



HELLENIC REPUBLIC

**National and Kapodistrian
University of Athens**

— EST. 1837 —



**Foreign Language Undergraduate Study Program
«Medical Degree»
School of Medicine
National and Kapodistrian University of Athens**

**Regulation of Studies, Clinical Education, Mobility and Student Support of the
Foreign Language Undergraduate Study Program "Medical Degree"**

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Article 1

Administration and Governance of the Programme (In accordance with Greek Legislation 5094/2024, Article 65)

The administration and governance of the Foreign Language Undergraduate Study Program "Medical Degree" is organized based on the institutional framework of Greek higher education and the principles of transparency, accountability and academic autonomy.

The main institutional decision-makers are:

- The Senate of the National and Kapodistrian University of Athens, as the highest collective body of strategy and academic policy of the Institution.
- The Committee of the Program, which is responsible for planning, coordinating, monitoring and continuously improving the operation of the Program.
- The Director of the Program, who has the operational responsibility for the implementation of academic policy, the coordination of educational activities and quality assurance.
- The Assembly of the School of Medicine, which approves, supervises and evaluates the overall academic operation of the Program within the School.

The operation of the above bodies ensures the effective management of the Program, the compliance with national and European quality standards (ESG 2015) and the continuous improvement of its educational, research and clinical mission.

Article 2

Academic Year Structure and Educational Organization

The academic year begins on September 1 of each year and ends on August 31 of the following year, in accordance with the institutional framework for the operation of the Undergraduate Programs of the University of Athens.

Each academic year is divided into two (2) academic semesters, which are distinct but interrelated educational periods, with clearly defined learning outcomes and credits (ECTS).

The courses of the Program are of a six-month duration and are organized in a way that ensures the progressive acquisition of knowledge, skills and professional attitudes, according to the competency-based curriculum of the Foreign Language Undergraduate Study Program "Medical Degree".

The educational process includes the following forms of teaching:

- Lectures, which aim at the systematic theoretical foundation of the subjects
- Laboratory Training, which enhances practical understanding and development of basic skills
- Clinical Training, which takes place in University Clinics and partner health structures and aims to acquire clinical experience and professional skills under supervision.

The educational structure is oriented towards student-centered learning, the staggered transition from basic to clinical sciences and the integrated development of medical competence, in accordance with international medical education standards (ESG 2015 and WFME Standards).

Article 3

Duration of Studies, Program Structure and Academic Calendar

Duration of Studies

The normal duration of study in the Foreign Language Undergraduate Study Program (F.L.U.S.P) "Medical Degree" is six (6) academic years, corresponding to twelve (12) academic semesters and a total of three hundred and sixty (360) ECTS credits. The maximum duration of study is determined in accordance with the current legislation and amounts to n+3 years, where n is the minimum duration of studies of the Program.

Structure and Organization of the Curriculum

The academic year is divided into two (2) teaching periods, the Fall and the Spring Semester.

The courses of the Program are organized in twelve (12) semesters and are divided into:

Compulsory Courses

Compulsory Elective Courses

Clinical Training and Clinical Rotations

During the Fall Semester, the courses of the 1st, 3rd, 5th, 7th, 9th and 11th semesters are offered, while during the Spring Semester the courses of the 2nd, 4th, 6th, 8th, 10th and 12th semesters are offered.

The Program follows the logic of a gradual transition from basic biomedical sciences to clinical sciences, ensuring the progressive development of knowledge, skills and professional attitudes in accordance with international medical education standards and World Federation for Medical Education (WFME) standards.

Educational Activities

The training process includes a combination of theoretical, laboratory and clinical training through:

- Lectures
- Laboratory Sessions
- Preclinical exercises
- Tutoring courses and seminars
- Case-Based Learning
- Problem-Based Learning
- Training with simulation and development of clinical skills
- Clinical training in University Clinics and collaborating health structures

Courses and Graduation Requirements

The current Curriculum includes:

- Forty-seven (47) compulsory courses

- Twelve (12) compulsory elective courses
- One (1) compulsory three-month clinical education program (Clinical Elective Rotation).

For the award of the Medical Degree, the following are required:

- Successful completion of twelve (12) semesters of study
- Successful examination in all compulsory subjects.
- Successful completion of the compulsory clinical education program
- Successful completion of the required compulsory elective courses
- Collection of all required ECTS credits.

Rating System

Student assessment is conducted using methods that align with the learning outcomes of each course and may include:

- Written exams
- Oral exams
- Practical or laboratory tests
- Clinical examinations
- Objective Structured Clinical Examinations (OSCE)
- Presentations and individual or group projects
- Portfolios, logbooks and workplace-based assessment

The score is expressed on a scale of 0–10, with a minimum pass score of five (5).

Academic Calendar

The Fall Semester begins in September and ends in January, while the Spring Semester begins in February and ends in the first week of June.

The exact start and end dates of the semesters, as well as the examination periods, are approved each year by the Senate of the National and Kapodistrian University of Athens and are announced to students in good time before the start of the academic year.

Each semester includes at least thirteen (13) full weeks of teaching, in accordance with the current legislation, and is followed by an examination period lasting two to three weeks.

The examination schedule is announced in a timely manner and, as a rule:

- For the Fall Semester during the month of December.
- For the Spring Semester during the month of May.

Note: Although, if the program is finalized earlier, it may be communicated to students at an earlier time.

Holidays and Holidays

During the academic year, no educational activities take place during the public holidays and holiday periods provided by the academic calendar of the NKUA, including:

Fall Semester

- October 28th
- November 17th
- Christmas and New Year Holidays

Spring Semester

- Ash Monday
- March 25th
- Easter Holidays
- May 1st
- Monday of the Holy Spirit

Any amendments to the academic calendar are made in accordance with the decisions of the competent bodies of the University and the applicable legislation.

Article 4

Attendance of Courses and Educational Activities

Student Information and Course Organization

At the beginning of each semester, lecturers provide students with detailed information about each course through the eClass online platform.

This information shall include at least:

- The aims and learning outcomes of the course
- The curriculum and educational activities
- The recommended literature and educational material
- The office hours of the professors
- Assessment methods and scoring criteria
- Attendance and participation requirements
- Any special conditions for successful completion of the course.

Timely and complete information of students ensures transparency, equal opportunities and their effective participation in the educational process.

Tracking Policy

The active participation of students in educational activities is a basic prerequisite for the achievement of learning outcomes and the development of the professional skills required for the practice of Medicine. Attendance is compulsory in all forms of educational activities, including lectures, workshops, tutorials, simulations, clinical exercises and activities in hospital wards.

First to Fifth Semester

For the courses of the first five semesters, the following are required:

- Minimum attendance of lectures at a rate of 80%.
- Compulsory participation in laboratory and practical exercises according to the requirements of each course.
- Compliance with the specific conditions set by the Head Professor.

Sixth to Twelfth Semester

For the courses of the clinical years, the following are required:

- Minimum attendance of lectures at a rate of 70%.
- Compulsory participation in clinical exercises, bedside teaching, outpatient clinics, simulation training and other clinical training activities.
- Compliance with the attendance requirements set by the respective Clinic or Laboratory.

The recording of attendance is carried out by the means determined by the Program and the academic units.

Article 5 Absence and Clinical Training Policy

The School of Medicine of the National and Kapodistrian University of Athens recognizes that the education of future doctors requires not only academic competence but also a high level of professionalism, responsibility and active participation in clinical activities.

Clinical education is an integral part of the Curriculum and cannot be completely substituted by other forms of teaching.

The presence of students in clinical activities is directly linked to:

- Patient safety.
- The development of clinical skills.
- Professional behavior.
- The achievement of learning outcomes.

Basic Principles

Students must:

- To arrive on time for all educational activities.
- To adhere to the rules of professional conduct and ethics.
- Comply with the requirements of clinical units and trainers in charge.

- To immediately inform the teacher in charge in case of an extraordinary impediment.
- Attendance and participation in clinical activities are assessed as key elements of professionalism and academic responsibility.

Consequences of Non-Compliance

Failure to comply with the monitoring requirements may lead to:

- Mandatory replacement of educational activities.
- Additional training assignments or assessments.
- Unsuccessful completion of clinical practice.
- Repetition of part or all the clinical training.
- Inability to participate in the final evaluation of the course.

Each case is examined individually by the Head Professor and/or the competent Program Committee, taking into consideration documented reasons for absence and the student's academic progress.

Justified Absences

Excused absences may be recognized for serious health reasons, family reasons, participation in approved academic activities or other cases provided for by the applicable legislation and regulations of the NKUA. In all cases, the submission of the relevant supporting documentation and the timely notification of the competent academic unit are required.

Article 6

Student Evaluation, Grading and Examination Periods

Assessment Principles

Student evaluation is an integral part of the educational process and aims to ascertain the achievement of learning outcomes, the acquisition of knowledge, skills and professional attitudes, as well as the readiness of students to practice Medicine. The evaluation system of the Foreign Language Undergraduate Study Program (Medical Degree) is governed by its principles:

- Validity
- Reliability
- Objectivity
- Transparency
- Equal opportunities (fairness)
- Feedback

Assessment methods are aligned with the learning outcomes of each course and communicated to students at the beginning of each semester through the eClass platform.

Final Grade Calculation

The final grade of each course is determined by the Head Professor in collaboration with the respective Laboratory or Clinic and results from the overall evaluation of the student's performance in all educational and examination activities of the course.

The assessment may include:

- Midterm examinations
- Written exams
- Oral exams
- Practical or laboratory tests
- Objective Structured Clinical Examinations (OSCE)
- Mini-CEX and other forms of workplace-based assessment
- Assignments, presentations and portfolios
- Clinical skills assessment and logbooks

The weight of each component of the evaluation is determined by the Head Professor and is announced to the students at the beginning of the semester.

Grading Scale

The final grades are expressed on the numerical scale from zero (0) to ten (10). Successful completion of a course requires a final grade equal to or greater than five (5.0). Scores are recorded and announced through the myUni information system within thirty (30) days from the date of completion of the examination process. The qualitative ranking of degrees follows the current framework of Greek Higher Education:

Grade	Characterization
5,00 – 6,49	Good
6,50 – 8,49	Very Good
8,50 – 10,00	Excellent

Grade Point Average

The final degree grade is calculated as a weighted average of the grades of all successfully completed courses, according to the credits (ECTS) corresponding to each course. The degree grade is calculated to an accuracy of two decimal places.

Examination Periods

During each academic year, three examination periods take place:

- Fall examination period (January – February), for the courses of the Fall Semester.

- Spring examination period (June – July), for the courses of the Spring Semester.
- Repeat examination period (September), for students who did not participate or did not successfully complete the examinations of the previous examination periods.

The exact dates are determined each academic year by the Academic Calendar of the NKUA.

The examination schedule is published in a timely manner and, as a rule, at least four weeks before the start of the respective examination period.

The dates of the September examination period are announced by the end of July at the latest.

Re-enrolment in a Course

A student who fails in a course even during the repeat examination period of September is obliged to re-enroll in the specific course and re-attend it in accordance with the requirements of the Curriculum.

Re-registration entails full compliance with the monitoring, laboratory or clinical training requirements in force in the year of re-registration.

Score Improvement

Students may request only one (1) re-examination for a grade improvement in a course they have successfully completed.

The relevant application is submitted within the deadline announced by the Secretariat of the Course after the publication of the scores.

The grade obtained during the review definitively replaces the previous grade, regardless of whether it is higher or lower.

Article 7

Course Registration and Registration via myUni

Linking Monitoring and Examination

Participation in the exams requires completion of the course attendance requirements. Students who exceed the permitted absences do not acquire the right to participate in the normal examination period of the course.

In exceptional cases and following a documented recommendation of the Head Professor and the approval of the Program Committee, a special plan for the replacement of educational activities may be approved.

Objections and Grade Revision

Students have the right to request clarifications regarding their evaluation and to submit a reasoned request for review of procedural issues within the deadlines set by the Program. These procedures ensure transparency, fair treatment, and the protection of students' academic rights.

Article 8

Electronic Platforms (myUni, eClass and other digital services)

Digital Learning and Administrative Support Environment

The Medical Degree English Program utilizes integrated digital platforms for the management of academic, educational, and administrative processes. The e-services ensure students' direct access to information, educational materials, academic data, and administrative services, supporting a modern, transparent, and student-centered learning environment. **myUni** and **eClass**, which are complementary and are an integral part of the educational process.

myUni Student List Information System

myUni is the official student information system of the National and Kapodistrian University of Athens and is used to manage all the basic academic processes of students.

Access link: <https://my-uni.uoa.gr/>

All students of the Program are required to use the system to manage their studies and in particular for course registration, monitoring of their academic progress, and the issuance of official certificates.

Course registration is made electronically through myUni in each Fall and Spring Semester, within the deadlines announced by the Program Secretariat.

Failure to complete the course registration on time will result in inability to participate in the examinations of the respective courses.

Through the platform, students have access to:

- Personal and academic information
- Curriculum and course descriptions
- Course Statements
- Detailed Score and Academic Progress
- Examination periods and exam results
- Practical and clinical training
- Online applications and certificates
- Certificates of attendance and detailed scores
- User guides and administrative notices

myUni is the official system for recording the academic progress of each student and the main means of communication between the Program, the Secretariat and the students.

eClass Asynchronous Education Platform

eClass is the official e-learning platform of the University of Athens and supports teaching, learning and communication between teachers and students.

Access Link:

<https://eclass.uoa.gr/>

The platform is used to organize and distribute the educational material of all the courses of the Program.

For each course, the Professors upload:

- The guide and the outline of the course
- Learning outcomes
- The curriculum
- Lectures, notes and training materials
- Bibliography and scientific sources
- Announcements and Updates
- Assignments and electronic submissions
- Educational activities and self-assessment exercises
- Preparation material for laboratories and clinical exercises
- The platform supports asynchronous learning, allowing students to access the study materials regardless of the time and place of attendance.
- Digital Support of the Educational Process
- The digital infrastructure of the Program is part of the digital transformation strategy of the School of Medicine and supports:
 - Student-centered learning.
 - Blended and hybrid teaching.
 - Continuous access to educational resources.
 - The transparency of academic procedures.
 - Effective communication between students and teachers.
 - The monitoring of academic progress.
 - The collection and utilization of data for quality assurance purposes.
 - The continuous upgrading of digital services is a strategic priority of the Program and contributes to the creation of a modern international medical education environment, in accordance with ESG 2015 and WFME standards.

Article 9

Issuance of Certificates, Transcripts and Administrative Service for Students

Issuance of Certificates and Certificates

Students of the Foreign Language Undergraduate Study Program (Medical Degree) may request the issuance of certificates, attestations, and other academic documents throughout the duration of

their studies. Applications are submitted electronically through the available university information systems or, where required, by e-mail to the Program Secretariat at:

medicen@uoa.gr

The most common categories of documents include:

- Certificate of Enrollment
- Transcript of Records
- Certificate of Studies
- Certificates of academic status
- Other documents provided for the administrative procedures of NKUA

Request Procedure

When submitting a request, students must indicate:

- The type of document they are applying for.
- The purpose of which the document will be used.
- The required number of copies.
- Any special requirements or deadlines.

For the proper handling of requests, it is recommended that the subject line of the email states: **“Certificate of Enrollment Request”** or **“Transcript of Records Request”**, as applicable.

Registration Certificate

Students may request a Certificate of Enrollment throughout their studies for academic, administrative, professional or other legal purposes. For the smooth operation of the Secretariat, it is recommended to submit a reasonable number of requests per academic semester.

Detailed Score

Students may request the issuance of a **Transcript of Records** after the completion and finalization of the results of each examination period. The Transcript of Records includes the courses successfully completed, the corresponding grades, the ECTS credits, and any other information required under the applicable regulatory framework.

Processing Time

The Secretariat of the Program makes every effort to ensure that students' requests are processed within three (3) working days from the date of their submission. In times of increased administrative burden or when additional administrative control is required, the processing time may be extended, in which case students are informed accordingly. Students who need documents for a specific deadline must submit their request in a timely manner to ensure their timely service.

Principles of Administrative Service

Student administrative support is based on the principles:

- transparency,
- equal treatment,
- the protection of personal data,
- Timely service,
- digital governance;
- the student-centered approach.

The continuous improvement of administrative services is part of the Program's quality assurance system and is monitored through performance indicators and feedback from students.

Article 10

Diploma Supplement

Upon successful completion of the Program and the award of the Medical Degree, all graduates are automatically granted a Diploma Supplement at no additional cost, in accordance with the principles of the European Higher Education Area (EHEA) and the relevant European guidelines.

The Diploma Supplement provides detailed information on:

- The awarded degree title.
- The level and duration of studies.
- The structure and content of the Curriculum.
- The courses that were successfully completed.
- The credits (ECTS) of each course.
- The grade and the final degree grade.
- The national higher education system.
- The possibilities of further academic or professional use of the degree.

The Diploma Supplement facilitates the international academic and professional recognition of graduates' studies and enhances the transparency and comparability of qualifications at the international level.

Article 11

Academic Advisors

The Program implements a structured Academic Advising system aimed at supporting students throughout their studies. From the beginning of his/her studies, each student is assigned an Academic Advisor, who is a faculty member of the School of Medicine.

The Academic Advisor provides guidance on issues related to:

- The academic course and progress of the student.
- Course selection and educational activities.
- Participation in research programmes.
- The opportunities for mobility and internationalization.
- The development of professional and academic skills.

- The management of academic difficulties or special needs.

The institution of the Academic Advisor is a key student support mechanism and is part of the student-centered approach of the Program.

Article 12

Evaluation of the Program and Student Participation in Quality Assurance

The continuous improvement of the Programme is based on systematic evaluation and feedback from students, alumni, faculty and other stakeholders. Students are invited to participate in anonymous online assessments that take place at regular intervals during each academic year.

The evaluations concern:

- The quality of teaching.
- The organization of the lessons.
- Clinical education.
- The adequacy of educational infrastructure.
- Student support services.
- The overall student experience.

The results are utilized by the OMEA, the MODIP and the Program Committee in the context of the cycle of continuous improvement (Plan-Do-Check-Act). Student feedback should be documented, constructive, and formulated with respect for all members of the academic community.

Article 13

Personal Data Protection (GDPR)

The National and Kapodistrian University of Athens fully implements the General Data Protection Regulation (EU) 2016/679 (GDPR), as well as the applicable national legislation on the protection of personal data. The University collects and processes personal data exclusively for academic, administrative and educational purposes related to the operation of the Program.

- Students are informed about:
- The data collected.
- The purpose of their processing.
- The retention period.
- Their rights as data subjects.
- The procedures for exercising their rights.

The University takes appropriate technical and organizational measures to ensure the confidentiality, integrity and security of personal data.

Article 14

Academic Integrity and Plagiarism

Academic integrity is a fundamental value of the Program and an integral element of the scientific and professional formation of future doctors. Plagiarism is defined as the presentation of ideas, texts, images, data or other intellectual work of third parties as an original work of the student without proper reference and documentation.

Plagiarism includes, but is not limited to:

- Copying text without appropriate referencing.
- Unrecognized paraphrasing.
- Use of other people's work
- Unauthorized use of artificial intelligence or other content production tools in violation of course guidelines.

The University employs specialized text similarity detection systems, such as Turnitin, to ensure academic integrity. Cases of possible plagiarism are examined in accordance with the prescribed academic procedures and may result in academic sanctions.

Article 15

Equality, Diversity and Equal Opportunities

The Foreign Language Undergraduate Study Program “Medical Degree” is committed to fostering an academic environment based on respect, equity, diversity, and inclusion. The Program adopts the policies of NKUA for:

- Gender equality.
- The prevention of discrimination.
- The fight against harassment and gender-based violence.
- Ensuring equal opportunities for access and participation.
- Students have access to the services and support structures of the Office of Gender Equality and the Equality Committee of NKUA.

The relevant structures:

- They provide counseling and support.
- They promote information and awareness actions.
- They support people who are being discriminated against or harassed.
- They contribute to the creation of a safe and inclusive academic environment.

Equality, diversity and mutual respect are fundamental values of the academic community of NKUA and the Foreign Language Undergraduate Study Program “Medical Degree”.

Article 16

Equal Access Unit for Persons with Disabilities and Special Educational Needs

The National and Kapodistrian University of Athens, in the context of its policy to ensure equal opportunities, inclusion and universal accessibility, operates the Equal Access Unit for Persons with Disabilities and Persons with Special Educational Needs, which was established by decisions of the Senate and the Rector's Council of the Institution in 2006.

The Equal Access Unit supports the full and equal participation of students in the educational process, ensuring the removal of obstacles that may affect their academic career.

Students who have an official certification from a competent public or recognized health body for one or more of the following categories have the right to access the services of the Unit:

- Sensory disabilities.
- Motor disabilities.
- Specific learning difficulties, including dyslexia.
- Autism spectrum disorders and other neurodevelopmental disorders.
- Serious or chronic diseases.
- Serious psychosocial or mental health problems.

The categories of disabilities, diseases and special educational needs follow the official codification implemented by the University of Athens and are available through the website of the Equal Access Unit.

Students of the Foreign Language Undergraduate Study Program "Medical Degree" who fall into the above categories and wish to provide reasonable accommodations or educational facilities must contact the Equal Access Unit (access@uoa.gr) in a timely manner and submit a relevant request at the beginning of each academic semester.

The facilities provided may include, depending on the needs of the student and after evaluation:

- Adjustments when teaching and attending classes.
- Special arrangements during examinations.
- Assistive technologies and accessible educational materials.
- Facilitation of participation in laboratory and clinical activities.
- Counseling and personalized academic support.

Students who apply for facilities are responsible for:

a) to communicate their needs in a timely manner, b) to provide the necessary and updated supporting documents, c) to cooperate with the Equal Access Unit, the Academic Advisors and the teachers for the correct implementation of the approved adaptations, d) to update their data and requests when their academic or clinical obligations change.

The Medical Degree English Program is committed to fostering a non-discriminatory educational environment that respects diversity, supports inclusion, and ensures equal opportunities for learning and academic development for all students.

Article 17

Code of Ethics and Professional Conduct

Fundamental Principles

The National and Kapodistrian University of Athens is a public academic institution dedicated to the promotion of knowledge, scientific truth, education, research and social contribution. The Foreign Language Undergraduate Study Program "Medical Degree" operates in accordance with the principles of academic freedom, scientific integrity, equality, meritocracy, inclusion and respect for human rights. All members of the academic community must contribute to the formation of an environment of mutual respect, cooperation, professionalism and academic responsibility.

The Program implements a zero-tolerance policy against any form of discrimination, harassment, intimidation or unequal treatment based on gender, age, ethnic or social origin, religion, language, disability, sexual orientation, gender identity, cultural characteristics or any other protected characteristic.

Students who believe that they have suffered discrimination, harassment or other form of unfair treatment may contact the Program Directorate, the Program Committee, the Equal Access Unit or the competent bodies of NKUA, in order to examine the issue in accordance with the prescribed procedures.

Obligations of Faculty Members and Teaching Staff

The faculty members, as well as the members of the Special Educational Staff, the Laboratory Teaching Staff and the Special Technical Laboratory Staff (ETEP), must:

- a) To promote scientific knowledge through teaching, research and academic guidance.
- b) To perform their duties with impartiality, objectivity, meritocracy and transparency.
- c) To treat all students with respect, equality and professionalism.
- d) Ensure fair and documented evaluation procedures.
- e) Protect the confidentiality of personal and academic information.
- f) Avoid any form of conflict of interest or abuse of their academic status.
- g) To act as role models of professional and academic behavior for students and junior researchers.

The exploitation of the academic position for the acquisition of personal, financial or other benefit is contrary to the principles of the University and is dealt with in accordance with the current legislation and the internal regulations of the NKUA.

Student Rights and Obligations

Students are active members of the academic community and participate in the educational process with rights and obligations.

Students must:

- To comply with this Study Regulation and the decisions of the competent bodies of the Program.
- To participate responsibly in educational, laboratory, clinical and research activities.
- Demonstrate professional behavior when communicating with patients, fellow students, faculty and staff.
- To respect academic freedom, diversity and the dignity of all members of the community.
- Adhere to the principles of academic integrity and avoid any form of plagiarism, copying, data falsification, or unfair academic practice.
- Respect safety rules, especially during laboratory and clinical activities.

The promotion of knowledge, scientific truth and responsible professional behavior is a basic obligation of every student of the Program.

Professionalism and Behavior in Clinical Education

Students of the School of Medicine are required to adhere to high standards of professionalism during their clinical training.

In particular, they are obliged:

- a) To respect the rights, dignity and privacy of patients.
- b) Maintain the confidentiality of medical information.
- c) To comply with the rules of bioethics, professional ethics and patient safety.
- d) Demonstrate consistency, responsibility and cooperation during clinical practice.
- e) To act in accordance with the principles of human-centered and evidence-based medical practice.

Obligations of Administrative Staff

The administrative staff of the Program and the University must:

- a) To serve students and members of the academic community with professionalism, impartiality and efficiency.
- b) To ensure the transparency of administrative procedures.
- c) To comply with the principles of personal data protection and confidentiality.
- d) To contribute to the smooth operation of the Program and to the achievement of its educational and research objectives.

Violation of the Code of Conduct

Violation of the principles of this Code of Conduct is examined by the competent bodies of the NKUA and the Program, in accordance with the applicable institutional framework and the prescribed disciplinary procedures. Adherence to the principles of academic integrity, professionalism, equality and mutual respect is a fundamental prerequisite for the participation of all members in the academic life of the Foreign Language Undergraduate Study Program "Medical Degree".

Article 18

Student Mobility and International Educational Activities

The Foreign Language Undergraduate Study Program (Medical Degree) actively supports the national and international mobility of students, recognizing that exposure to different academic, cultural, research and health environments contributes substantially to the development of scientific knowledge, professional skills, intercultural competence and global perspective of future doctors.

Internationalization is a strategic goal of the Program and is integrated both in the curriculum and in the educational and research activities offered to students.

Students of the Program may participate in mobility, exchange and international educational cooperation programs, including:

- a) Erasmus+ actions,
- b) the educational and research activities of the European University CIVIS,
- c) bilateral and multilateral cooperation agreements of the NKUA,
- d) international summer and winter schools,
- e) international research programs and student research exchanges,
- f) clinical electives and international clinical exercises,
- g) Global Health, Public Health and Planetary Health programs,
- h) other educational activities carried out in recognized universities, research centers or health institutions in Greece or abroad.

The selection of participants is carried out with objective, transparent and academic criteria, ensuring equal access opportunities for all students, regardless of gender, nationality, social or economic status, disability or other personal characteristics.

The recognition of learning outcomes, credits (ECTS) and educational activities carried out in the context of mobility is carried out in accordance with:

- the principles of the European Higher Education Area (EHEA);
- the European Credit Transfer and Accumulation System (ECTS),
- the European Commission's ECTS Guide,
- ESG 2015 standards,
- the procedures and regulations of the NKUA.

Before the start of the mobility, the student submits an application for participation and, where required, a Learning Agreement or a corresponding academic mobility plan is drawn up, which is approved by the Academic Advisor, the Mobility Coordinator and the competent academic bodies of the Program. Upon completion of the mobility, successfully completed academic and clinical activities are evaluated and recognized in accordance with the procedures of the Programme and the Institution, with full respect for the principles of academic transparency, comparability and quality.

The Program particularly encourages the participation of students in:

- international clinical exercises,
- inter-university research collaborations,
- Global Health actions,
- public health programs,
- humanitarian and voluntary medical missions,
- International scientific conferences and educational meetings.

These activities contribute to the development of clinical competence, social accountability, cultural sensitivity and international professional identity of graduates.

The administration of the Program, in collaboration with the Erasmus+ Office, the Directorate of International Relations of the University of Athens and the academic units of the School of Medicine, provides students with comprehensive information, counseling support and administrative guidance before, during and after the completion of the mobility.

The quality and effectiveness of mobility actions are systematically monitored through quality indicators, feedback of participating students, annual reviews and continuous improvement processes that are part of the Internal Quality Assurance System of NKUA.

Students' participation in mobility activities is recorded in their individual academic record and may be reflected in the Diploma Supplement, in accordance with the applicable national and European regulatory framework.

Article 19

Submission of Complaints, Objections and Appeals

The Foreign Language Undergraduate Study Program (Medical Degree) is committed to ensuring an academic environment characterized by transparency, fairness, accountability, and respect for students' rights. Students have the right to make suggestions, comments, complaints or objections regarding any aspect of the academic, administrative or educational operation of the Program.

As a first stage, students are encouraged to seek informal resolution of the issue through communication with the Professor, the Academic Advisor, the Head Professor or the Program Secretariat, depending on the nature of the topic.

If the issue is not satisfactorily resolved, the student may follow the formal procedure for submitting a complaint or objection, by submitting a relevant application to the Program Administration through the prescribed administrative procedures or through the special electronic complaint form of the Program.

Petitions are examined:

- a) with objectivity and impartiality,
- b) with respect for the confidentiality of the parties involved,
- c) without discrimination or discriminatory treatment of the petitioner,
- (d) within a reasonable timeframe.

The Program Administration may, depending on the nature of the matter, refer the case to the competent bodies of the School of Medicine or the University.

The Program maintains procedures for monitoring and evaluating complaints and objections within the framework of the Quality Assurance System, with the aim of continuously improving the services provided.

The existence of effective redress and dispute resolution procedures is an essential element of the student-centered approach of the Program and is in line with the principles of ESG 2015.

Article 20

Suspension of Studies

Students of the Foreign Language Undergraduate Study Program may request suspension of studies for serious personal, family, professional or health reasons, in accordance with the current institutional framework and the provisions of the NKUA. The suspension of studies is granted at the request of the student and a relevant decision of the competent bodies of the School of Medicine.

The application is accompanied by the necessary supporting documents, which substantiate the reasons for which the suspension is requested. Indicatively, the supporting documents may include:

- medical certificates or medical reports,
- certificates from public authorities,
- judicial or administrative documents,
- other supporting evidence that sufficiently substantiates the request.

The relevant documents must come from competent and independent bodies or professionals and meet the conditions of reliability and validity provided by the current legislation.

The duration of the suspension is determined in accordance with the applicable legal provisions and may not exceed the maximum period provided for by law.

During suspension:

- a) student status is suspended in terms of participation in educational and examination procedures,
- b) it is not allowed to register courses or participate in examinations,
- c) the academic rights provided under the applicable legislation are retained.

The period of suspension is not counted towards the maximum duration of studies, in accordance with the provisions of the applicable legislation.

After the end of the suspension, the student is automatically reintegrated into the Program and continues his/her studies from the point where it was interrupted.

The Program ensures that students returning from a period of suspension receive appropriate academic guidance and support for their smooth reintegration into the educational process.

Article 21

Tuition Fees

The annual tuition fees of the Foreign Language Undergraduate Study Program (Medical Degree) amount to seventeen thousand euros (€17,000) per academic year for all students, regardless of country of origin or citizenship. The amount of tuition fees is approved by the competent bodies of the University in accordance with the current institutional framework and is published on the official website of the Program.

Payment Method

Upon acceptance of the admission offer, the candidate is obliged to pay an advance payment of five thousand euros (€5,000) to reserve his/her place in the Program. The advance payment is offset against the annual tuition fees of the first year of study. The remaining amount of tuition fees is paid in two equal installments according to the financial schedule announced by the Secretariat of the Program. Payment deadlines are communicated to students in a timely manner through the official communication channels of the Program.

Article 22

Tuition Refund Policy

Deposit Refund Policy

The deposit of five thousand euros (€5,000) is refunded exclusively in the following cases:

- a) when a candidate who has been accepted conditionally does not meet the academic admission requirements and the Program Committee revokes the offer of admission,
- b) when the competent consular authority rejects the application for a student visa, provided that the candidate provides the relevant official evidence. After the finalization of the registration, the tuition fees paid are not refunded in the event of:

- voluntary withdrawal of the student,
- interruption of studies,
- non-participation in educational activities,
- expulsion or deletion in accordance with the prescribed procedures.

Exceptionally, in cases of proven force majeure or exceptional circumstances that could not have been foreseen or avoided by the student, the Program Committee may examine a request for a partial refund of an amount paid before the start of the study.

The evaluation is carried out on a case-by-case basis, based on the supporting documents submitted and the specific circumstances of each request.

Any bank charges, money transfer fees, or other financial charges that may arise related to the refund of amounts are borne exclusively by the beneficiary.

Article 23

Scholarships and Financial Support (if provided)

The Program may grant excellence scholarships, social scholarships or other forms of financial support in accordance with the decisions of the competent bodies of the University of Athens and the applicable Scholarship Regulation. The relevant calls, the selection criteria and the application procedures are published on the Program's website. The Program seeks to continuously expand the available scholarships, with the aim of facilitating access for high-performing students and students facing financial difficulties.

Transparency and Accountability

The Program implements a policy of financial transparency and sound management of its resources, in accordance with the current institutional framework of the University of Athens and the principles of public accountability. The proceeds of the Program are used to support the educational process, the development of infrastructure, the enhancement of the student experience, the internationalization, the improvement of support services and the continuous upgrading of the quality of the Program.

Article 24

Quality Assurance Policy

Quality Policy Statement

The School of Medicine implements a comprehensive Quality Assurance Policy for the Foreign Language Undergraduate Study Program "Medical Degree", with the aim of ensuring a high level of education, excellence in teaching, promotion of research, internationalization and continuous improvement of the student experience.

This policy is an integral part of the development strategy of the School of Medicine and is fully aligned with:

- the Internal Quality Assurance System (IQAS) of NKUA,

- the European Standards and Guidelines for Quality Assurance (ESG 2015),
- the World Federation for Medical Education (WFME) Standards,
- the current institutional framework of higher education.

Strategic Quality Objectives

The Program's quality policy focuses on the following strategic objectives

- Continuous improvement of the educational process.
- Enhancing clinical education and patient safety.
- Promoting research and innovation.
- Internationalization and development of international collaborations.
- Support and well-being of students.
- Enhancing the employability of graduates.
- Improve infrastructure and educational resources.
- Ensuring financial sustainability and sound management of resources.

Application Mechanisms

The implementation of the Quality Policy is carried out through:

- the Quality Assurance Unit ,
- the Internal Evaluation Team (OMEA),
- the Committee of the Program,
- the Program Administration,
- academic units and clinical structures.

Monitoring the effectiveness of processes is based on the cycle of continuous improvement:

- Plan – Do – Check – Act (PDCA).

Article 25

Quality Indicators (KPIs), Review, and Continuous Improvement

The Program annually monitors quantitative and qualitative indicators, such as:

Index	Objective
Course Evaluation	≥4,5/5
Teacher Evaluation	≥4,5/5
Course Pass Rate	≥90%
Graduation rate in the regular term	≥85%
Satisfaction with clinical training	≥90%
Student participation in research	≥30%

Index	Objective
International mobility	≥15%
Employability of graduates	≥90%

Graduate Tracking

The Program implements a Graduate Tracking system to monitor:

- graduates' professional integration,
- participation in residency training programs,
- continuation of studies,
- international professional mobility.

The results are used for the continuous revision of the Curriculum.

Stakeholder Involvement

The following are involved in the quality assurance process:

- students,
- graduates,
- faculty members,
- clinical trainers,
- partner hospitals,
- professional bodies,
- employers,
- international academic partners.

Annual Review and Improvement

The Program is subject to an annual internal evaluation, during which:
quality indicators are examined;

- the achievement of the objectives is assessed;
- weaknesses are identified,
- corrective and preventive actions are planned.

The relevant reports are submitted to the competent bodies of the NKUA and to HAHE through OPESP.

Public Information

The Quality Policy, annual reports, quality indicators and quality assurance procedures are made public through the Program's website and the official communication channels of NKUA.



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