



ΔΗΜΟΚΡΙΤΕΙΟ  
ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΘΡΑΚΗΣ

DEMOCRITUS  
UNIVERSITY  
OF THRACE

## **Annex 7**

# **Examination Rules and Regulations of the Democritus University of Thrace**

Komotini 2024

The Democritus University of Thrace, through the present Rules and Regulations, defines the procedures for organising and conducting examinations, as well as the rights and obligations of students, teaching staff, and invigilators within its Departments. These provisions aim to ensure the integrity and reliability of the examination process and the equitable treatment of examinees, while respecting their personal and academic dignity.

By decision of the Assembly or the Deanery of the Departments or Schools, respectively, may develop their own Examination Rules and Regulations. These provisions must align with the present Rules and Regulations and address specific matters related to their scientific and academic field.

## **Article 1**

### **General provisions**

1. By enrolling in the Study Programmes of the Democritus University of Thrace, students automatically accept the Internal Rules and Regulations of DUTH, which include the present Institutional Rules and Regulations, as well as the Rules and Regulations of their Department or School (if applicable).
2. Students participate in the examination process of each study programme in accordance with the provisions of the Internal Rules and Regulations of DUTH, the present Rules and Regulations, and the study regulations of the respective programme.

## **Article 2**

### **Examination Coordinator**

1. Examination Coordinator is the member of teaching staff who has been assigned to teach a module during an academic semester and is, by law, the person in charge for the examination of the module or a member of the Department to which the Assembly of the Department has assigned to carry out the examination in a module (e.g., in cases of leaves of absence, retirement etc.). In the event of co-teaching, the Examination Coordinator is the Module Coordinator, as specified in the module allocation. The Examination Coordinator is responsible for the organisation and the smooth, unhindered and fairness of the examination.
2. The Examination Coordinator shall be in the examination room fifteen (15) minutes before it starts, check the adequacy of the number of invigilators and the general conditions for the smooth conduct of the examination, and supplies invigilators with examination forms (questions, blank papers, etc.) to be distributed:
3. The Coordinator shall be present periodically in all exam rooms, to supervise the procedure and to answer clarifying questions from students. Clarification questions shall be submitted to the Examination Coordinator for a period of time set by him at the start of the examination. Questions and answers should be as public as can be, and not in person, subject to disclosure of personal data.
4. The Examination Coordinator enters the grades electronically into the DUTH Student Information System (Universis) no later than the deadline for grade submission set by the Assembly of the Department.
5. After examination procedure is completed and deadline lapses, grades are not allowed to be amended (corrected or/and addition of grades). In exceptional cases only, a partial amendment to

the grade record for an examination period (e.g., correction or addition of a grade) may be permitted with a justified decision by the Assembly of the Department, based on a recommendation from the responsible teaching staff member. Such amendments must be made no later than four (4) months after the end of the respective examination period.

6. Before the results are made public, the teaching examiners, the invigilators and the secretarial staff will protect the confidentiality of the results.

7. Together with the announcement of the results, the Examination Coordinator announces a day and time when students may visit him for questions and queries on their exam results. The Examination Coordinator provides, at his discretion, explanations on the correct answers to the examination questions. No exam paper can be shown to a student before the results are notified.

8. The examination may be stopped only for reasons that render the smooth and/or fair completion of the examination procedure impossible.

9. In exceptional cases (e.g. if widespread copying is found) and following a thorough recommendation of the Examination Coordinator, the examination may be cancelled. The relevant decision shall be taken by the Assembly of the Department.

10. In the event of an impediment (e.g., illness) of the Examination Coordinator, they must promptly notify the Head of the Department and the Department Secretariat, preferably electronically, about their inability to attend the examinations. If there is no co-instructor, they must appoint another Faculty Member, member of the Teaching and Research Staff, Special Teaching Staff, Laboratory Teaching Staff, or adjunct lecturer to substitute for them, providing the substitute with relevant instructions. At the same time, they shall give the questions to the replacement in a safe and timely manner.

11. If a student fails more than three (3) times in the same examination, they may ask, by submitting an application to the Head of the Department, that they be evaluated by a three-member committee, which shall consist of teaching staff of the same or another DUTH Department of the same or a relevant field of study to the module being examined, in which the member of the teaching staff of the module cannot participate. If the Head of the Department does not appoint the members of the committee of the first passage within one (1) month from the submission of the application, the student may request from the Dean of the School, and, in the case of a Single-Department School, from the Rector of the University to appoint them. If no committee is appointed by any of the competent bodies within sixty (60) days of the application's submission, the student shall forward their application to the Ministry of Education, Religious Affairs, and Sports, which shall investigate the Rector for failing to implement the application. The assessment by the three-member committee hereof shall take place at any time during the academic year. If the student also fails the examination by a three-member committee, they shall continue their studies as usual, and this process shall be repeated under the same conditions (Article 65(6) of Law 4957/2022).

12. The written examination scripts, assignments, and all materials used for the assessment of students must be securely stored under the responsibility of the module coordinator for a period of twelve (12) months following the examination. After this period, the assessment materials are no longer valid and are destroyed under the responsibility of the module or educational activity coordinator, unless a related criminal, disciplinary, or other administrative procedure is pending.

13. A serious error in the performance of the duties of Examination Coordinators constitutes a disciplinary offence.

## **Article 3**

### **Invigilators**

1. Supervision duties are carried out by Faculty Members, Laboratory Teaching Staff, Special Teaching Staff, Special Technical Laboratory Staff, all categories of teaching staff (academic fellows, adjunct professors/lecturers, etc.), postdoctoral researchers, teachers seconded from primary and secondary education, as well as doctoral candidates. If their number is not sufficient, a subsidiary role may be assigned to post-graduate students in examination of first-cycle study programmes.
2. If an invigilator cannot attend the examination or is to be delayed, he shall ensure in a timely manner, at his own responsibility, that he finds a replacement among the persons included in the list of invigilators of the Department, and shall notify in writing or by e-mail the Examination Coordinator, as well as the Head of the Department.
3. Invigilators shall be at the exam site at least fifteen (15) minutes before the examination start, and help students find a seat in the manner dictated by the reliability of the written examination procedure and indicated by the Examination Coordinator. If they consider it necessary for having smooth examination, invigilators may, acting at their discretion and in accordance with the instructions of the Examination Coordinator, change at any time the layout and the seating of students in the rooms.
4. Invigilators shall ensure the proper identification of students, either when they enter the room or when they deliver the exam papers. The student shall be identified by showing any official public document (e.g. University ID, national ID, military ID or passport etc.) that shall bear a picture of its owner.
5. During the examination, the invigilators exclusively deal with supervising the procedure.
6. The invigilators announce the start and end times of the examination after distributing the exam papers and ensure adherence to the specified times. They also inform the students every one (1) hour, as well as thirty (30) and fifteen (15) minutes before the end of the examination.
7. A serious error in the performance of the duties of invigilators constitutes a disciplinary offence.

## **Article 4**

### **Methods and organisation of student assessment**

1. The assessment of students may be conducted through written or oral examinations, mid-term progress examinations, written assignments, laboratory or clinical exercises, a combination of different evaluation methods or other evaluation methods that are consistent with the nature of each educational process. The integrity of the procedure as an assessment method must be ensured during written or oral examinations.
2. The member of staff teaching the module (or members of staff in case of co-teaching) is responsible for choosing the method and procedure for evaluating the students, as well as the final grades of the module and for issuing the results.
3. The assessment methods, criteria and procedure (e.g. number of interim exams, assignments, evaluation of performance, weight of individual examinations, etc.) shall be listed in the module Outline and on the e-class asynchronous education platform. In case of amendment, the member of teaching staff shall promptly update the Module Outline and the relevant information on the e-

class platform.

2. If the assessment is carried out through final examinations, the examinations shall be carried out after the completion of the teaching semesters for the first cycle courses of study and with re-sit examination after the completion of the academic year. In second and third cycle courses of study, the assessment may be carried out either after the completion of each teaching semester or after the completion of the teaching work for each module or the completion of each educational activity, in accordance with the provisions of the programme's internal Rules and Regulations.

3. Students may participate in the exam process for each study programme in accordance with the provisions of the present Rules and Regulations, the examination Rules and Regulations, the DUTH internal operating Rules and Regulations and the internal Rules and Regulations of each Study Programme. During the re-sit examination, students shall be entitled to be examined on modules and educational activities irrespective of the academic semester during which they are provided according to the approved study programme, if they have not been successfully assessed in them. Particularly students in first-cycle courses of study who have completed the regular study period, which is equal to the minimum number of teaching semesters necessary for awarding the degree, shall be entitled to be examined during the examination period of both semesters.

4. If a student fails more than three (3) times in the same examination, they may ask, by submitting an application to the Head of the Department, that they be evaluated by a three-member committee, which shall consist of teaching staff of the same or another DUTH Department of the same or a relevant field of study to the module being examined, in which the member of the teaching staff of the module cannot participate. If the Head of the Department does not appoint the members of the committee of the first passage within one (1) month from the submission of the application, the student may request from the Dean of the School, and, in the case of a Single-Department School, from the Rector of the University to appoint them. If no committee is appointed by any of the competent bodies within sixty (60) days of the application's submission, the student shall forward their application to the Ministry of Education, Religious Affairs, and Sports, which shall investigate the Rector for failing to implement the application. The assessment by the three-member committee hereof shall take place at any time during the academic year. If the student also fails the examination by a three-member committee, they he shall continue their studies as usual and the process shall be repeated under the conditions of article 65(6) of Law 4957/2022.

5. The module examination includes the material announced to students on the start of the semester, combined with any clarifications or amendments made during the delivery of the modules by the member of the teaching staff.

6. If the evaluation is carried out by final examination, the examination shall be carried out during the January and June exam period for first cycle study programmes and with re-sit examination after the completion of the academic year.

7. In second and third cycle study programmes, the evaluation may be carried out either after the completion of each academic semester or after the completion of the teaching work for each module or the completion of each educational activity, in accordance with the provisions of the programme's internal Rules and Regulations.

## **Article 5**

### **Grades**

1. For any independent educational activity (e.g. class, thesis, etc.) included in a Study Programme, the evaluation will be numerical (grade) with a value ranging from zero (0) to ten (10). Any grade equal to or greater than 5.00 (five) shall be a passing grade.
2. The final grade of every independent educational activity may be the result of an overall final exam or taking into account individual assessments (of equal or different weighting). The final grade, as well as individual evaluations, may be a result of written or oral examinations or practical exercises or the student's performance from participation in the educational process, especially from the preparation and presentation of projects, or a combination of the above. In the case of non-graded reports, traineeships, or projects, a brief descriptive assessment shall be provided.
3. With regard to independent educational activities where students did not receive a passing final grade and where attendance thereof or part thereof was deemed inadequate, students shall be required to repeat them in whole or in part, in accordance with the provisions of the Rules and Regulations of the relevant Study Programme.

## **Article 6**

### **Right to participate in examination**

Students enrolled in the module and having fulfilled all the obligations that arise from attending the module (e.g. attending tutorials, laboratory exercises, etc.), may participate in the examination. Specifically for examination of first cycle programmes:

- a) only students that have included the module in their module selection for the academic semester to which the current exam period corresponds are eligible to take the examination;
- b) students who do not submit a selection cannot participate in the examination and, if they mistakenly do, their exam paper shall not be graded;
- c) during the re-sit examination, students shall be entitled to be examined on modules and educational activities irrespective of the academic semester during which they are provided according to the approved study programme, provided they have not successfully passed them.
- d) in particular students in programmes that have completed the regular study period, which is equal to the minimum number of academic semesters necessary for awarding the degree, shall be entitled to be examined in all modules during the exam period of every academic semester.

## **Article 7**

### **Planning of Final Examination**

1. The Head of the Department, in collaboration with the relevant Sectors, are responsible for coordinating the examination.
2. The Schedule of final examination and the Schedule of invigilators for exam periods shall be prepared by decision of the Assembly of the Department in accordance with the academic calendar determined by decision of the Senate.
3. In preparing the Examination Schedule, care is taken that the distribution of the modules is rational (e.g., the examination of the semester's obligatory modules is evenly distributed over the exam period, no empty days are left, etc.).
4. The Examination Schedule for the exam period for the winter semester shall be approved by the Assembly of the Department and announced to the students no later than 30 November, the exam period for the spring semester no later than 15 April, and the re-sit September examination no later

than 15 July. The examination schedule is posted on the website of the Department immediately after its approval by the Assembly of the Department.

5. In exceptional cases and, if required, the examination schedule may be approved or amended by decision of the Head of the Department, and validated by the Assembly of the Department.

6. The Invigilators Schedule shall be sent to all members of teaching staff and invigilators no later than fifteen (15) days before the start of each exam period. For the Invigilators Schedule, factors such as the number of students registered for each module, the capacity and specific characteristics of the rooms to be utilised, and the number of available invigilators are taken into account.

7. The Secretariat is responsible for informing teaching staff, invigilators, and students of any changes to the examination dates and times due to emergencies or force majeure circumstances. Additionally, it shall notify teaching staff and invigilators of any potential changes to the supervision schedule

8. Examination may be cancelled or postponed in particularly serious cases through a relevant decision taken by the Assembly of the Department, following the recommendation of the President. At the same time, the Assembly of the Department shall specify when the repeat examination shall take place. In cases of extraordinary circumstances, where there is no sufficient time to convene the Assembly, the relevant decision on postponement and the time for repeat examination shall be taken by the Head of the Department, after consulting with the member of teaching staff.

## **Article 8**

### **Examination procedure**

1. At the start of the examination procedure, invigilators shall call for students to be completely quiet and distribute the exam forms (form with the examination questions, blank sheets, if required) to each student.

2. The student shall fill in his details and sign the list of participants when he delivers his examination paper. If, during the examination, the student requires an additional form, the invigilator shall confirm that the first form has been used and initials the second one, after checking that the details of the student have been filled in. The procedure is repeated for each additional form requested.

3. Prior to the commencement, during or at the delivery of the exam paper – under the care of the invigilators – the student is identified by showing any official public document (student/national/military ID or passport, etc.) that bears the picture of its owner.

4. Invigilators move around the room and exercise their duties discreetly, seriously, responsibly and without making any noise. Loud remarks, comments, or expressions of dismissive behaviour towards students and other related behaviours are not permitted, as they are inconsistent with academic conduct. Invigilators, acting at their discretion and in accordance with the instructions of the Examination Coordinator, shall take measures in the event they find that students do not comply with the rules of the examination procedure.

5. Invigilators are responsible for complying with the examination time. Once the deadline set for the examination has passed, invigilators shall stop the students and receive the exam papers. Upon delivery of his examination paper, each student shall sign the attendance sheet which includes his name and student number.

6. When receiving the exam papers, invigilators shall ensure that the students have entered their details in every exam form they have used. They then deliver the exam papers collected per exam



room to the Examination Coordinator, after counting them and writing down their total number on the examined student list, and they compare them with the total number of signatures they have for the specific exam room from the examined students. The two numbers – per room – should coincide. In the event of a discrepancy between the exam papers and the number of signatures of students, invigilators shall immediately take all appropriate measures to verify the reason for the discrepancy, filling out and signing a relevant protocol.

7. Exam papers are placed in folders with the name of the module, the exam date, the names of the invigilators in the room and the total number of exam papers.

## **Article 9**

### **Obligations of examined students**

1. Students shall be on time in the exam room. If there is a delay of more than fifteen (15) minutes, the student is not allowed to sit the exam. Students who arrive within fifteen (15) minutes are be entitled to an extension of their exam time.

2. The minimum time for delivering the exam paper and for the student leaving the room is thirty minutes (30) from the distribution of the exam questions, unless otherwise specified by the Examination Coordinator.

3. The following are not allowed:

- students cannot attend examination with notes, books, mobile phones or other electronic devices (e.g. smart watch, tablet, headphones, etc.) of any type and method of communication, unless expressly requested by the Examination Coordinator;
- students cannot exit the room during the examination, save in case of an emergency and with the consent of the Examination Coordinator, in which case they will be accompanied by an invigilator;
- a student cannot stay in the room alone, which is why the penultimate student remains in the room, as the last two students leave at the same time;
- students cannot take the exam questions with them, unless otherwise instructed by the Examination Coordinator;
- students cannot exchange notes or items, and they cannot cooperate speak to each other, show their exam paper to other students and in general attempt to use any method of copying and/or obtaining answers in an unlawful and ethically improper manner. The above constitute an attempt to copy and shall lead to the student's exam paper being initialled and receiving a grade of zero. In addition, they constitute a breach of the present Rules and Regulations and, consequently, a disciplinary offence.
- the duration of the exam cannot be exceeded.

4. Any violation of the integrity of the examination, even if it is found at a later time, such as at the stage of marking the exam papers, leads the exam paper to being initialled by the invigilator or the member of teaching staff (depending on who finds the violation of integrity and at what stage of the process). In addition, they constitute a breach of the present Rules and Regulations and, consequently, a disciplinary offence.

5. The examination starts once the exam questions have been distributed. The time the examination will end is announced at the beginning, and after all examination forms have been distributed to



everyone.

6. Students shall respect the teaching staff and the invigilators, and comply with their instructions. Protests, comments, insults, expressions of dismissive behaviour towards invigilators and/or teaching staff, or other related behaviours and actions are inconsistent with academic conduct and are not permitted.

## **Article 10**

### **Special Provisions**

1. Oral examination, interim progress examination, written assignments, examination in laboratory or clinical exercises and other evaluation methods in general are scheduled and communicated by any appropriate means in a timely manner (at least 15 days) to students.
2. Oral examination shall be carried out in groups of students in the presence of the Examination Coordinator and, if in special cases there is only one student being examined, the presence of one invigilator is required.
3. In modules examined through assignments, as well as in laboratory/tutorial exercises, copying or plagiarism results in the assignment or report receiving a grade of zero; in addition, this is also a disciplinary offence. Any means necessary may be used to ascertain whether plagiarism or copying has taken place.
4. The procedures for examining the thesis of the Master's Degree Programmes and the doctoral dissertations are specified in the Rules and Regulations for Second and Third Cycle Study Programmes.

## **Article 11**

### **Examination for students belonging to vulnerable groups**

1. DUTH shall cater to the needs of students belonging to vulnerable groups who may potentially be dealing with issues of integration in the educational process or have some form of disability or special educational need.
2. Participation of students belonging to vulnerable groups takes place in an environment of respect and acceptance, in accordance with the provisions of the legislation in force and the DUTH Internal Rules and Regulations (Article 186).
3. The examination of members of vulnerable groups shall be carried out on the same day and time as regular examination. Due to special circumstances and depending on the severity of their difficulties, a different method of examination to that of the other students can be set, possibly on a different date and time.

## **Article 12**

### **Online examination**

Academic and educational obligations of teaching staff, invigilators and students examined via in-person examination shall apply *mutatis mutandis* to their participation in examination carried out using distance learning, provided that this method of examination is expressly provided for in the applicable legislation.

***In addition, the following shall also apply to examination carried out online:***

1. The instructions for participation in online examination are posted on the e-class platform by the Examination Coordinator at least seven (7) days prior to the examination and students shall be informed about the manner of their registration and the information related to the examination.
2. To prepare for sitting any type of online examination, students shall make sure to have the necessary technical equipment. They shall check the features of their equipment and their internet connection (computer, camera, microphone, scanner, etc.).
3. Prior to the examination, students shall carefully read the instructions announced by the Examination Coordinator, adhere to them during the examination and must be familiar with the way in which their exam papers are submitted (by carefully reading the relevant instructions), in order to avoid any problems during the examination.
4. Students shall exclusively use their university accounts/e-mail addresses (username, password) to log in and participate in any type of online examination.
5. Students shall be in the predetermined virtual room at least fifteen (15) minutes before the predetermined commencement time of the examination and shall respond to the instructions of the invigilators.
6. Through their presence on an online examination, students declare that:
  - a) they consent to the subsequent examination procedure;
  - b) they participate in this process, respecting all the rules of academic conduct;
  - c) they are not using any improper means for their exam papers; and
  - d) they accept the University's personal data protection framework.
7. Invigilators and the Examination Coordinator shall be connected to the virtual rooms at least 15 minutes prior to the start of the examination and shall assist students to ensure there is no delay in the start time of the examination.
8. During the online examination, students shall have their computer cameras on throughout the exam, and shall be in an isolated and quiet area that allows uninterrupted operation of the camera and microphone throughout the exam.
9. Students sitting online examination accept, with their participation, that at any time they may be asked to share the computer screen with which they participate in the exam.
10. Students shall keep track of the flow of the exam in the system and the messages sent to them by the Examination Coordinator and the invigilators, and follow the relevant instructions. Students shall inform the Examination Coordinator immediately of any problem that may arise by writing a message on the chat area.
11. The Examination Coordinator shall remain connected to the online examination system and coordinate the examination; he may receive from the relevant electronic platform records regarding the presence and activity of the participants in the examination. Participation records provide information about participants' details and their activity during their presence in the specific examination, e.g. time of entry and exit from the electronic platform, disconnection, etc.
12. The Examination Coordinator and the invigilators, if they deem it necessary, may disable microphones in order for the examination to be carried out in a quiet environment (especially in rooms with multiple participants) and send instructions to all or specific participants etc.
13. The Coordinator and the invigilators of the online examination are not responsible for any technical problems the participants may face during the exam or in general for problems related to the operation of the internet or their equipment.

14. The following are prohibited:

- a) the recording and further use (posting on websites) of the examination either by the students or by the examiners, as this constitutes processing of personal data which must comply with the General Data Protection Regulation;
- b) the use of an electronic device other than those used by the student to sit the exam, without the consent of the Examination Coordinator;
- c) leaving the virtual examination room without the consent of the Examination Coordinator and/or the invigilators;
- d) being away from their computer, save for in exceptional cases, with the consent of the Examination Coordinator and/or the invigilators;
- e) any type of cooperation between participants or with other persons.

15. If a student is disconnected during the examination, the student may submit a request for further examination with an application that is submitted via e-mail to the Secretariat of the Department and the Examination Coordinator within eight (8) hours. Within a period of three days, the applicant must provide documents as evidence showing that the reason for the disconnection is not due to his own action, but to events beyond his capabilities (e.g. sudden power outage or internet connection interruption, for which the internet provider is responsible), and that he is not responsible for the disconnection (e.g. produce an official letter by the electricity provider or internet provider) so that his withdrawal from the exam is not deemed to be intentional.

### **Article 13**

#### **Final Provisions**

The present Rules and Regulations shall come into force upon their publication in the Government Gazette, and their provisions shall apply to all registered students.