommendation of their respective members of academic staff.

## **Article 6**

### **Relevant Documents & Documentation**

Candidates, interested in conducting postdoctoral research, submit to the Department's Administrative Office (Secretariat) at least the following documents:

1. A Printed application form, which indicates the subject area of the research and the Professor of the Department under the supervision of whom the Researcher wishes to conduct the postdoctoral research.
2. A Detailed Curriculum Vitae.
3. A Copy of The D.D/ PhD of the domestic or recognized overseas institutions, in a relevant area.
4. A Copy of the D. D./ PhD Thesis (and the date it is obtained at a University abroad, the recognition of the academic titles by DOATAP must also be submitted).
5. A Foreign language certification.
6. At least two (2) scientific publications or announcements in Conferences.
7. At least two (2) recommendation letters.

8. A Complete research proposal, which sets out the purpose of the proposed postdoctoral research, the exact subject to be studied, the methodology that will be used, the potential use of laboratory equipment and infrastructure of the Department, the previous relevant research, as it appears from the relevant literature review, the completion schedule of the research and the description of the deliverables after the end of the research, which will include at least two publications or announcements in reputable international scientific journals or conferences.

9. Letter of Consent from the Professor/member of the academic staff which will be supervising the research.

## **Article 7**

### **Evaluation of applications**

The Department's Administrative Office (Secretariat) to which the applications are submitted along with the necessary supporting documents of each candidacy, files and registers the applications providing a Student Registry Protocol number. It then conducts a formal check of all the submitted supporting documentation and forwards the applications to the Assembly of the Department.

The Assembly examines and decides in accordance with article 1 hereof in particular the relevance of the applicants' research proposals to the Department's scientific interest, as well as the research areas that the Department addresses or wishes to address, the purpose, the duration, the phases and the expected results of the proposed research project and the need for its implementation.

The Department's Administrative Office (Secretariat) posts the results of the evaluation of the applications on the Departmental web-site, informs the successful candidates and invites them to register in the Department.

The Assembly of the Department has the ability to cost and charge the postdoctoral researcher for the use of the resources necessary for the postdoctoral research.

The Democritus University of Thrace has no obligation to pay any monetary compensation or pay for the travel expenses of postdoctoral researchers.

Postdoctoral researchers may apply for funding to introduce actions/programs relating to their research, following the agreement of the Department or the School or the University, such as e.g. partial funding of submitting papers at recognized international competitive conferences.

In order to renew his/her status as postdoctoral researcher, (s)he has to submit an annual progress report, at the beginning of each academic year. The Report is prepared by the candidate in co-operation with the supervising member of academic staff, from now on Supervisor. It is then submitted to the Department's Assembly for approval.

In case, additional time is required, a request for extension may be submitted by the postdoctoral researcher, along with the appropriate justification and the supervisor's consent.

## **Article 8**

### **Supervisor's Appointment**

For the successful candidates, the Assembly appoints a supervisory member of Academic Staff from the Faculty. (i.e. Professor, Associate Professor or Permanent Assistant Professor), who undertakes the supervision of the candidate's work.

Conducting postdoctoral research is supervised by a member of the Academic Staff, who works on the same or a related research specialty and/or academic field, as the one in which the candidate conducts the postdoctoral research.

The maximum number of postdoctoral students under supervision per Department faculty member is set at two (2).

The academic supervisor appointed by the Faculty, in direct co-operation with the candidate, defines the subject of the postdoctoral research and after its completion (s)he submits to the Assembly a report of the academic research results written in the Greek language. He also regulates the work of the

postdoctoral researcher and guides his/her research by transferring his / her scientific experience, competences and knowledge to the researcher.

The change of supervisor is the responsibility of the Department's Assembly, at the request and application of either the researcher or the supervisor at Departmental Assembly.

## **Article 9**

### **Duration of postdoctoral research**

The Department's Assembly determines the time of the research from 1-4 years depending on the type of research, as well as the possible financial framework (program, scholarship, etc.).

## **Article 10**

### **Auxiliary (supporting academic) work required by candidates**

The Department may assign auxiliary (supporting academic) work to postdoctoral researchers, which is included in its academic programs in the context of the first and second cycle of studies, following decisions of the competent bodies and the recommendation of the supervisor, in the context of the first and second cycle of studies and the relevant courses. The type of ancillary work depends on the needs of the study programs, e.g. conducting and supporting part of tutoring students, laboratory exercises, supporting internships of students in the relevant field, supervision of examinations, etc.

## **Article 11**

### **Completion of postdoctoral research**

Upon completion of the postdoctoral research, the collaboration of the postdoctoral researcher with the Department ends. In order for the procedure to be considered complete and for the relevant certificate to be handed over to the postdoctoral researcher, at least the following must have been concluded:

1. The time of the research should be completed, as defined at the beginning of the research period by the Department.
2. A presentation in public should take place by the postdoctoral researcher in support of the results and findings of the research conducted in the Department.
3. A final report relating to the research conducted by the postdoctoral researcher in the Department should be submitted signed by the Supervisor.



4. Copies of publications that are the product of postdoctoral research in scientific journals and/or conferences or the relevant certificates of acceptance should be submitted, as defined at the beginning of the research.

The afore-mentioned certificate is not a degree and it does not hold the place of a degree. The Certificate is signed by the Head of the Department, after receiving the approval of the Assembly. The certificate states the Institution, the Department, the name, surname, father's name and place of origin of the researcher, the subject of the research and the pertinent research period.

## **Article 12**

### **Benefits for postdoctoral researchers**

The following are provided to postdoctoral researchers during the process of the postdoctoral research:

- i. The ability and permission to use the title of the Department in conferences and publications in scientific journals and in posts on websites.
- ii. Access to Laboratories and equipment of the Department, within the context and to the requirements of the research that they are conducting.
- iii. Access to the Department's Library and the right to borrow printed and other type of materials available.
- iv. Access to the electronic services of the Democritus University of Thrace (Electronic library, e-mail address etc.).
- v. The certificate of conducting postdoctoral research upon completion of the research, as defined by University Rules & Regulations.

## **Article 13**

### **Obligations of postdoctoral researchers**

Postdoctoral researchers should:

- Submit an annual progress report
- Always mention the information data of the Department as to their institutional affiliation (academic affiliation) in each of their publications, which are product of the postdoctoral research, as well as the research Laboratory of the Department in which they have joined.
- Indicate whether the postdoctoral research is funded by institutions and provide all the necessary supporting documents regarding both the financial and the obligations of the postdoctoral researcher to this institution.

- Behave as appropriate to a member of the academic community respecting the provision of research facilities by the University.
- Comply with the Guide to Political Intellectual Property of DUTH, the Code of Ethics of the Democritus University of Thrace, as well as the provisions of the Organization and DUTH Internal Regulations.

## **Article 14**

### **Postdoctoral researchers Transfer**

In case the Supervisor Member of Staff is transferred from another Department or moves to another Department in the same or another University, the Post-Doctoral students that (s)he supervised may also be transferred.

In case of transfer, recall or election of the supervisor to another Department in the University, or in another University, domestic or foreign, by decision of the Assembly of the Department, a new supervisor will be appointed for the Post- Doctoral Researcher.

## **Article 15**

### **Postdoctoral researchers' status Cancellation**

Based on a reasoned decision of the Assembly, it is possible that the Post-Doctoral Researcher's status is cancelled, by deleting him or her from the Registry of Scholars, if (s)he or his/her Supervisor requests so by submitting a formal application to the Department's Administrative Office.

## **Article 16**

### **Rules of Operation**

1. The Assembly of each relevant Department of the Democritus University of Thrace prepares a specialized Departmental Regulation relating to the rules and regulations regarding the conduct of Postdoctoral Research, which is in accordance with the existing provision. The general principles of this Regulation include additional special requirements added by the Department as well as any other relevant issues.
2. This specialized Regulation is submitted for approval to and by the University's Senate .

**Article 17**  
**Special provisions**

Those matters that are not addressed by these afore mentioned Rules and Regulations or the specialized Regulations of the Department, are added as special provisions following the decisions of the Department's Assembly.