



Regulation of Doctoral Studies

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A. General provisions

The Regulations for Doctoral Studies implement the provisions of Law No. 4485/2017 for the third cycle of studies in the Department of Philology of the Faculty of Philosophy at the University of Crete.

The Doctoral Studies program of the Department of Philology at the University of Crete aims to advance knowledge, develop research, and prepare researchers in the fields of Classical Studies, Byzantine Philology, Modern Greek Philology, Linguistics, and Theatre and Film Studies.

The structure, organization, and operation of the Doctoral Studies program are governed by the provisions of current legislation and the regulations of the University of Crete, the Faculty of Philosophy, the Department of Philology, and these Regulations for Doctoral Studies.

The Assembly of the Department of Philology is responsible for resolving any organizational, administrative, or academic issues not covered by legislation or other regulatory texts of the University of Crete, the Faculty of Philosophy, the Department, the decisions of competent bodies, or the present Regulations. The Assembly of the Department of Philology is also responsible for interpreting these Regulations.

B. Admission of Students

B.1 Prerequisites

To enroll in the third cycle of studies in the Department of Philology, applicants must hold a Postgraduate degree (a Master's degree such as MA or equivalent) or a Doctoral Degree (PhD) in a relevant subject from a Greek university or an equivalent qualification recognized by D.O.A.T.A.P., or a single and indivisible postgraduate degree, in accordance with Article 46 of Law No. 4485/2017.

As an exception, and following a substantiated recommendation from the three-member committee as defined in Law 4485/2017 (see A.4), the following may be registered as doctoral candidates: (a) holders of a PhD in a non-related subject and (b) non-holders of a PhD who have produced recognized scholarly work equivalent in quantity and quality to the research work stipulated by the relevant Postgraduate Studies Programme of the Department, or who are scholarship holders of recognized institutions in Greece or abroad.

Doctoral candidates whose first language is Greek must have sufficient knowledge of at least one foreign language at B2 level or higher, as evidenced by relevant language qualifications or a postgraduate degree from a foreign institution.

Doctoral candidates whose first language is other than Greek, who wish to write their thesis in Greek, and who do not hold a Master's degree from a Greek university, need a certificate of Greek language proficiency.

B.2 Application and required documents

For registration, the applicant must submit an application form to the Department of Philology's Secretariat proposing the title of the doctoral thesis, the supervisor, and the language in which it will be prepared.

The application must be accompanied by:

1. Copies of degrees (if their Master's degree was awarded by an institution abroad, recognition by D.O.A.T.A.P. is required).
2. Copies of academic transcripts
3. Copies of language certificates.
4. Copies of published or forthcoming scholarly papers—if available—accompanied by an abstract.
5. Detailed curriculum vitae.
6. Statement of research interests.
7. Research proposal of the doctoral thesis that the applicant wishes to prepare.
8. Any supporting information (letters of recommendation, awards, etc.) that the applicant considers helpful towards the evaluation of their application.

The curriculum vitae, statement of research interests, and research proposal may be submitted in the language in which the applicant proposes to write the doctoral thesis.

B.3 Deadline for submission of applications

Applicants may submit applications to the Department of Philology's Secretariat at any time during the academic year. Applications are examined in two periods, according to the following deadlines per semester:

Winter semester Spring semester

Filing an application by September 5 by February 5

Announcement of results by October 20 by March 20

The application and the relevant documents should be sent by post to "Department of Philology, Secretariat, Rethymnon University Campus, 74100 - Rethymno" or by email at philology@phl.uoc.gr.

The Department may consider applications at additional dates in the following cases: a) research projects led by faculty members or labs, b) applications from scholarship holders, and c) applications for funded doctoral research announced by the Department through public calls.

If an application is accepted, the applicant must submit certified copies of all required supporting documents (see B.2) within five days of the announcement of results in order to be registered. Registration must be completed within 10 days of the date of notification of results.

B.4 Supervision of doctoral thesis

The Departmental Assembly evaluates applications within forty-five (45) days from the application submission deadline and in accordance with the procedure provided for by Law No. 4485/2017 (Article 38.3). The Assembly categorizes submitted applications based on subject matter and appoints a three-member committee consisting of Department faculty members for each category. The committees examine the applications and documents, interview the applicants, and submit to the Assembly a memorandum outlining the reasons for acceptance or rejection and proposing a supervisor if one has not already been proposed in the application. The Assembly considers the opinion of the proposed supervisor along with the committee's memorandum and approves or rejects the application with justification. The Assembly's approval decision specifies the language in which the doctoral thesis will be written.

If the application is accepted, the Assembly confirms the thesis topic and appoints the supervisor and the other two members of the Advisory Committee. In selecting the supervisor and Advisory Committee members, consideration is given to their specific scientific interests and the number of doctoral candidates each currently supervises.

Faculty members in the Department may not supervise more than five (5) doctoral candidates simultaneously. Exceeding this limit requires approval from the Assembly for exceptional and documented reasons.

If the person nominated by the applicant as supervisor refuses with good reason or is unable to supervise, the Assembly may propose another faculty member to the applicant. In this case, the applicant will be registered if they accept the Assembly's proposal.

B.5 Publication

The names of doctoral candidates and their supervisors, the titles of doctoral theses, a short description of their subject matter, and the composition of the Advisory Committees are posted on the Department's website in both Greek and English.

C. Attendance - Doctoral Dissertation

C.1 Duration

The minimum period of study for the award of a doctoral degree is three (3) full calendar years from the date of appointment of the Advisory Committee. The maximum duration is five (5) full calendar years.

An annual extension may be granted following a justified request by the doctoral candidate—submitted to the Department's Secretariat at least three months before reaching the maximum duration—a documented recommendation by the supervisor, the agreement of the Advisory Committee, and approval by the Assembly. Doctoral candidates may not be granted more than two annual extensions.

C.2 Language of writing and size of the doctoral thesis

The doctoral thesis is written in Greek. The Assembly may approve writing the thesis in another language.

In its final form, the thesis must be accompanied by an extensive abstract in English if it is written in Greek, or in Greek if it is written in another language.

The appropriate length of the doctoral thesis is determined by the supervisor in consultation with the doctoral candidate. The length of the doctoral thesis must not exceed 120,000 words. This limit does not include illustrative, archival, or other supplementary material necessary to document the topic.

C.3 Rights and obligations of doctoral candidates

Doctoral studies are offered free of charge. Doctoral candidates have, for up to five (5) full academic years from their first enrollment, all the rights and benefits provided for second-cycle students. They also retain the same rights to access, borrow, and use the electronic services of national university libraries, as provided by law, for up to five (5) years after completing their doctoral thesis.

Doctoral candidates are not required to attend courses during their studies; however, they are obliged to maintain regular contact with their supervisor and the other members of the Advisory Committee. Doctoral candidates are encouraged to attend conferences, seminars, workshops, and other relevant events organized by the Department in their areas of interest.

The doctoral candidate's primary responsibility is writing the doctoral thesis. They may also participate, after consultation with the supervisor, in research programs of the Department, Division, and relevant Laboratories or in related programs at other universities or recognized research institutions in Greece or abroad. The supervisor may suggest that doctoral candidates, depending on their individual needs, attend certain courses in the Department of Philology or another Department of the University of Crete. On the recommendation of the supervisor to the Assembly, doctoral candidates may also be assigned small-scale teaching and/or laboratory work in their field of specialization under the supervision of a faculty member.

C.4 Monitoring the progress of doctoral candidates' work

The doctoral candidate must submit in writing, through the Department's Secretariat, a detailed memorandum (2,000-4,000 words) on the progress of their doctoral thesis each year after completing one full academic year from the date of registration. This memorandum is presented orally before the three-member Advisory Committee. The oral presentation takes place in September, following the submission of the memorandum. A copy of the memorandum, along with a progress report prepared by the supervisor and the other members of the Advisory Committee, is submitted through the Secretariat to the Departmental Assembly and included in the doctoral candidate's individual file.

The Departmental Assembly is responsible for resolving any problems that may arise in the cooperation between the doctoral candidate and the members of the Advisory Committee.

C.5 Grounds for deletion from the register

Sufficient grounds for removing a doctoral candidate from the Department's register include:

1. Failure to submit a detailed progress report and/or failure to appear before the Advisory Committee,
2. Repeated failure to fulfill obligations as described in C.3,
3. Failure to renew registration (see C.7),
4. Discovery of plagiarism at any stage of the preparation of the doctoral thesis,
5. Serious disciplinary misconduct that has been formally charged.

If removal is being considered (except for reason 5 above), the doctoral candidate is invited to provide explanations to the Assembly in writing. If the candidate fails to respond, the decision will be made by the Assembly in their absence.

C.6 Exceptional provisions

1. If the supervisor is absent or does not fulfill their duties for a period that impedes or suspends the doctoral candidate's work, the Assembly of the Department, after documenting the problem, must assign supervision either to one of the other two members of the Advisory Committee—even if this exceeds the maximum number of doctoral candidates they can supervise—or to another person, with the consent of the doctoral candidate and the agreement of the person proposed as the new supervisor. A request to change the supervisor or a member of the Advisory Committee may be submitted in a reasoned letter from the doctoral candidate or the supervisor or a member of the Advisory Committee to the Assembly, which will make a reasoned decision. If the supervisor moves to another university or another Department of the University of Crete, or retires, they continue to act as supervisor of the doctoral theses they have undertaken, and the degree is awarded by the Department of Philology of the University of Crete, where the doctoral candidate was originally registered.
2. The topic of the doctoral thesis may be modified. The change requires a decision of the Assembly following a documented request by the doctoral candidate in consultation with the supervisor and with the agreement of the Advisory Committee. Modification of the original topic does not affect the timeframe for preparing the doctoral thesis.
3. In cases of military service, pregnancy, or serious illness, doctoral candidates have the right to request a suspension of studies for a specific period, which may not exceed a total of two years. During the suspension period, doctoral candidates temporarily lose the rights and benefits provided in Article 40(1)(b) of Law No. 4485/2017. The suspension may be terminated upon the doctoral candidate's request for re-registration submitted to the Assembly of the Department. After the end of the approved suspension, the doctoral candidate must submit an application for re-registration to the Department.

C.7 Renewal of registration

Doctoral candidates must renew their registration each academic year in September. The renewal of registration in the academic year in which the maximum duration of doctoral study is completed is valid until the completion of that maximum duration. For renewal of enrollment after the maximum duration and for up to two consecutive annual extensions, the procedure set out in Article C.1 of these Regulations must be followed.

D. Award of a Doctoral Degree

D.1 Initiating the procedure for defending a doctoral thesis

The procedure for public defense and evaluation of the doctoral thesis is initiated by an application from the doctoral candidate, submitted through the Department's Secretariat to the Advisory Committee. The application must be accompanied by three copies, either paper or digital, of the doctoral thesis to be examined.

If the three-member Advisory Committee accepts the doctoral candidate's application, it prepares a detailed report and submits it to the Departmental Assembly, requesting the appointment of a seven-member Examination Committee for the evaluation of the doctoral thesis.

The deadline for accepting or rejecting the candidate's application is one hundred (100) days from the date of submission.

If the Advisory Committee rejects the doctoral candidate's application, it asks them in writing to make necessary revisions and to resubmit the thesis within a reasonable period.

If the Advisory Committee rejects the application for a second time, the doctoral candidate has the right to request that the Departmental Assembly appoint a seven-member Examination Committee for the evaluation of their doctoral thesis. The second consecutive rejection of the doctoral candidate's application must be accompanied by a documented report from the Advisory Committee to the Assembly. In this case, no report shall be submitted by the Advisory Committee.

For the public defense and evaluation of the doctoral thesis, the Assembly of the Department appoints a seven-member Examination Committee consisting of the three (3) members of the Advisory Committee and four (4) additional members, selected in accordance with Articles 41 par. 2 and 39 par. 2 of Law No. 4485/2017. The supervisor is appointed as the coordinator of the public defense process. If a member of the Advisory Committee has retired in the interim, they will be replaced by decision of the Departmental Assembly.

The doctoral candidate must submit seven (7) copies of their doctoral thesis, in hard copy or digital format, to the Department's Secretariat, which forwards them to the members of the Examination Committee at least fifty (50) days before the public defense.

D.2 Defense of the doctoral thesis

The public defense and evaluation of the doctoral candidate's thesis takes place on a date determined by the Assembly, which cannot be more than three months after the appointment of the Examination Committee. At least four (4) members of the Examination Committee must be physically present, while the other members may participate by certified videoconference.

The chairperson of the seven-member Examination Committee convenes the committee at a specific date and time in a room at the University of Crete for the final defense and examination of the thesis. The invitation is communicated electronically by the Secretariat of the Department to the doctoral candidate and the members of the Examination Committee at least ten (10) days before the examination date. The invitation is also sent simultaneously to all faculty members of the Department of Philology and is posted on its notice board and website.

The defense includes two phases: In the first phase, which is a public defense with free attendance, the doctoral candidate orally presents the findings of their research within thirty (30) minutes and then answers questions posed by the members of the Examination Committee.

In the second phase, the candidate and the audience leave, and the committee convenes to evaluate the dissertation on its quality, completeness, originality of thought, and contribution to scholarship, and to decide whether to approve or reject it. A majority of at least five (5) members of the Examination Committee is required for

approval. Retired members of the Advisory Committee who have been replaced in accordance with Article 41 par. 2 of Law No. 4485/2017 may attend this meeting without voting rights.

The grading scale for an approved doctoral thesis is as follows: Excellent with Honours, Excellent, Very Good, Good.

The procedure concludes with the public announcement of the result to the candidate and with the preparation of a record signed by all members of the Examination Committee. The signed record is submitted by the supervisor to the Department's Secretariat.

The doctoral candidate has no right of appeal against the decision of the Examination Committee.

D.3 Promotion of doctoral candidates to doctors

The formal proclamation of doctoral candidates as doctors (doctoral degree holders) takes place at a regular meeting of the Assembly of the Department. The date of the Departmental Assembly meeting is indicated on the doctoral degree as the date of its award. The exact format of the doctoral degree is determined by a decision of the Senate of the University of Crete.

The doctoral student must submit two (2) copies of the approved form of their doctoral thesis (one in digital format) to the Departmental Secretariat, two (2) copies (also one in digital format) to the University Library, and one digital copy, with the relevant forms completed, to the National Documentation Centre.

Note: Any failure to observe the time limits referred to in Article D.1 of these Regulations shall not constitute grounds for nullifying the procedure.

E. Evaluation, secretarial support and inter-institutional cooperation

E.1 Evaluation

The Doctoral Studies program of the Department of Philology is subject to internal and external evaluation procedures, as well as quality assurance and certification procedures, as provided for by the current legal framework and by the relevant decisions of the Department of Philology.

E.2 Secretarial support

Administrative and secretarial support for the Doctoral Studies program is provided by the Department of Philology of the University of Crete. The Secretariat of the Department is responsible for the secretarial support of the program and must maintain a separate file for each doctoral candidate containing:

- a) Qualifications and supporting documents submitted with their application,
- b) Copies of certificates or attestations awarded to them,
- c) Annual memoranda to the Advisory Committee and comments on them by the supervisor or the Committee,
- d) Any scholarships or prizes awarded to them,
- e) The record of approval or rejection of the doctoral thesis,
- f) An electronic copy of the final approved version of the doctoral thesis, and
- g) Any other relevant documents provided for by legislation and these Regulations.

The contents of the individual file are accessible only to the relevant departmental office, the Department Chair, the supervisor, the other members of the Advisory Committee, and the doctoral candidate.

E.3 Inter-institutional cooperation

In cases of cooperation with other universities or research centers and institutes for the preparation of doctoral theses under co-supervision, the procedure for preparing the thesis—from the selection of the doctoral candidate to the award of the doctoral degree—as well as the issue of granting a single or separate title, are defined in a Special Protocol of Cooperation drawn up by the Department of Philology and the collaborating institution(s) and approved by the Senate of the University of Crete and the administrative bodies of the collaborating institutions. The terms of the Special Protocol of Cooperation must align with the framework of the Doctoral Studies program of the Department of Philology, as defined in these Regulations and other regulatory texts of the University of Crete, and must comply with applicable legislation. Co-supervision arrangements with recognized peer institutions or research centers and institutes abroad for the preparation of doctoral theses are governed by the provisions of Article 43 par. 3 of Law No. 4485/2017.

F. Transitional provisions

Doctoral candidates already registered with the Department whose Examination Committee has not yet been appointed are subject for the remainder of their studies to the provisions of these Regulations, in accordance with current law (4485/2017, Article 85.2).

Doctoral candidates who, at the time these Regulations come into force, have completed or will have completed five or more years of study may apply, in accordance with Article C.1 of these Regulations, for an annual extension of study. As stated in the same Article, they may not be granted more than two annual extensions.