

Study Regulation

Department of Informatics Engineering

Academic year duration

- The academic year commences on the 1st of September each year and concludes on the 31st of August of the following year. The teaching year starts on the 1st of September each year and ends on the 5th of July of the following year and includes two separate teaching periods, the teaching semesters (winter and summer semesters).
- The exact date of commence and conclusion of the teaching year is set annually following a decision made by the Board of the Technological Educational Institute.
- Each teaching semester includes at least 13 complete teaching weeks and two exam periods. The second exam period for the Winter and Summer semester takes place during the first fortnight of September of the following teaching year.
- In case the number of teaching hours that took place for a module is for some reason smaller than the 2/3 of the expected one in the course curriculum for the whole of the teaching semester, this module is considered as if it has not been taught.

Total course duration

The course duration for the Department of Informatics Engineering is 8 semesters. Seven of these semesters are dedicated to normal attendance, lecture and lab attendance etc., as described in the paragraph "Course organization", while the 8th semester is dedicated to the writing of the dissertation and the practical traineeship of the profession.

Public holidays - holiday breaks

The public holidays are as following:

- 25th of March (national holiday).
- 28th of October (national holiday).
- The first and second day of Christmas.
- The first day of the year.
- 6th of January.
- Ash Monday.
- Good Friday.
- God Saturday.
- Monday following Easter Sunday.

- 1st of May.
- 24th of June.
- 15th of August.
- Saturdays and Sundays.

Teaching also does not take place on/during:

- The 17th of November.
- The Christmas holidays, namely from the 24th of December until the 2nd of January.
- During the Easter break, namely from Good Wednesday until Wednesday following Easter Sunday.
- The 30th of January.
- The 11th of November.
- The summer break which starts on the 6th of July and ends on the 31st of August.

Enrolment

- Students of the Technological Educational Institute are those enrolled after having passed the entry exams, the qualify exams or having been transferred. An enrolled student who follows a course in a Technological Educational Institute cannot be a student of another higher educational institution simultaneously. The enrollment deadline for the first-year students is set after Ministerial decision. This deadline can be extended under exceptional circumstances only.
- Students are obliged to renew their enrolment each semester, before the commence of teaching. A student that has not renewed the enrollment for two consecutive semesters, is deleted from the School's Register.
- The renewal of the enrolment and the module registration form is submitted online by the students via the electronic application of the Institute.

Course organization

Teaching at the Technological Educational Institute is divided into six-month-long modules and includes:

- Theoretical module teaching
- Practical sessions, seminars or labs in working areas that aim at the fully comprehension and application of the theory and the obtainment of professional skills.
- Seminars, visits to production sites and other similar activities.
- Dissertation.
- Practical traineeship.

- The duration of the hourly teaching of theoretical modules and seminars is set to 45 minutes.

Members of the research teaching staff offer advice to students on course plan training according to the course regulations, on directions offered by the Department and the particular academic tendencies of each student.

The Department places students on posts in the public and private sector as trainees. These posts are created after private or public initiatives.

Course plan

- The modules taught in the Department are divided in those of General Structure (ΜΓΥ), Specialty Structure (ΜΕΥ), Specialty (ΜΕ) και Finance Management, Legislation and Humanities studies (ΔΟΝΑ). Also, they are divided into Compulsory (Υ), Compulsory options (ΕΥ) (from which a student chooses the modules of interest) and Optional (Π).
- Each module of the course plan of the Department corresponds to a number of teaching credits. The course credits are 30 per semester, while their individual value in credits is shown at the detailed module table of the Department.
- If the knowledge offered in a module is a condition for the successful continuation for attendance of another module, then the first module is described as “prerequisite” of the second one. A module may have prerequisite ones, or even modules depending on it. Those modules connecting to each other are otherwise known as “chain” modules.
- The weekly timetable of the modules is drafted and communicated 10 days at the latest before the commencing of the teaching semester. The announcement includes the course plan of each semester, the members of the researching teaching staff that will teach each module and the theaters/rooms, where the classes take place.

Teaching of a foreign language

In the Department a foreign language is taught. The teaching aims at students to learn the language quite well or at least to familiarize themselves to the extent that they understand texts of their speciality. A first-year student that can already speak the language, may ask to be exempted from attending.

Attendance

- Students are obliged to attend the classes of their course plan, according to the form they have submitted.
- The expected teaching hours for each semester and each module are communicated by the academic staff at the beginning of each semester, based on the timetable after having taken into consideration the days when classes are not going to be taking place during the semester (public holidays etc.).
- In any case, if the number of the teaching hours that have taken place for a module is for some reason smaller than the 2/3 of the expected one in the course plan for the whole of the semester, this module is considered as not having been taught.

Grading scale

Grading is expressed by a scale from zero to 10 (0-10) for all modules, having as a minimum for successful pass of the module set to 5. All grades are calculated and recorded to the nearest hundredth (1/100) of the integer unit.

Lab, intermediary exams and final exams

- In order for a successful attendance of a lab module or the lab part of a mixed module, a student is required to successfully pass 80% of all the module elements that took place during the semester. During the last week of a semester, additional lab or practical exercises may take place for those students that have failed or were absent from up to 15% of the exercises that took place and until the completion of the desired percentage (80%).
- The lab grade or the lab or practical part of a mixed module derives by the overall of all exercises' grades that a student has successfully passed or from the exam grades that are taking place in parts for all the material taught in a lab.
- The grade of a student for each theoretical module or part of a theoretical module is calculated by the progress of the student during the whole of the semester.

Exam period - exams

- Following the end of the classes for each academic semester, two exam periods take place.
- The grades are submitted to the Department within five days after the exam has taken place.
- A student caught cheating receives a zero grade.
- The examination papers are kept by the examiner for one semester. During this period, a student may ask the examiner to see her/his exam paper.

Dissertation

- Each student is obliged to complete a dissertation in a topic that is directly related to the real issues of production. Topics for dissertations are suggested by members of the Researching Teaching Staff. The latter supervise and advise students while writing their dissertations.
- In order to successfully complete a dissertation, all areas and equipment of the Technological Educational Institute are used, while financial means are also provided, if needed. A dissertation may also be completed in institutes, organizations, private businesses etc.
- After its completion, the dissertation is submitted to the department, from which the date of its viva is set, presented in a three-member evaluation committee. Members of the committee submit questions and decide finally the grade that will be given to the dissertation.

Practical traineeship

- During the course, a student is obliged to act as a trainee in a professional environment, that primarily aims at the student's familiarization of actual working conditions and at the practical combination of theoretical and lab knowledge acquired during the course with issues arising in application areas.
- The duration of the practical traineeship is six months following the last course semester. During these six months, a student is been employed by a service provider or a business, that has been chosen for this reason, and is being supervised by a member of the Researching Teaching Staff of the Technological Educational Institute.
- The traineeship of a student is paid work.

Degree Grade

- $G = (c_1g_1+c_2g_2+\dots+c_vg_v) / (c_1+c_2+\dots+c_v)$

The grade G of the degree is given with the proximity of two decimal digits and is calculated by the formula above: where g_1, g_2, \dots, g_v are the grades of all the compulsory and compulsory options a student has attended and c_1, c_2, \dots, c_v the corresponded academic units for those modules.