

## **DUTIES OF THE PROGRAMME DIRECTOR**

### **1. Matters related to distance learning tools and the library**

- (1) The Programme Director holds Coordinator privileges on the eClass Distance Learning Platform for all Course Units, including Dissertation Course Units, where applicable.
- (2) The Programme Director is responsible for and oversees, both prior to the commencement and throughout the academic year, the operation of the study programme, as well as the content of the Course Units, including the timely preparation of course structures and the uploading of course outlines and educational material to the Platform.
- (3) Ensures that Academic Tutors (and in particular Adjunct Faculty Members) have studied the educational material, viewed the training videos, and familiarised themselves with the use of distance learning tools prior to the commencement of teaching activities.
- (4) Ensures that Academic Tutors (and in particular Adjunct Faculty Members) have studied the University's Internal Study Regulations and Internal Examination Regulations.
- (5) Uses exclusively the email account provided by the University for purposes related to the operation and administration of the study programme.

### **2. Matters related to administrative duties**

- (1) Ensures the continuous updating and revision of the study programme website in both Greek and English, including the detailed descriptions of the Course Units.
- (2) Responds to enquiries from prospective and enrolled students within five (5) working days.
- (3) Cooperates with the University's administrative services for the support of the study programme and for matters related to students' studies and academic status.

### **3. Matters related to teaching staff and teaching activities**

- (1) Ensures the academic quality and integrity of the study programme.
- (2) Coordinates the evaluation and selection process of Adjunct Faculty Members.
- (3) Cooperates with the Finance and Administration Unit – Human Resources Sector for the finalisation of procedures related to the assignment of Course Units to Adjunct Faculty Members and informs them of the designated base/location of the assigned Course Units.
- (4) Prepares the teaching timetable in cooperation with the Student and Study Programmes Support Unit.
- (5) Coordinates meetings of Teaching Staff Groups, where applicable.
- (6) Coordinates, guides, and supervises the work of Course Unit Coordinators and, by extension, Academic Tutors, providing feedback where necessary.
- (7) Submits proposals regarding the structure of the study programme, the content of the Course Units (including the preparation of ECTS Information Sheets), the teaching methodology, and educational material to the School Council, the Committee of Studies, the Internal Quality Assurance Committee, and the Senate of the University.
- (8) Evaluates and validates the development and revision of Course Unit material and Study Guides.
- (9) Reviews, approves, or rejects—in consultation with the competent administrative unit—requests such as rescheduling Group Advisory Meetings, granting individual or collective extensions for written assignments, and similar academic matters.
- (10) Promotes common academic practices to ensure, as far as possible, uniform operation of the programme, consistency in teaching, and adherence to timelines related to the posting of assignments, publication of grades, and communication with students.
- (11) Submits for approval to the Rector's Council, through the Council of the respective School, an evaluation report on Adjunct Faculty Members (Course Unit Coordinators and Academic Tutors) following the completion of the academic semester or academic year.

(12) Submits for approval to the Rector's Council, through the Council of the respective School, an activity report of the study programme upon completion of the academic semester or academic year.

#### **4. Matters related to student issues**

(1) At the beginning of the academic year, welcomes students of the study programme in writing and/or via a recorded video message through the distance learning platform, providing general information such as office hours and contact details.

(2) Is informed by the Student and Study Programmes Support Unit of student requests (e.g. recognition of prior learning or Course Units) and reviews and approves or rejects such requests accordingly.

(3) Is informed by the Student and Study Programmes Support Unit of accommodations granted to students with disabilities.

(4) Is informed of student withdrawals or deletions in accordance with the provisions of the Internal Study Regulations.

(5) Proposes the referral of a student to the Student Disciplinary Committee in cases of plagiarism, inappropriate conduct, or other disciplinary offences.

(6) Communicates with prospective and enrolled students on academic matters.

(7) Provides academic guidance and advice to students in the capacity of Academic Advisor.

(8) Approves the final list of students who have successfully completed their academic obligations within their study programmes.

#### **5. Matters related to Master's dissertations**

(1) Establishes, with notification to the Council of the respective School, Three-member Evaluation Committees for Master's-level dissertations, in accordance with the provisions of the Internal Study Regulations.

(2) Where required, designates the group of teaching staff responsible for proposing dissertation topics to students.

(3) Reviews proposals submitted by students for dissertation topics and, at his/her discretion, refers them for further discussion to the dissertation supervisor.

(4) Submits requests to the Council of the respective School for approval of the preparation of a Master's-level dissertation in a European language other than the official languages of the University.

#### **6. Matters related to doctoral dissertations**

(1) Is informed by the doctoral dissertation supervisor in cases where an extension is granted for the final Course Unit "DXXXX895 – Dissertation Support."

#### **7. Duties of the Programme Director when a Programme Academic Council is in place**

(1) The Programme Director chairs and coordinates the work of the Programme Academic Council of the study programme, where such a Council is established.