

Master Thesis Regulation for the MA Program “Identity, Education and Competences for Democratic Culture”

ARTICLE 1: GENERAL INFORMATION

1.1. This regulation designates the framework and specifications for the redaction of the Master dissertation for the **MA Program “Identity, Education and Competences for Democratic Culture”** organized by the Department of Theology (administration), the Department of Educational Studies and the Faculty of Philology of the National and Kapodistrian University of Athens and the European Wergeland Centre.

1.2 This particular regulation is applicable to all three provided specializations:

1. Religion, Education and Competences for Democratic Culture
2. Language, History, and Literature in Education and Competences for Democratic Culture
3. Education for Democratic Citizenship (EDC)-Human Rights Education (HRE) and Competences for Democratic Culture

1.3. The redaction of the Master dissertation is mandatory for the completion of studies in the MA Program.

ARTICLE 2: APPROVAL OF THE MASTER THESIS REGULATION

2.1. Each MA Program may specify the requirements/specifications of the Master Thesis, following a decision of the competent academic bodies, in harmony with the general strategy of the Institute. The Curriculum Committee of the MA Program "Identity, Education and Competences for Democratic Culture" of the Theology department (administration) draws up the special Regulation and submits it to Dean's Office for approval. Then it must be validated by Senate. Subsequently, it is posted on the website of the MA Program in question under the responsibility of the competent administrative department.

2.2. Any amendments or corrections to the Regulations can be made and are implemented from the Academic Year following their approval by the Senate, so that the postgraduate students are informed in time.

ARTICLE 3: ASSIGNATION OF THE MASTER THESIS

3.1. The assignation of the postgraduate dissertation (PD) takes place after the attendance of all curriculum courses and the success in the exams of the courses. The PD is carried out during the summer semester.

3.2. The PD must be individual, authentic, based in research and its redaction must comply with the guidelines for writing a dissertation, posted on the Master Programme's website.

3.3. The PD's subject matter must be relevant to the MA Program's research interests, slightly differentiated per specialization.

3.4. Following the submission of the candidate's application in which the PD's proposed title, supervisor and a brief summary are included, the CC appoints the PD's supervisor and creates the three-member examination Committee for the approval of the PD; the supervisor is one of the members of the examination committee. The language for the redaction of the PD may be either English or Greek and this matter is settled along with the determination of the PD's theme.

3.5. The supervisor and the members of the PD's three-member examination committee are appointed from the following categories of people teaching in the MA Programme.

a) Members of the Academic Teaching Staff (DEP), Teaching-especial Education Staff (EEP), Laboratory Teaching Staff (EDIP) and Special Technical Laboratory Staff (ETEP) of the Department, other Departments of NKUA, other Higher Education Institutes (AEI) or Military Educational Institutions (ASEI), receiving additional employment beyond the scope of their legal responsibilities, if the Postgraduate Programme requires tuition fees,

b) Professors Emeriti or out of service members of the Academic Teaching Staff (DEP) of the Department, other Departments of NKUA or other Higher Education Institutes (AEI),

c) collaborating Professors,

d) Teaching Assistants,

e) visiting professors or visiting researchers,

f) researchers and ELE Research Scientists from research and technological entities as defined in the article 13A of the law v. 4310/2014 (A' 258) or from other domestic or foreign research centers and institutes.

By decision of the C.C., the supervision of dissertations may be assigned to members of Academic Teaching Staff (DEP), Teaching-Especial Education Staff (EEP), Special Technical Laboratory Staff (ETEP) and Laboratory Teaching Staff (EDIP), who have not taken on a teaching role in the M.A. Programme.

3.6 The dissertation's title can be finalized after the submission of the student's application to the Programme's C.C. in agreement with the Supervisor. There must be a brief reasoning for the requested alteration inside the application.

3.7. In order for students to officially start their PD, it is required that they fulfill their financial responsibilities, as is designated in the MA's Internal Regulation.

ARTICLE 4: SPECIFICATIONS

4.1. The PD's length is set to 15.000-20.000 words including references in the main text, as well as footnotes (if needed); bibliography and appendices excluded.

The PD is based on a small-scale research, which can be literature review or primary research, historical research, narrated life study, source/archival research, experimental, single-case, empirical-quantitative, qualitative, mixed research. The PD must be redacted based on the template provided, as well as the instructions on how to cite sources, record bibliographic references and cite tables, graphs and images. The PD must utilize Times New Roman 12 font with 1.5 spacing. Chapter headings must be on Times New Roman 16 and headings on 14. References, bibliographic references, tables and figures must follow the APA (American Psychology Association) style.

There must be no explicit references of people's names, companies' names, or schools, etc. Letters and numbers are generally used for research participants, e.g. subject A1. Specific toponyms must be avoided. More general designations are used, e.g. Primary School in West Attica.

4.2. The PD must include a brief description of its theme, a brief bibliographic review on the topic, the specification of the research (purpose, questions, methodology, methods (in general), methods of analysis, samples-sampling), the analysis of the data/findings, the results of the research, conclusions-discussion, bibliography and any other necessary supporting or explanatory elements as Appendices. Every PD written in greek will be accompanied by a short summary of 300 words in Greek and in English. The covers are in Greek and English.

4.3. The PD after being approved by the supervisor, is submitted electronically (in Word format) by the student in a special column of the e-class platform, according to instructions that will be posted on the MA's website.

4.4. All of the above can be modified by decision of the MA's competent bodies.

ARTICLE 5: DURATION

5.1. Writing of the master thesis takes up the summer semester.

5.2. In special cases, an extension may be granted, as defined by the relevant provisions of the MA's Internal Regulation. In particular, an extension can be granted during the redaction of the PD, following a reasoned request made by the student to the MA's competent bodies, as defined by the Internal Regulation. This extension can be up to four semesters and is given upon application to the Curriculum Committee, with the supervisor's agreement. Therefore, the maximum time given for the redaction of the PD is set at two (2) years, in addition to the summer semester, since the maximum time allowed to complete the studies is set at three (3) academic years. After the three year limit, students are automatically deleted.

5.3. For students with part-time attendance in the MA, the redaction of the PD takes place in the last semester of studies. In this case, the total duration of studies amounts to two (2) years.

5.4. It is possible to extend the studies, after a reasoned application of the student and approval from the Curriculum Committee. The extension does not exceed two academic years. Thus, the maximum time allowed to complete the studies is set at three (3) academic years.

ARTICLE 6: EXAMINATION PROCESS AND COMPLETION

6.1. As defined by the previous provisions, each PD is reviewed by a three-member committee, one member of which is the PD supervisor

6.2. Students submit the PD online on a specified date-deadline on the e-class platform, after the supervisor's approval, following the instructions posted on the MA's website.

After the PD's online submission, the MA's Secretariat sends the PD to the members of the three-member committee in digital format.

6.3. The three-member Committee must submit their comments and corrections in writing within twenty (20) days and the students must resubmit the corrected PD within twenty (20) days.

6.4. After carrying out the necessary corrections and the positive judgment of the three-member Committee, a date is set for a distance oral presentation of the PD. The invitation and announcement for the presentation of each dissertation is addressed by the Director of the PMS.

6.5. For the presentation process of the PD the examinee must first send a copy of it to the members of the three-member committee.

6.6. During the presentation, the student presents to the committee the PD's main points with its conclusions. The presentation cannot exceed fifteen (15) minutes. Afterwards, the Committee members ask the student questions; the total duration of the discussion cannot exceed thirty (30) minutes. The presentation must be made in one of the two languages provisioned in the MA and in any case in the language of its redaction.

6.7. The examinee and the members of the Committee participate in the presentation process based on the relevant decisions of the university's academic bodies, preserving in any case the validity of the support process.

6.8. For the distance presentation, the provisions of the MA's Special Regulation for Distance Learning apply.

6.9. Upon completion of the presentation, the Three-Member Committee evaluates the PD as a whole (written text and oral presentation) without the student or other audience present –and then the supervisor forwards to the MA’s Secretariat the student's examination record and the PD’s grade.

6.10. In the event that the PD’s final evaluation grade (or rejection during the presentation) is below the passing grade, the three-member Committee must document in writing the reasons for the PD’s failure

6.11. In case the PD does not receive a passing grade, the student must repeat it, after consultation with the three-member Committee and the instructions given to them.

6.12. In extreme circumstances it is possible to replace the supervisor, following a justified application on behalf of the student and by decision of the Curriculum Committee.

ARTICLE 7: GRADING SYSTEM

7.1. The Master thesis is graded on a scale of 1-10. A passing grade is considered any grade from 5 upwards.

7.2. For the grading of the MDE, the written work and the online presentation.

7.3. More specifically, the grading criteria are as follows:

<5: The thesis does not meet the criteria of the master's degree program. Deficiencies are identified in the methodology and its structure. It needs significant improvement in order to be accepted. There are important grammatical and syntactical errors.

5.-6: The thesis meets the criteria of the master program. Its methodology and structure are adequate. The thesis is comprehensive but not characterized by an original contribution to knowledge. Its methodology and structure are rudimentary. The text partially meets the academic standards and rules. There are few grammar and syntax errors. The presentation was not adequate.

6.5-7.5: The thesis fulfills the criteria of the master's degree program. Its methodology and its structure are complete. The dissertation is comprehensive and characterized to a degree by original contribution to knowledge. The methodology is adequate. The text meets academic standards and rules. There are no grammatical and syntactical errors. The presentation was adequate with room for improvement.

8-9: The thesis meets the criteria of the Master program and it is scientifically sound. The thesis is characterized by original contribution to knowledge. The methodology is adequate. The text meets academic standards and rules. There are no grammatical and syntactical errors. The presentation was thorough and well documented.

9.5-10: The thesis is excellent. The presentation was excellent.

ARTICLE 8: APPROVAL OF THE MASTER THESIS

8.1. Postgraduate dissertations are compulsorily deposited online on the Institutional Repository, “PERGAMOS”, after their approval by the examination committee, in accordance with the decisions of NKUA’s Senate..

8.2. So long as the Postgraduate dissertation includes authentic, unpublished results, it is possible for a summary to be posted on the website, followed by a full text upload at a later date, after the submission of an application by the supervisor and its co-signing by the postgraduate student.

8.3. In order for the PD to be approved, it must comply with the specifications referred to in Article 4 of this regulation.

Article 9: PLAGIARISM

9.1. Copying and plagiarizing constitute improper academic practices and can therefore entail penalties. The National and Kapodistrian University of Athens, implementing the decision of the 83rd Rectors' Meeting on 02/06/2017, based on the relevant approval of NKUA’s Senate during the 19th session of the academic year 2016-2017, which took place on 06/13/2017, has obtained an annual subscription to Turnitin plagiarism detection software (www.turnitin.com) which is linked to e-class and functions after the PD’s online submission. In this context, the usage of AI tools in the writing process is also detected.

9.2. Plagiarism occurs when students present other people’s ideas or phrases in their thesis as if they were their own thinking, without citing their sources either intentionally or unintentionally.

9.3. The following cases of plagiarism are most frequently observed:

- 1) Word for word copying of a text without quotation marks, citations or referencing of their sources/literature in the end
- 2) Word for word copying of a text without quotation marks or citation, while correctly referencing their sources/literature in the end
- 3) Word for word copying of a text without quotation marks with a correct citation, while correctly referencing their sources/literature in the end
- 4) Phrases with a few word altered without quotation marks, citations or referencing of their sources/literature in the end
- 5) Phrases with a few word altered without quotation marks or citation, while correctly referencing their sources/literature in the end
- 6) Phrases with a few word altered without quotation marks with a correct citation, while correctly referencing their sources/literature in the end.

9.4. In order for students to avoid plagiarism, they must a) devote time to writing and making revisions correcting parts that are the result of plagiarism, b) check whether they have unintentionally omitted references, c) always mention the primary or secondary source that they have studied as such and not present secondary sources as primary, d) always record the source of the information so that when they use it, they remember to cite it, d) use quotation marks when copying verbatim, e) use full text in quotation marks when there are few words (up to 2 lines) and only when the author's original wording expresses the idea so well that no better wording is possible and f) always refer to the original source when paraphrasing a text (paraphrasing is not simply changing words or changing the order of words of a text, but simplifying or summarizing a text so that what the author means is better understood).

9.5. In cases where a textual similarity/identity is found, the student in question must immediately comply with the supervisor's instructions to restore correct academic practice on this matter. In exceptional cases, and if the matter is referred to the the Assembly of the Department of Theology (expedient), following a recommendation made by the supervisor or the three-member examining Committee to the Curriculum Committee and the latter's recommendation to the Assembly, the Assembly may proceed with the expulsion of the student from the MA program.