



ΔΗΜΟΚΡΙΤΕΙΟ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΘΡΑΚΗΣ



DEMOCRITUS  
UNIVERSITY  
OF THRACE

## **Annex 11**

# **Internal Mobility Rules and Regulations of the Democritus University of Thrace**

Komotini 2024

## **Article 1**

### **General**

#### **1. Definitions:**

a) Pursuant to article 77 and paragraph 3 of article 417 of Law 4957/2022 and decision No. 48880/Z1/2.5.2023 (Government Gazette, Issue B', No. 2904) of the Minister and Deputy Minister of Education and Religious Affairs, "Internal Mobility Programme" means the program that enables students who are enrolled in first-cycle of a Department / Single-Department School of a Greek institution of higher education and who have not exceeded the study program's minimum duration of studies to enrol in a similar or different first-cycle study programme –pursuant to the provisions of article 2 of this Annex– of a Department / Single-Department School of another Greek institution of higher education for a period of one (1) academic semester in order to participate in and follow the educational activities of the latter Department / Single-Department School and to be assessed in these activities.

b) "Sending Department / Single-Department School" means the Department or Single-Department School of the institution of higher education in which students who have submitted an application for participation in the internal mobility programme are enrolled.

c) "Receiving Department / Single-Department School" means the Department or the Single-Department School to which students wish to move for one (1) academic semester if their application for participation in the internal mobility programme is accepted.

d) "Scientific field" means the scientific fields into which the Departments or Single-Department Schools of institutions of higher education are classified pursuant to article 4A of Law 4186/2013 (Government Gazette, Series I, No 193).

2. The aim of the internal mobility programme is to promote the pursuit of additional knowledge and skills, as well as interdisciplinary studies, by enabling students to participate in educational activities that are offered within the framework of first-cycle study programmes of a Department or Single-Department School of an institution of higher education other than that in which they are enrolled.

3. All the Departments and Single-Department Schools of the Democritus University of Thrace that organise first-cycle study programmes mandatorily participate in the internal

mobility programme, with the exception of Study Programmes in Foreign Language which are excluded from the programme.

4. The Senate of the Democritus University of Thrace, following a recommendation of the Rector or competent Vice-Rector, appoints one (1) member of the Research Teaching Staff together with their deputy as the Institutional Coordinator of the Internal Mobility Programme. The Coordinator:

a) is responsible for ensuring the smooth flow of the procedures that govern the functioning and activities of the internal mobility programme in accordance with the provisions and restrictions that are provided for under the legal framework that is in force, and for informing the Rector or competent Vice-Rector who is responsible for monitoring the programme.

b) ensures that the programme's regulations are complied with on an institutional level and facilitates the programme's practical application in cooperation with the Academic Affairs Directorate and the Departments' Coordinators.

c) recommends measures and proposals to the Senate that aim at ensuring the programme's smooth functioning.

5. In each Department of the Democritus University of Thrace, a Faculty Member, a Special Teaching Staff, Laboratory Teaching Staff or Special Technical Laboratory Staff is appointed as Coordinator of Internal Mobility, who is responsible for monitoring, organising and coordinating inbound and outbound students on an Academic Department level.

More specifically, the Coordinators of Internal Mobility of each Department and Single-Department School:

a) are responsible for communicating with the students and faculty of the Department / Single-Department School in matters that concern internal mobility;

b) resolve any and all matters that concern the internal mobility programme within the Department / Single-Department School, making recommendations to the Assembly of the Department / Single-Department School wherever this may be deemed necessary;

c) inform and help the students of the Department / Single-Department School plan their mobility, explain the relative procedures to the students, ensure that the ECTS credits (if such exist) that are earned are recognised and, in general, support and guide the students through all the stages of their mobility; and

d) inform and help inbound students in matters that concern the Department / Single-Department School and support and guide students so that they quickly integrate into the

academic community. Moreover, the Directors see to the issuing of any certificates by the Department / Single-Department School.

## **Article 2**

### **Classification of Study Programmes**

1. For the needs of the internal mobility programme's implementation, following a decision of the Senate of the Democritus University of Thrace which is taken following a recommendation of the Assembly of the Department or Single-Department School that is responsible for organising each first-cycle study programme, the first-cycle study programmes of the Department or Single-Department School are classified under one (1) of the following categories:

(a) general category: students who were admitted via examinations of any scientific field, as these are defined under article 4A of Law 4186/2013 (Government Gazette, Series I, No 193) as said law was amended and is in force, may move to the Receiving Department.

(b) scientific field: students who were admitted via examinations of at least the same scientific field and/or additional scientific fields, as these are defined under article 4A of Law 4186/2013 (Government Gazette, Series I, No 193) as said law was amended and is in force, which will be determined with a decision of the Senate, may move to the Receiving Department.

(c) comparability: only students from Departments that are deemed as comparable departments in accordance with the decision of the Minister of Education, Religious Affairs and Sports that is issued every year by means of authorisation of paragraph 5 of article 73 of Law 4692/2020 (Government Gazette, Series I, No 111). Only twenty per cent (20%) of the study programmes of the Democritus University of Thrace may be incorporated into this category.

2. The recommendation of the Assembly of the Department or Single-Department School must include a clear, specific and adequate justification as to the category that is selected, particularly as to the study programme's nature and requirements, the knowledge or skills that students are required to have in order to follow the particular study programme and any special courses in which students are required to be examined in order to be able to enrol in the study programme. As regards study programmes that are classified under point (b) of paragraph 1 above, the decision of the Senate must note the scientific fields that are incorporated into the study programmes of the Departments / Schools from which students can move within the framework of the internal mobility programme. Respectively, point (c) of paragraph 1 above incorporates only first-cycle study programmes whose academic field is so specialised that the programme's educational

activities may be successfully followed only by students who are enrolled in study programmes of comparable Departments / Schools (e.g. Department / School of Medicine, Dentistry). The number of study programmes of point (c) of paragraph 1 above cannot exceed twenty per cent (20%) of the total number of first-cycle study programmes in accordance with paragraph 2 of article 4 of decision No. 48880/Z1/2.5.2023 of the Minister and Deputy Minister of Education and Religious Affairs (Government Gazette, Series II, No. 2904). If, following the recommendations of the Assemblies, the above threshold –namely, twenty per cent (20%) of the total number of the institution’s first-cycle study programmes– is exceeded, the final decision on the incorporation of study programmes into the category of point (c) of paragraph 1 above is taken by the Senate of the Democritus University of Thrace.

3. The decision of the Senate of the Democritus University of Thrace is issued at the latest by 31 May of each year and is forwarded to the Directorate General of Higher Education of the Ministry of Education, Religious Affairs and Sports. Study programmes that are not included in the Senate’s decision are automatically incorporated into the general category of point (a) of paragraph 1 above.

4. The maximum number of students who may move per academic semester to a first-cycle study programme of a Department or Single-Department School of a Greek institution of higher education within the framework of the internal mobility programme is equal to ten per cent (10%) of the total number of students who are admitted in the Receiving Department or Single-Department School, as this is determined per academic year in accordance with the relevant ministerial decisions.

5. A student’s participation in the internal mobility programme has a duration of only one (1) academic semester.

### **Article 3**

#### **Eligibility – procedure for the submission of applications**

1. Students who are enrolled in a first-cycle study programme of a Department or Single-Department School are eligible to apply for the internal mobility programme, provided they meet the following conditions:

- a) they have completed at least the first academic semester of their studies;
- b) they have not exceeded the study programme’s minimum duration of studies, as said duration is set in the decision on its establishment;
- c) they need a minimum number of thirty (30) ECTS credits to receive their degree;

- d) they have not previously, at any time during their studies, moved to the particular first-cycle study programme within the framework of the internal mobility programme; and
- e) they do not have the status of part-time student during the semester for which they are applying for the internal mobility programme.

2. Mobility within the framework of European Programmes or bilateral agreements does not constitute grounds for a student's exclusion from the internal mobility programme.

3. Applications for participation in the internal mobility programme can be submitted only electronically via the special digital platform of the Ministry of Education, Religious Affairs and Sports. The procedure for the submission of applications is carried out two (2) times per year, once for each academic semester, as follows:

- a) in May of each year for mobilities that are effected in the winter semester of the following academic year; and
- b) in November of each year for mobilities that are effected in the spring semester of the same academic year;

4. The exact dates by which applications must be submitted are announced and posted by the Directorate General of Higher Education on the website of the Ministry of Education, Religious Affairs and Sports.

5. Students can submit an application for mobility to one (1) Greek institution of higher education of their choice and declare, in order of priority, up to three (3) first-cycle study programmes of the same institution of higher education to which they wish to move.

6. Applications must mandatorily be accompanied by the following supporting documents, which are posted on the special digital platform, exclusively on the responsibility and liability of the student:

- a) a copy of the student's Student ID card;
- b) a certificate of studies issued by the Department or Single-Department School;
- c) a brief curriculum vitae which must be prepared based on the Europass CV format;
- d) a letter of motivation in which the student must note the reasons why he/she wishes to follow the academic activities of the particular study programmes;
- e) the student's transcript.

Students can submit additional supporting documents if they believe these will help towards a favourable review of their application (e.g. letters of reference issued by the teaching staff, certificates of proficiency in foreign languages).

7. Each application receives a unique submission number at the time it is finalised via the special digital platform. Applications that have been submitted can be amended or cancelled, provided they are amended or cancelled prior to the final date that has been

set for their submission. If a submitted application is amended, the contents of the last submitted application are taken into consideration.

8. The applications and supporting documents are forwarded electronically to each institution of higher education and are reviewed by the Assembly of the Receiving Department or Single-Department School.

9. Students of the Study Programmes in Foreign Language as stipulated in Chapter K' of Law 4957/2022 (Government Gazette, Series I', No. 141) are excluded from the internal mobility programme.

#### **Article 4**

##### **Review of applications of inbound students**

1. The applications of students of other institutions who wish to participate in the internal mobility programme and who have selected a study programme of the Democritus University of Thrace, together with the supporting documents, as they have been submitted to the Ministry of Education, Religious Affairs and Sports, are forwarded electronically to and reviewed by the Assembly of the relative Department or Single-Department School following a recommendation of the three-member Committee that is comprised of members of the Research Teaching Staff (D.E.P.) which is established by the Assembly for this purpose, in accordance with decision No. 48880/Z1/2.5.2023 of the Ministry of Education, Religious Affairs and Sports (Government Gazette, Series II, No. 2904).

2. The decision of the Assembly of the Receiving Department or Single-Department School includes the following:

- a) a list of selected students, which contains the students whose applications are accepted;
- b) a list of reserve students listed in ranking order, which contains the students whose applications were not accepted because the number of positions offered through the internal mobility programme was filled. These students can participate in the programme if a student who has been selected opts out of the programme.

3. Students are assessed on the basis of the following criteria:

- a) the year of their studies;
- b) their formal and essential qualifications as these arise based on the documents that have been submitted;
- c) the reason the students invoke in the accompanying letter of motivation for the acceptance of their application.

4. Applications that have been submitted to the Ministry of Education, Religious Affairs and Sports without the aforementioned supporting documents are deemed incomplete by the Assembly of the Department or Single-Department School and are not reviewed.
5. Candidates who are included in the lists of selected students and reserve students are ranked in order of merit on the basis of the following formula:

$$\frac{\left( \frac{\text{Credits earned}}{\text{Total Credits required}} \right) * \left( \frac{\text{Number of courses passed}}{\text{in the Department's field of study}} \right) * A}{\text{Year in Study Programme}}$$

where: Credits= ECTS credits, A= the extent to which the reason noted in the letter of motivation and any additional qualifications as these arise from the supporting documents are covered (value from 0-100).

6. The lists of selected students and reserve students who are chosen to participate in the internal mobility programme of first-cycle study programmes of each Receiving Department or Single-Department School are posted without the names of the students, but with the unique submission number that each application has received via the special digital platform of the Ministry of Education, Religious Affairs and Sports. The platform is updated with the result of each application by the Secretariat of the Department / Single-Department School.
7. By a decision of the Assembly of the Receiving Department or Single-Department School, the study programme in which the students are enrolled can be characterised as similar to or different from the study programme of the Receiving Department or Single-Department School. If the receiving study programme is characterised as similar by the Assembly of the Receiving Department or Single-Department School at the time the student's application is reviewed, the student is enrolled in the corresponding semester as that in which he is enrolled in his Department and follows the courses and educational activities of the Receiving Department or Single-Department School regardless of the year in which they are incorporated.
8. If the receiving study programme is characterised as different by the Assembly of the Receiving Department or Single-Department School at the time the student's application is reviewed, the student is enrolled in the 1st semester and attends the courses of the 1st semester of the Receiving Department or Single-Department School.
9. The applications are reviewed and the results are issued by the Assembly of the Receiving Department or Single-Department School of each institution of higher education as follows:



- a) by 31 July of each year, for mobilities that are effected in the winter semester of the following academic year; and
- b) by 15 December of each year, for mobilities that are effected in the spring semester of the same academic year.

## **Article 5**

### **Duration of mobility – Attendance – Rights of students**

1. The duration of a student's mobility/enrolment in a first-cycle study programme of another Greek institution of higher education that is effected within the framework of the internal mobility programme is one (1) academic semester (winter or spring).
2. The right of mobility may be exercised one (1) time until the completion of the first-cycle study programme and the conferral of the degree by the sending institution of higher education.
3. During their mobility/enrolment in the study programme of the Receiving Department or Single-Department School, students are enrolled:
  - a) in the corresponding semester (winter or spring) of the study programme in which they are enrolled if they come from a similar study programme; and
  - b) in the corresponding semester (winter or spring) of the first year of the study programme if they come from a different study programme;
4. The characterisation of the first-cycle study programme of the Sending Department or Single-Department School of each student as similar or different is decided on by the Assembly of the Receiving Department or Single-Department School at the time the student's application is reviewed and is included in its decision.
5. Educational activities that concern internships and bachelor's or diploma theses of the study programme of the Receiving Department or Single-Department School are excluded from the educational activities that students may choose to follow and be assessed in within the framework of the internal mobility programme.
6. During the time of their enrolment in the study programme of the Receiving Department or Single-Department School, mobile students have all the rights and obligations of a student of the receiving institution of higher education in accordance with the institution's Internal Operating Rules and Regulations and the undergraduate study rules and regulations.
7. The Secretariat of the Department or Single-Department School of the receiving institution of higher education provides mobile students with a certificate that may be issued via the special digital platform of paragraph 3 of article 3 to mobile students

certifying the student's movement within the framework of the internal mobility programme, the first-cycle study programme he/she attends and the academic semester in which the student has enrolled. Throughout their participation in the internal mobility programme, students do not receive a new student ID card but use the student ID card that they have received from the Department or Single-Department School of the sending institution of higher education in conjunction with the attestation of the Department / Single-Department School of the receiving institution of higher education.

## **Article 6**

### **Recognition of courses - educational activities**

1. Participation in the internal mobility programme makes it possible for the student's studies in the study programme of the Department or Single-Department School of the receiving institution of higher education to be recognised by the Sending Department or Single-Department School.
2. Mobile students who have been successfully assessed in the educational activities of the study programme of the Receiving Department or Single-Department School can submit an application requesting the recognition of these educational activities (e.g. courses, seminars, laboratories).
3. The application must be accompanied by an attestation of the receiving institution of higher education that notes the titles of the courses or educational activities that the student followed, the grades that the student received following his assessment in each course or educational activity and the corresponding number of ECTS credits (European Credit Transfer and Accumulation System) the student earned.
4. The courses – educational activities in which students have been successfully assessed are recognised by a decision of the Assembly of the Sending Department or Single-Department School within a period of one (1) month of the date the information of the previous paragraph is recorded and the internal mobility programme is completed as follows:
  - a) if the study programme of the Department or Single-Department School of the receiving institution of higher education has been characterised as similar to the study programme of the Sending Department or Single-Department School, then all the courses or educational activities in which the student has been successfully assessed and the ECTS credits that correspond thereto are recognised for the conferral of the degree, provided the student has not already been successfully assessed in the same or corresponding

courses or educational activities by the study programme of the Sending Department or Single-Department School.

b) if the study programme of the Receiving Department or Single-Department School has been characterised as different from the study programme of the Sending Department or Single-Department School, then the courses or educational activities in which the student has been successfully assessed and the credits that correspond thereto, up to ten per cent (10%) of the credits that are required for the conferral of the degree, can be recognised in accordance with the provisions of paragraph 4 of article 66 of Law 4957/2022.

5. The courses and educational activities in which the student has been successfully assessed within the framework of the mobility programme, the grades of the courses and the number of credits that correspond to each course or educational activity are mandatorily noted in the supplement of the degree, regardless of whether or not they are recognised or taken into consideration for the conferral of the degree.

6. Students who have been admitted in first-cycle study programmes of Departments or Single-Department Schools of institutions of higher education via placement examinations may be exempted from the obligation to follow and be assessed in the courses or educational activities of these study programmes if they were successfully assessed within the framework of the internal mobility programme and may request that these courses or educational activities and the ECTS credits that corresponding thereto be recognised regardless of whether or not the courses or educational activities were taken into consideration for the conferral of the degree, provided the material of these courses or educational activities coincides with the material of the courses or educational activities of the first-cycle study programme of the Department or Single-Department School. The recognition of courses and other educational activities is subject to a decision of the Assembly of the Department or Single-Department School that is responsible for organising the programme, following an application that the student must submit to the Secretariat of the Department or Single-Department School. The above decision determines the courses and other educational activities of the study programmes that are recognised, and the student is exempted from the obligation to follow and be successfully assessed in these courses and activities.

## **Article 7**

### **Protection of personal data**

For the purposes of the legislation on the protection of personal data, the Democritus University of Thrace and its Academic Departments are required, throughout the

implementation of the internal mobility programme, to take and continuously maintain any and all technical and organisational measures that are appropriate and necessary for the protection of the data that is received, which are mandatorily noted in the University's policies, and at least to record and monitor any and all accesses to, to ensure the traceability of and to protect any and all personal data that is handled from any breach, as well as from any deliberate or coincidental threat, acting in accordance with European and national law and, in particular, with the General Data Protection Regulation (GDPR) and Law 4624/2019.