

## 4.1 Internal Regulation of the programme

### ORGANIZATION OF THE SCHOOL OF HEALTH SCIENCES

The School of Medicine was established on July 22, 1977, by Law 641 and was renamed the School of Health Sciences in 1983 by Presidential Decree 127/83. The School consists of the Departments of Medicine and Pharmacy.

### DEPARTMENT OF MEDICINE

According to current legislation, Departments can be structured into individual units, the Sectors, which cover part of the scientific field of the Department. Sectors consist of related knowledge subjects and aim to coordinate educational and research work in their respective areas. The total knowledge subjects of the Sectors cover all knowledge subjects of the Department. The Sectors of the Department of Medicine are: Sector of Basic Medical Sciences I, Sector of Basic Medical Sciences II, Sector of Clinical Laboratories, Surgical Sector, Pathological Sector I, Pathological Sector II, Sector of Child Health.

### ADMINISTRATIVE BODIES

The academic functions of the Institution are carried out by established bodies, in accordance with current legislation (Law 4957/2022 New Horizons in Higher Education: Enhancement of quality, functionality, and connection of Higher Education Institutions with society, and other provisions) and the Internal Regulation of the Institution (Government Gazette 5468/14-9-2023). The administrative bodies of the department are distinguished as collective and individual.

Collective bodies include: a) the Department Assembly, b) the Departmental Board of Directors, c) the Department Assembly of the Sector.

Individual bodies include: a) the President of the Department, b) the Vice President of the Department, c) the Directors of Sectors, d) the Directors of Laboratories and Clinics.

The individual and collective bodies of the University have the powers defined by current legislation (Law 4957/2022). The functioning of collective bodies complies with Article 10 of the Internal Regulation of the University of Patras (Government Gazette 5468/14-9-2023).

### Department Assembly

The Department Assembly of the Faculty consists of the Teaching staff, undergraduate students representatives equal to 50% of the teaching staff and postgraduate student's representatives equal to 15% of the teaching staff that are members of the general assemblies.

Representatives of Special Laboratory Technical and Teaching Staff as well as assistant staff and scientific associates or commissary may also participate in the Department Assembly, as long as members of the corresponding staff category hold essential positions at the faculty. Each of these staff categories may participate in the meetings with a number of representatives equal to 5% of the teaching staff that are members of the Department Assembly. In any case, at least one representative of each category participates in the assembly.

If the teaching staff has up to 30 members, they may all participate in the Department Assembly. If less than 5 members of the teaching staff participate in a Department's Department Assembly, the Department Assembly of the School or the senate fills in with members of the teaching staff from the most relative Departments. If the teaching staff has more than 40 members, only 30 representatives participate in the

assembly. These representatives are distributed at the sectors according to the total number of teaching staff of each sector. The representatives of the teaching staff are elected for an annual term in proportion to the total number of the members of each rank in a secret ballot. All the members of the teaching staff participate in the election.

The Department's Chairman and the Directors of the divisions also participate in the Department Assembly regardless of whether they have been elected as representatives of the teaching staff or not. Thus, the total number of teaching staff participating in the meetings may exceed 30.

The participation of these extra members in the assembly does not affect the distribution of the representatives among the teaching ranks and the divisions.

If the members of the teaching staff are between 30 and 40, the Department Assembly will agree on the number of the members that will participate. Until this decision is made, all the members of the teaching staff take part in the meetings.

The representatives of Departmental Faculty Members (DFM), Laboratory Teaching Staff (LTS), Specialized Technical and Laboratory Personnel (STLP), and Specialized Technical Personnel (LTS) in the University's collective bodies, as well as their substitutes, are appointed as specified in the Internal Regulations of the institution (Government Gazette 5468/14-9-2023).

The election process for student representatives in the University's collective bodies and other Committees, where student representation is stipulated, follows the procedures outlined in the Internal Regulations of the institution (Government Gazette 5468/14-9-2023).

The Department Assembly has the following responsibilities:

- a. Develops the general educational and research policy of the Department and its developmental course within the framework of the School's and the Institution's policies.
- b. Proposes the Department's development plan to the Senate, including the elements of Article 27(3).
- c. Formulates the Internal Regulations of the Department and submits them for approval to the Senate of the Higher Education Institution (A.E.I.).
- d. Compiles the register of knowledge subjects of the Department, according to Article 144.
- e. Prepares the register of internal and external electors for the election and progression of Academic Teaching Staff (DFM) members, following Article 145.
- f. Provides an opinion on the establishment, merger, division, renaming, changes in the scientific field, or abolition of Sectors of the Department.
- g. Drafts and submits for approval to the Senate the annual recruitment plan for DFM members based on the educational and research needs of the Department.
- h. Proposes the establishment, modification, or abolition of undergraduate, postgraduate, and doctoral programs of the Department.
- i. Approves the list of textbooks distributed for each educational activity of the study programs.
- j. Recommends the appointment of Sector Directors and appoints a responsible person for each undergraduate program if the Department organizes more than one program.
- k. Recommends the establishment of university laboratories, clinics, and museums within the Department or its Sectors.

- l. Assigns teaching duties to DFM, LTS, STLP, and LTS members of the Department and additional teaching and research personnel for first and second cycle programs of the Department.
- m. Proposes the members of the study programs committees of Article 74(8) and appoints a responsible person per first-cycle program if the Department organizes more than one study program.
- n. Proposes the establishment, modification, or abolition of undergraduate, postgraduate, and doctoral study programs of the Department, as well as foreign language study programs of Chapter IA'.
- o. Prepares the guide for each first-cycle study program and the internal regulations for second and third-cycle study programs, submitting them for approval to the Senate of the A.E.I.
- p. Approves the list of textbooks distributed for each educational activity of the study programs.
- q. Proposes to the Senate the appointment of Sector Directors, university laboratories, clinics, and museums when no candidates are available.
- r. Awards academic degrees for the programs organized by the Department.
- s. Proposes to the Senate the conferral of the titles of Honorary Professor and Honorary Doctor, and approves the inclusion of a DFM member in a part-time employment status with scientific leave, allowances without salary, and concurrent employment at foreign institutions.
- t. Provides an opinion to the Senate on the relocation of DFM, LTS, STLP, and LTS members to and from another Department of the same or another A.E.I. in accordance with Article 153.
- u. Proposes to the Quality Assurance Committee the establishment of groups for the internal evaluation of the Department, the individual academic units operating within it, and its study programs.
- v. Proposes to the Assembly regarding the Department's needs for additional teaching staff,
- w. Invites and selects Visiting Professors according to Article 171,
- x. Announces positions for appointed instructors and forms committees for their evaluation in accordance with Article 173,
- y. Assigns postgraduate students to conduct supplementary teaching in first-cycle study programs and doctoral candidates to perform supplementary teaching tasks in first and second-cycle study programs of the Department,
- z. Grants excellence scholarships and reciprocal scholarships to students of the Department's study programs,
- aa. Seeks all kinds of funding, donations, financial support, and sponsorships to support the educational, research, and overall activities of the Department and to upgrade its infrastructure,
- bb. Proposes to the Assembly regarding the needs of the Department for the smooth conduct of its educational and research work, as well as for the execution of maintenance or upgrade projects of the facilities and equipment allocated to the Department,
- cc. Forms committees for the study or handling of specific issues falling within its competencies,
- dd. Grants permission for the exercise of teaching, research, laboratory, clinical, and generally scientific work by members of the Faculty, Laboratory Teaching Staff, Specialized Teaching Staff, and Specialized Technical and Laboratory Personnel of the Department in more than one Department's Fields, upon their request and the opinion of the Field or Department where the work is to be carried out,
- ee. Decides on the allocation of personnel serving in the Department or its Fields,

- ff. Approves the transfer of a staff member from one Field to another within the same Department, upon request of the individual concerned and the opinion of the Fields,
- gg. Exercises any authority related to the issues of Faculty, Laboratory Teaching Staff, and Specialized Technical and Laboratory Personnel of the Department, if not specifically assigned to another organ of the University by special provision,
- hh. Exercises any other authority provided for in the internal regulation of the University.

The Assembly usually convenes once a month and, in extraordinary cases, when urgent matters arise. Specifically, the Department Assembly is convened by the President or his legal substitute for an extraordinary session for decisions on the election or promotion, tenure, or announcement of positions for Faculty members, or for other matters at its discretion. The President of the Department is obliged to convene the Assembly for an extraordinary session within ten days if requested for a specific issue by one-third of the members. However, in exceptional cases, the mandatory convocation of the Assembly may be requested by the Senate or the Rector.

#### **THE CHAIRMAN AND VICE PRESIDENT OF THE DEPARTMENT**

The Chairman and Vice President of the Department are elected from the ranks of Full-Time Departmental Faculty Members (DFM) with the academic rank of Professor or Associate Professor for a term of two (2) years. The election is conducted by a special body of Electors composed of all DFM members of the Department.

The procedure for the appointment of the Chairman and Vice President of the Department and their responsibilities are detailed in Law 4957/2022 and in the Regulations of the institution (Government Gazette).

Departments may be structured into individual units, called Divisions, covering a part of the scientific field of the Department, consisting of related scientific subjects. The purpose of these Divisions is to coordinate educational and research work in their respective subjects. The total scientific subjects of the Divisions cover all the scientific subjects of the Department. To structure a Department into Divisions, the following conditions must be met: a) At least twenty-one (21) DFMs must be serving in the Department, and b) at least three (3) Divisions must be established. The establishment, merging, division, renaming, or abolition of a Division is carried out by decision of the Senate, upon the proposal of the Department Assembly of the University.

The Department of Medicine is structured into Divisions covering:

1. University Laboratories, which are academic units of the University established and included in a Department or in the Division of a Department.
2. University Clinics, which are academic units of the University, established and included in a Department or in the Division of a Department falling within the field of Health Sciences. An Interdepartmental University Clinic may be established by multiple Departments of a School of Health Sciences if there is documented interest in its establishment by DFMs from different Departments of the same School.

University Clinics and Clinical Laboratories, with their special units, of the Departments of the School of Health Sciences of the University of Patras are established and operate at the University General Hospital of Patras (UGHP). These University Clinics, Laboratories, and Units fall under the respective sector of the hospital and constitute parts thereof. The Laboratories and Clinics are subject to the

evaluation of their work within the framework of the implementation of the strategy, goals, and processes of the Internal Quality Assurance System of the University of Patras.

#### **Division Structure:**

The Division has the following bodies: a) the Department Assembly, b) the Director of the Division.

#### **DIVISION DIRECTOR:**

The Division Director is elected for a two-year term. They must hold the rank of Professor or Associate Professor, employed full-time in the Division. The election process for the Division Director is described in detail in Law 4957/2022 and in the Internal Regulations of the Institution (Government Gazette 5468/14-9-2023).

The Division Director has the following responsibilities: a) oversees and supervises the smooth operation of the Division, b) participates in the Department Assembly representing the Division and proposes matters related to the needs and functioning of the Division to the competent bodies of the Higher Education Institution (HEI), c) convenes the General Assembly of the Division, presides over its proceedings, sets the agenda, designates a rapporteur for the issues if not proposed by themselves, and ensures the execution of its decisions, d) conveys the opinions, proposals, or suggestions of the Department Assembly of the Division to the competent bodies of the HEI, e) ensures the implementation of decisions of the Department Assembly of the Division and the Department Assembly, f) establishes committees for the study or processing of specific matters within the Division's jurisdiction, and g) exercises any other authority defined by the internal regulations of the HEI.

#### **DEPARTMENT ASSEMBLY OF THE DIVISION:**

The Department Assembly of the Division consists of: a) the Division Director, b) the Departmental Faculty Members (DFM) of the Division, and c) one (1) representative from each category of the Laboratory Teaching Staff and Specialized Technical and Laboratory Personnel serving in the Division.

The Department Assembly of the Division has the following powers: a) coordinates and monitors the Division's work within the decisions of the Department Assembly, b) proposes to the Department Assembly matters within the Division's jurisdiction, c) formulates and submits proposals to the Department Assembly on issues related to the enhancement of teaching and research within the programs of the Department related to the subject matter of the Division, d) proposes to the Department Assembly the distribution of teaching duties related to the subject matter of the Division among the members of the Departmental Faculty Members (DFM), Laboratory Teaching Staff, and Specialized Technical and Laboratory Personnel of the Division, e) proposes to the Department Assembly the selection of textbooks per course for first-cycle study programs belonging to the subject matter of the Division, f) exercises any other authority defined by the internal regulations of the HEI.

The Department Assembly of the Division meets regularly when there are issues and, exceptionally, when requested by one-third (1/3) of its members. In case of absence or impediment of the Division Director, the Department Assembly is convened by the President or Vice President of the Department.