

Regulations of studies of the Early Years Learning and Care Department

The regulations of studies provides students the opportunity to understand the content of studies that they will attend at the host Department. It sets essential procedures regarding the studies, so that there is systemic acquisition of scientific knowledge and development of competences that will allow the graduates to be capable professionals who will face contemporary needs of production and be critical of the social content of their contributions.

General

The study guide of the Department of Early Years Learning and Care lasts 4 years (8 semesters) and leads to the Bachelor Degree. There are 51 modules/courses. The first (7) seven semesters the students enrol on theoretical and practical courses. During the 8th semester they have the option to select either a dissertation or (2) elective courses. During the 8th semester students can have a placement experience, optionally, in the private or public sector. For the degree the student needs to have completed successfully:

1. Attendance and assessment on 37 Compulsory and 8 Elective modules/courses (240 ECTS). During the 8th semester either the dissertation or 2 elective courses.
2. The placement (if they have selected it).

Registration – enrolment on modules/courses

1. Student of the Department is everyone who is enrolled according to legal compliances after admission or transfer or ranking. The studentship lasts until the reception of the degree.
2. The first registration takes place within a specific period (usually of 15 days) after the announcement of the results of the General Exams. The prerequisites are defined each time by ministerial decisions for the admission of new students.
3. A student who has enrolled at the University cannot be at the same time student at another Higher Education Institution in Greece or abroad.
4. The registration gets renewed each year with the signing up of modules/courses. The application for courses is compulsory and takes place electronically within a predefined period at the start of the winter or spring semester.
5. If the students don't submit the application of modules/courses they cannot access the books, they cannot sit the exams and if for any reason they participate they won't be assessed, and, if nevertheless they get assessed their grade won't be taken into account or recorded for any exam period.
6. The application takes place electronically through the system classweb during a specific period at the start of the semester that is announced on the website of the Department.

Cycles of study, start, pause and end of courses

1. The basic educational period at the University is the teaching semester. The academic year starts on the 1st of September and ends on the 31st of August of the next year. The educational studies of each academic year consist of two semesters (winter, spring). Each semester has at least 13 full weeks of teaching and 2-3 weeks of assessment. Each student has to participate in the educational practices, as this is defined by law and the decisions of the Bodies of the University and the Department.

Forms of teaching

The educational process in each module/course includes more than one of the following forms:

- Theoretical teaching
- Practical sessions
- Seminars
- Tutorials and lab-based sessions
- Group or individual assessments
- Educational visits and fieldtrips

Studentship

1. The students attend all the modules/courses of the study guide, according to their application and the regulations of the articles of the current document.

2. The teaching hours per semester for each module/course correspond to 13 weeks. If the number of the weekly modules/courses is for any reason less than the 2/3 of the weeks of the teaching semester, then this module/course will be considered as not taught. The least number of present students in a module/course so that this takes place is the 30% of the students who have signed up.

3. The participation at the lab-based courses is compulsory and this is monitored by staff. The student needs to be present at the teaching sessions so as to sit the exams at the end of the semester.

Grading system

1. The grading system in all the modules/courses is numerical: zero to ten (0-10), the baseline pass is five.

2. All grades are calculated and recorded with approximately two decimals of the whole number. The classification of the degree is based on the teaching credits without the inclusion of the placement.

Exam periods, exam program

1. The exams take place at the end of the semester and students can sit them if they have applied and attended them. In September, before the start of the winter semester, there are repetitive exams at the modules/courses of both semesters (winter, spring). The grades

of the students at each module/course are defined by the teaching staff who can set written or/and oral exams.

2. The program of the exams per semester is defined by the decisions of the Department and the start date is announced at least a month in advance of the exam period.

3. The general responsibility for the exams has the Head of Department who takes care of the invigilators, the suitability of the spaces, the provision of materials and in general the unimpeachable of the exams.

4. The exams of each module/course take place under the responsibility of the teaching staff.

Process of exams

1. For the response to the exam topics the students are provided with specially sealed papers or forms under the responsibility of the invigilators.

2. At the start of the exams the invigilators check the personal identity details of the students.

3. During the exams it is forbidden to copy or talk or cooperate in any way with other students and the possession of any non-accredited material (like notes, books, etc) is banned. Any cheating is banned including the transit and receipt of the topics or answers and the communication of the students with other persons than the examiners or invigilators with any way and means. The use of mobile phones or portable electronic devices is banned (like ipad, tablet, pcs) for any use (including the calculator or clock). Mobile phones need to be switched off during the exams and during the presence of the student in the exam room and when he/she exits urgently. In each room, under the responsibility of the invigilators, there is a student register where the name and student ID number appear and the student signs off with the delivery of their exam paper. The student register is given to the examiner by the end of the exams.

4. Student who copies from books or notes or another exam paper or collaborates with other student/s or obstructs the exams gets a zero, noted on his/her exam paper from the invigilator who noticed this.

5. After a notable period of time, after the exams, the teaching staff enter the grades at the student register and provide them in a written form at the Department.

6. The exam scripts are kept for 6 months by the examiner. During this period the student might ask from the examiner advice on his/her exam paper.

Dissertation

The dissertation is optional for the degree. The guidance is updated when necessary and uploaded on the Department's website.

Placement

At the 8th semester students can optionally have a placement experience at institutions of the private and state sector.

Degree classification – declaration of graduates

The degree classification is calculated as a fraction with the numerator being the sum of the product of the grade the student achieved at each module/course with the equivalent credits and the denominator being the sum of the credits that are needed for the degree. The grade of the degree is calculated with two decimals.