

4.2 Regulation of studies, internship, mobility, and students assignments

ENROLLMENT OF FIRST-YEAR STUDENTS

For the first-year students, after their registration in the electronic application of the Ministry of Education, Research, and Religious Affairs, will follow the procedure below: Within a short period of time that will be determined and announced by the University, the electronic enrollment of first-year students will take place in the University of Patras' information system at eggrafes.upatras.gr for students enrolling for the first time.

If the student has already enrolled in a first-cycle study program at the University of Patras in a previous year, the procedure will not be the same. Instructions will be provided by the Secretariats.

Enrollment Procedure: To access the eggrafes.upatras.gr application, students need to verify their identity by entering the candidate code and at least one of the following additional pieces of information:

- Candidate Code (mandatory)
- Landline Phone
- Mobile Phone
- Surname
- Email

After logging in, you must complete the remaining requested information (in capital letters without accents) and upload exclusively in PDF format the following required documents:

1. Clear photocopy of the ID card
2. Birth certificate (issued within the last semester).

ELECTRONIC SERVICE FOR ACQUIRING ACADEMIC IDENTITY

Since 24/09/2012, undergraduate, postgraduate, and doctoral students from all universities in the country can electronically submit their application for the issuance of a new academic identity.

The new identity features strong characteristics of mechanical durability and security against counterfeiting. Additionally, it is designed to be valid for the entire duration of the student status and cover multiple uses beyond the Student Card (Pass). The identities will be delivered to the chosen pickup point specified by each student during the application process, without any financial burden.

The new identities state the exact period of validity for the right to the Student Card. In cases where the student is not entitled to a Student Card, the card serves as a regular ID.

Each institution can also leverage the new identities to develop new services and applications, aiming to better serve its students.

The Electronic Service for Acquiring Academic Identity is provided by the Ministry of Education and Religions, with technical support from the National Research and Technology Network (N.R.T.N., <http://academicid.minedu.gov.gr>).

TEACHING

The teaching work is distributed in semester courses. Teaching work includes: a) independent teaching of a course, b) independent teaching of specialization courses in small groups of students, c) laboratory and clinical exercises, and general practical training of students, d) supervision of projects or theses, and e) organization of seminars or other similar activities aimed at reinforcing students' knowledge.

Each semester course includes a number of "teaching units" (TU). A TU corresponds to one weekly teaching hour per semester for an independent course and one to three weekly teaching hours or exercises per semester for the remaining educational work, according to a relevant decision of the Department's Assembly. The Study Program specifies the minimum number of TUs required for obtaining the degree. The distribution of semester courses into semesters is indicative and not mandatory for students, adapting to normal student conditions and the sequence of prerequisite and dependent courses.

Elective mandatory courses cover at least 1/4 of the Study Program.

a) The first cycle of studies involves attending a study program, including courses corresponding to a minimum of 360 credit units, completed with the award of a degree. By presidential decree, issued on the proposal of the Minister of Education, Lifelong Learning, and Religion, after recommendations from the rectors of the institutions, formulated after the opinion of the faculties of the respective schools and after the opinion of the Pedagogical Institute, the total number of credit units required for the award of a degree is determined for all similar study programs, taking into account developments in each scientific field within the European Higher Education Area.

b) Each academic year includes educational activities corresponding to 60 credit units. The Department's Assembly is responsible for the curriculum. The Study Program is revised every May. The President of the Department forms a Monitoring Committee for the Undergraduate Study Program, which submits a relevant proposal to the Department's Assembly, after encoding the proposals of the Departments.

ATTENDANCE – EXAMINATIONS

The academic year begins on September 1st of each year and concludes on August 31st of the following year. The educational work of each academic year is structured into two semesters. Each semester comprises at least 13 full weeks for teaching.

Examinations are conducted solely after the completion of the winter and spring semesters for the courses taught in those respective semesters. A student is entitled to be examined in the courses of both semesters before the commencement of the winter semester. Special consideration is given for the oral examination of students with proven dyslexia, according to the procedure specified in the Internal Regulations of the Institution.

The exact dates of courses and examinations are determined by the Senate. The student has the right to be examined during the September period in both the winter and spring semester courses. Moreover, during the June period, the examinations cover only the spring semester courses, and during the January-February period, they cover only the winter semester courses. The grading for each course is determined by the instructor, who is obligated to organize written and/or oral examinations and may rely on assignments and/or laboratory exercises.

After the examination periods (FEBRUARY-JUNE-SEPTEMBER), the department conducts on-degree examinations. All undergraduate students of the department are entitled to participate in these examinations. The dates of the on-degree examinations are determined by the Department Assembly. The grades are sent out after the examinations. Students are declared graduates on a common date, according to a decision of the Department Assembly, and the Department of Medicine issues a Certificate of Completion of Studies before the Oath Ceremony.

A student completes their studies and receives a degree when they succeed in the prescribed courses and accumulate the required number of teaching units. The maximum duration of enrollment for students admitted from the academic year 2022-2023 onwards is equal to the number of years specified in the indicative study program of each department, plus an additional three years.

The regulations of the University of Patras Internal Regulations also apply to student enrollment, teaching, and examinations.

TRANSFER OF ADMISSION

Successful candidates in the national exams are entitled to transfer to a corresponding School or Department of another University if they are:

- Parents of three or more children
- Parents or children of large families with three living children, including unmarried mothers
- Siblings who are successful, provided they are not already degree holders, postgraduates, or doctoral degree holders, studying at a university or TEI in a different city than their parents' permanent residence
- Orphans of one or both parents or children of unmarried mothers with one or two unrecognized children
- Successful candidates with blind, deaf, mute, or nephropathic parents, children, siblings, or spouses, or those belonging to the category of People with Disabilities (PWD) with mobility problems due to a disability exceeding 67%
- Successful candidates who are children of terrorism victims or multiple children participating in the nationwide entrance exams in the same year

The procedure for submitting applications, transferring admission, and any other necessary details are determined by decision of the Minister of Education and Religious Affairs.

University students within the regular duration of study have the right to submit a single application for electronic Transfer to a corresponding Department of a University located in a different Regional Unit than the admitting Department or for relocation to another Department in the same scientific field. The application is submitted electronically on the website of the Ministry of Education and Religious

Affairs (<http://www.minedu.gov.gr/>) on dates specified by the Ministry after the completion of the registration process.

Detailed descriptions of various categories of criteria under which individuals interested can submit relevant applications, as well as the submission procedures, are outlined in Government Gazette issues 4617/B/2020 and 4806/B/2020. Furthermore, since the academic year 2018-2019, the admission of successful candidates through the transfer of siblings to a corresponding Department located in the Regional Unit of the sibling's residence is allowed. Finally, the mutual transfer of admission to a corresponding School or Department is permitted without the limitation of the income criterion or the quota criterion.

RANKINGS

The Department of Medicine of the School of Health Sciences at the University of Patras (Decision of the Assembly 895/08.05.23) announces that for the rankings of University graduates, TEI (Technological Educational Institute) graduates, or equivalent institutions, A.S.PAI.T.E. (Graduates of Higher Education Colleges) in Greece or abroad (recognized by D.O.A.T.A.P.), as well as graduates of higher schools of postgraduate and undergraduate studies (as approved by the Assembly 895/08.05.23 of the Department) and dentistry graduates, the following percentages will apply after examinations:

A. **Percentage 3%** of the number of entrants for graduates of University Dentistry Departments (semester registration 5th).

B. **Percentage 12%** of the number of entrants for:

a) University graduates (semester registration 2nd for graduates of all University Departments except Nursing and Pharmacy, where they are registered in 4th semester).

b) TEI or equivalent (semester registration 2nd).

c) A.S.PAI.T.E. (semester registration 2nd).

d) Holders of degrees from higher schools of over two years approved as relevant by D.S. 295/11.05.10 (semester registration 2nd), as follows:

HIGHER SECONDARY SCHOOLS OF THE OVERTWO-YEAR CYCLE

- Nursing Officers (NCOs)
- Higher School of Nurses of the Ministry of Health and Welfare
- Higher School of Nursing Sisters (ASN) of the Athens State General Hospital
- Superior School of Visiting and Sister Nurses
- Medical Laboratories
- Higher School of Nurses and Visiting Sisters of the H.E.S.
- Higher School of Nurses and Visiting Nurses
- Higher School of Physiotherapy of the General People's Hospital of Athens
- School of Midwives of the "ALEXANDRA" Maternity Hospital
- School of Midwifery "VIRGINIA SKYLITSIS" Maternity Hospital "MARIKA ELIADI"
- Midwifery School of the General Hospital "Agias Sophia" of Thessaloniki
- State School of Nursing Sisters of Thessaloniki
- School of nursing sisters of the "EVANGELISMOS" sanatorium

- School of Nursing Sisters of the Children's Hospital "Agia Sophia"
- School of Nursing Sisters of the Children's Hospital "ANGLE KYRIAKOU"
- School of Nursing Sisters "The PAMMAKARISTOS"
- School of Nursing Sisters of the General People's Hospital of Athens
- School of Nursing Sisters 'OLYMPIA' of the Nursing Foundation of the Church of Greece

e) Two-year courses of KATEE Departments: i) Medical Laboratories, ii) Radiology, Radiography, and iii) Public Health Inspectors (semester ranking A').

The ranking of Dentistry Department graduates will be conducted after examinations-competitions in the courses: (1) Biology I, (2) Biochemistry I, and (3) Biochemistry II.

The ranking of other categories of graduates in section B will be conducted after examinations-competitions in the courses: (1) Biology I, (2) Biochemistry I, and (3) Medical Physics.

The subject matter of the examined courses is the same as that taught to students of the Department of Medicine at the University of Patras.

The order of success of candidates is determined by the sum of the grades of all examined courses. This ranking includes only those who have accumulated a total score of at least thirty (30) points, provided that they have scored at least ten (10) points in each of the three courses. The ranking in the Department is made in descending order of scores until the specified percentage is covered, and the redistribution of any remaining percentage to another category of rankings is not allowed.

Applications and supporting documents are submitted to the Department's Secretariat from November 1 to November 15, 2023, either by the interested parties themselves, an authorized representative, by mail, or by email.

REQUIRED DOCUMENTS:

A) Application of the interested party.

B) Copy of the Diploma or Certificate of Completion of Studies.

For graduates from abroad, a certificate of equivalence of their degree from the Interdisciplinary Organization for the Recognition of Academic Titles and Information (D.O.A.T.A.P.) or from the authority responsible for recognizing the academic title must also be submitted.

C) Photocopy of the identity card.

Examinations, in accordance with the relevant provisions, are conducted during the period from December 1 to December 20 of each year, and the detailed schedule is announced by the Department Assembly at least ten (10) days before the start of the examination for the first subject.

GRADING

The Department applies, based on decisions taken by its bodies, the re-evaluation of students for the improvement of their grades (grade reassessment of a passed course). This is allowed until the fourth (4th) year of studies and only during the resit

examination period (September) of the academic year in which the course is offered and has been examined. The reassessment appears on the student's record, considering the higher of the two grades.

The Department Assembly has decided (Session Decision No. 115/29.9.88 and 509/17.12.2007) to maintain the existing procedure for the reassessment (grade improvement) of courses during the September examination period of the same academic year, to which the course belongs, and until the fourth (4th) year of studies. However, this applies only to 50% of the total courses for the year. The higher grade between the initial examination and the reassessment is taken into account.

In order to be reassessed (grade reassessment), the student must submit an application to the Department's Secretariat before the September examination period. After verification, the Secretariat sends the application to the Laboratory Director.

COURSE ENROLLMENT

All students of the Department are required to declare their courses for both the winter and spring semesters on the specified dates of each academic year set by the University Senate at <https://progress.upatras.gr>.

Note that:

1. The prerequisite for course declaration is re-registration for the semester (registration renewal).
2. Students who do not renew their registration and declare their courses will not be able to participate in the February & June-July examination periods, as well as the resit period in September of each academic year.
3. The possibility of examination in a course is available only if the student declares it on the specified dates.
4. Registration renewal and course declaration are prerequisites for obtaining any study certificate from the Secretariat and receiving textbooks via EUDOXUS.
5. Students who owe courses from previous years, both winter and spring semesters, must also declare them at the electronic address <https://progress.upatras.gr>, regardless of whether they wish to be examined in them.
6. All students must renew their registration to be considered active, even those who plan to graduate in the September examination period.

CLINICAL EXERCISE GROUPS

At the end of the fourth (4th) year of studies, the Department's Secretariat forms student groups for clinical exercise during the fifth (5th) and sixth (6th) years of studies and prepares the relevant program.

CLINICAL EXERCISES OUTSIDE THE DEPARTMENT

As an exception and for particularly serious reasons, the performance of clinical exercises during the fifth (5th) and sixth (6th) years of the study program outside the University General Hospital of Patras (PGNP) in another University Hospital of the country may be allowed. These cases will be examined by the Department Assembly, upon request of the interested student, provided that the request is thoroughly

documented, and after receiving a written positive recommendation from the Director of the respective clinic of the Department. In no case can a student of the Department perform more than one (1) major and one (1) minor clinical exercise during the fifth (5th) and sixth (6th) years, lasting (8) or (4) weeks for the fifth (5th) year and (6) or (3) weeks for the sixth (6th) year, outside the Department.

FOREIGN LANGUAGES

Students have the right to choose among the following foreign languages taught at the University: English, French, Italian, German, and Russian. For more information, students can contact the foreign languages department.

PROCEDURE FOR COURSE RECOGNITION

Interested students of the Department must submit a written application to the Department's Secretariat along with a detailed grade certificate, certified by the Secretariat of the originating Department, as well as the course content and laboratory exercises undertaken, certified and signed by the Laboratory/Clinic Secretariat or the responsible instructor of the originating Department. Subsequently, the instructor responsible for the Department, to whom the applications and accompanying documents should be forwarded, will propose in writing to the Department Assembly the recognition or non-recognition of the courses for the requesting student. It should be noted that recognition constitutes an exemption for the student from the obligation to attend and be examined in the respective course, and the student's record indicates the designation "recognized."

GRADE CORRECTIONS

After the entry of grades into the electronic Secretariat by the academic staff of the Department on the specified dates set by the Department's Secretariat, the grades are sent to the Secretariat and finalized. In case of grade corrections, a document is submitted to the Department Assembly by the faculty member requesting the correction, with sufficient justification for the correction. If approved, it is then entered into the student's record in the Electronic Secretariat.

OBTAINING THE DEGREE - CALCULATION OF THE DEGREE GRADE

To obtain a Medical degree, attendance in 12 semesters (six years of study) and successful examination in the mandatory courses of the Study Program and all prescribed elective courses are required.

The degree calculation involves multiplying the grade of each course by its weighting factor. The sum of these products is then divided by the sum of the weighting factors of all these courses.

The grades of courses successfully completed in other Schools by transfer and enrolled students, recognized upon their request, positive recommendation from the responsible instructor, and approval by the Department Assembly, are not included in the degree calculation. Additionally, grades of foreign language courses are not considered in the degree, but successful completion and examination are necessary for degree acquisition.

GRADUATION OATH

Students who believe they have completed or are about to complete their obligations according to the above and wish to participate in the upcoming Oath Ceremony must declare it in writing to the Department's Secretariat, at least one (1) month before the ceremony, according to the relevant announcement posted on notice boards and the Department's website. Furthermore, for their participation in the Oath Ceremony, interested students, once they have finally completed their obligations in the Department, must submit the following necessary documents along with their application within the specified deadline, as indicated by the Department's Secretariat.

REQUIRED DOCUMENTS:

Application (Available at the Secretariat)

- Affidavit of Law 1599/86 stating:
 - a. They do not receive food coupons for the corresponding academic year.
 - b. They have no outstanding matters with the Student Dormitory.
 - c. They have no outstanding matters with the University of Patras.
- Academic ID

The Oath Ceremony for students takes place after the official examination periods of October, April, and July of the Department.

ERASMUS + PROGRAM

The University of Patras manages the ERASMUS + action of the European Student Mobility Program (undergraduate, postgraduate, and doctoral candidates).

The action includes mobility for studies (at Higher Education Institutions) and mobility for practical training (at Higher Education Institutions, Businesses, Schools, Institutes, Embassies, Hospitals, Research Centers, etc.) in countries participating in the Program. Students can move for studies or practical training in all study cycles, totaling 12 months in each study cycle.

The Hellenic National Agency for Higher Education (I.K.Y.) has been designated as the National Coordination Unit for the European ERASMUS+ Program. Students who move for studies at Higher Education Institutions or for practical training at Host Organizations/Entities receive a monthly grant based on the Host Country. The grant is provided in two installments (1st installment - 80% upon departure, and 2nd installment - 20% upon their return).

For more information, interested parties can contact the Erasmus Office of the International Relations Department of the University of Patras at the following address: <http://www.upatras.gr/en/erasmus>.

The Coordinator of the ERASMUS+ Committee of the Medical School is Professor Georgios Kagkadas.