

# **Regulation for the Preparation of Postdoctoral Research at the Aristotle University of Thessaloniki**

**(Decision of the Senate of Special Composition No. 18239/28-3-2017 (B' 1191)).**

In order to facilitate the reading and drafting of the text, the following abbreviations shall be used after the first reference:

Postdoctoral research: ME

Postdoctoral researcher, Postdoctoral researcher: MEER

Supervising Professor, Supervising Professor: Epka

Aristotle University of Thessaloniki: Auth

Postgraduate Studies Committee: ESM

## **Article 1.**

### **General Provisions**

The Aristotle University of Thessaloniki (ATH) provides scientists with the possibility of conducting Postdoctoral Research (ME), in fields that fall within the research interests and subjects of its Departments.

The main objectives of the ME preparation at the AUTH are the following:

- Extending the results of the doctoral thesis of researchers to new scientific directions.
- The support of scientists capable of contributing to the advancement of science, research and its applications.
- Dissemination of research results and transfer of know-how.
- The qualitative and quantitative upgrading of scientific research.
- The promotion of academic prestige and the international distinction of the research work of the University of Athens.

## **Article 2.**

### **Bodies responsible for postdoctoral research**

The bodies responsible for the organisation and operation of the ME, in accordance with the provisions in force, are the following:

1. The Senate of the University of Thessaloniki, which is responsible for the adoption of the Regulation on the Preparation of ME.
2. The Postgraduate Studies Committee of the University of Thessaloniki, composed of the Vice-Chancellor of Academic Affairs and Student Care and the Deans of the Schools, which recommends to the Senate issues relating to ME.
3. The Assembly of the School concerned, which has the following responsibilities:
  - Proclamation of posts of post-teaching researchers (MERs),
  - Determination of the qualifications of MEER,

- Approval of requests for ME,
- Arrangements for other matters relating to the organisation and operation of the ME,
- Issuance of a certificate of completion ME.

### **Article 3.**

#### **Post-doctoral research approval procedure 3.1. The Schools may advertise posts which they publish on their website.**

The notice shall indicate the conditions and the closing date for the submission of applications, as well as the obligations of the MEEs relating to their participation in research and teaching, the deliverables and the completion of the preparation of the ME

3.2. The School on dates set by the Assembly of the School receive requests from interested researchers, which are submitted to their Secretaries. (see model ANNEX A).

3.3. Holders of a Ph.D. from a national H.E.I. or a recognised degree from foreign institutions have the right to apply for an ME in a subject relevant to that of their Ph.D..

3.4. Candidates must have an excellent knowledge of the language in which they will publish the results of the ME.

The application shall indicate the name of the member of the School from the ranks of the professor, associate or assistant professor or emeritus professor of the Department, under whose supervision the candidate concerned wishes to carry out ME. The application shall be accompanied by acceptance of supervision of the ME by the proposed EPC and the following supporting documents:

- a copy of a degree or diploma of H.E.I. of the national or homogeneous recognised institutions of the rest of the world
- a copy of a Master's Degree of H.E.I. of the national or homogeneous institutions of the rest of the world (if any)
- a copy of a Ph.D. from H.E.I.s of the national or homogeneous institutions of the rest of the world
- Detailed Curriculum Vitae
- a list of scientific papers published/prepared
- a proposal to develop an ME on the basis of which its importance and contribution to science will be presumed, in accordance with the Model established by the Department (see model ANNEX B).

Additional supporting documents or more specific arrangements, in accordance with the applicable legal framework, may be provided for in the relevant notice, following a decision of the Assembly of the School concerned.

3.5. The Secretariat of the School, to which applications are submitted with the necessary supporting documents of each candidate, register the applications and after carrying out the necessary formal verification of the completeness of the documents submitted, categorizes the applications according to the relevance of the subject matter and forwards them to the Assembly of the School.

3.6. The Assembly of the School examines the relevance of the proposal to the subjects and research areas that the School offers and then approves or rejects it or requests the production of additional supporting documents. The Proposal (see model ANNEX B) is signed by the EPC.

Faculty members may undertake the supervision of the preparation of ME, in proportion to their other obligations in the undergraduate, postgraduate and doctoral programs. Each School, by decision of its Assembly, may decide on the maximum number of MEPs that a member of the Board of Supervisors may supervise at the same time.

Provided that the feasibility of carrying out the research is substantiated and on the recommendation of the EPC, the Assembly of the School approves both the application for the preparation of the ME and the EPC.

3.7. The Secretariat of the School shall register the MEERs.

The date of the decision of the Assembly of the School for the acceptance of MEER, is the date of the start of the ME.

3.8. The Secretariat of the School informs the Postgraduate Studies Committee (ESM) of the registration of MEER and the subject of their research.

#### **Article 4.**

##### **Duration of postdoctoral research.**

The duration of the preparation of the ME may not be less than 12 months from the start date and not longer than 36 months. In exceptional cases, MEERs may apply for an extension, with relevant documentation. In this case, the EPC shall submit to the Assembly of the School an evaluation report of the ME, setting out the overall progress of the investigation, on the basis of which the feasibility of the requested extension is assessed. The Assembly of the School, taking into account the evaluation report of the EPC, decides on the approval or rejection of the application for extension.

The simultaneous preparation of ME in the same or another School of the Foundation or other HEIs of the national or foreign, unless the Assembly of the School decides otherwise on the recommendation of the EPC.

In the event of a move, election, transfer or failure to follow up the ME by the EPC, a new EPC is appointed by decision of the Assembly of the School.

In the event of dysfunctional cooperation between the MEER and the EPC, it is possible to change the EPC at the reasoned request of the MEER and a decision of the Assembly of the Department.

The EPC may continue to supervise ME and when on long-term leave.

#### **Article 5.**

##### **Benefits to Post-Doctor Researchers**

5.1. The MEERs during the preparation of the ME use the title and data of the School, with full respect for academic ethics.

5.2. MEERs have access to the Laboratories and Clinics of the School or other Schools of the University of Thessaloniki and their respective equipment, to the libraries of the Foundation with the right to borrow, as well as to the computer islets.

5.3. MEERs may apply for funding (indicatively for participation in conferences, consumables, equipment and services to carry out their research, field measurements and compensation of supporting staff, etc.) from the budget of the Department or School following relevant decisions of the Assembly or the Dean.

5.4. MEERs, in cooperation with the EPC, may submit proposals for research projects and may be remunerated by them by decision of the EPC.

5.5. In exceptional cases and following a well-documented recommendation by the Assembly of the School and with an absolute majority of its members, a distinction (Award of Excellence) may be awarded to MEER for the innovation or originality of the research project, after having been evaluated by the Committee of Excellence and the Senate of the University of Thessaloniki.

## **Article 6.**

### **Obligations of a Researcher's Post-Doctor**

6.1. MEERs are required to draw up a six-monthly progress report of the ME in cooperation with the EPC, which shall be submitted to the Assembly of the Department for information. The progress report is evaluated by the EPC, which draws up an evaluation report and submits it to the Department's Assembly for approval.

6.2. With the agreement of the EPC, MEERs may present the progress of the ME, in seminars, lectures or other actions organised by the School, under the responsibility of the EPC, with the ultimate aim of wider recognition of the ME.

6.3. MEERs are obliged to report in each publication or presentation of the results of the ME, the Laboratory, the School and the Faculty of the University of Thessaloniki, where they prepare the ME (academic affiliate).

6.4. MEERs must comply with the Foundation's Rules of Procedure.

6.5. MEERs may attend the university premises with a physical presence during the preparation of the ME for a minimum period of time, as defined by the Assembly of the Department, on the recommendation of the EPC. They are also required to provide research and teaching work, entrusted to them by the Assembly of the Department, at their request and at the recommendation of the EPC, provided that, and, as provided for, in the notice of the respective position of MEER.

## **Article 7.**

### **Completion of Postdoctoral Research**

7.1. The MEERs, in cooperation with the EPC, shall draw up and submit to the Assembly of the Department the Report on the Completion of the ME, in accordance with the model established by the Department (see model ANNEX C).

7.2. Following the submission of the ME closure Report, MEERs should present the results of the ME at a date and venue designated by the EPC.

7.3. Upon completion of their obligations, a Certificate of M.E. preparation shall be issued, indicating the Foundation, the School, the name, the father's name, the place of origin of the MEER, the subject matter of the investigation, as well as the time of the M.E. and the name and status of the EPC. The Certificate is signed by the President of the School. The Certificate is in no way a qualification.

7.4. After the completion of the ME, the Secretariat of the School informs the Postgraduate Studies Committee.

## **Article 8.**

### **Deletion of a Researcher/Researcher's Post-Doctor**

It is possible to delete MEER by decision of the Assembly of the Department when the provisions of this Regulation are not complied with, as well as in any other case of violation of basic academic principles Ethics.

## **Article 9.**

### **Co-supervision of postdoctoral research with Departments of national or foreign or recognized research centres**

The Schools may proceed to co-supervision with other Schools or Departments of the same or other HEI, with Departments of similar institutions abroad, as well as with recognized research centers, as referred to in Article 13 of Law 4310/2014, under the terms and conditions of this Regulation. In any case, the cooperating Departments must draw up a Special Cooperation Protocol. The Specific Cooperation Protocol should specify the necessary

qualifications of the MEER, the duration of preparation, the competent bodies for the organisation and operation of the ME, the possible funding resources (in which including ways of covering expenses), the benefits and obligations of the MEERs, etc. The conclusion of cooperation for the co-supervision of postdoctoral research shall be approved by the Assemblies of the Schools and the relevant Senates or the competent bodies of the research centers.

#### **Article 10.**

##### **Quality Assurance**

By decision of the Senate of the Aristotle University of Thessaloniki, on the recommendation of the ESM, an internal evaluation procedure of the ME shall be established.

#### **Article 11.**

##### **Records kept**

The Secretariat of the School shall keep a special Register of MEER, which shall record for each MEER: the name and name of the father, the institution which awarded the doctoral title, the title of the ME, the date of commencement and termination of the ME, the EPC and the Completion Report of the ME.

#### **Article 12.**

##### **Entry into force**

This Decision shall enter into force on the date of its publication in the Government Gazette and shall apply to any teachers admitted after that date.