



**ΠΑΝΕΠΙΣΤΗΜΙΟ
ΠΕΛΟΠΟΝΝΗΣΟΥ**
University of the Peloponnese

**School of Agriculture and Food
Department of Food Science and Technology
MSc “Sustainable Agrosystems for Quality
Mediterranean Foods”**

D5.2 Study Regulations of the Master’s Program

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1. General Information

The joint Master's Program (MSc / Joint Master) "Sustainable Agrosystems for Quality Mediterranean Foods" is a second-cycle study program leading to the award of a Joint Master of Science (M.Sc.) degree. Successful completion of the program leads to the award of a qualification corresponding to Level Seven (7) of the National and European Qualifications Framework, in accordance with Article 47 of Law 4763/2020.

The MSc has a duration of four (4) semesters and corresponds to 120 ECTS credits. It is jointly organized by the Department of Food Science and Technology of the University of the Peloponnese, the Department of Agricultural, Food, and Forestry Sciences of the University of Palermo (Italy), and the Department of Food Industries of the Polytechnic Institute of Viseu – Agrarian School of Viseu (Portugal).

Individuals possessing a recognized bachelor degree or equivalent qualification from accredited higher education institutions globally are eligible for admission to the Joint Master's Program. As the program covers a wide range of academic disciplines (e.g., agronomy, chemistry, microbiology, food technologies, food analysis and quality control techniques, nutrition), all graduates of relevant departments of universities with certified knowledge of the English language at least at level B2 are considered potential candidates for the program. Graduates from other academic disciplines may be admitted to the Joint Master's Program only if the maximum number of entrants has not been filled by candidates from the aforementioned relevant fields.

2. Structure of the Study Program

The curriculum of the MSc is structured into four (4) semesters. During the first three semesters, specialized courses related to the subject area of the MSc are taught. In the fourth semester, students undertake their Master's Thesis and Traineeship.

Each semester corresponds to 30 ECTS credits. The detailed curriculum is available on the MSc website (<https://sustainableagromedfoods.uop.gr/>).

3. Student Selection

Selection of students for the MSc is carried out by an Evaluation and Selection Committee for Master Candidates following a public call for applications/expression of interest posted on the MSc website.

4. Enrollment in the MSc

The Secretariat of the MSc invites the selected Master students to enroll within a specific period determined by the Joint Coordinating Committee of the MSc and to submit the required supporting documents in printed or electronic form.

Places of successful candidates who do not accept enrollment or withdraw within one (1) month from the beginning of the semester are filled by reserve candidates according to their ranking order in the final evaluation list.

5. Duration of Studies

The duration of studies in the MSc for obtaining the Master of Science (M.Sc.) degree is defined as four (4) academic semesters, including the time required for the preparation of the Master's Thesis and the Traineeship.

An extension may be granted following a justified request by the student and approval by the Joint Coordinating Committee of the MSc. The extension may not exceed half of the normal duration of studies of the program, i.e., up to two (2) additional semesters. The right to extend studies may be exercised either once or in parts, for a minimum period of one (1) academic semester.

In particular, in cases of documented serious health reasons concerning the student, or a first-degree blood relative, spouse, or a person with whom the student has entered into a civil partnership, an extension beyond the above limit may be granted.

6. Part-Time Study

Part-time study is available following a justified request by the Master student and approval by the Joint Coordinating Committee of the MSc, with the duration specified in the relevant decision.

For students under part-time status, each semester counts as half an academic semester. These students may not register for or be examined in more than half of the courses provided in the semester curriculum.

Admission to part-time status applies retroactively from the beginning of the semester in which the relevant application is submitted.

Students under part-time status may return to full-time study following their request, submitted before the start of the academic semester, and a decision by the Joint Coordinating Committee of the MSc.

Students applying for part-time study status are required to submit the necessary supporting documents, as applicable, in accordance with the legislation in force at the time. Indicatively, such documents may include evidence of employment, health status, disability, family obligations, or other documented reasons justifying admission to part-time study status.

7. Suspension of Studies

Master students may submit a justified request for suspension of studies, which may not exceed two consecutive semesters. The right to suspend studies may be exercised either once or in parts, for a minimum period of one (1) academic semester. Semesters during which student status is suspended are not counted toward the maximum permitted duration of regular studies. During the suspension period, the Master student loses student status.

The decision regarding suspension of studies is taken by the Joint Coordinating Committee of the MSc.

The application for suspension must be submitted before the start of the academic semester, must be justified, and accompanied by supporting documentation for the stated reason.

Suspension is granted only for exceptionally serious reasons such as health, family, financial, professional, force majeure, or military service obligations.

Students under suspension status may terminate the suspension following their request and a decision by the Joint Coordinating Committee of the MSc. Student status is automatically reinstated immediately after the suspension period ends.

During the suspension period, the student is not required to pay tuition fees. The student is obliged to pay the prescribed tuition fees immediately after the end of the suspension and the continuation of studies.

If the suspension request is submitted after the payment of the prescribed tuition fees, the fees are not refunded but are offset against any remaining tuition fees after the suspension period ends.

8. Reasons and Procedure for the Deletion of Master Students

The Department Assembly, following the recommendation of the Joint Coordinating Committee of the M.Sc. Program, may decide on the deletion (expulsion/removal) of Master students if they:

- a) exceed the maximum absence limit, as defined in these Regulations,
- b) fail the examination in one or more courses and do not successfully complete the program in accordance with these Regulations and the Internal Operating Regulations of the M.Sc. Program,
- c) exceed the maximum duration of studies in the M.Sc. Program, as defined in the Regulations of the Master program, unless there are documented serious and exceptional reasons,
- d) commit criminal or disciplinary offenses that expose or damage the participating Institutions, including indicatively:
 - destruction of the Institution's movable or immovable property used by the Institution or members of the academic community,
 - obstruction of the proper functioning of the Institution, including its educational, research, or administrative operations, as well as the operation of its individual and collective bodies, services, facilities, and equipment,
 - use of prohibited substances within the Institution and any involvement in their distribution,
 - commission of any misdemeanor or felony connected with student status,
- e) fail to pay the prescribed tuition fees (in whole or in part within the prescribed time period according to the decision of the Joint Coordinating Committee of the M.Sc. Program),
- f) submit a request for their own deletion from the program.

Before a decision on the deletion of a Master student is issued, the competent body is obliged to invite the student to a hearing in order to present their views. In the event of deletion, the student may, upon request, be granted a certificate for the courses successfully attended during their studies.

9. Enrollment Renewal – Course Registration

At the beginning of each semester, every student declares the courses of the M.Sc. Program they wish to attend during that semester. The course declaration for each semester also constitutes renewal of enrollment and is required for the student to participate actively in the educational process and to be eligible to sit for course examinations.

Course registration is carried out exclusively through the electronic secretariat system. Students are required to keep a saved and printed copy of their electronic course registration in order to prove their course declaration in cases of malfunction of the electronic system. Without a saved or printed copy of the electronic course registration, the student is not entitled to invoke malfunction of the electronic system regarding submission of the declaration.

The exact period for course registration is determined by the Secretariat of the M.Sc. Program and announced in due time on the program's website. Late registrations are examined on a case-by-case basis by the Joint Coordinating Committee of the M.Sc. Program.

10. Academic Calendar and Timetable

At the beginning of each semester and before the start of classes, the academic calendar is posted on the website of the M.Sc. Program, specifying the starting and ending dates of teaching periods, examination periods, holidays, etc.

The timetable is also posted, including the days and hours of course instruction and the dates of other events.

All educational activities are carried out within the timeframe of the annual academic calendar of the Institution where the respective activity takes place.

11. Educational Procedure

The M.Sc. Program has a duration of four (04) academic semesters. In order to obtain the Master's Degree (M.Sc.), students are required to successfully pass all courses of the curriculum and successfully complete the Master's Thesis and the Traineeship, leading to the accumulation of 120 ECTS credits.

Courses correspond to thirty (30) ECTS credits per semester of study. The Master's Thesis corresponds to eighteen (18) ECTS credits and the Traineeship to twelve (12) ECTS credits.

Modification of the curriculum and redistribution of courses among semesters may occur following decisions of the competent bodies and in accordance with the Regulations of the M.Sc. Program.

The educational process for each course may include one or more of the following forms:

- theoretical or lecture-based teaching,
- seminars,
- tutorials, practical training, and laboratory exercises,
- distance learning,
- assignment of individual or group projects,
- educational visits and excursions, and
- preparation of the Thesis.

Teaching of the theoretical part of the courses is conducted both in person and through synchronous and asynchronous distance-learning methods. A total of 120 ECTS credits is required for the award of the degree. Of the total credits, at least 75% (90 ECTS) must involve in-person attendance.

The first three semesters (90 ECTS) consist of courses (theoretical and laboratory), while the fourth semester (30 ECTS) is dedicated to the completion of the Master's Thesis and Traineeship. Each student will complete the fourth semester, by choice, at one of the collaborating Departments with physical presence.

Each semester, courses will be held at one of the collaborating Departments. Therefore, during each of the first three semesters, every student must attend courses at a different Department. In practice, students will move from country to country each semester during the first three semesters in order to accumulate 60 ECTS through in-person attendance over the three semesters.

Course examinations will be conducted in English and with the physical presence of the students. Attendance at all educational activities by Master students is mandatory.

12. Organization of the Educational Process through Distance Learning Methods

The educational process is conducted through a blended learning system, which includes in-person instruction accounting for at least seventy-five percent (75%) and distance learning accounting for up to twenty-five percent (25%), respectively. The organization of courses and other educational activities through synchronous distance learning methods applies to courses and educational activities that, by their nature, can be supported through distance learning methods and do not include practical or laboratory training of students, for which students' physical presence is required. The educational process may also be conducted through asynchronous distance learning methods, with the corresponding percentage varying by course and being determined by decision of the Joint Coordinating Committee of the M.Sc. Program. For distance learning, the M.Sc. Program ensures that instructors and Master students have full access to the digital services of the University of the Peloponnese.

More specifically, the study program consists of four (4) semesters of study, each corresponding to thirty (30) ECTS. A total of one hundred and twenty (120) ECTS are required to obtain the degree. Due to the nature of the program - and based on the national legislation of the participating Institutions - at least 75% of the total ECTS must be taken in a face-to-face educational process. In practice, this means that each semester the courses will be held in one of the collaborating Departments. Consequently, each student will have to attend courses in a different Department in each of the first three semesters. Therefore, students will move from country to country each semester for the first three semesters in order to accumulate at least sixty (60) ECTS in the first three semesters. For this reason, out of the total of 13 educational weeks, the first three (03) weeks of each course will be held through Distance Learning Methods, in order to give students, the necessary time for travel, adjustment, etc. Therefore, according to the above, for each course, 23.08% (the first 3 of the 13 weeks) will be held by distance and the remaining 76.92% (10 of the 13 weeks) will be held in person. The entire Thesis (100%) and the entire Traineeship (100%) will be held in person. Distance learning can be either synchronous or asynchronous and is based on the help of various media and the use of technological methods that enable the attendance of courses, communication between students and communication between students and teachers. Asynchronous distance learning cannot exceed twenty-five percent (25%) of the total credit units of the Distance Learning.

Distance learning is carried out via an appropriate platform (Zoom, Webex, Microsoft Teams). Face-to-face teaching is carried out either in a classroom for the theoretical part, or in a laboratory room for the experimental part. In addition, due to the nature of the courses, the possibility of field visits (farms, crops, industries, factories, etc.) is also provided.

The exams and the students' evaluation will be held only in person.

13. Make-up Classes

In the event that an educational activity (lecture, laboratory exercise, etc.) within the framework of a course of the M.Sc. Program cannot be conducted, a make-up session shall be arranged so that the minimum number of teaching weeks for the course is completed.

The date and time of the make-up session are determined following consultation with the Master students and are posted on the website of the M.Sc. Program.

14. Attendance Limits

Master students are required to attend all activities of the M.Sc. Program regularly and without interruption. In all cases, participation and attendance are verified under the responsibility of the course instructors.

A Master student is considered to have attended a course (and therefore has the right to participate in examinations) only if the total absences do not exceed 25% of the total teaching hours of each course. For special reasons, the percentage of absences may be increased by 5%.

Such reasons must concern objectively serious causes and must be documented through a signed statement submitted by the student to the Secretariat of the M.Sc. Program, accompanied by sufficient supporting documents. These must be submitted no later than the tenth day following the student's return to classes. The Joint Coordinating Committee of the M.Sc. Program shall decide on the matter.

If a student's absences exceed 25% (or 30% in special cases as described above) of the total course hours, the Joint Coordinating Committee of the M.Sc. Program may either decide on the student's deletion from the program or determine that the course attendance has been insufficient, in which case the student must attend the course again when it is next offered, provided that the maximum duration of studies has not been exceeded.

15. Examination Periods

The examination periods for the winter semester, spring semester, and the September examination period are determined by the Academic Calendar.

The Master's Thesis and Traineeship are assessed through a presentation before a three-member examination committee. The examination may take place on any working day except during the period from July 31 to August 20.

Students are entitled to participate in the examination of a course during every examination period in which the course is examined until they reach the maximum duration of studies.

A student who fails the course examination at the end of the semester in which the course is taught has the right to be re-examined during the September examination period. If the student fails again, they may be examined during the next examination period in which the course is taught again, provided that the maximum duration of studies has not been exceeded.

If a student fails a course examination three (3) times before the final examination period in which they are entitled to participate under the Regulations, they may request examination by a three-member committee composed of instructors of the M.Sc. Program in a related subject area, excluding the original examiner of the course. The three-member committee is appointed by the Joint Coordinating Committee of the M.Sc. Program. The examination may be conducted at any time determined by the Joint Coordinating Committee of the M.Sc. Program.

In cases of cheating, plagiarism, or any other form of falsification of examination results, no grade shall be announced and, irrespective of any disciplinary penalties imposed, the student shall either receive a zero grade for the specific examination or be referred for reexamination in a manner and at a time determined by the Joint Coordinating Committee of the M.Sc. Program.

In all the above cases, the maximum duration of studies, as defined in these Regulations and in the Internal Operating Regulations of the M.Sc. Program, shall apply.

Correction of a grade is permitted only in the event of an obvious clerical or calculation error, following a written request by the responsible instructor and a decision by the Joint Coordinating Committee of the M.Sc. Program.

Written examination papers are kept under the responsibility of the course instructor for two (2) years. After this period, the papers cease to have legal validity and, under the instructor's responsibility, a relevant report is drafted, approved by the Joint Coordinating Committee of the M.Sc. Program, and the papers are destroyed — unless criminal, disciplinary, or other administrative proceedings are pending.

16. Evaluation of Student Performance

The evaluation of student performance will be held only in person and is determined by the instructor, who may organize written and/or oral examinations, mid-term assessments, assignments, laboratory exercises, or a combination of different evaluation methods, as well as other methods consistent with the nature of each educational process, in accordance with the course outline and the study guide.

During written or oral examinations used as evaluation methods, the integrity and impartiality of the process must be ensured.

From among the alternative student assessment methods included in the M.Sc. Program Study Guide, the instructor selects the method or combination of methods considered most appropriate in relation to the specific nature of the subject examined.

The evaluation criteria are clearly defined, communicated at the beginning of the academic semester by the course instructor/coordinator, and included in the course description form according to the ECTS syllabus format, which is posted on the website of the M.Sc. Program.

Student evaluation is conducted through written or oral examinations held in person, as well as through alternative methods such as assignment submission or practical assessment, provided that the integrity of the evaluation process is ensured.

Upon completion of the evaluation process, students are informed of their performance through the electronic secretariat platform.

The final grade for each course results from the student's overall performance in specific areas (e.g., assignments, examinations, participation in the educational process, etc.), in accordance with the provisions stated in the course outline.

The grading scale for the student's overall performance ranges from zero (0) to ten (10). Grades are recorded in increments of half a unit, i.e., 0, 0.5, 1, 1.5, 2, etc. Passing grades are five (5.00) and above. The grading system shall be applied in compliance with the regulations in force in the partner countries, which will provide the appropriate conversions where necessary.

Alternative assessment methods may be applied for students with disabilities and special educational needs following a decision by the Joint Coordinating Committee of the M.Sc. Program.

Grades must be submitted within twenty (20) days from the completion of the final assessment activity.

17. Master's Thesis

In the 4th semester of the Study Program, the preparation of the Master's Thesis (M.Th.) is required. A Master student is entitled to submit a thesis topic proposal provided that they have successfully completed two-thirds (2/3) of the courses offered during the first three (3) semesters. The Master's Thesis is carried out at one of the three Institutions participating in the Master's Program.

Assignment of the Master's Thesis

The student submits an application to the Secretariat of the Master's Program within ten (10) days from the beginning of the fourth (4th) semester. The application must include the proposed thesis title, the proposed supervisor, an abstract of the proposed work, and the Institution where the thesis will be conducted. The Joint Coordinating Committee of the Master's Program approves the thesis topic, appoints the thesis supervisor, and establishes the three-member examination committee, which includes the supervisor.

The following individuals are eligible to supervise Master's Theses, provided that they hold a doctoral degree and have undertaken teaching duties in the Master's Program:

- a) Academic members (D.E.P.), Special Educational Personnel (E.E.P.), Laboratory Teaching Staff (E.D.I.P.), and Special Technical Laboratory Personnel (E.T.E.P.) of the collaborating Departments or of other Departments of the same or another Higher Education Institution (HEI) in Greece or abroad, or of a Higher Military Educational Institution (A.S.E.I.), with additional employment beyond their legal obligations if the Master's Program charges tuition fees;
- b) Emeritus Professors or retired academic members of the collaborating Departments or other Departments of the same or another HEI in Greece or abroad;

- c) Collaborating professors;
- d) Contract instructors;
- e) Visiting professors or visiting researchers;
- f) Researchers and special functional scientists of research and technological institutions under Article 13A of Law 4310/2014 (Government Gazette A' 258), or of other research centers and institutes in Greece or abroad.

By decision of the Joint Coordinating Committee of the Master's Program, thesis supervision may also be assigned to academic members (D.E.P.), E.E.P., and E.D.I.P. members who have not undertaken teaching duties in the Master's Program, provided that they hold a doctoral degree.

The members of the three-member examination committee must have the same or a related scientific specialization as the academic subject of the Master's Program.

In exceptional cases of objective inability to perform supervisory duties for an extended period or due to another serious reason, the Joint Coordinating Committee of the Master's Program may replace the supervisor or a member of the three-member examination committee.

By decision of the Joint Coordinating Committee of the Master's Program, the dates and procedures for determining a possible thematic list of prospective theses and for preparing the research proposal for the thesis may be further specified. The possibility of conducting a thesis in collaboration with an organization, company, or other institution is provided. In order to regulate issues such as confidentiality, the framework of cooperation with the interested parties is determined through a cooperation protocol approved by the Joint Coordinating Committee of the Master's Program. The maximum number of theses that each supervisor may undertake per academic year is three (3). This number may be modified by decision of the Study Program Committee if significant reasons arise.

Guidelines for writing the Master's Thesis are included in the Thesis Preparation Regulations posted on the website of the Master's Program.

Examination of the Master's Thesis

To approve the Master's Thesis, the Master student must publicly defend it before the three-member examination committee.

After the completion of the thesis writing period and following the supervisor's approval, the student submits an electronic or printed copy of the thesis to the members of the examination committee. Upon the supervisor's initiative and with the agreement of the examination committee members, the date of the thesis defense is determined according to the provisions of the Thesis Preparation Regulations posted on the Master's Program website.

It is emphasized that the thesis must be submitted to the committee members at least fifteen (15) days before the defense date. Otherwise, the members of the examination committee may postpone the examination to a later date to ensure the required 15-day interval between submission and defense.

To ensure the proper and ethical use of sources and prevent plagiarism, a plagiarism detection report generated by plagiarism detection software must be attached when submitting the thesis to the three-member examination committee.

This report is submitted by the Master student to the Secretariat of the Master's Program under the responsibility of the supervisor.

Master students defend their thesis publicly. The defense date is announced at least five (5) days in advance by the Secretariat of the Master's Program on the program's website. The thesis is examined by a three-member examination committee. Approval of the thesis requires the positive vote of at least two committee members. After the defense, the three-member examination committee drafts and signs the Thesis Presentation Minutes, which include comments or observations as well as the final grade.

After examination and approval, the corrected final version of the thesis is electronically submitted by the student to the Secretariat of the Master's Program.

In the case of a negative evaluation by the examination committee, the student is provided with precise instructions for revisions, which must be completed within two (2) months from the defense date.

In the event of a second negative evaluation of the thesis (i.e., after resubmission), the Joint Coordinating Committee of the Master's Program decides whether the student will repeat the process with the same or a new topic, provided that the maximum duration of studies specified in the present Regulations has not been exceeded, or whether the student will be permanently dismissed from the program without successfully completing their studies.

If the thesis is accepted and the supervisor confirms that any required improvements have been incorporated, the remaining completion procedures provided for in these Regulations are followed.

Students who successfully complete the examination must log into the institutional repository "Amitos" using their institutional account and upload their thesis. The thesis may also be uploaded to the corresponding repositories of the collaborating Institutions.

For students who choose to complete their Master's Thesis at collaborating institutions abroad, the corresponding procedures regarding plagiarism control, submission, and archiving, as provided for by national legislation and the internal regulations of the respective host institution, shall apply *mutatis mutandis*.

If, after the degree has been awarded, it is determined that the thesis constitutes plagiarism, the Joint Coordinating Committee of the Master's Program may revoke the Master degree by a new decision.

18. Traineeship

The Traineeship aims to provide students with the opportunity to apply their knowledge in professional practice and constitutes their first contact with their future working environment. The Traineeship enables students to work on subjects related to their studies under real working conditions. It helps them understand the requirements of the professional environment, develop professional awareness, and evaluate their capabilities in practicing their profession.

Furthermore, the Traineeship may serve as a precursor to future employment through the extension of the working relationship with the host institution after completion of the Traineeship and award of the degree. The Master's Program offers students the opportunity to undertake Traineeships in institutions related to their field of study.

The completion of the Internship is mandatory, takes place during the final (4th) semester of studies, and corresponds to 12 ECTS credits. The Internship is carried out in parallel with the Diploma Thesis and in accordance with the applicable legislation and the Internal Operating Regulations of each Institution.

19. Mobility

Students of the M.Sc. Program have the right to participate in mobility programs within the framework of ERASMUS+. The Erasmus+ program for higher education offers Master students the opportunity to attend part of their study program (i.e., some of the courses of their curriculum, or to carry out all or part of their Master's Thesis or Traineeship) in one of the countries of the European Union or elsewhere in the world (ERASMUS+ International).

Students of the M.Sc. Program are eligible to participate in mobility through the Erasmus+ program provided that they:

- a. are nationals of a Member State of the European Union or another country participating in the program,
- b. have completed their first year of studies,
- c. possess sufficient knowledge of the language in which courses are taught at the Host University or which is used in the workplace of the Host Organization. The minimum required level of language proficiency is B2. Additional knowledge of a foreign language is taken into account in the final evaluation.

Applications are evaluated by the Joint Coordinating Committee of the M.Sc. Program.

Students who move abroad for studies at cooperating foreign institutions within the framework of the Erasmus+ program may have the courses successfully completed at the Host Institution recognized. These courses are approved by the Joint Coordinating Committee of the M.Sc. Program prior to the student's departure, following the recommendation of the responsible instructor.

Grades are converted to the numerical scale of 0–10 if the grading system of the Host Institution differs. The credit units (ECTS) assigned to the recognized courses are those of the M.Sc. Program. Courses that are not recognized are included in the Diploma Supplement as elective courses, and their ECTS credits are not counted toward the total credits required for the award of the degree.

20. Evaluation of Courses and Instructors by Master Students

At the end of each semester, courses and instructors are evaluated electronically by Master students in accordance with the procedures established by the Institution offering each course.

Students are informed by the Secretariat of the M.Sc. Program about the start and end dates of the evaluation period and receive detailed instructions regarding the evaluation process.

The duration of the evaluation period is determined by the responsible Institution.

The Joint Coordinating Committee of the M.Sc. Program receives the statistical data from the course evaluations, processes them, and submits recommendations to the competent bodies. The evaluation results are communicated individually to each instructor.

21. Awarding of Scholarships

To reward student performance, the following scholarships and awards are granted:

a) Excellence Scholarships

Two (2) excellence scholarships are awarded to outstanding students of the M.Sc. Program based on their performance in the courses of the three semesters. These scholarships exempt the recipients from up to 50% of the tuition fees of the final semester. The exact amount is determined by decision of the Joint Coordinating Committee, taking into account the financial status of the M.Sc. Program.

Requirements

Applications for excellence scholarships may be submitted by Master students who:

- have successfully passed all courses of the three semesters during the regular examination periods,
- have achieved a grade point average equal to or higher than 8.50,
- without the September examination period being taken into account.

Candidates must not receive a scholarship from any other institution for the same period, nor have they been granted exemption from tuition fees. **Criteria**

- Grade point average equal to or higher than 8.50.
- Successful completion and examination in all courses of the three semesters during the regular examination periods, excluding the September examination period.
- If more than two (2) candidates satisfy the above requirements, the scholarships are awarded to the two candidates with the highest average grade. In the event of a tie, a lottery is conducted. If a student declines the scholarship, it is awarded to the next student in ranking order.

Procedure

Following a relevant call, students submit an application to the Secretariat of the M.Sc. Program accompanied by the following mandatory supporting documents:

- detailed transcript of records indicating the examination period in which each course was passed,
- declaration stating that “the applicant does not receive a scholarship from any other institution for the specific period.”

After the submission of the June grades, the Joint Coordinating Committee of the M.Sc. Program reviews the students' grades and, provided that the above requirements are met, ranks the students in descending order according to their average grade and awards the prizes to the top two (2) students.

b) Outstanding Performance Award

An Outstanding Performance Award is granted to two (2) students who have successfully completed all courses of the three semesters during the regular examination periods with a grade point average equal to or higher than 8.00, excluding the September examination period, provided that they have not received an excellence scholarship.

The award consists of a letter of recommendation issued by the Director of the M.Sc. Program.

Criteria

- Average grade of the three semesters equal to or higher than 8.00.
- Successful completion and examination in all courses of the three semesters during the regular examination periods, excluding the September examination period.

Procedure

After the submission of the June grades, the Joint Coordinating Committee of the M.Sc. Program reviews the students' grades and, provided that the above requirements are met, ranks the students in descending order according to their average grade and awards the prizes to the top two (2) students.

22. Requirements for the Award of the M.Sc. Degree

The following are required for the award of the M.Sc. Degree:

- a. attendance and successful completion of all obligations related to the courses of the curriculum (assignments, examinations, etc.) during two (2) semesters, b. completion of the Master's Thesis and Traineeship within the prescribed time period, and
- c. fulfillment of all financial obligations toward the M.Sc. Program (payment of tuition fees) within the specified deadlines.

23. Calculation of the M.Sc. Degree Grade

For the calculation of the grade of the Master's Degree, the weighting of each course in the curriculum is taken into account, as expressed by the number of ECTS credits assigned to it. The number of ECTS credits of each course also serves as the weighting coefficient of that course.

To calculate the final degree grade, the grade of each course - including Master Thesis and Traineeship - is multiplied by the corresponding number of ECTS credits, and the total sum of these products is divided by the total number of ECTS credits required for obtaining the degree (120 ECTS credits).

$$\text{M.Sc. Degree Grade} = \frac{\sum(\text{course grade} \times \text{course credits})}{\sum(\text{course credits})}$$

where the term “course” also includes the Master’s Thesis.

The degree grade is classified as follows:

- a. **Excellent:** from 8.50 to 10.00
- b. **Very Good:** from 6.50 to 8.49
- c. **Good:** from 5.00 to 6.49

The grading system shall be applied in compliance with the regulations in force in the partner countries, which will provide the appropriate conversions where necessary.

24. Other Provisions

Matters not provided for in the present Study Regulations shall be resolved by the Coordinating Committee of the M.Sc. Program.



**ΠΑΝΕΠΙΣΤΗΜΙΟ
ΠΕΛΟΠΟΝΝΗΣΟΥ**
University of the Peloponnese

**School of Agriculture and Food
Department of Food Science and Technology
MSc “Sustainable Agrosystems for Quality
Mediterranean Foods”**

Regulations for the Preparation of the Master's Thesis

Approved by the Department Assembly 14/29-04-2026

MAY, 2026

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Regulations for the Preparation of the Master's Thesis (M.Th.)

1. Introduction

This Regulation has been approved by the Department Assembly Decision No 14/29-04-2026 and is common for all MSc students regardless the Academic Unit they perform their Thesis.

The Master's Thesis (M.Th.) occupies a prominent position and carries significant weight within the Master's Program entitled “**Sustainable Agrosystems for Quality Mediterranean Foods**”, as it represents both the application of the knowledge acquired by the student through the theoretical and laboratory courses of the program and the assessment of the student's ability to integrate this knowledge and related skills in order to successfully complete and present the various aspects of an advanced scientific topic.

The Master's Thesis formally and substantively constitutes a high-level academic work and is conducted by students during the fourth (4th) semester of their studies.

The successful completion of the Master's Thesis is an essential academic and formal requirement for the award of the **Master's Degree (MSc)**.

2. Scope of the Master's Thesis

The Master's Thesis must constitute an original scholarly work that synthesizes the student's experience and knowledge within the scientific field of the Master's Program and contributes to its advancement. The thesis is conducted in close collaboration with the Supervisor, and the student is required to regularly inform the Supervisor about progress achieved and any problems that may arise.

The Master's Thesis may take one of the following forms:

- Research study;
- Original application-oriented problem-solving project;
- Systematic and in-depth literature review on a specific topic.

3. Eligibility for Undertaking a Master's Thesis

1. Postgraduate students are eligible to undertake a Master's Thesis after the completion of the first three (3) semesters of study, provided that they have successfully completed at least two-thirds (2/3) of the courses required by the program.
2. Each Master's Thesis is conducted individually.
3. The Master's Thesis is carried out within a specialized scientific area selected by the student.

4. Master's Thesis Assignment Procedure

1. Within ten (10) days from the commencement of the fourth (4th) semester, the postgraduate student submits an application to the Secretariat of the Master's Program indicating:

- the proposed title of the Master's Thesis,
- the proposed Supervisor, and
- an attached abstract of the proposed work.

2. Following the student's application, the Joint Coordinating Committee of the Master's Program appoints the Thesis Supervisor and establishes a three-member Examination Committee responsible for evaluating the thesis, one member of which shall be the Supervisor.

5. Supervision of the Master's Thesis

Each instructor of the Master's Program may supervise up to three (3) Master's Theses simultaneously, provided that they hold a doctoral degree.

The Supervisor may belong to any category of teaching staff assigned instructional duties within the Master's Program (according to Article 83 of Law 4957/2022).

The remaining members of the Three-Member Examination Committee may belong to any category of teaching personnel eligible to undertake teaching duties in a Master's Program under Article 83 of Law 4957/2022.

Members of the Examination Committee must possess the same or a related scientific specialization as the academic field of the Master's Program.

By decision of the Joint Coordinating Committee, supervision of Master's Theses may also be assigned to Faculty Members (DEP), Special Educational Personnel (EEP), and Laboratory Teaching Personnel (EDIP) of the collaborating departments who do not teach in the Master's Program, provided that they hold a doctoral degree.

In exceptional circumstances involving prolonged inability of a Supervisor or Examination Committee member to perform their duties, or for any other serious reason, the Joint Coordinating Committee may, after evaluating the circumstances, replace the Supervisor or a member of the Examination Committee.

6. Master's Thesis Manuscript

The topic must be addressed clearly, the arguments and viewpoints presented must be adequately documented, and the literature employed should be approached critically and synthetically.

Each thesis must bear the personal scholarly imprint of its author. If a thesis lacks a personal style, contains no critical perspective or original viewpoints, or merely consists of a compilation of different writing styles, then no personal contribution is evident, significantly diminishing the value of the work.

Particular attention should be paid to the language used. Specifically, expressions that imply labels or stereotypes should be avoided, while neutral terminology is preferred. Archaic language and colloquial slang should also be avoided. The writing style should not be unnecessarily elaborate but should remain clear and precise. Scientific writing should not be dogmatic; rather, it should be evidence-based and supported by sound arguments.

The language of the Master's Thesis shall be **English**.

At a minimum, every Master's Thesis should include the following chapters:

- Introduction, including the formulation of the research question(s);
- Development of the theoretical framework / literature review;
- Presentation of the research methodology;
- Presentation of research findings;
- Conclusions; and
- References / Bibliography / Webography.

Depending on the topic, the main body of the thesis may be accompanied by Appendices containing supplementary material, questionnaires, source documents, etc.

The length of the thesis is determined by the postgraduate student and depends on the requirements and particularities of the topic. Scientific completeness is considered more important than length itself.

As an indication, the thesis should preferably not exceed 150 pages, although this is not an absolute restriction. Alternatively, the thesis manuscript should normally not exceed 50,000 words, including references, bibliography, tables, figures, and diagrams. The above limits do not include the Cover Page, Abstract, Table of Contents, or Appendices. The thesis must be prepared in accordance with the **Master's Thesis Writing Guide** (see Appendix).

7. Submission, Presentation, and Examination of the Master's Thesis

For the Master's Thesis to be approved, the postgraduate student must publicly defend it before the Three-Member Examination Committee.

Upon completion of the writing period and with the approval of the Supervisor, students submit an electronic copy of the thesis to the members of the Examination Committee. The date of the defense is determined by the Supervisor in consultation with the committee members, in accordance with the provisions of the Master's Thesis Regulations published on the Master's Program website.

The thesis must be submitted to the committee members at least fifteen (15) days prior to the scheduled defense date. Otherwise, the Examination Committee may postpone the defense to ensure the required fifteen-day review period.

To ensure proper and ethical use of sources and to prevent plagiarism, a similarity report generated by plagiarism-detection software (e.g., Turnitin) must accompany the thesis submission.

The report is submitted to the Secretariat of the Master's Program by the postgraduate student under the responsibility of the Supervisor.

Master's Thesis defenses are conducted publicly. The defense date is announced by the Secretariat of the Master's Program on the program website at least five (5) days in advance. The thesis is examined by a Three-Member Examination Committee consisting of the Supervisor and two additional instructors of the Master's Program. Approval of the thesis requires the positive vote of at least two committee members.

Following the defense, the Examination Committee prepares and signs the Master's Thesis Defense Report, which includes comments, observations, and the final grade.

After examination and approval, the corrected final version of the thesis must be submitted by the student to the Secretariat of the Master's Program in two (2) printed copies and in electronic format. In the event of a negative evaluation, the Examination Committee provides specific instructions for revisions, which must be completed within two (2) months of the defense.

If the thesis is again negatively evaluated following resubmission, the Joint Coordinating Committee decides whether the student may repeat the process with the same or a new topic, provided that the maximum duration of study has not been exceeded, or whether the student shall be permanently dismissed from the program.

If the thesis is accepted and the Supervisor confirms that all required revisions have been incorporated, the remaining completion procedures specified in the Master's Program Regulations are followed.

Students who successfully complete the examination must upload their thesis to the institutional repository **"Amitos"** using their institutional account. Detailed submission instructions are available on the website of the Library and Information Center of the Institution.

After submission, approval, and publication in the repository, no further modifications to the thesis are permitted. Withdrawal or deletion is not possible, as theses constitute intellectual property of the Institution.

The thesis may also be uploaded to the websites and repositories of the collaborating institutions. All approved Master's Theses deposited in the institutional repositories of the University of the Peloponnese and collaborating institutions are published on the Master's Program website. Instead of displaying individual theses, the website may provide a link to the relevant repository page where all Master's Theses are catalogued.

If, after the award of the degree, it is established that the thesis constitutes plagiarism, the Joint Coordinating Committee may revoke the Master's Degree by subsequent decision.

8. Master's Thesis Evaluation Criteria

The principal evaluation criteria are:

- Acquisition of original data through laboratory experimentation, theoretical calculations, or evaluation of multiple datasets from the international literature;
- Structure and written presentation of the thesis, including coherence, correct use of terminology and language, accurate formulation of concepts, and scientifically sound documentation of conclusions;
- Adequate review of existing knowledge through relevant literature research;
- Originality of the thesis;
- Quality of the presentation and final examination, including organization of presentation slides, effectiveness in presenting and explaining results, scientific depth of responses to examiners' questions, and initiative regarding future developments of the research topic.

These criteria are grouped into three categories, each carrying a specific weighting factor in the final thesis grade:

Category 1: Scientific Content (Weight: 50%) Includes:

- Originality of the thesis;
- Acquisition of original data through laboratory experiments, theoretical calculations, or literature-based data collection;
- Logical processing and interpretation of results;
- Proper documentation of conclusions;
- Adequate literature review and scientific background.

Category 2: Structure, Organization, and Written Presentation (Weight: 20%) Includes:

- Thesis structure;
- Coherence of the text;
- Proper use of terminology and language;
- Accurate presentation of concepts;
- Scientific quality of writing.

Category 3: Presentation and Final Examination (Weight: 30%) Includes:

- Organization and presentation of key points in slides;
- Clarity in presenting and explaining results;
- Scientific quality and depth of responses during the examination;
- Initiative and ideas concerning future developments of the research topic.

The Master's Thesis receives a single final grade without separate reporting of grades for each category. The final thesis grade is calculated as the average of the final grades awarded by the three examiners, who evaluate each category according to the above criteria. Grading is based on a scale from 0 to 10, allowing increments of 0.5 (e.g., 9.5, 8.5), with a minimum passing grade of 5.0.

Upon completion of the examination, an official Master's Thesis Examination Report is prepared, signed by all three examiners, and submitted to the Secretariat of the Master's Program.

9. Interpretation of These Regulations

Any issues concerning the interpretation or implementation of the present Regulations for the Preparation of Master's Theses, as well as matters not explicitly covered herein, shall be resolved by the Joint Coordinating Committee of the Master's Program.

APPENDIX: Guidelines for Writing a Master's Thesis

A1. Basic Principles for Writing the Master's Thesis

- The topic should be approached with clarity; the views and arguments presented must be properly documented, and the literature used should be treated with a critical and synthetic perspective.
- Every thesis should bear the author's personal imprint. If a thesis has no personal style, contains no opinion or criticism, or is merely a compilation of different writing styles, then there is no personal contribution, which greatly diminishes its value.
- Particular attention should be paid to the language used. Specifically, expressions that imply labels or stereotypes should be avoided, and neutral terminology should be preferred. Archaic or overly formal expressions, as well as colloquial slang, should also be avoided.
- The style should not be pretentious. Writing should be clear and straightforward. • The discourse of a scientific paper should not be dogmatic, but evidence-based and always supported by arguments.
- In an academic paper, the use of the first-person singular is not permitted. The third person plural or the passive voice should be used. For example: "In this thesis, an attempt was made..." or "This thesis attempts to..."
- The first time an abbreviation is used, its meaning must be explained (both in the abstract and in the main text).
- Within the text, Arabic numerals should always be used for numbers greater than 9, whereas smaller numbers should generally be written out in words. Numbers below 10 are written numerically when: (a) they appear in a series (e.g., 3, 8, 11, and 17), (b) they denote page numbers or dates, (c) they are compared with double-digit numbers used in the same paragraph, (d) they express scores or percentages, and (e) they precede a unit of measurement (e.g., 3 meters, 2 days, a 7-point scale). Numbers at the beginning of a sentence should always be written in words.
- Hyphenation at the end of lines should be disabled.
- When referring to data or experiments, the past tense should always be used, regardless of whether the data are recent or were collected many years ago. However, when referring to laws, hypotheses, or the conclusions of the study, the present tense should be used. Thus, in the Introduction and Methods sections, the past and present perfect tenses are used; in the Results section, the past tense; and in the Discussion section, the present tense. In the Abstract, the tense should correspond to the section being summarized.
- All bibliographic sources used must be cited, regardless of whether the ideas of others are quoted verbatim or paraphrased. Failure to provide citations constitutes plagiarism.

A2. Formatting of the Master's Thesis Length of the Thesis

The length of the master's thesis is left to the discretion of the postgraduate student and depends on the requirements and particularities of the topic. Greater emphasis is placed on the scientific completeness of the work rather than on its length per se. As a guideline, the thesis should preferably not exceed 150 pages, although this is not an absolute restriction. Alternatively, the main text of the thesis should normally not exceed 50,000 words, including references, bibliography, tables, figures, etc.

The above limits do not include the Cover Page, Abstract, Table of Contents, or Appendices. The final approved thesis must be submitted to the Secretariat of the Master's Program in one (1) printed and bound copy and in electronic form (PDF) on a digital medium (e.g., USB) enclosed in a

folder indicating the author's name, student registration number, thesis title, and date of completion.

Finally, for the completion of academic obligations and the awarding of the degree, it is mandatory for the postgraduate student to upload (self-deposit) the thesis, once it has been successfully examined and graded, to the Institutional Repository (AMITOS) of the University of the Peloponnese (and, where applicable, to the corresponding repositories of collaborating institutions), in accordance with the prescribed procedure.

Formatting Specifications

- Paper size: White A4; printing on one side of the page only.
- Font: Preferably Times New Roman or Calibri.
- Font size: 12 pt.
- Footnote font size: 10 pt.
- Margins: Left 3.17 cm; top, bottom, and right 2.50 cm.
- Line spacing: 1.5.
- Text alignment: Justified.
- Page numbering:
 - Preliminary pages: Roman numerals (i, ii, iii, iv...), with the cover page unnumbered.
 - Main text (from the Introduction onward): Arabic numerals (1, 2, 3, 4...).
 - Appendices: e.g., I-3, II-2.
- Paragraphs: Begin after a tab or indentation of 1.5 cm. The Abstract is an exception and is written without indentation.
- Headings:
 - Chapter titles: CAPITAL LETTERS, centered, bold, size 16 (1).
 - Main headings: Bold, size 14, left-aligned (1.1).
 - Secondary subheadings: Bold, size 13, left-aligned (1.1.1).
 - Tertiary subheadings: Bold and italic, size 12, left-aligned (1.1.1.1).

Boldface, underlining, or other special formatting should not be used in the body text; only italics are permitted. In exceptional cases, italics may be used for emphasis, but sparingly and only when highlighting an important and unexpected result that would otherwise go unnoticed. One space follows punctuation marks, except in abbreviations (e.g., etc., e.g., i.e.).

A3. Organization and Structure of the Master's Thesis A3.1 Literature Review Thesis

A literature review thesis is a systematic and critical discussion of existing knowledge on a topic. In its final form, it aims to present to the reader, in a structured manner, the organization of the topic under investigation, specifically:

- The general characteristics of the topic under investigation.
- The key studies in each area of the topic.
- The individual dimensions or subfields of research related to the topic.
- The research questions that still remain unanswered.
- The main research findings (similarities, differences, gaps, and controversial points).

Structure of the Thesis

- Title page
- Copyright page
- Dedication page (optional)
- Acknowledgements page (optional)
- Abstract
- Table of Contents with page numbers
- List of Tables with titles and page numbers
- List of Figures with titles and page numbers
- List of Images with titles and page numbers
- List of Abbreviations & List of Symbols
- Introduction
- Main body / Development of the topic
- Discussion – Conclusions
- References
- Appendices (if any, e.g., questionnaire)

Introduction

The introduction sets the context of the thesis, analyzes the topic, explains its importance, and highlights its differences from similar works. It also states the purpose and objectives of the thesis and formulates the literature-based research questions that will be addressed in the main body. The section concludes with a brief description of the thesis structure.

Main Body (Development of the Topic)

The main body develops the topic in separate chapters, whose number and structure depend on the subject of the thesis. These chapters should be proportionally balanced. At the beginning, definitions of the concepts used in the thesis should be provided so that the reader understands the terminology employed by the author.

The section includes a literature review aimed at presenting, critically evaluating, and synthesizing the available theoretical and research data related to the thesis topic. Essentially, through the existing literature, the author identifies and records the findings of studies relevant to the thesis, highlighting their common points, differences, and main conclusions.

The practice of copying and pasting sections of existing literature into the thesis WITHOUT critical evaluation, synthesis, and the expression of the author's own style and viewpoints constitutes poor academic practice and is unacceptable, even when sources are cited.

Discussion – Conclusions

This chapter presents the main points and conclusions derived from the results discussed in the chapters of the main body and summarizes the answers to the literature-based research questions posed in the introduction. It may also include suggestions for future work and complementary research related to the topic under study.

A3.2 Experimental Master's Thesis (M.Sc. Dissertation) It has the following structure:

- Title Page
- Copyright Page
- Dedication Page (optional)
- Acknowledgements Page (optional)
- Abstract (see page note)
- Table of Contents, including page numbering
- List of Tables, including titles and corresponding page numbers
- List of Figures, including titles and page references
- List of Images, including titles and page references
- List of Abbreviations & List of Symbols
- Introduction
- Literature Review
- Materials and Methods
- Results
- Discussion
- Conclusions
- References
- Appendices

Introduction

The main purpose of the introduction is to present the problem worthy of investigation. It should also provide an overview of the objectives and the research approach. Specific objectives may be mentioned in the introduction, although they may also be presented later when discussing the aims and objectives of the undertaken work, as well as the knowledge gaps that the study seeks to address.

The introductory chapter often includes a summary of the organization of the Master's Thesis, including the general content of the individual chapters and appendices.

Literature Review

The background and literature review section should provide sufficient foundational information related to the topic in order to support the objectives, hypothesis (or research questions), and methods. It should include a review of the relevant literature associated with the specific problem or hypothesis under investigation.

Some of the questions addressed in the literature review may include:

- What are the fundamental scientific principles related to the specific research (purpose and scope)?
- Which aspects of the research topic have already been investigated, and how does the present study relate to previous work?
- What data sources are used in the current study, or have been used by other researchers in developing and formulating explanations for observed differences in behavior or phenomena discussed in the dissertation?

The literature review should not be limited to the above questions. Intelligence, critical thinking, and creativity are expected from the graduate student.

Materials and Methods

This chapter should describe all materials used and the manner in which they were obtained. Sampling procedures, sample handling, and the number of samples should also be reported and justified.

Furthermore, all methods used in the study should be described. In addition to describing the methods, this section should provide the specific objectives and an overview of the research approach if these have not already been presented in the introductory chapter.

Variations among Theses may occur. In some cases, additional background information and critical review are necessary to justify and document the specific objectives and methodological approach adopted.

Results

Typically, this chapter includes the following:

- Descriptive statistics of the variables.
- Description of how the hypothesis/hypotheses were tested or evaluated.
- Presentation of one result for each hypothesis.
- Description of the statistical analyses conducted for each null hypothesis.
- Presentation of statistical findings.
- When tables are included, the word **Table** should be left-aligned and followed by the table number (e.g., *Table 1*) and then the table title (not bolded). A sample table format is provided in the Appendices.
- Each table should be preceded by an introductory sentence (e.g., “Table 1 presents the results of the ... analysis”). After the table, a conclusion derived from the statistical analysis should be provided (e.g., “The analysis showed that there was (or was not) a statistically significant difference [$F(5,150)=5.75$, $p > .05$] or relationship between ...”).
- When graphs are included, a caption should appear below the graph, left-aligned, with the word **Graph** in bold, followed by the graph number and a period. The title explaining the graph should then follow. A sample graph format is provided in the Appendices.
- Each graph should be introduced with a sentence (e.g., “Graph 1 shows the means or percentages of the groups,” etc.). Images should be captioned in the same manner as graphs.
- Tables and graphs should complement the information presented in the text and provide a clearer understanding of the results. Repetition of the same information in both text and tables/graphs should be avoided.

Discussion

In this chapter, all results are interpreted and compared with the corresponding findings of other researchers. Emphasis is placed on the theoretical implications of the results and the validity of the dissertation’s conclusions.

The discussion begins by restating the purpose of the research and the research hypothesis/hypotheses, while clearly indicating whether the results support the original hypotheses. It should explain how the data support the answers to the research question(s). Numbers and complex statistical terminology should be avoided. Results may instead be described narratively (e.g., greater, higher, associated with, predicted, differed from, etc.).

Comparisons should be made with findings from other researchers who examined the same variables or similar conditions. The results should be critically evaluated, whether they agree or disagree with previous studies, and possible explanations should be provided in both cases. Similarities and differences between the findings and previous research, as well as attempts to interpret them, constitute the contribution to scientific knowledge. The chapter should highlight what is novel and significant by comparing the findings with those of other researchers. The strengths and limitations of the study should also be discussed, particularly in relation to the methodology employed.

The chapter concludes with a clear statement of the study's findings based on the answers to the research hypotheses. In some cases, a separate general discussion chapter may be included to summarize the key conclusions of the discussion.

Conclusions

This chapter should briefly present the conclusions arising from the research in relation to each hypothesis. These should be clear statements summarizing the conclusions derived from each hypothesis.

The chapter should also include the following subsections:

Recommendations Arising from the Research

This subsection should present recommendations for practical application that stem directly from the study's findings. Care should be taken to ensure that recommendations are specifically supported by the research and its results, without unwarranted generalizations.

Recommendations for Future Research

This subsection should provide suggestions for future studies and research directions, enabling other researchers to continue and expand upon the present work.

A3.3 Common Sections of Literature-Based and Experimental Master's Theses Title Page

The cover page (title page) of the thesis should contain the essential information that enables readers to identify the work. See the relevant template.

Copyright Page

See the relevant template.

Dedication Page (Optional)

The dedication should be written approximately in the middle of the page and aligned to the right.

Acknowledgements Page (Optional)

Acknowledgements should be characterized by simplicity, modesty, courtesy, restraint, and brevity.

Abstract

Every copy of the Master's Thesis must include an abstract. The purpose of the abstract is to provide a concise presentation of the thesis content. It should be accurate, independent, comprehensive, specific, and understandable, reflecting both the objective and content of the work.

Its content should essentially consist of one sentence or brief statement for each major part of the thesis.

The abstract should not exceed **300 words** and must be written as a single paragraph. Up to **five keywords** should be included at the bottom.

The word “**ABSTRACT**” should be centered approximately five (5) centimeters below the top of the page.

Below this should appear the student’s name and the thesis title. Beneath the title, centered and enclosed in parentheses, the phrase: **(Under the supervision of)** should be printed, including the supervisor’s name and academic rank (See template.)

Table of Contents

The structure of the table of contents should follow the provided template. It should contain all sections of the thesis except the preliminary pages (title page, dedication page, and acknowledgements page).

It should include all chapters and subchapters together with their starting page numbers. The titles appearing in the table of contents must exactly match the chapter and section titles used within the thesis.

List of Tables

The heading **LIST OF TABLES** should be placed 2.5 cm below the top of the page, centered, and written in capital letters.

A blank line should separate the heading from the first entry. Line spacing between entries should be 1.5.

See the List of Tables template.

List of Figures

The heading **LIST OF FIGURES** should appear 2.5 cm below the top of the page, centered, written in capital letters and bold type. See the List of Figures template.

List of Images

The heading **LIST OF IMAGES** should appear 2.5 cm below the top of the page, centered, written in capital letters and bold type. See the List of Images template.

List of Abbreviations and List of Symbols

If numerous abbreviations are used, a separate list containing their exact definitions should be included.

The heading **LIST OF ABBREVIATIONS** should appear 2.5 cm below the top of the page, centered, written in capital letters and bold type.

See the List of Abbreviations template.

References – Citations and Reference List

The reference list contains the complete details of every source cited in the thesis.

Only sources actually cited in the text should be included in the reference list, and not all sources consulted by the author.

References should be presented alphabetically according to the surname of the first author. Correct citation and referencing practices enhance the scientific credibility of a document and are essential for a work to be regarded as scholarly.

In-Text Citations

When a source is cited within the text, the author's surname and year of publication should be included:

According to Fedeli (1980) ... or

The tocopherols of olive oil ... (Fedeli, 1980).

When directly quoting words or passages, the page number should also be provided: As Lewis (2001, p. 45) notes, "The epidermis in areas subjected to continuous friction and ..." When there are two authors:

Botterill and Daughjerg (2011) argue that ... or

According to previous studies (Botterill & Daughjerg, 2011) ... For more than two authors: (Wang et al., 2014)

or

Wang et al. (2014) report that ...

Multiple references within the same parentheses should be arranged alphabetically: (Bindi et al., 1996; Holland & Smit, 2010; Schultz, 2010) Whenever a secondary source is cited:

(Panagou, as cited in Kyritsakis, 2007)

Only the primary source actually consulted should appear in the reference list.

References

All references cited in the text should be listed according to the APA referencing style and arranged alphabetically by the surname of the first author.

Publications may include books, journal articles, book chapters, electronic publications, etc., and each type follows its own formatting rules.

Line spacing should be 1.5 throughout. The first line of each reference should be flush left, while subsequent lines should have a hanging indent of 1 cm.

Appendices

The appendix (if included) contains supplementary material such as tables, photographs, questionnaires, statistical data, and other supporting documents.

If more than one appendix is included, they should be labeled consecutively as:

- Appendix 1
- Appendix 2
- etc.

Tables, Charts, Figures, and Images

Tables, charts, figures, and images should be centered (as much as possible) at either the top or bottom of the page where they are first mentioned and should generally not exceed half the page size, except in exceptional circumstances.

Captions and explanatory notes should be written in 12-point italic font. They should be placed directly above tables and directly below all other visual elements.

Numbering should be continuous, using Arabic numerals (1, 2, 3, etc.), with tables numbered separately from other visual materials.

The surrounding text should be separated from the visual element by one blank 12-point line.

Tables should contain at least three horizontal lines: one above the column headings, one below the column headings, and one at the bottom of the table. Excessive use of horizontal and vertical lines should generally be avoided.

If a table extends over more than one page, the header row should be repeated on the following page.

Images, charts, and figures may be in color, provided they remain clearly legible when reproduced in black and white. To ensure this, different line styles, symbols, labels, and shading patterns should be used.

A4 Plagiarism

Plagiarism is the appropriation of the ideas, concepts, and work of another author and presenting them as the original creation of the person writing the paper. Plagiarism constitutes a violation of intellectual property rights.

Cases of Plagiarism

- Presenting someone else's work as one's own.
- Copying ideas from others without citing the original source.
- Failing to use quotation marks for verbatim quotations and omitting the corresponding citation.
- Using invalid or misleading references.
- Merely paraphrasing another person's work without proper acknowledgment.
- Translating foreign-language texts word-for-word into Greek without citation.
- Using the "copy-and-paste" method, even when references are included.

Guidelines for Avoiding Plagiarism

- Cite ALL sources from which information has been obtained and clearly indicate WHEN information from another source begins.
- When presenting information or opinions from another author in YOUR OWN WORDS AND STYLE, always cite the source.
- Report another author's statements or ideas WITHOUT DISTORTING OR MISREPRESENTING the original meaning.
- Place verbatim quotations within QUOTATION MARKS ("...") and provide the original source.

MASTER'S THESIS TEMPLATE



**ΠΑΝΕΠΙΣΤΗΜΙΟ
ΠΕΛΟΠΟΝΝΗΣΟΥ**
University of the Peloponnese



**Politécnico
de Viseu**

JOINT MASTER PROGRAM “SUSTAINABLE AGROSYSTEMS FOR QUALITY MEDITERRANEAN FOODS”

«THESIS TITLE»

Master's Thesis

By

«First Name Last Name»

SUBMITTED TO THE FACULTY IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE AWARD OF A JOINT MASTER'S DEGREE IN THE
FIELD OF
«SUSTAINABLE AGROSYSTEMS FOR QUALITY MEDITERRANEAN FOODS» OF
THE DEPARTMENTS OF FOOD SCIENCE AND TECHNOLOGY
(UNIVERSITY OF THE PELOPONNESE, GREECE), AGRICULTURAL, FOOD,
AND FORESTRY SCIENCES (UNIVERSITY OF PALERMO, ITALY), AND FOOD
INDUSTRIES (POLYTECHNIC INSTITUTE OF VISEU, PORTUGAL)

Place, Date



**ΠΑΝΕΠΙΣΤΗΜΙΟ
ΠΕΛΟΠΟΝΝΗΣΟΥ**
University of the Peloponnese



**Politécnico
de Viseu**

JOINT MASTER PROGRAM
“SUSTAINABLE AGROSYSTEMS FOR QUALITY MEDITERRANEAN
FOODS”

«THESIS TITLE»

Master's Thesis

By

«First Name Last Name»

SUBMITTED TO THE FACULTY IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE AWARD OF A JOINT MASTER'S DEGREE IN THE
FIELD OF

«SUSTAINABLE AGROSYSTEMS FOR QUALITY MEDITERRANEAN FOODS» OF
THE DEPARTMENTS OF FOOD SCIENCE AND TECHNOLOGY
(UNIVERSITY OF THE PELOPONNESE, GREECE), AGRICULTURAL, FOOD,
AND FORESTRY SCIENCES (UNIVERSITY OF PALERMO, ITALY), AND FOOD
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Dedication

ACKNOWLEDGEMENTS

This section is optional. It should contain brief, courteous, and professional acknowledgements for assistance received from various individuals, the supervisor, faculty members, and the Institution.

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ABSTRACT

Keywords:

LIST OF TABLES

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LIST OF FIGURES

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LIST OF ABBREVIATIONS

MAP: Modified Atmosphere Packaged

1 INTRODUCTION

1.1 Second-Level Heading

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1.1.1 Third-Level Heading

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**ΠΑΝΕΠΙΣΤΗΜΙΟ
ΠΕΛΟΠΟΝΝΗΣΟΥ**
University of the Peloponnese

**School of Agriculture and Food Department of Food
Science and Technology
MSc “Sustainable Agrosystems for Quality
Mediterranean Foods”**

Traineeship Guide

Approved by the Department Assembly 14/29-04-2026

MAY, 2026

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1. Introduction

This Regulation has been approved by the Department Assembly Decision No 14/29-04-2026 and is common for all MSc students regardless the Academic Unit they perform their Traineeship.

The Traineeship (Practical Training) constitutes an important component of the Master's Degree Program (MSc) **“Sustainable Agrosystems for Quality Mediterranean Foods.”** During the Traineeship, students consolidate more effectively the knowledge and skills acquired throughout their studies while gaining direct exposure to the labor market.

2. Framework of the Traineeship

The Traineeship is an educational activity within the curriculum that aims at the practical application of the theoretical scientific knowledge acquired through the successful completion of the study program and at familiarizing students with potential work environments. It is also recorded in the Diploma Supplement.

According to the MSc Program **“Sustainable Agrosystems for Quality Mediterranean Foods,”** the Traineeship is mandatory. It lasts three (3) months, is conducted on a part-time basis, and takes place in **host organizations** during the fourth semester of studies, concurrently with the Master's Thesis. The Traineeship is assessed as a course and carries twelve (12) ECTS credits.

Students undertake the Traineeship established within the Master's Program in accordance with:

- The applicable legislation that explicitly recognizes the Traineeship as an educational activity (Article 69 of Law 4957/2022, as in force).
- Law 5128 (Government Gazette 118/A/30-07-2024) and Ministerial Decision No. 7543/02.10.2024 (Government Gazette 5473/B/02.10.2024).
- The applicable labor and social security legislation in force at any given time.

The Traineeship may be carried out in public services, public legal entities, first- and second-level local government organizations, private legal entities and enterprises, as well as in research and student laboratories of the University of the Peloponnese or other collaborating higher education institutions or research organizations, hereinafter referred to as **“host organizations,”** under the supervision of a faculty member of the MSc program. It may also be conducted in host organizations abroad through the Erasmus+ program.

For those students of the MSc Program who perform their traineeship in a host organization in one of the collaboration institutions (Italy and Portugal) or abroad, the local legislation must be followed.

3. Traineeship Funding

The funding/granting of the Traineeship may be provided through the following means:

- Through grants from co-financed Operational Programs (e.g., ESPA/NSRF programs).
- Through funding by Host Organizations. This concerns Traineeships carried out in private or public organizations offering paid Traineeship positions. For Greece, Host Organizations compensate student interns in accordance with the provisions of Law 5128 (Government Gazette

118/A/30-07-2024). Traineeship compensation is paid to the student in accordance with the provisions of Article 52 of Law 4611/2019 (Government Gazette A'73).

- Through grants/funding outside Operational Programs, via independent programs offered by public or private Host Organizations in Greece or abroad.
- Through programs administered by the Special Account for Research Funds (ELKE) of any of the collaborating institutions.
- In the case of a Traineeship carried out within the framework of the Erasmus+ mobility program at a Host Organization abroad, students are entitled to a monthly grant depending on the host country. The specific terms and conditions are determined by the regulatory framework of the Erasmus+ program.

The MSc Program is responsible for selecting students for Traineeships and matching them with Host Organizations according to the academic criteria defined in the present Traineeship Regulations.

Special provisions are made to facilitate students belonging to the categories of Persons with Disabilities and Special Educational Needs (PWDs/SEN), ensuring that they can undertake Traineeships on an equal basis with all other students.

4. Purpose of the Traineeship

Upon successful completion of the Traineeship, the student will be able to:

- Apply the knowledge acquired during their studies to practical applications.
- Become familiar with the working environment and the requirements of the professional sector.
- Develop problem-solving skills in real labor market applications.
- Take initiative in the workplace.
- Select the most appropriate techniques for labor market applications.
- Develop professional awareness and responsibility.
- Collaborate professionally with individuals from different scientific disciplines.
- Gain experience in teamwork and collective work environments.

Here is the English translation:

5. Duration of the Traineeship

The Traineeship is compulsory, has a duration of three (3) months, is carried out on a part-time basis (less than 20 hours per week), lasts 200 hours, and awards twelve (12) ECTS credits. It is conducted during the 4th semester of studies and concurrently with the Master's Thesis. The Traineeship may be carried out under the supervision of any of the three partner institutions (University of the Peloponnese, University of Palermo, Polytechnic Institute of Viseu), following each time the regulations of the corresponding institution.

6. Requirements for Commencing the Traineeship

Students are eligible to undertake a Traineeship if they:

- Are enrolled in the 4th semester of studies; and

- Have successfully completed at least two-thirds (2/3) of the courses included in the curriculum up to the semester in which they apply for the Traineeship.

The Traineeship must be registered as a course through the electronic student records system. This registration concerns only the selection of the course in the student information system and does not automatically entail placement in a Traineeship position.

The Host Organization is required to:

- Engage the trainee in activities that fall within the scope of the curriculum of the MSc Programme “Sustainable Agrosystems for Quality Mediterranean Foods” and contribute, to the greatest possible extent, to the student's educational development.
- Ensure that the assigned duties are directly related to the subject area of the MSc Programme “Sustainable Agrosystems for Quality Mediterranean Foods”.
- Employ personnel holding qualifications, experience, and knowledge acquired through a recognized Higher Education Institution in the same or a related field to the MSc Programme “Sustainable Agrosystems for Quality Mediterranean Foods”, and appoint a “Host Organization Supervisor” for each trainee student.
- Be registered on the online platform “ATLAS” (<https://atlas.grnet.gr/>), which connects organizations offering Traineeship positions with all academic institutions in Greece for those students who perform their Traineeship in Greece. For those students performing their Traineeship in one of the collaborating Institutions, their national legislation must be followed. In case of the ERASMUS program, the corresponding procedures must be followed
- For those students performing their Traineeship in Greece, register students undertaking Traineeships, as well as any subsequent changes thereto, in the “ERGANI II” information system prior to the commencement of the Traineeship. For those students performing their Traineeship in one of the collaborating Institutions, their national legislation must be followed.

7. Bodies Responsible for Traineeship Supervision

The successful completion of the Traineeship results from effective cooperation between the MSc Programme “Sustainable Agrosystems for Quality Mediterranean Foods” and the Host Organization. On the Programme’s side, the necessary administrative procedures must be ensured for monitoring the effective implementation of the Traineeship, while on the Host Organization’s side, appropriate conditions must be established to support the progressive development of trainee students and monitor their performance.

7.1 Traineeship Bodies of the MSc Programme

The Joint Coordinating Committee of the MSc Programme appoints an Traineeship Coordinator, who is responsible for the overall supervision of the educational process of the Traineeship within the framework of the curriculum, the coordination of the Traineeship Committee, Traineeship Supervisors, and Host Organizations, and the preparation and submission of an annual report on the implementation and evaluation of the Traineeship Programme to the Joint Coordinating Committee of the MSc Programme. The Traineeship Coordinator shall be a member of the Programme’s academic staff.

The Joint Coordinating Committee also appoints a three-member Traineeship Committee, together with three alternate members. The Committee is chaired by the Traineeship Coordinator and consists of members of the Programme's academic staff. The Traineeship Committee is entrusted by the Joint Coordinating Committee with responsibilities relating to the evaluation of student applications and their final allocation to Host Organizations, the coordination of activities related to student Traineeships, the resolution of problems arising during Traineeships, and the appointment of a Traineeship Supervisor for each student. This Committee also serves as the Traineeship Application Evaluation Committee within the framework of the ESPA-funded programme or any other funding program.

The Joint Coordinating Committee additionally appoints a three-member Traineeship Appeals Committee, together with alternate members. This Committee has a different composition from the Traineeship Committee and consists of members of the Programme's academic staff. The Traineeship Appeals Committee communicates its decisions regarding appeals to the Traineeship Committee, which is obliged to implement them before issuing the final list of students.

Finally, for each trainee student, the Traineeship Committee appoints a Traineeship Supervisor who is responsible for guiding and supporting the student throughout the Traineeship process at the Host Organization, communicating with the Host Organization to ensure the achievement of the intended learning outcomes, and informing the Traineeship Coordinator and the Traineeship Committee. Members of the Programme's academic staff may serve as Traineeship Supervisors.

7.2 Responsible Personnel of the Host Organization

The management of the Host Organization appoints a "Host Organization Supervisor" with adequate experience in the relevant field of training, who:

- a) supervises the Traineeship and evaluates the students' performance;
- b) submits recommendations to the management of the Host Organization for improving the students' training conditions;
- c) collaborates with the Traineeship Supervisor to ensure the most effective practical training of students;
- d) submits to the Traineeship Coordinator, at the end of the Traineeship period, the supporting documents specified in the Traineeship Agreement.

This translation follows a formal academic and regulatory style suitable for inclusion in MSc Programme Regulations, Traineeship Guidelines, or accreditation documents.

8. Call for Applications for Traineeship Placement

The Traineeship Committee announces the Call for Applications for Traineeship Placement on the MSc Program website. The announcement specifies:

- The number of available Traineeship positions, categorized by funding/grant source (if applicable).
- The period during which students may submit their applications.
- The evaluation criteria used for ranking applicants.
- Any additional supporting documents required for submission.

9. Student Selection Procedure for Traineeship Placement

The Traineeship Committee classifies student applications into the following categories:

- a) Applications requesting funding through sponsored programs (e.g., ESPA/NSRF);
- b) Applications for which Traineeship funding will be provided by the host organizations (if applicable);
- c) Applications for Traineeships without any funding provision.

Applications are evaluated accordingly.

Case (a): Traineeships Funded through Sponsored Programs

The Traineeship Committee first examines whether applicants meet the requirements specified in Section 6 (Prerequisites for Commencement of Traineeship) of these Regulations.

Students who satisfy these requirements are ranked in descending order according to the evaluation criteria of the relevant funding program (for ESPA/NSRF or other means of funding, in accordance with Section 10 of these Regulations). The ranking list is published on the MSc Program website, in compliance with personal data protection requirements.

Case (b): Traineeships Funded by Host Organizations

The Traineeship Committee first verifies whether applicants satisfy the requirements of Section 6 (Prerequisites for Commencement of Traineeship). It then publishes on the MSc Program website a list of students meeting these requirements and approved to undertake a Traineeship, while ensuring compliance with personal data protection regulations.

Case (c): Unfunded Traineeships

The Traineeship Committee first verifies whether applicants satisfy the requirements of Section 6 (Prerequisites for Commencement of Traineeship). It then publishes on the MSc Program website a list of students meeting these requirements and approved to undertake a Traineeship, while ensuring compliance with personal data protection regulations.

In all cases, the Traineeship Committee also examines whether the activities of the Host Organization are directly relevant to the academic field of the MSc Program.

The **Traineeship Appeals Committee** is responsible for handling appeals submitted within a reasonable period of five (5) working days from the publication of the provisional ranking results of MSc student applicants and, in general, for ensuring a fair and transparent selection process.

The Traineeship Committee prepares an evaluation report for all Traineeship applications, which includes detailed information on:

- The student selection procedure.
- The number of Traineeship positions announced.
- The number of applications submitted.
- Compliance or non-compliance of each applicant with the prerequisites set out in Section 6 of these Regulations.

- The total score obtained by each participant according to the evaluation criteria of the funding program, where applicable (Case a).
- The ranking of applicants in descending order, where applicable.

The report is signed by all three (3) members of the Traineeship Committee and submitted to the Secretariat of the MSc Program.

The results are published on the MSc Program website, and interested students may submit an appeal within five (5) days from the publication date.

If appeals are submitted, the Appeals Committee evaluates them and prepares a report containing its decisions. This report is submitted to the Secretariat of the MSc Program and communicated to the Traineeship Committee.

The Traineeship Committee subsequently convenes again and determines the final results (taking into account the Appeals Committee's decision, where applicable). It prepares a final evaluation report containing:

- The student selection procedure.
- The number of positions announced.
- The number of applications submitted.
- Compliance or non-compliance of applicants with the requirements of Section 6.
- The total score of each participant according to the evaluation criteria of the funding program, where applicable (Case a).
- The ranking of applicants in descending order, where applicable.
- The assigned Traineeship Supervisors for each intern.

This report is submitted to the Secretariat of the MSc Program, and the final results are ratified by the Joint Coordinating Committee of the MSc Program.

The final results are published on the MSc Program website in compliance with personal data protection requirements.

Following the announcement of the final results, selected students are invited, within specified deadlines, to indicate their preferences among the available Traineeship positions, i.e., to select a Host Organization.

Once students have been selected for a Traineeship, they are informed about the commencement and completion documents that must be completed and submitted. The relevant procedures are communicated either by:

- The administrative office managing the funded program (Case a), or
- The Secretariat of the MSc Program (Cases b and c).

In all cases, a Traineeship agreement is concluded and issued in as many copies as there are contracting parties, depending on the funding arrangement of the Traineeship. The agreement is signed by all parties involved.

The required commencement and completion documentation is determined by the relevant call for applications and is published on the websites of both the MSc Program and the supporting services of the funding programs.

Upon completion of the Traineeship, the student must submit:

A. To the Secretariat of the MSc Program:

1. A Certificate of Completion of the Traineeship issued by the Host Organization, confirming the successful completion of the Traineeship.
2. A Traineeship Activity Report, which must also be communicated to the student's Traineeship Supervisor.

B. To the administrative support service of the funded program (e.g., ESPA/NSRF):

- Any documents required by the relevant call for applications.

10. Student Selection Criteria for Traineeship Grants through the Sponsored Program (ESPA/NSRF or other means of funding)

Selection is based on criteria evaluated on a scale from 0 to 100. The criteria are as follows:

• Weighted Grade Point Average (WGPA)

The Weighted Grade Point Average is calculated using all courses for which grades have been officially recorded in the student information system by the application deadline. The weighted average is obtained by weighting the grade of each course according to its ECTS credit value.

Weighting factor: 50%

• Total ECTS Credits Earned

The total number of ECTS credits accumulated by the student, expressed as a percentage of the total ECTS credits required by the study program, with a maximum score of 100.

Weighting factor: 50%

The above criteria may be modified by decision of the Joint Coordinating Committee of the MSc Program, depending on the requirements of the ESPA/NSRF funding program.

11. Funding for Traineeships through the Erasmus+ Programme

Within the framework of the Erasmus+ Programme, students of the Master's Programme are offered the opportunity to undertake a Traineeship at a host organization abroad, with eligibility for a monthly grant depending on the host country.

The Master's Programme encourages student mobility for Traineeships through the Erasmus+ Programme. The participation framework, as well as the relevant terms and conditions, are

governed by the Mobility Regulations of the University of the Peloponnese and the Erasmus+ Programme Mobility Regulations.

The administrative management of the Programme is carried out by the University's Erasmus Offices, where all required participation documents must be submitted within the deadlines specified for each call.

Applications are evaluated and ranked by the Secretariat of the Master's Programme, while the Joint Coordinating Committee of the Programme reviews and approves the suitability of the Traineeship placement. Final selection is based on academic performance, grade point average, and the number of successfully completed courses. In addition, applicants' language proficiency, motivation for participation (assessed through a personal interview), and any previous participation in the Mobility Programme are taken into consideration, with priority given to students who have not previously participated in a mobility programme. The scoring procedure strictly follows the provisions set out in the Mobility Regulation.

If Master students participate in an Erasmus+ mobility placement for the purpose of a Traineeship, they may simultaneously carry out part or all of their Master's Thesis at the Host Organization.

12. Rights and Obligations of the Intern Student

During the Traineeship period, the following rights and obligations apply:

1. The student is required to comply with the Host Organization's working hours, safety and workplace regulations, and any other rules or policies of the Host Organization. The student must perform assigned duties diligently, maintain discipline, and understand the hierarchical relationships within the workplace environment.
2. Unauthorized absences or violations of workplace regulations may result in termination of the Traineeship placement.
3. The student is entitled to leave of up to three (3) days for exceptional reasons, such as illness. Any additional absence days must be compensated for at the end of the Traineeship period.
4. If a student is absent from the Traineeship in order to attend a course examination, they must provide the Host Organization with a certificate bearing the official stamp of the Master's Programme and the signature of the course instructor.
5. The student must inform the Traineeship Supervisor of any issue or problem arising during the Traineeship at the host institution and must simultaneously copy the Traineeship Coordinator of the Master's Programme in the relevant email correspondence.
6. A student who is serving compulsory military service may not undertake a Traineeship simultaneously. The Traineeship may be completed either before the commencement of military service or after its completion.
7. A student who is concurrently employed in a public-sector position may undertake a Traineeship in a field relevant to the Master's Programme within the same or another public or private organization, provided that such employment is certified by a statement issued by the competent supervisor.

8. If the intern determines that they are not engaged in activities relevant to their field of specialization, they must notify the responsible Traineeship Supervisor, who will decide whether there are grounds for changing the Host Organization. If justified, the student may be reassigned to another Host Organization following a recommendation report submitted by the Traineeship Supervisor to the Traineeship Committee of the Master's Programme. For the period already completed at the original Host Organization, the student must submit an activity report and obtain the relevant certification from the Host Organization. The student will then continue the Traineeship at the new placement only for the remaining period required to complete the total Traineeship duration.

13. Obligations of the Host Organization

During the Traineeship period, the Host Organization must comply with the present Traineeship Regulations of the Master's Programme **“Sustainable Agrosystems for Quality Mediterranean Foods”** and has the following obligations:

- To register students undertaking Traineeships, as well as any changes related to the Traineeship, in the “ERGANI II” (or any similar according to the country) information system before the commencement of the Traineeship.
- To appoint a Host Organization Supervisor with sufficient expertise in the Traineeship subject area for each student.
- To provide interns with the highest possible quality of training and work experience and to ensure decent and satisfactory working conditions.
- Where applicable and agreed upon, to fulfill its financial obligations in accordance with the applicable legislation.
- To record the intern's working schedule and specify it in the Traineeship agreement (daily and weekly working hours).
- To grant leave for illness (up to three days) or for any other serious reason in accordance with applicable legislation.
- To facilitate the student's participation in the educational activities of the Master's Programme by granting short periods of leave when necessary.
- To sign all required documents related to the commencement, implementation, completion, and termination of the Traineeship.

14. Termination of Traineeship – Change of Host Organization

The termination of an Traineeship at a Host Organization may be decided by the Traineeship Committee of the Master's Program when the administration of the Host Organization fails to comply with the provisions set out in paragraph 13 of these Regulations, or assigns students duties unrelated to the subject matter of the Traineeship (case 8 of paragraph 12 of these Regulations), or when a student fails to fulfill their contractual obligations in accordance with paragraph 12 of these Regulations.

In such cases, the Traineeship Supervisor is informed and submits a recommendation to the Traineeship Committee for the termination of the agreement and the placement of the student in another Host Organization.

For the period during which the student has already completed Traineeship work, the student prepares a report of activities performed and receives the corresponding certification from the Host Organization. Subsequently, the student continues the Traineeship at the new placement only for the remaining period required to complete the mandatory duration of the Traineeship.

15. Traineeship Assessment

The Traineeship is evaluated by a three-member examination committee appointed for each student by the Traineeship Committee. The committee must include the Traineeship Supervisor assigned to the student. The grading scale is the same as that used for the other courses of the Master's Program curriculum.

The three-member committee evaluates and grades the student's Traineeship on the basis of the activity report submitted by the student and the student's responses to questions posed during a presentation of the Traineeship activities and outcomes.

The Traineeship Supervisor submits the final grade to the Secretariat of the Master's Program, which records the grade in the electronic student records system.

UNIVERSITY OF PALERMO
DEPARTMENT OF AGRICULTURAL, FOOD AND FOREST SCIENCES
MASTER'S DEGREE PROGRAMME

Regulations on Orientation and Training Internships

Regulations on Orientation and Training Internships of the Master's Degree Programme

Article 1

Hierarchy of sources

The University Regulations on Internships, issued by Rectoral Decree no. 2999/2021 of 26 July 2021, are fully referred to in these Regulations. Reference shall therefore be made to them for all matters not provided for in this document.

Article 2

Definitions

1. Internship. The Orientation and Training Internship is provided for by Ministerial Decree no. 142 of 25 March 1998, as amended and supplemented, as a complement to the overall educational activity, to enable students to acquire professional skills through practical activities and to guide their career choices through direct knowledge of the world of work. The internship does not constitute an employment relationship, whether paid or professional in nature.

The internship is classified according to various criteria. In particular:

a) Curricular internship, compulsory or optional, generally entails the acquisition of CFU. In the case of optional internships, however, CFU may be awarded by the Degree Programme following a specific request submitted by the student. The curricular internship may be:

- internal, when the training period is carried out within a structure of the University of Palermo; this is exceptional in nature and must be adequately justified.
- external, when the training period is carried out at public or private structures other than those of the University of Palermo, including outside the territory of the Italian State (internship carried out abroad).

For internal internships, the request, accompanied by the training project, must be submitted by the student to the Council, which may approve it, taking into account the provisions set out in the University Regulations on internships (Art. 2 of Rectoral Decree no. 2999/2021 of 26/7/2021). In any case, the number of internal internships that may be activated in a calendar year may not exceed the threshold of 5% of the external internships completed and recorded in the previous calendar year. The Department of Agricultural, Food and Forest Sciences (SAAF) submits requests for derogation from the 5% quota to the Committee for internal internships referred to in Art. 4 of these Regulations.

b) Extracurricular internship, as indicated in the agreement between the Government, the Regions and the Autonomous Provinces of Trento and Bolzano on the document entitled "Guidelines on internships", carried out after completion of studies. This type of internship does not lead to the award of any CFU, except as provided for in the Regulations of the Degree Programme Council.

2. Objective. The internship aims to prepare students to understand the logic of the world of work and to apply the knowledge and skills acquired in academic courses to operational contexts. To this end, each student's activity will be guided and assessed by a "Company Tutor" at the host structure and by a "University Tutor" designated by the Degree Programme Council (CCS), who, after assessing the Trainee's application, will act as the educational and organisational supervisor for the activities envisaged in the curricular internship.
3. Trainees.
 - a) Students enrolled in the courses included in the University's educational offer, provided that they have acquired the minimum number of CFU required by the teaching regulations of their Degree Programme for access to the internship;
 - b) those who have obtained a degree from the University of Palermo.
4. University Tutor. The lecturer designated by the CCS who, after assessing the Trainee's application, will act as the educational and organisational supervisor for the activities envisaged in the curricular internship.
5. Academic Tutor. The lecturer identified by the Trainee and contacted by the competent Sector who, after assessing the Trainee's application, will act as the educational and organisational supervisor for the activities envisaged in the extracurricular internship;
6. Company Tutor. The person appointed by the host organisation who will be responsible for integrating the Trainee within the host structure.
7. Host organisation. The structure (body or company), whether national or foreign, including the University of Palermo (for internal curricular internships only), willing and interested in hosting trainees at its facilities (e.g. public or private bodies, cooperatives, non-profit organisations, associations, research centres, professional firms, etc.).
8. Promoting organisation. The University of Palermo or the structure (body or company), national or foreign, that promotes and manages the process for implementing the internship.
9. Training project. The document indicating the objectives, activities and implementation methods of the internship.
10. Internship application. The web page accessible from the University portal and linked to the internship management portal, where documents and templates relating to the internship are published and through which the procedures falling within the University's competence in internship matters can be carried out electronically.

Article 3

Committee for the assignment of internal internships

1. The Committee for the assignment of internal internships (hereinafter the Committee) is chaired by the Rector's Delegate for internship activities and is composed of the Rector's Delegate for Guidance, the Heads of the relevant Sectors and the Heads of the respective competent Operational Units.
2. After consulting the interested parties, the Committee determines annually the number and type of internal curricular internships that may be activated for the academic year and assigned to the Departments, according to periodically formalised criteria and taking into account the 5% threshold referred to in Art. 1, paragraph 3, letter a). Upon request by the Department, accompanied by the training project and by the resolution approving it adopted by the CCS, the Committee may grant any derogations from the 5% threshold.
3. The allocation of internal curricular internships is communicated to the Departments by 31 January of each calendar year by the competent Sector.

Article 4

Relations with structures suitable for carrying out internships

1. As a rule, the University, as the promoting organisation, is the level that guarantees the regularity and quality of the internship, in particular through the signing of agreements with host structures.
2. Host organisations willing to accept Trainees request accreditation through the University's internship management portal. The compliance of the documentation produced by the host organisation with the requirements set by the Accreditation Committee and the approval procedure are specified in Art. 3, paragraphs 3 and 4, of the University's General Regulations on training and orientation internships.
3. The organisational content indicated in the training project may be modified during its implementation, while respecting the training objectives. The request for modification must be justified and formalised by the Trainee in agreement with the Company Tutor (Art. 3, paragraph 6, of the University Regulations).
4. The Trainee has the right to request suspension of the internship for maternity, accident and in the event of a period of illness lasting for a duration equal to or greater than one third of the hours envisaged for the internship (Art. 3, paragraph 7, of the University's General Regulations on training and orientation internships).
5. With regard to the regime of incompatibility between the figures involved, reference is made to the aforementioned University Regulations (Art. 3, paragraph 7, and Art. 8, letter a).
6. The maximum number of internships activated overall at each host structure is defined in the aforementioned University's General Regulations on training and orientation internships.

Article 5

Access requirements

1. Students may begin the procedures for starting the internship provided that they are enrolled in the second year of the Degree Programme.
2. With regard to the contents of the Training Project, reference is made to Art. 5 of the University's General Regulations on training and orientation internships.

Article 6

Internship notice board

All forms of communication relating to internship availability will be made public through the notice board provided by the University's internship platform; the Degree Programme publishes the forms and any other useful information on the internship on its website.

Article 7

Application for admission to the internship

Students who intend to undertake a curricular internship shall prepare an application using a form made available on the Degree Programme website, through the appropriate applications. The application must be submitted to the competent Degree Programme office and must be accompanied by:

- a. an indication of the training activities of specific interest to the student, agreed with a lecturer of the SAAF Department;

- b. the programme and the proposed period of implementation, as defined in Art. 5 of the University's General Regulations on training and orientation internships;
- c. an indication of the company/body at which the student intends to carry out the internship;
- d. documentation of the exams taken by the student, indicating not only the grades but also the number of CFU. Self-certification is also permitted for this purpose.

Article 8

Assignment of the University Tutor and internship location

1. The internship application is examined by the Degree Programme office which, taking into account the need to implement the overall training programme as effectively as possible, operates according to the following guidelines:
 - a. compliance with the conditions for access to the internship established by the Degree Programme;
 - b. consideration of the internship offer by the host structures, as identified on the basis of the agreements signed by the University;
 - c. verification of the proposed training activities of specific interest to the student;
 - d. consideration of the preferences expressed by the student and of any incompatibility conditions;
 - e. where necessary, priority given to students who can complete their study programme within the current academic year and, among them, to those who have acquired a higher number of CFU;
 - f. priority assigned to compulsory internships over optional internships.
2. The assignment of the Trainee to the host structure is resolved by the Food Science and Technology Interclass Council or by a delegate, who identifies the host company/body consistent with the training activity proposed by (or for) the student (where possible among those proposed by the student), or identifies another partner company/body, and assigns the University Tutor (selected from among the lecturers of the SAAF Department) and the internship place.

Article 9

Methods of implementation and duration

1. The duration of the internship and the number of CFU envisaged must be consistent with the course's educational objectives, the expected learning outcomes, and the objectives and activities identified in the internship programme, taking into account the impact on the time needed to obtain the degree.
2. The internship allows the acquisition of the CFU envisaged in the Manifesto of Studies of the STAL Degree Programme.
The total duration of the internship may not exceed 12 months (including any extensions) pursuant to Art. 7 of Ministerial Decree 142/98 (24 months for persons with disabilities, including any extensions; 6 months for extracurricular internships, including any extensions, pursuant to Art. 11 of Ministerial Decree 138/2011).
3. Unless otherwise provided, the internship normally has a nominal duration of 25 hours for each CFU assigned to this type of activity in the Teaching Regulations of the Degree Programme. The actual duration of the internship may be 20% longer than its nominal duration, following a

justified request by the Trainee and the host organisation addressed to the Coordinator of Council. The internship extension may be granted by the Council, at the Trainee's request, subject to the favourable opinion of the University Tutor and the Company Tutor.

4. Training credits are awarded according to the number of hours completed, on the basis of the standard assessment criterion whereby 1 credit corresponds to 25 hours (including work at the company, any independent study, drafting of the daily diary, student self-assessment and drafting of the final report). Before starting the training activity, the Trainee must comply with the instructions on recording daily activities set out in Art. 7 of the University's General Regulations on training and orientation internships. The register shall indicate, in particular, the dates and times of entry to and exit from the host structure and the activities carried out; this information shall be signed by the Company Tutor.

5. During the internship period, in carrying out the internship, the student is covered by insurance borne by the University of Palermo against accidents at work and, through a suitable insurance company, for third-party civil liability.

Article 10

Extension, suspension

1. The Trainee has the right to request suspension of the internship for maternity, accident and in the event of a period of illness lasting for a duration equal to or greater than one third of the hours envisaged for the internship (Art. 3, paragraph 7, of the General Regulations on training and orientation internships).

2. In order to change the organisational content indicated in the training project of a curricular internship during its implementation, and while respecting the approved training objectives, the Trainee must submit a request for modification, duly justified and formalised in agreement with the University Tutor and the Company Tutor, to be submitted for approval by the FST Interclass Council.

Article 11

Reports and documentation. Internship accreditation

1. For the purposes of recognition of the internship and any training credits, the student must submit a request for recognition to their Degree Programme, as a rule within 30 days from the date of completion of the internship. The student must attach the following to the request (in hard copy and in PDF format):

- a. the internship register (attendance register), countersigned by the Company Tutor;
- b. a report, signed by the Company Tutor and the University Tutor, on the training activities carried out overall during the internship;
- c. the questionnaire evaluating the internship experience referred to in Art. 7 of the University's General Regulations on training and orientation internships (online).

2. In order to satisfy the student's interest in the timely updating of career data, the Food Science and Technology Interclass Council assigns the CFU and ensures the transmission of the relevant assigned CFU to the Student Offices. The CFU transmission procedure will be replaced by online recording in cases where this is possible. The transmission of the documents to the Student Office and the online recording must in any case clearly indicate whether the internship carried out by each student was "internal" or "external". Online recording must comply with the guidelines issued by the University.

3. If the internship is not successfully completed, the student will be required to carry out another one, repeating the entire procedure.
4. If the student is already employed, with duties consistent with the objectives of the student's Degree Programme, the student may produce a detailed certificate of service for the request for validation of the curricular internship and a report on the activities carried out. The validation request must be examined by the Council or by one of its delegated committees/persons. The certificate of service, submitted during the three-year degree programme and suitably updated, may be resubmitted by the student during the two-year Master's Degree Programme.
5. Civil service carried out by the student within projects consistent with the objectives of their Degree Programme may be validated as a curricular internship. The validation request must be examined by the FST Interclass Council or by one of its delegated committees/persons.

Article 12

Monitoring

1. At the end of the internship, for the purposes of quality control and improvement and of relations with the host organisations, the Company Tutor and the Trainee complete the evaluation forms according to the procedures managed by the internship application.
2. The forms, the contents of which must be used exclusively for the purposes of these Regulations and in compliance with privacy rules, must be forwarded according to the procedures managed by the application in use at the University.
3. The University's Statistics Office sends the CCS the evaluations relating to completed curricular internships on an annual basis.
4. The Degree Programme Councils may obtain from bodies/companies that have hosted trainees opinions on the strengths and areas for improvement of the procedure, for the purpose of improving its quality.

Despacho Pr/ESAV 22/2020

Após parecer favorável do Conselho Pedagógico em 19 de junho de 2020, em acordo com o artigo 51º do Regulamento de Avaliação do Aproveitamento dos Estudantes (RAAE) da ESAV, aprovo o Processo de alteração com vista à flexibilidade das datas de apresentação dos estágios finais de curso de 1º Ciclo, que a seguir se transcreve:

Regulamento de Avaliação do Aproveitamento dos Estudantes

Regulamento de Avaliação do Aproveitamento dos Estudantes da ESAV, aprovado pelo Regulamento n.º 88/2015, de 25 de fevereiro, com as alterações através da Deliberação 525/2015, de 14 de abril e do Despacho do Presidente da ESAV Pr/ESAV 015.2016, de 6 de junho

Processo de alteração com vista à flexibilização das datas de apresentação dos estágios finais de curso de 1.º Ciclo**Enquadramento**

Este processo de alteração do Regulamento de Avaliação do Aproveitamento dos Estudantes (RAAE) da ESAV desencadeou-se pela necessidade de regulação da flexibilização das datas de apresentação dos estágios finais de curso de 1.º Ciclo, considerando o parecer positivo do Conselho Pedagógico de 14 de maio de 2020 neste sentido. Este processo é reforçado para experiência da aplicação das datas obrigatórias de apresentação dos estágios finais de curso de 1.º ciclo e a ideia subjacente do legislador em criar momentos específicos mais formais de apresentação dos trabalhos por parte dos estudantes da Escola, que não se verificaram. Da mesma forma, há necessidade de maior flexibilização inerente a ajustamentos de algumas regras de funcionamento pedagógico no Ensino Superior e, concretamente, na Escola Superior Agrária de Viseu devido à ocorrência extraordinária do processo pandémico provocado pelo COVID19, que se irão refletir no futuro.

Assim, propõe o Conselho Pedagógico, após aprovação na sua reunião de 19 de junho de 2020, as seguintes normas regulatórias para a flexibilização das datas de apresentação dos estágios finais de curso de 1.º Ciclo, através de alterações ao RAAE da ESAV.



Artigo 1.º

Alterações

São alterados os artigos 45.º e 47.º do Regulamento de Avaliação do Aproveitamento dos Estudantes da ESAV, com a seguinte redação:

«Artigo 45.º

Entrega

1 - A entrega do estágio final de curso pode ser realizada, durante todo o ano, nos Serviços Académicos, apresentando um exemplar encadernado depois de assinado pelo(s) orientador(es), bem como um exemplar em suporte digital.

2 - ...

3 - O diretor de curso informa os serviços académicos, até 15 dias, da constituição da comissão de avaliação, que é afixada pelos serviços académicos, nos locais habituais, até 48 horas após a sua receção.

4 - ...

5 - *[novo ponto]* Caso a entrega não seja realizada até ao início da época para alunos finalistas, o estudante terá que efetuar nova inscrição no ano letivo seguinte.

...

Artigo 47.º

Avaliação

1 - Os estágios finais de curso serão alvo de apresentação pública em data a definir pelo Director de Curso, não podendo ultrapassar 2 meses após a entrega do estágio final de curso nos Serviços Académicos, salvaguardando, no entanto, o período de férias letivas.

2 - ...

3 - ...

4 - ...

5 - ...

6 - ...

7 - ...

8 - ...»



Artigo 2.º

Regime transitório

O texto desta alteração ao regulamento deve ser incluído no RAAE aquando da sua revisão integral, salvaguardando os necessários ajustamentos.

Artigo 3.º

Entrada em vigor e produção de efeitos

1. As alterações ao RAAE da ESAV aprovadas pelo presente documento aplicam-se a partir do ano letivo de 2019/2020, inclusive.
2. O presente regulamento entra em vigor no dia seguinte à sua homologação pelo Presidente da ESAV.

Em anexo a esta alteração ao regulamento apresentamos os dois artigos consolidados.

Artigo 45.º

Entrega

- 1 - A entrega do estágio final de curso pode ser realizada, durante todo o ano, nos Serviços Académicos, apresentando um exemplar encadernado depois de assinado pelo(s) orientador(es), bem como um exemplar em suporte digital.
- 2 - Os serviços académicos emitem documento comprovativo da receção dos trabalhos e informam o respetivo diretor de curso, através do envio do duplicado até 48 horas, após a data da receção.
- 3 - O diretor de curso informa os serviços académicos, até 15 dias, da constituição da comissão de avaliação, que é afixada pelos serviços académicos, nos locais habituais, até 48 horas após a sua receção.
- 4 - Os serviços académicos, depois de informados pelo diretor de curso sobre a constituição da comissão de avaliação, enviam um exemplar do trabalho a cada um dos membros da comissão, até 48 horas, após a receção da informação.
- 5 - Caso a entrega não seja realizada até ao início da época para alunos finalistas, o estudante terá que efetuar nova inscrição no ano letivo seguinte.

...

Artigo 47.º**Avaliação**

- 1 - Os estágios finais de curso serão alvo de apresentação pública em data a definir pelo Director de Curso, não podendo ultrapassar 2 meses após a entrega do estágio final de curso nos Serviços Académicos, salvaguardando, no entanto, o período de férias letivas.
- 2 - Este evento deverá ser adequadamente divulgado pelos serviços académicos da ESAV, com uma antecedência mínima de 15 dias, a toda a comunidade académica e pelo menos no sítio da internet da ESAV.
- 3 - Os estudantes que assistam à apresentação pública dos trabalhos, terão dispensa justificada das aulas. Esta justificação será feita através de uma lista de presenças, autenticada pelo diretor de curso.
- 4 - Cada apresentação terá a duração máxima de 10 minutos.
- 5 - No final de cada apresentação haverá um curto período de discussão, com a duração máxima de 10 minutos.
- 6 - O presidente da comissão de avaliação é responsável pelo controlo dos tempos de cada um dos intervenientes.
- 7 - Por impedimento de qualquer dos intervenientes (estudante ou membro da comissão de avaliação) devidamente justificado, poderão, a título excecional, marcar -se apresentações extraordinárias mediante solicitação expressa e justificada dos envolvidos.
- 8 - A comissão de avaliação reunirá para decidir a classificação a atribuir ao estágio final de curso, em função da apresentação oral e do trabalho escrito, por aplicação da ficha de avaliação do estágio final de curso e da ficha de avaliação do orientador externo. Os modelos das fichas referidas, bem como o modelo de ata onde deverá constar a classificação do estágio final do curso, constam em anexo a este regulamento.

ESAV, 25 de junho de 2020

O Presidente da Escola Superior Agrária de Viseu,

Prof. Doutor António Monteiro





**ΠΑΝΕΠΙΣΤΗΜΙΟ
ΠΕΛΟΠΟΝΝΗΣΟΥ**
University of the Peloponnese

**School of Agriculture and Food
Department of Food Science and Technology
MSc “Sustainable Agrosystems for Quality
Mediterranean Foods”**

ERASMUS+ Mobility Regulations

Approved by the Department Assembly 14/29-04-2026

MAY, 2026

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1. General

This Regulation has been approved by the Department Assembly Decision No 14/29-04-2026 and is common for all MSc students.

The Joint Master's Programme **“Sustainable Agrosystems for Quality Mediterranean Foods”** is fully aligned with the general objectives of the Erasmus Charter for Higher Education. It aims to enhance student and staff mobility, promote the dissemination and exploitation of mobility outcomes, expand existing collaborations, and develop new partnerships with universities in Europe and in countries participating in the Erasmus+ Programme. The mobility scheme of the MSc has been organized in accordance with the central regulations of the Erasmus Office of the University of the Peloponnese, as published at <https://erasmus.uop.gr/mobilityregulation-erasmus>. It covers mobility activities (both outgoing and incoming) for students undertaking studies, Master's thesis work, and traineeships, as well as mobility activities (both outgoing and incoming) for academic and administrative staff for teaching and training purposes.

A. Mobility of Outgoing and Incoming Students for Studies and Traineeships

Introduction

The Erasmus+ Programme for Higher Education provides undergraduate and postgraduate students, as well as doctoral candidates, with the opportunity to complete part of their study programme (i.e., attend courses included in their curriculum, elective courses not offered at their home institution, or undertake all or part of their undergraduate, postgraduate, or doctoral thesis) in a country of the European Union or elsewhere in the world through Erasmus+ International mobility.

In addition, students may participate in Erasmus+ mobility to undertake a traineeship at foreign institutions cooperating with the Department of Food Science and Technology of the University of the Peloponnese (or with one of the cooperating departments), or at other public or private organizations operating in the fields of Agricultural, Food Science and Food Technology in Greece and abroad. Prior to their mobility period, students identify a host institution either from the list of recommended organizations published on the website of the University of the Peloponnese and the collaborating institutions, or through their own initiative.

Calls for applications for student mobility (studies and traineeships) are announced by the Erasmus Office. The lists of inter-institutional agreements with partner universities where students of the MSc may study are available through the Erasmus Offices of the collaborating institutions. Detailed information regarding funding opportunities and the procedures for submitting the required documentation is provided also by the Erasmus Offices.

An information session will be organized each year within MSc program, and interested students are invited to submit their applications following the publication of the relevant call by the Universities' Erasmus Offices.

2. General Conditions for Participation in the Erasmus+ Programme

The general conditions governing participation in the Erasmus+ Programme for studies, are published on the Erasmus Offices websites and are fully applied by the MSc.

Interested students submit their applications to the Erasmus Office within the deadlines specified in the relevant call. Applications submitted by students are forwarded to the Departmental Erasmus Coordinator for evaluation.

3. Eligibility for Participation in Study Mobility

Students enrolled in the MSc are eligible to participate in Erasmus+ mobility provided that they:

- a. are nationals of a Member State of the European Union or of another country participating in the Programme;
- b. have completed at least the third semester of their studies at the time of application;
- c. have successfully completed at least 70% of the courses from previous years of study by the application deadline;
- d. have a cumulative Grade Point Average (GPA) of no less than 6.5/10. In exceptional cases, adequate justification may be provided;
- e. possess sufficient proficiency in the language of instruction used at the Host University or in the working language of the Host Organization. The minimum required language proficiency level is B2 according to the Common European Framework of Reference for Languages (CEFR). Additional foreign language qualifications are taken into account during the final evaluation.

It should be noted that students may undertake study mobility for a period exceeding two months and up to one academic year at a foreign institution with which the Department of Food Science and Technology of the University of the Peloponnese (or one of its partner institutions) has concluded a bilateral agreement.

No tuition fees, registration fees, or examination fees are charged by the Host Institution. Furthermore, outgoing students continue to receive any national scholarships or student loans to which they are entitled. Priority is given to students who have not previously participated in an Erasmus mobility programme.

4. Student Selection Criteria

Student applications are evaluated by the Departmental Erasmus+ Coordinator on the basis of the existing criteria and the scoring system established by the Mobility Regulations of the Institution. In general, students should at least:

- a. Successful completion of at least 70% of the courses from previous years of study.
- b. Possession of a foreign language certificate. The minimum required language proficiency level is B2. Language competence must correspond to the language of instruction at the Host Institution or the working language of the Host Organization. Students are required to submit the relevant language certificates.
- c. Assessment of academic performance. The cumulative GPA will be considered, particularly in cases where candidates are otherwise equally ranked according to the selection criteria.
- d. Assessment of the applicants' motivation for participation in the Erasmus+ Programme. This is evaluated through an interview with the Erasmus+ Coordinator of the student's Department. During the interview, students are informed that:
 - Their application is binding and may only be withdrawn in cases of serious and duly justified circumstances.
 - They may withdraw their application without penalty up until the conclusion of the personal interview. In the event of withdrawal after the publication of the selection results, the student will not be eligible to participate in future Erasmus+ Programme actions.

- Accommodation and subsistence arrangements in the host country are the sole responsibility of the students.
- A mobility period is considered successfully completed when the student has been examined and obtained credits corresponding to at least half of the ECTS credits specified in the Learning Agreement; for example, 15 ECTS out of a total of 30 ECTS for a six-month mobility period. Otherwise, the Institution reserves the right to request repayment of part or all of the Erasmus+ grant awarded.

Internal SCORING CRITERIA for MSc students

Criterion	Points
Number of successfully completed courses	2 points per course
Average grade of successfully completed courses	Average Grade × 10
Certificate in English or another foreign language at C2 level (Excellent proficiency)	4 points
Certificate in English or another foreign language at C1 level (Very good proficiency)	3 points
Certificate in English or another foreign language at B2 level (Good proficiency)	2 points
Certificate in a second foreign language at B2 level (Good proficiency) or higher	1 point
Assessment of strong motivation for participation (Interview)	1–20 points
Letter of Acceptance from a Host Institution submitted with the application	20 points

5. Announcement of Selection Results

The evaluation results are forwarded to the Erasmus Office in the form of: (a) a ranked list of selected students and (b) a ranked list of reserve candidates. The final announcement of the results is made by the Erasmus Office within a reasonable period after the application deadline through:

- notification by e-mail to all applicants, and
- publication of the results on the Programme website.

The final number of students to be funded is determined according to the available financial resources of the Programme. If funding is insufficient, priority is given to applicants participating for the first time and subsequently to students in their fifth, fourth, and third year of studies, respectively.

6. Recognition of Courses

Students participating in study mobility at partner institutions abroad under the Erasmus+ Programme may obtain recognition of courses successfully completed at the Host Institution, after a decision of the Joint Coordinating Committee of the MSc. These courses are approved by the Joint Coordinating Committee of the Joint Master's Programme prior to the student's departure, following the recommendation of the responsible academic staff member. If the grading scale used by the Host Institution differs from the 0–10 grading scale, grades are converted accordingly. The ECTS credits awarded for recognized courses are those established by the Joint Master's Programme.

Courses that are not recognized are included in the Diploma Supplement as elective courses, and their ECTS credits are not counted toward the total credits required for obtaining the degree.

Before Departure

Learning Agreements are completed in cooperation with the Erasmus Office before the student's departure. Individual academic guidance is provided to each student, while the mobility recognition process is secured, ensuring that students know in advance that the courses taken abroad will be fully recognized upon successful completion.

If, for specific reasons (as indicated in the Learning Agreement), a student is required to modify the agreed study programme, such changes must be made as soon as possible and no later than one month after the commencement of studies. These changes must be approved by the Sending Institution to guarantee full recognition upon successful completion.

Grant agreements are prepared under the responsibility of the Erasmus Office, and students are informed about insurance matters as well as their rights and obligations under the Erasmus Charter.

After Return

Upon return, the student must submit an official document issued by the Host University indicating:

- the titles of the courses attended,
- the grades obtained in the examinations,
- the number of ECTS credits awarded, and
- the ECTS grading scale applied.

7. Incoming Student Mobility

Incoming students have access to general information concerning practical and academic matters through the websites of the Joint Master's Programme and the Erasmus Office. Academic Coordinators provide guidance on academic issues, including study programmes and learning outcomes.

B. Erasmus+ Mobility for Traineeships

The Erasmus Office of each collaborating institution implements student traineeship mobility within the framework of the Erasmus+ European Mobility Programme. The programme enables students of the Joint Master's Programme to complete their compulsory traineeship through the Erasmus+ Programme.

Students are responsible for identifying an appropriate host organization, while the Joint Master's Programme evaluates and approves the suitability of the placement and its relevance to the student's field of study.

Furthermore, the eligibility requirements and evaluation procedures described in Sections 2 and 3 of the present Regulation, as well as those of the collaborating institutions, apply.

Applications and supporting documents must be submitted to one of the Erasmus Offices of the collaborating institution. Application deadlines are announced by the Erasmus Offices.

A complete application file containing all required supporting documents must be submitted for the application to be considered.

Required Supporting Documents

- Application Form
- Curriculum Vitae (CV)
- Copy of National Identity Card
- Certificate of Student Status including Transcript of Records

- Copy of University Degree Certificate
- Foreign Language Proficiency Certificate
- Original Letter of Acceptance (Letter of Acceptance and Working Program) issued by the Host Organization where the traineeship will be carried out. The letter must include:
 - the organization's logo,
 - the contact details of the representative authorized to sign the Traineeship Agreement,
 - the contact details of the supervisor responsible for monitoring the traineeship (name, position, address, telephone number, and e-mail).

The letter must clearly state the organization's acceptance of the Erasmus+ traineeship for a specific period (start and end dates). It must also provide a detailed description of the traineeship programme and the trainee's duties.

Finally, the letter must be signed by the responsible representative of the host organization and bear the organization's official stamp.

C. Organization of Staff Mobility for Teaching and Training

The Joint Master's Programme encourages all staff members to participate in teaching and/or training mobility activities through the Erasmus+ Programme and follows the Erasmus Mobility Regulations for Students, Academic Staff, and Administrative Personnel.

Interested staff members are invited to submit an application following the publication of a relevant call by the Erasmus Offices.

The Teaching/Training Mobility Plan is signed by the Academic Director of the Programme, while grant agreements are prepared under the responsibility of the corresponding Erasmus Office.

Participation in Teaching and Training Mobility is institutionally recognized and is taken into account as a qualification during academic promotion and career advancement procedures.

D. Mobility To/From Erasmus+ Partner Countries (International Credit Mobility)

The collaborating Institutions participate in the programme "Mobility to and from Erasmus+ Partner Countries" (International Credit Mobility – ICM) and follows the Erasmus Mobility Regulations for Students, Academic Staff, and Administrative Personnel.

It should be noted that if this specific regulation conflicts with any point of the individual regulations of the three collaborating institutions, then in any case the regulation of the institution to which the student has submitted the mobility application prevails.