



**Applied  
Philosophy  
in Business  
Decision  
Making**

**UNIVERSITY OF WEST ATTICA  
SCHOOL OF ADMINISTRATIVE,  
ECONOMICS AND SOCIAL SCIENCES**

**APPLIED PHILOSOPHY IN BUSINESS DECISION MAKING**

**“Internal Regulation of the  
Foreign Undergraduate Study  
Course”**



**School of Administrative, Economics and Social Sciences**  
**Undergraduate study course: Applied Philosophy in Business Decision Making**

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## CHAPTER A: SYSTEM AND TIME STRUCTURE OF STUDIES

### ARTICLE 1. Start of Course Operation – Purpose

The English-speaking undergraduate study course in “Applied Philosophy in Business Decision Making” started operating in 2024 at the University of West Attica. Its primary objective is to train managers and promote research in the fields of organization and management of businesses whilst simultaneously connecting these areas with fundamental philosophical principles that influence the decision-making process of modern managers. The undergraduate course achieves its objectives by investing:

- In the development of modern teaching methods, which are adapted to students’ needs.
- In linking with the labour market as well as the domestic and international educational and research community to achieve goals of common interest.
- In promoting science in the fields in which the members of the Teaching and Research Staff are active.
- In continuously monitoring new developments in the field of business administration science and related sciences,
- In constantly renewing and enriching infrastructure.

#### *ARTICLE 2. Study Title and Language of Instruction*

1. The study course awards a single undergraduate degree in *Applied Philosophy in Business Decision Making*.
2. Teaching, assessment and any written or oral communication between teaching staff, students and secretariat is exclusively in English, which is the official language of the course. Lecturers and secretaries are expected to have their knowledge of English certified or equivalent experience of teaching in English at a foreign institution.
3. Upon completion of the studies, the course grants a Diploma Supplement, in English to graduates. The Diploma Supplement is an accompanying and explanatory document, which does not replace the official Degree.

#### *ARTICLE 3. Structure of the Undergraduate Study Course*

1. The undergraduate course consists of a program of studies which includes modules, corresponding to 240 credit points (ECTS), taught over a minimum duration of eight (8) academic semesters and is completed with the award of a degree. 30 ECTS are assigned in each academic semester.
2. ECTS credits are assigned to all modules of the course, reflecting the relative weight and workload of each module. The modules alongside their credit units are presented in the *Guide to Undergraduate Study Course* and the detailed *modules' outlines*.

#### *ARTICLE 4. Support for Incoming Students*

At the beginning of each academic year, the department organizes a welcome event for first-year students whereby the Director of the Course, the members of the Curriculum Committee as well as the teaching and administrative staff inform first-year students about the following:

- The curriculum as well as the possibilities that the Erasmus program offers,
- The procedures at place through which students are able to communicate and cooperate with the faculty members (Student tutor/advisor institution) and the secretariat,
- Student obligations during their studies in the department,
- The University's electronic services, and
- The University's facilities (e.g., library, medical services, food and drink halls, accommodation, student card, gym, etc.)

#### *ARTICLE 5. Management of the Course*

The bodies that are responsible for the organisation and operation of the course are:

1. The *Curriculum Committee*, which consists of seven (7) faculty members of the collaborating Departments and whose subject is related to the subject of the course. At least two (2) members of the Curriculum Committee are of the academic rank of Professor or Associate Professor. The Curriculum Committee is composed of three (3) members from the supervising Department of Business Administration, two (2) members from the Departments of Social Work and one (1) member from the Departments of Tourism Management and Accounting & Finance accordingly. The composition of the seven-member Curriculum Committee may be changed upon request for reasons related to the proper functioning of the course. In the event that one of the collaborating departments does not wish to appoint a representative to the Curriculum Committee, representatives from the other departments shall be appointed.
2. The *Director of Studies*, who is the Principal Scientific Officer of the course, according to the article 234 of Law 4957/2022.

#### *ARTICLE 6. Requirements for the Award of the Degree*

The curriculum extends over a total of eight (8) academic semesters, during which the student is expected to successfully complete thirty-six (36) modules, plus a dissertation or case study, in order to graduate.

More specifically:

- Thirty-four (34) mandatory/required core modules, in semesters 1 through 8. In addition, the Personal Development and Academic Skills 2<sup>nd</sup> semester module is included, which does not receive ECTS.
- In addition to the above: two (2) out of four (4) elective modules, in semesters 6 through 8.
- Dissertation or Case Study on a practical topic, in semester 8, which corresponds to a workload of four (4) modules.

#### *ARTICLE 7. Number and Registration of New Entrants*

1. The English-speaking Academic Courses are exclusively addressed to foreign citizens of countries within or outside the European Union, who are graduates of high schools or equivalent schools with a base abroad.
2. Prospective students who have attended the last two grades of high school or equivalent school in a foreign country, they must present a high school diploma or other equivalent secondary



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education qualification which entitles them to being admitted to higher education

institutions in the country in which they graduated from high school or equivalent school.

3. The maximum number of entrants is not limited, but a minimum of twenty (20) students is set per year. The minimum number of entrants may be changed in each cycle of the course, by decision of the Curriculum Committee.
4. After being informed of the positive outcome of their application, students must submit, either in person or electronically, the original documents that will be requested, as listed below:
  - a. The signed copy of the registration application
  - b. Curriculum Vitae (CV) and covering letter of reflection
  - c. A copy of the high school school (or equivalent) certificate and a detailed grade report of the last class (original and translation in English)
  - d. English language proficiency certificate at B2 level or ILTS score > 5.5 (or equivalent) or TOEFL score > 79/120.
  - e. Copy of Passport and anything else required for staying in the country (e.g. VISA).
  - f. One (1) photo (small)

The supporting documents that are required and the deadlines for their submission are defined by the Curriculum Committee in related announcements each academic year.

#### *ARTICLE 8. Admission criteria*

The evaluation of student candidates will be carried out by the Curriculum Committee and consists of two stages:

1. In the 1<sup>st</sup> stage, the documents submitted by the candidate students will be checked to verify their legality and whether they meet the requirements for admission to the course.
2. In the 2<sup>nd</sup> stage, the Curriculum Committee will evaluate students' applications, whereby the following will be considered as a minimum:
  - Student performance in the last grade of the secondary school. Candidates will be admitted if they have obtained at least a pass mark in their final year of secondary school.
  - The level of English language proficiency assessed by student performance in the relevant certification tests, and as shown in the respective certificate submitted.
  - Candidates' performance in an (online) interview conducted by the Curriculum Committee, which will assess the prospective students' motivation and suitability to attend the course.

#### *ARTICLE 9. Study Duration – Regular Study Attendance*

1. The minimum duration of the Foreign Undergraduate Study Course shall be defined to four (4) academic years, divided into eight (8) academic semesters.

2. The period of regular attendance is equal to the minimum number of semesters necessary for the award of the degree (i.e., 8 semesters), according to the proposed Curriculum of the course, plus four (4) semesters (or  $n + 2$  academic years, where  $n$  is the minimum number of academic years necessary for the award of the degree). Students are entitled to all student care benefits and support throughout the period of regular study attendance.

#### *ARTICLE 10. Student Care*

1. The University of West Attica provides a series of benefits to its students, through the Department of Foreign Language Studies and the related Coordinating Program, which aim to support students during their studies. The benefits include facilitating students to find accommodation through specialized offices, as well as the provision of meals (terms to be specified). Students are also provided with a range of electronic services that support their education, via the Internet. More information is available on the main University website (<https://www.uniwa.gr/en/life-at-uniwa/student-services>).
2. Student/Academic Identity Card (pass): to obtain the Academic Identity Card which integrates Student Ticket Voucher (PASO), students must submit their application online at the website <http://academicid.minedu.gov.gr/>. Once their application is approved, students can collect their Student Ticket Voucher (PASO) at a specific delivery point which they have selected whilst submitting their application.

#### *ARTICLE 11. Duration of the Academic Year*

1. The academic year begins on the 1<sup>st</sup> of September and ends on 31<sup>st</sup> of August. The teaching weeks of each academic year are divided into two (2) academic semesters – the winter and the spring semesters – and their exact starting and ending dates are determined by the University Senate.
2. Each academic semester consists of at least thirteen (13) weeks of teaching. The 13<sup>th</sup> week is designated as a repeat week with no additional teaching materials. In exceptional circumstances, the Senate of the University may decide extension of the duration of the semester.
3. At the end of each academic semester the examination period follows on dates that are determined by the Senate of the University and which are announced on the website of the Course.

#### *ARTICLE 12. Module Selection and Declaration for the Winter and Spring Semester*

1. At the beginning of each academic semester, the student must submit an electronic module declaration, which contains the modules of the curriculum that he/she wishes to attend and be



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examined in the particular semester. Module electronic declarations must be submitted within the timeframe that is

1. determined by the responsible University body. The module declaration also acts as a registration for the semester.
2. After the module declaration deadline, students who have not submitted their declaration can – within ten (10) calendar days – submit a late registration request to the Registrar's Office of the Course, indicating the reason for not submitting their online module declaration and the module they wish to take for the semester. Health problems, serious family problems, technical problems, etc., which are documented by respective official documents, constitute grounds for accepting a late module registration application.
3. After the expiration of ten (10) calendar days, no late module registration will be accepted by the Secretariat. Students who have not submitted their module declaration either for the fall or the spring semester are not eligible to take examinations for both regular and repeat examination periods.
4. Re-registration of students must be in accordance with the provisions in effect at the time.
5. Without a printed or stored electronic proof of registration and module declaration, the student cannot invoke their registration submission to the Registrar's Office.
6. No separate module declaration is submitted for the participation of the student in the repeat examination period of each academic year (in September) and the student is entitled to be examined in all the modules he/she had chosen in his/her module declarations during the two semesters of the academic year, in case he/she had failed or had not been examined in them.

#### *ARTICLE 13. Restrictions on Module Declarations*

1. A student may select modules offered in accordance with the Study Curriculum, giving priority to the modules of the semester in which the student is currently enrolled, as well as modules from previous semesters for which the student has not received a qualifying/pass grade. In every case, the total number of hours of modules that the student may choose to attend, cannot exceed:
  - Thirty-eight (38) hours per week, in case the student has not exceeded the minimum number (8) of semesters, necessary for the award of a degree in the undergraduate study course he/she attends.
  - Fifty-two (52) hours per week, if the student has exceeded the minimum number of semesters, necessary for the award of a degree in the undergraduate study course he/she attends
2. The total limit of hours in the module declaration may be modified, upon recommendation of the Curriculum Committee and approval by the University Senate.



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3. First-year students, at the time of registration, choose for attendance the compulsory modules of the first (1<sup>st</sup>) semester of study. From the next registration period onwards, they are obliged to submit module declarations, according to the restrictions that are applying.
  
4. After the Secretariat of the Department completing the acceptance of the module declaration, up to three (3) modules of the submitted declaration may be modified, on dates determined by the Secretariat of the Course.

*ARTICLE 14. Suspension of Studies – Deletion*

1. In special circumstances, students, upon application to the Secretariat of the course, may discontinue their studies. The maximum duration of study suspension may not exceed two (2) years. The period of study suspension does not count in the normal period of study. Irrespective of the date the suspension application is submitted, the suspension of studies takes effect at the start of the academic semester that follows. Special circumstances, that is, exceptional situations beyond one's control, such as health problems, pregnancy or work, may affect students at any time. Special circumstances can constitute one or more personal difficulties that are reported by the student and supported by relevant evidence, which is considered in determining the suspension of the studies for a period of up to two years, the most. Suspension applications, alongside all the supporting documentation (e.g., medical certificates, etc.) must be submitted to the administration. All certificates, confirming evidences, and/or letters of support, must be written by professionals with appropriate qualifications (e.g., medical doctors) and who are independent from, and not related to, the student. The study suspension period is deducted from the total length of studies in the course.
2. Students who suspend their studies, as described above, do not retain their student status throughout the period of suspension, which may cause problems if the student status is a prerequisite for residence permit. At the end of the study suspension period, students are reintegrated into the active student body of the University. During the suspension of studies, the student does not have the right to use the facilities of the institution and is not entitled to the benefits that result from his/her student status.
3. After a reasoned request to the Secretariat of the Course (e.g., due to enrolment in another academic department), student may request their deletion from the Register of active students of the undergraduate course and receive immediately a Certificate (Act) of Deletion. The necessary documents for de-registration are as follows:
  - Deletion Request Form (provided by the Registrar's Office),
  - Certificate from the Library that there is no pending issue,
  - Academic Identity Card (Pass) must be returned to the Secretariat.

#### *ARTICLE 15. Completion of Studies*

1. In order to receive the degree, the student of the department must have:
  - successfully passed all the modules (compulsory and elective) according to the rules for the selection of modules in the study curriculum of the course,
  - completed 240 ECTS credits.
2. Modules are graded on a numerical scale of 10 (0 to 10) to the nearest tenth of a unit (one decimal place).
3. The final degree grade is calculated to the nearest hundredth of a point (two decimal places).
4. The date of graduation is the date the student completed his/her last obligation (course examination).
5. The grade classification of the Degree is determined as follows:
  - from 5,00 - 6,49 as "Good"
  - from 6,50 - 8,49 as "Very good"
  - from 8,50 - 10,00 as "Excellent"

#### *ARTICLE 16. Dissertation*

1. To complete their studies, students must submit a dissertation or a case study on an existing problem relating to the administrative science.
2. The preparation of the dissertation is carried out individually by each student.
3. The typical timeframe for completing the dissertation is one academic semester, in particular during the 8<sup>th</sup> semester. The timeframe for the completion of the dissertation may be extended by one semester with the agreement of the supervisor. In exceptional circumstances and upon a justified request from the student, the timeframe may be extended by an additional semester. At the end of the three (3) semesters, the student must resubmit an application to undertake a dissertation.
4. Students can request a change of their dissertation topic and/or supervisor no more than once, after relevant application to the Curriculum Committee.
5. **Plagiarism:** The use of ideas, concepts, words, images, etc. without proper acknowledgement of the source, in order to present them as our own, is plagiarism. Quoting and paraphrasing are not plagiarism as long as the sources are properly cited. Plagiarism of any kind is considered academic dishonesty/fraud and is not acceptable; offenders are subject to academic censure and appropriate sanctions. The University of West Attica uses a plagiarism detection software (Turnitin) to detect potential plagiarism and to deter students from plagiarism. Students who are alerted to alleged plagiarism are encouraged to seek advice and support from their Academic Advisor. In cases of suspected plagiarism, the final decision is made by the module instructor. The maximum



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percentage of matching material must be less than or equal to 30%, as determined by the Curriculum Committee. For further information, students are advised to consult the Course Study Guide, the module descriptions and the Dissertation Guide.

#### *ARTICLE 17. Mobility of Students and Staff*

The Curriculum Committee must encourage and facilitate in every way the mobility of both students and staff of the course to visit institutions of higher education abroad or research institutes and organisations. The Erasmus Mobility Regulations are posted on the website of the departments involved and of the university. There may be mobility restrictions depending on the country of origin of the student concerned and on the type of VISA issued by the Greek authorities. The Mobility Regulations through the Erasmus program are posted on the website of the departments involved in the course and of the University. There may be mobility restrictions depending on the student's country of origin and on the type of VISA issued by the Greek authorities.

1. **Erasmus+ program (student mobility):** Based on Bilateral Agreements that the University has concluded with institutions abroad, students of the course can go to study in one of these institutions for a period at least of 3 months and not more than a year. The terms and conditions of participation in the program are detailed on the Erasmus website.
2. **Erasmus+ Traineeships program:** The Department of International Relations/Erasmus+ of the University also implements the student traineeship action within the framework of the Erasmus+ European Mobility Program. This program provides students, from all study cycles (undergraduate, postgraduate, doctoral studies) and recent graduates of the University, with the opportunity to undertake internships in institutions (e.g., companies, NGOs, research centres, educational institutions, diplomatic missions, etc.) based in European Union countries. The terms and conditions of participation are detailed on the Erasmus website. This is not intended for students of the Undergraduate Study Course in Applied Philosophy in Business Decision Making.
3. **Staff mobility program for teaching and training:** The teaching mobility or combined teaching and training period may be of up to 7 working days. The program is implemented under Erasmus+ which partially covers travel and living costs abroad.
4. **Financial support for students participating in mobility program:** The Erasmus+ program provides students with a scholarship aiming to cover the additional costs they will face, exemption from tuition fees abroad and recognition of the period of study spent at the foreign University.

#### *ARTICLE 18. Procedure for the Award of the Degree*

1. In order to be included in the process of being awarded the Degree, students must apply to the Secretariat of the course.
2. In order to participate in the Graduation Ceremony, student must submit to the Secretariat of the course:



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- a. A certificate from the Library stating that there are no outstanding library books.
  - b. Their Boarding Card, if they have one, and
  - c. Their Academic Identity Card, if issued.
3. Upon completion of the required procedures, a Certificate of Successful Completion of Studies is issued by the Course Secretariat, which takes the place of a copy of the Degree. The award of the Degree is granted after the Graduation Ceremony.

*ARTICLE 19. Graduation and Inauguration*

1. To receive their degree, graduates of the course shall take the standard inauguration. The inauguration is not a component of successful completion of studies, but it is necessary for the award of the Degree.
2. The Inauguration takes place at a special ceremony, after the examination periods on specific dates, before a representative of the Rector's Office and/or the Dean of the Faculty, the Director of the Course and the faculty members.

*ARTICLE 20. Services to Students*

- a) The **Student Advisors or academic advisors**, in cooperation with the other services of the University, advise and support students, especially first-year students, to ensure smooth transition from secondary education to higher education. The role of Student Advisors is also to inform and advise all students on issues related to their studies and their subsequent career and to offer special supportive care to solve problems they may encounter during their studies. The role of academic advisor is undertaken by every faculty member of the course, regardless of rank and position. As a role, the Academic Advisor is important, since academic advising is anticipated to contribute significantly to the success of students' studies. Students should feel free to discuss with their academic advisor any issue in their academic life that concerns them, e.g., problems with modules and laboratories, issues relating to study regulations, module selection, and even personal difficulties (e.g., family problems, health problems) which may affect their studies. The academic advisor will try, as much as possible, to provide or suggest solutions to any problems that may arise, but he/she is not obliged to guarantee in advance a solution to every problem.
- b) **The Student Advocate:** An independent Office called "The Student Advocate" is established at the University of West Attica, and is under the authority of the Vice Rector for Academic and Student Affairs. The Student Advocate acts a mediator between students and professors or students and administrative services of the University, upholds legality in the context of academic freedom, deals with phenomena of maladministration and safeguards proper functioning of the Academic Institution.



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- c) The **Academic Identity Card**, is provided through central electronic services of the Ministry of Education and Religious Affairs, and is in the form of a plastic or smart card. It supports multiple benefits for all members of the Greek higher education institutions (i.e., students of the three cycles of study, teaching staff, administrative and technical staff, etc.). All undergraduate, postgraduate and doctoral students of the University of West Attica can apply online for a new academic identity card. The academic identity cards will be delivered to the pick-up point which has been chosen by each student when submitting his/her application. The academic identity card will indicate the exact period of validity of the *Student Ticket* entitlement, and if the student is not entitled to a Student Ticket, the card takes the place of a simple ID card.
- d) The online application of the **Electronic Secretariat** (application of the student register) enables each student to:
- To be informed about the curriculum of the course, the teaching staff, and the proposed textbooks,
  - To register and submit module declarations each semester
  - To be informed of the marks for the modules for which students have taken examinations
  - To receive electronic certificates of attendance immediately.

Access to the Electronic Secretariat application is possible via the student's personal password. Especially for first-year students, it is noted that each first-year student must receive from the Secretariat the personal **University Registration Number** and the **Activation Code**, which are necessary for the activation of his/her electronic account in the University.

- e) **E-Learning**. Students can register in the online asynchronous education platform **moodle.uniwa.gr** for those modules they have chosen and attend during the semester. Registering on and using the platform gives students access to useful educational material (e.g., notes, exercises, presentations) as well any announcements from the module instructor.

**ARTICLE 21. Personal Data Protection Policy – GDPR**

As of 25/05/2018, the General Data Protection Regulation (EU) 2016/679 applies, which strengthens the framework for the protection of people's data with regard to the processing of personal data in the European Union. The University of West Attica complies fully with the GDPR, within the context of its activity and scope, and adopts appropriate technical and organisational measures to ensure the effective protection of personal data, in accordance with the GDPR. No one can be admitted to apply for the Course, unless they consent to the use of their personal data for the purposes of processing their application, in accordance with the Personal Data Protection Policy 3 that is in force at the University (if applicants are under 18 years old, they must confirm that their parent or legal guardian also agrees to the use of their personal data for this purpose).

**ARTICLE 22. Module Attendance – Grading**



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At the beginning of each semester, instructors provide the syllabus for each module, set office hours for contact with students, and announce the grading and module requirements.

The topics to be covered must match closely the approved modules that will be offered that year.

Attendance at both lectures and

seminars is mandatory; more than three (3) unexcused absences will automatically result in failing the module. Absences from lectures and seminars may be recorded and students who are in extenuating circumstances are required to complete a form to excuse their absence from the module, by providing evidence of any documented reason, e.g. illness, injury, jury duty, life-threatening illness or death in the immediate family. To successfully complete a module, students must have fulfilled all module requirements, which may include midterm examinations, short essays or other assignments, and a final examination.

*ARTICLE 23. Tuition Fees*

**Tuition fees:** The cost of operation of the undergraduate course will be covered through student tuition fees in accordance with the provisions of Law 4957/2022. Tuition fees are set at 6,000 euros per academic year, which may be paid in two equal instalments. The Curriculum Committee may extend the deadline for the payment of tuition fees. Additional funding from donations, benefits, endowments, bequests, sponsorships, research projects and other resources, if any, may be used to reduce the burden of tuition fees and/or to provide additional benefits to students. Funding from University's own resources, up to 5% of the total budget of the Course, (Article 105 of Law 4957/2022) is also foreseen.

**Refunds:** Tuition fees are not refundable in case of suspension of studies or non-attendance. The University of West Attica reserves the right to inform the Greek authorities in this regard. Refunds can be made when a student visa has not been issued. In case of force majeure, the Course Coordinating Committee may decide on a partial refund of the payment made before the student's arrival in Greece; in this case, all bank transfer costs are paid by the applicant.

*ARTICLE 24. Residence Permit and Insurance Coverage*

Citizens of the European Union (EU) and the European Economic Area (EEA) do not need a residence permit to study in Greece. EU/EEA students should prove their identity with a passport or national identity card. In addition, within 90 days, they must register at the local office of the Aliens Department (in police stations with an Aliens Department), where a certificate of registration (certificate of residence) is issued. The Residence/Registration Certificate has unlimited validity and is issued free of charge (in accordance with EU Directive 2004/38/EC). Non-EU/EEA nationals must maintain legal residence status throughout their studies on the Course. The Course can accept students who have been granted a permanent residence permit that also allows them to study in Greek Higher Education Institutions (e.g. permanent



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residence due to investment, work, family unification, refugee status, etc.). All other non-EU students must enter Greece with a student or long-term scholarship visa. Then, within ninety (90) days of their arrival in the country, they will have to apply for a Residence Permit at the relevant Directorate of Aliens and Immigration of the Decentralized Administration, to cover the entire duration of their studies. All students will be assisted by the Course Student Advisors to obtain and maintain their residence status.

**Health issues and living conditions:** EU/EEA students should present their European Health Insurance Card which gives them access to medically necessary, state-provided healthcare during their stay in Greece. Non-EU/EEA students who do not have access to the national health care system in Greece (provided through work or family) should arrange individually for private insurance for the duration of their studies. According to the National Health System, all residents of the Hellenic Republic have the possibility, free of charge, to be treated in public hospitals in case of emergency. The Curriculum committee or the Student Welfare Service can provide information to students about reliable insurance companies based in Greece and the various insurance policies. All living expenses such as accommodation, subsistence, services, etc. are paid by the students.

## CHAPTER B: ORGANISATION OF TEACHING

### ARTICLE 25. Educational Objectives and Teaching Methods

1. The mission of this course is to teach students the theoretical and practical tools of philosophy and to prepare them for a deeper understanding of a range of topics with particular emphasis and practical relevance to business and organizations. The choice of the structure of the curriculum is governed by students' needs for academic and professional development.
2. Teaching staff select at their discretion the most appropriate combination of available educational tools and methods to achieve the above objectives. More specifically, the educational process of each module can include one or more of the following forms:
  - a) **Lectures:** large classes led by a lecturer. The purpose of lectures is to introduce and develop new concepts and demonstrate their applications. Most lecturers provide students with notes, while others expect students to take notes during the lecture. **Regarding students:** it is always worth taking the time at the end of each teaching week to study the lecture notes from that week's lecture in order to consolidate the materials taught. Students may record lectures where appropriate, however students should speak to the lecturer about recording in advance.
  - b) **Tutorials/Seminars:** smaller group meetings in which students participate in a group discussion and may be asked to present an assignment or lead a discussion. In tutorials, students have the opportunity to ask questions about anything they did not understand in the lectures, to practise and discuss examples from the materials covered in the lectures. Most lecturers require students to prepare something in advance. Tutorials and their in-advance preparation is vital to students' learning.



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- c) **Practical workshops:** teacher-led workshops where students learn practical skills.
- d) **Supervised assessment:** formal assessments that require attendance at specific times and which are supervised - usually examinations.
- e) **Student-centred learning:** work undertaken by the student independently in the context of the module, for example study around a topic, use of computers/libraries, thinking, writing, revision.
- f) **Other:** covers forms of learning, such as web-based learning via the World Wide Web or other computer-based learning packages.

**3. Lecture duration:** (i) The typical duration of a lecture or tutorial/seminar is forty-five (45') minutes, after which there is a break of up to fifteen (15) minutes. (ii) The duration of hourly laboratory exercises is set at fifty-five (55') minutes. The break is not necessary for laboratory and practical exercises.

**4. Asynchronous education platforms (e.g., Moodle)** are a basic tool for communication between lecturers and students, separation of students into groups, distribution of information, additional educational material, etc.

*ARTICLE 26. Textbooks and Educational Material*

Upon lecturers' recommendations, the Curriculum Committee (CPC) approves a list of foreign language textbooks for each module, which are indicated to students for study. The cost of acquiring the materials shall be borne by the students, unless otherwise decided, according to the financial strength of the course. Each lecturer reserves the right to enrich his/her module with additional educational materials, about which he/she informs the students through the asynchronous education platforms (e.g. Moodle).

*ARTICLE 27. Evaluation of Teaching Staff by Students*

1. Upon completion of the 8<sup>th</sup> teaching week of each academic semester, students shall evaluate the modules taught to them and the lecturers for the purpose of improving the level of study provision, in accordance with the Internal Regulations of the University.
2. The evaluation period lasts from the 9<sup>th</sup> to the 11<sup>th</sup> teaching week of the semester for all taught modules and is carried out electronically, through the Information System (IS) of the MODIP.
3. The OMEA of the Curriculum Committee shall ensure proper organization of the electronic assessment process for each module in order to maximize student participation. At the end of the evaluation period, the OMEA examines the results of the evaluation and recommends in writing to the Curriculum Committee actions for the improvement of the teaching work provided. Provision is also made for replacing lecturers who have not been adequately evaluated for 3 consecutive semesters, whilst improvement actions have been taken by the Curriculum Committee through feedback provided to them.

*ARTICLE 28. Modules Content and Learning Outcomes*

The Modules Content, the Learning Outcomes and the related General Competences acquired by students are documented in detail in the Study Guide and, in particular, in the Module Outlines, which are posted on the website of the Undergraduate Study Course.

**CHAPTER C: EVALUATION OF KNOWLEDGE**

*ARTICLE 29. Assessment of Student Performance*

1. The assessment of student performance is carried out by the lecturer of the module in question. If a module has been assigned by the Curriculum Committee to more than one teaching staff, the evaluation of the module may be organised jointly and the method of student assessment may be either common or different for each lecturer, provided that the students have been informed of this at the beginning of the academic semester.
2. The module instructor may, at his/her own discretion, organize written or oral examinations or rely on assignments given at the beginning of the semester and completed by the students by the end of the academic semester. The instructors shall themselves determine the mode of examination for the module, as long as it is described in the module outline.
3. In cases where it is planned to conduct distance examinations, using synchronous or asynchronous education software, all the necessary measures are taken to protect personal data while ensuring the reliability and integrity of the examination. In such cases, students are required to make a Declaration of Acceptance of the Conditions of Participation in distance learning examinations, concerning the protection of personal data.
4. The modules' syllabus is posted on the course's asynchronous education platform during the first week of the semester and the learning material is updated, as needed, on a weekly basis. The student assessment process is completed within timeframes and deadlines set by the instructor which, in any case, do not exceed the end of the examination period of the current semester.
5. Lecturers/module instructors shall make appropriate arrangements for the oral examination of students with special learning needs, provided that the Curriculum Committee has provided approval, in accordance with Article 21 of these Regulations.



*ARTICLE 30. Conduct of the Written Examinations*

1. The general responsibility for the proper conduct of the examinations lies with the Director of the Course, who shall ensure, in a timely manner, the examination schedule, the appointment of invigilators, the suitability of the premises, the availability of materials and equipment and, in general, the integrity of the examinations.
2. The secretariat of the Course shall post on time the schedule of the written examinations of the semester on the website, which must contain, for each module, the place, the day of the examination, and the time limits, that is, the beginning and the end of the examination.
3. The module instructors and other staff if required e.g., Lecturers, Doctoral Students, EDIP and ETEP staff of the departments involved in the course, are appointed by the Curriculum Committee as invigilators of the examinations.
4. The examinations are conducted exclusively after the end of the teaching period of the winter or spring semester for the modules taught respectively in these semesters. During the September repeat examination period, students are entitled to take examinations in modules of both semesters, for which they have registered and have not received a qualifying/pass grade.
5. Students have the right to participate in the examination of the modules they have selected in their module declaration.
6. With the Secretariat's responsibility, the link between a module and an instructor is finalized in the online student application, in accordance with the module assignment. Subsequently, the examination attendance lists are compiled, by module, according to the submitted module declarations.
7. Lecturers/instructors are informed of the list of students participating in the examination through the online application for teaching staff. Through this application, they then enter the exam score within three (3) weeks at the latest from the date of the module exam.
8. During the examination, the invigilators check the identity of the examinees. Students are required to carry proof of their identity with them during the examination, in particular their academic identity card (pass) or other public document (e.g., passport).
9. A student who is found to be copying in any way (e.g. from books or notes, from writing of another student, using a mobile phone), or colluding with another student or students, or interfering with the smooth conduct of the examinations will receive a zero (0) after his/her paper has been marked and signed by the invigilator who found the student copying. At the same time, the Director of Studies is informed in order to initiate the disciplinary procedure provided for by the internal regulations of the University.

10. After the papers have been collected, the invigilators count the papers that have been received and one of them confirms the number. The papers shall then be handed over to the lecturer/instructor (if he or she is not the invigilator), who counts them and signs before the invigilator in order to certify the number of papers received.

11. After the examination, the instructor may post the answers to the examination questions on his/her personal website or in the online classroom of the module. Also, after the results have been issued, students have the right to ask to view their paper – of the current examination period at any given time – and to request information on how it was assessed. The lecturers/instructors determine the time and place for showing the papers to the interested students, immediately after the announcement of the results.

12. Students' papers are kept safe under the responsibility of the lecturer/instructor for one year after the examination and then destroyed, unless there are pending criminal, disciplinary or any other administrative proceedings.

The following rules are compulsory for written examinations:

- a) the written examination of each module should last up to two (2) hours and not less than one (1) hour, unless the Curriculum Committee decides otherwise.
- b) The Secretariat of the Course must post the schedule of the written examinations for the academic semester on the relevant website in good time, and must contain, for each module, the day of the examination as well as the starting and ending time limits for the examination.
- c) Students who have not duly registered for the module in question via the module declaration process or who have outstanding financial obligations are not allowed to participate in the examinations. Responsible for this control are the examiner/instructor in cooperation with the invigilators and the secretariat of the course.
- d) The designated invigilators shall check the official document of the University of West Attica that proves the student's status and certifies the identity of the examinee and verify that the student's name and special registration number are written on the paper. Invigilators also shall sign each paper, monitor the entrances and exits in the examination room at all times – especially at the end of the examination and paper delivery times – and ensure that no one leaves the examination room before thirty minutes (30 minutes) have elapsed since the distribution of the papers. During the identification check, the student's module declaration shall also be checked. If it is found that the module has not been declared, the student is informed that he/she is not entitled to participate in the examination of the module in question and must leave the room.
- e) A student who arrives no later than fifteen minutes (15 minutes) from the scheduled start examination time has the right to participate in the examination.
- f) After the papers have been collected, the invigilators shall count the papers received and one of them certifies the number of papers received. The papers are then be handed to the



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lecturer/instructor, who also shall count them and certify the number of papers received by signing before the invigilator.

*ARTICLE 31. Ways of Examining Students with Disability (SwDs)*

1. Lecturers must demonstrate the necessary care for the examination of Students with Disabilities (SwDs). Both SwDs and lecturers may contact the SwDs' Tutor/Advisor, appointed by the Department, in order to provide more specific instructions for the SwDs' proper and smooth participation in the examinations.
2. The examinations of SwDs shall be conducted within an atmosphere of respect and acceptance of individuality.
3. SwDs participate in the examinations on the same day and time as other students.
4. SwDs must present at the time of registration to the Secretariat of the course a relevant certificate from a competent public body certifying the nature of their disability.
5. SwDs must also contact the Academic Advisor in order to inform him/her of their special needs during the examinations.
6. In cases of students with sensory or mobility impairments, where special arrangements are required, students shall inform the Academic Advisor prior to each examination. The Academic Advisor shall communicate with the examination board and the examiners in order to manage these specific issues.
7. In cases of students with Attention Deficit Hyperactivity Disorder (ADHD), and/or Special Learning Disorders (e.g., Dyslexia), it is not necessary for students to contact the Academic Advisor before the examination, but they must have a copy of the relevant diagnosis issued by the competent Counseling Support Centers or Medical Pedagogical Centers with them during the examination. They also need to inform at the beginning of the examination procedure how they wish to be examined (written or oral), if there is a relevant instruction in the diagnosis.
8. SwDs who are entitled to an oral examination must submit a valid certificate from the competent public body at the time of their registration at the Secretariat of the course. They must also bring a photocopy of this certificate with them when taking examinations. If they do not wish to exercise their right to an oral examination, they can choose to sit the examination in writing.
9. Students who are entitled to an oral examination shall inform the lecturer/instructor of the module being examined at the beginning of the examination process. The lecturer has no right to refuse the student an oral examination or to encourage them to take the examination in a different way. He/she must fully respect the student's decision.
10. SwDs, who are entitled to an oral examination, shall receive the exact same papers as other students.



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11. In cases of examining students with ADHD and/or Special Learning Disorders, the pronouncements of the subjects are read slowly and clearly. The student may answer the questions in any order he/she wishes.
12. SwDs, who are assessed orally, require assistance in reading and understanding the questions, but not a reduction in the instructor's requirement for completeness and correctness of answers nor any other special assistance beyond that mentioned above.
13. In case of an oral examination of a person with stuttering, it is important the lecturer shows patience, does not pressure the student in any verbal or non-verbal way to complete his/her answer quickly and does not complete himself/herself what he/she assumes the student wants to say. Individuals with stuttering experience excessive anxiety during verbal communication and it is important to be treated in a supportive manner, especially during the inherently stressful process of the oral examination. The lecturer/instructor should not comment in any way on the student's speech or make any suggestion in this regard. He should simply wait patiently the student to complete his/her answers.
14. Students with ADHD and/or Specific Learning Disorders (dyslexia, dysgraphia, etc.) are a category of students who have difficulty in sustaining their concentration when mental effort is required. Therefore, it is important to be assessed in classrooms with the least possible number of students and distracting stimuli (e.g., noise, too much light, too many windows). It is important to encourage them to sit at the front of the room, away from doors and windows. As these students have difficulties in time management, invigilators should inform them of the remaining examination time, approximately every half an hour. Also, since these students have increased mobility needs – otherwise they experience even greater distraction – it is important that they are allowed to get up from their seats and move around the room for a few minutes if they wish. In the event that a student chooses to take a written examination, then they can mark on their paper that they are eligible for an oral examination and the instructor must confirm this by signing the paper after checking the relevant documentation/certificate. In this case, spelling, grammatical or syntactical errors and possible clutter or disorganization of the paper materials are not considered in the evaluation. The paper is assessed with leniency in terms of the wording of the writing speech and emphasis is placed on the elements of the answer that do or do not substantiate the relevant knowledge that the questions aim to assess. It is also important to ask the student if he/she wishes the lecturer/instructor to read aloud the questions (possibly in another room/space to avoid distracting other examinees), since these students often may skip words or even whole lines during silent reading, resulting in poor comprehension of the questions. Therefore, they may not answer correctly not because they do not know the answer but because they did not read the question correctly. If the invigilators observe a prolonged distraction of the student during the examination, it is advisable to attempt to discreetly restore student's attention to his/her writing and paper (e.g. with a light touch on the shoulder or a nod). As a result of their attention deficit, students may forget to answer a question. The above guidelines for conducting an oral examination apply for students with ADHD and/or Specific Learning Disorders who are being examined orally.



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15. Students with upper limb disabilities are entitled to a writing assistant, who must be requested in advance by the Academic Advisor. Writing assistants are volunteers who are assigned during the examination to answer the questions in writing dictated by the SwD. If the volunteers are students, they may come either from a different department from that of the SwD, or they may be students in the same course, but in earlier years. In this case, the transcription is done verbatim, in the presence of an invigilator.

16. In cases of students with partial vision loss, the topics of the written examination are given to the student in an appropriate format (percentage magnification of the letters) and, if he/she wishes, the lecturer/instructor reads the topics aloud as many times as necessary.

17. In case of students with total loss of vision and until it is possible to conduct the examination in Braille, either oral examination or the utilization of a writing assistant is recommended.

18. Students who are deaf or hard of hearing may be examined orally with the assistance of an official interpreter upon request from the Academic Advisor, who will notify the Division of Student Services of this need.

*ARTICLE 32. Grading – Grade Improvement*

1. Courses are graded on a numerical scale of 10 (0 to 10) to the nearest tenth of a unit (one decimal place).

2. Instructors are required to enter the results of examinations, written and oral, uniformly in the same table for each module on the online Student Record platform, no later than three (3) weeks from the date of the examination. In case the name of a candidate cannot be found on the electronic platform, due to a failure during the identification/module declaration process, the lecturers must hand in the relevant form completed with the list of the names of the students concerned to the Secretariat of the course.

3. The inadvertent entry of an incorrect grade for a student is corrected by the instructor upon his/her recommendation to the Secretariat of the course. No other kind of recalibration is possible.

4. If a student fails more than three (3) times in a module, he/she may be examined upon his/her request by a three-member committee consisted of faculty members with the same or related subject, appointed by the Dean of the School, according to the current legislation and upon the recommendation of the Curriculum Committee. The lecturer in charge of the module is excluded from the three-member examination committee.

5. The grade awarded in a module which includes both a theoretical and a laboratory part is not separated. For these modules, the student has successfully pass if he/she has obtained at least five (5) points in the final grade, as determined by the individual grades obtained in the theoretical and laboratory part respectively, with the weighting specified in the module outline by the instructor in charge.



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6. The student reserves the right to improve the grade in a module that has been successfully examined, upon request to the Secretariat of the course. In these cases, students are examined during the normal examination periods in which the examinations for the module in question are held, and not as an exception. The application for grade improvement must be submitted by the student before the examination period on fixed dates determined by the Curriculum Committee of the course. A student retains the right to improve his/her grades in up to three (3) modules in total during the course of his/her studies and only once per module. The higher grade received by the student will be chosen as her/his final grade on the module.

7. **Degree grade:** The final degree grade is equal to the quotient of the sum of the course grades obtained, multiplied by the Credit Units [Course Grade x Course Credit Units (ECTS)] divided by the total Credit Units (ECTS)].

*ARTICLE 33. Appeals*

The Course management team is committed to the amicable resolution of any dispute. If students have a suggestion or a complaint about any matter, they should first raise it with the person concerned. If they are not satisfied with the outcome, they may further pursue the matter through informal and formal procedures. Any suggestions and complaints will be treated seriously and fairly, reliably and without undue delay. Students have access to the statutory complaints and grievance procedures and can talk to the course management team or submit their complaints in writing. Details of the procedures are outlined in Article 36 of the present Regulations.

*ARTICLE 34. Recognition of Modules from the ERASMUS program*

1. Students may recognize modules (compulsory and elective) of the curriculum of the course, with a grade and credit points (ECTS) corresponding to the curriculum of the Erasmus program, in which they have successfully passed the examinations of a similar or not Department in the domestic or foreign country (first cycle of studies), if their curriculum coincides with the curriculum of the Undergraduate course in Applied Philosophy in Business Decision Making.

2. The validation of the correspondence of the module is carried out by the Curriculum Committee in two stages:

- a) Before the student departs for the Host University, on the basis of the Learning Agreement, which is prepared and submitted by the student and is reviewed and signed by the Curriculum Committee (pre-approval), and
- b) After returning from the Host University, where the student submits a request for final approval of the matches to the secretariat of the course, which is validated by the Curriculum Committee (final approval).
- c) Modules that will not be recognized are added to the student's Diploma Supplement.

3. During their semester abroad, outgoing ERASMUS students are not required to submit module declarations. They are also not entitled to participate in the examinations of modules (winter or spring



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examination period) of the course taught during their semester of absence. They are, however, entitled to take examinations in modules from previous semesters if they have previously declared/registered for them.

## **CHAPTER D: RIGHTS AND OBLIGATIONS OF TEACHING STAFF AND STUDENTS**

### *ARTICLE 35. General Principles*

The Community of Members of the Department in Business Administration (i.e., faculty, students, and administrative staff) operates on the basis of the principles of academic freedom, decency, honesty, consistency, and mutual respect. Members of the Department shall ensure that these principles are consistently enacted and that they generally demonstrate academic ethics in the performance of their duties, and keep with the high standards and tradition of the Department/foreign course.

### *ARTICLE 36. Academic Freedom of Teaching Staff*

Lecturers/teaching staff enjoy by law full academic independence and freedom of expression and circulation of ideas as exercising their teaching and research work, whilst respecting the principles of objectivity, transparency and respect for different opinions. The views expressed shall form the basis of a dialogue and shall in no case justify reactions beyond the bounds of academic propriety. Visiting Professors and speakers enjoy the same freedom.

### *ARTICLE 37. Right to Knowledge and Freedom of Expression of Students*

Within the context of the right to knowledge, students enjoy full freedom of expression of opinion and circulation of ideas, respecting the principles of objectivity, transparency and respect for different opinions/views. The exercise of this freedom must not interfere with or obstruct the teaching task.

### *ARTICLE 38. Right to Information for Students*

Students have the right to be informed about the curriculum, its objectives, the content of compulsory and elective modules, and in general the organization of the teaching and examination processes. Through their legal representatives, they may be present in the collective bodies and submit proposals, in accordance with the relevant provisions.

### *ARTICLE 39. Student Complaints Procedure*

In the context of strengthening the student-centered educational process, as well as the principles of transparency and accountability, a "Complaints Management Procedure" for students of the Department is



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introduced. This procedure applies to all complaints, which relate to the quality of the educational and administrative services provided by the Department, and is described as

follows:

α) The "Electronic Complaint Form for Complaints" of the Department/SEP is available for the registration of complaints through the Department/SEP website.

#### *ARTICLE 39. Student Complaint Management Procedure*

In the context of strengthening the student-centered educational process and principles, as well as the principles of transparency and accountability, a "Complaints Management Procedure" for students of the Course is introduced. This procedure applies to all complaints, which relate to the quality of the educational and administrative services provided by the Course, and is described as follows:

- a) The "Electronic Complaint Form" is available for the registration of complaints through the website of the Course.
- b) The student completes, stating his/her full details, the "Electronic Complaint Form", in which he/she states briefly, clearly and objectively, the problem - complaint he/she has, and submits it.
- c) The Head of the Secretariat of the Course forwards the student's complaint, together with any additional material, as appropriate, to the Director of Studies/Principal Scientific Officer. The Head of the Secretariat must keep a confidential record of complaints for a period of one (1) year. Only the two persons mentioned above shall have access to the file.
- d) In case the complaint concerns a member of the teaching/research/administrative staff of the course, the Principal Scientific Officer is obliged, in order to continue the procedure, to inform the person concerned to provide clarifications for the settlement of the complaint. If the problem is resolved at this stage, the procedure ends here.
- e) If the resolution actions adopted are not accepted by the objecting student, the Principal Scientific Officer in collaboration with the members of the Curriculum Committee, examine the issue and proceed to appropriate action to resolve the issue. The decision is final and the student cannot submit a further appeal. In cases where, after the administrative review process of the problem-complaint is completed, the student still objects to the resolution or the situation is still problematic, then the Principal Scientific Officer shall forward the case to the appropriate body of the institution. In the case of referral to another body, e.g. the Ethics Committee, then the record referred to in the above paragraph is not kept by the Secretariat of the Course.
- f) Within a reasonable period of time, the student will be duly informed of the actions taken and the general handling of the matter, as well as of any decisions taken by the competent administrative body.
- g) The malicious submission of a complaint, such as one that does not correspond to reality and takes place with the sole purpose of damaging the honor and reputation of the lecturer/member of teaching staff, is punishable by disciplinary action according to the provisions of the Internal Regulations of the University of West Attica.



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h) Complaints concerning ethical issues are addressed to the institutions of the University responsible by law and the Internal Regulations of the University (no. 47): Ethics Committee and/or the Student Advocate.

*ARTICLE 40. Academic Advisors*

The Department/Foreign Course introduces Academic Advisors for its students. All the members of teaching staff of the Course are appointed as Academic Advisors. Students can contact their Academic Advisor throughout their studies, who will inform and advise them about their studies in the Course, as well as about the possibilities that exist after completion of their studies, e.g. for postgraduate studies or for a professional career. For further specialised advice, the Academic Advisors may redirect students to the lecturers of specific modules in the course, and all relevant matters may be discussed, upon recommendation of the Academic Advisors, at the Departmental Assembly. The Course respects diversity and ensures equal participation of students in the educational process. For students with disabilities (SwDs), the institution of the Academic SwD Advisor also operates.

*ARTICLE 41. Academic Ethics and Integrity*

1. The academic community of the Department/Foreign Course is composed of the members of the faculty, the members of the teaching staff, the other lecturers, the students, the researchers and the administrative staff. In order to fulfil the mission of the Course and to safeguard its prestige, academic ethics are required, which entails obligations that go beyond the obvious obligation to comply with the provisions of existing legislation. The characteristics of academic ethics which the members of the academic community must demonstrate are: honesty, integrity, fairness, impartiality, transparency, meritocracy and fairness, respect for the rights and personality of others, the promotion of dialogue with respect for academic freedom, the fight against discrimination of any kind, a sense of duty and contribution, modesty, or any other characteristic that contributes substantially to preserving the prestige of academic status, as well as defending and promoting the prestige of the Department/Course.
2. The activities of the members of the academic community of the Department/Course must be governed by respect for the principles and rules of science and academic freedom, human dignity, respect for the environment, personal data and intellectual property.
3. In the performance of academic and administrative work, the principle of equal treatment shall be ensured and any discrimination of colleagues and/or recipients of academic and administrative work on the basis of origin, nationality, gender, language, physical ability, religious or other beliefs must be avoided.
4. The members of the academic community of the Department/Course must treat their colleagues with due respect. It is not permitted to exploit in any way their status, the rank to which they belong or their



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institutional role, to coerce other members of the Department/Course into a particular act, omission or judgment.

5. Faculty members and all categories of teaching staff should treat students with respect and care. Forcing students to work on projects not related to their university duties, especially for the purpose of gaining any benefit, constitutes a serious disciplinary offence.

6. Members of the academic community of the Department/Course, in their public life outside the University, must not use their academic status in a way that could potentially expose the University.

7. In the context of the right to knowledge, students enjoy full freedom of expression, expression of opinions and circulation of ideas, respecting the principles of objectivity, transparency and respect for different opinions. The exercise of this freedom must not interfere with or obstruct the teaching task.

8. Students are expected to treat their lecturers/teaching staff and all other staff of the Department/Course with due respect and dignity.

9. A fundamental rule of ethics for students is that they should avoid plagiarism in the preparation of assignments during their studies. It is forbidden: a) to use the intellectual creations of third parties and to present them as students' own in order to fulfil their obligations b) to present work done in collaboration with other students as individual work c) to copy in any form, to collaborate with third parties during any examination procedure, as well as to use any kind of notes, aids and electronic media, unless the lecturer allows their use.

10. Students must respect and protect the facilities and equipment of the Department/Course and the University from any kind of damage or deterioration and ensure the cleanliness of the premises and facilities.

11. Students shall not use or allow the premises of the Department/Course and the University to be used for unlawful acts or acts that damage the Department/Course and the University and shall refrain from acts that are inconsistent with the mission of the Institution, academic ethics and academic freedom.

12. The University's Code of Ethics and Good Practice includes ethical rules that establish standards of academic and social behaviour among members of the academic community, and between the academic community and the environment outside the University. It is a set of principles aimed at raising awareness among members of the academic community to act in accordance with the principles of academic ethics.

#### *ARTICLE 42. Academic Consistency*

1. Lecturers/teaching staff shall demonstrate academic consistency in the performance of their teaching and administrative work. In particular, they shall comply with the published teaching schedule, as regards its start and end dates, days and times. Skipping weekly teaching hours is not permitted. If a lesson is not delivered, the teacher is obliged to make up the lesson. Likewise, lecturers/teaching staff shall show due



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consistency in conducting the examination procedure in accordance with the scheduled program of the Department/Course.

2. Students are required to be punctual and within the deadlines in submitting their module registrations/declarations, to attend classes and examinations on time, and to refrain from any form of disruption of the educational or examination processes.
  
3. The start of the lecture can be determined by the instructor up to fifteen (15) minutes from the start of the academic hour and – except for special cases – departure may not take place before the end of the academic hour.
  
4. Violation of the provisions of the present Regulations, the Internal Regulations and the Code of Conduct of the University of West Attica, in addition to other criminal or other sanctions, shall also entail the disciplinary consequences provided for by law and the Internal Regulations of the Higher Education Institution.

#### *ARTICLE 43. Public Information*

Before the beginning of each academic year, the annual Study Guide may be prepared and communicated to the students by the Secretariat of the Course by posting it on the website. The Study Guide includes valid, reliable and up-to-date information on the revision of the Curriculum, the individual modules, the required workload and ECTS credits of the modules, the teaching methods and the criteria for the evaluation of student performance. The aim of this approach is to ensure the transparency and credibility of the curriculum offered and to provide all stakeholders with good and timely information.