



UNIVERSITY OF PIRAEUS

**DEPARTMENT OF INTERNATIONAL AND
EUROPEAN STUDIES GRADUATE PROGRAM**

**“AMERICAN STUDIES:
POLITICS, STRATEGY AND ECONOMICS”**

REGULATIONS FOR GRADUATE STUDIES

PIRAEUS 2023

REGULATIONS GOVERNING THE OPERATION OF THE MASTER’S PROGRAM
“American Studies: Politics, Strategy, and Economics”
OF THE DEPARTMENT OF INTERNATIONAL AND
EUROPEAN STUDIES
OF THE SCHOOL OF Economics, Business, and International Studies AT
THE UNIVERSITY OF PIRAEUS

THE REGULATIONS GOVERNING THE OPERATION OF THE MASTER’S PROGRAM
“American Studies: Politics, Strategy, and Economics” were approved at the General
Assembly of the Department of International and European Studies on January 31, 2024

DECISION

Update of the Regulations for Postgraduate Studies of the Postgraduate Program (P.M.S.) of the Department **of International and European Studies** of the School **of Economics, Business and International Studies** at the University of Piraeus, entitled **“American Studies: Politics, Strategy, and Economics.”**

Article 1
General Provisions

The Department **of International and European Studies** of the School **of Economics, Business, and International Studies** at the University of Piraeus organizes and operates a Master’s Program (MP) titled **“American Studies: Politics, Strategy, and Economics”** in accordance with the provisions of these regulations and the provisions of Law 4957/2022 (A’ 141).

Article 2

Subject Matter – Purpose

The Master’s Program (MSc) “Master of Science (MSc) American Studies: Politics, Strategy and Economics” Strategy, and Economics” aims to provide education leading to a scientific foundation in a broad range of American Studies, systematically addressing the gap in American Studies programs that lead to academic degrees in Greece. It approaches the field of American Studies in an interdisciplinary manner, through which students will be educated with an emphasis on cutting-edge topics in contemporary research across various themes and subthemes. It draws on the long history of Greek-American cooperation in analyzing U.S. regional policy over time and across periods, in three key areas: Strategy, Politics, and Economics.

The content and structure of the Master of Science (MSc) program in American Studies: Politics, Strategy, and Economics” is designed to foster familiarity with American politics among various academic and professional fields that wield significant influence and to successfully address the specific scholarly needs arising from the understanding, analysis, and in-depth study of American Studies, where strategy, politics, economics, and regional issues intersect and influence one another. On the one hand, it aims to equip graduates with appropriate specialized knowledge and adequate tools,

so that they gain a competitive edge in the job market. On the other hand, it offers deeper knowledge to scholars and professionals involved in decision-making or in shaping foreign policy and public opinion (politicians, advisors, armed forces officers, diplomats, journalists, communication specialists, etc.).

The Master of Science (MSc) program in American Studies: Politics, Strategy, and Economics Politics, Strategy, and Economics" is taught by faculty with extensive experience in academic teaching and research in Greece and the U.S. and who are well-versed in U.S. policies in Greece, Cyprus, and the broader region. It is offered in English and aims to attract students from Greece and abroad who wish, for example, to pursue graduate studies in English near their home countries, such as those in the Balkans, Eastern Europe, the Eastern Mediterranean, the Middle East, and other neighboring regions, in a field that opens up multifaceted career prospects, promoting, within the framework of outreach, the networking of American studies students in the region, guided by general directions of American policy and specific regional themes.

The program's aim is to train and prepare specialized and capable scholars and researchers who will promote and take an active role in shaping Greek-American, Euro-Atlantic, and international relations in general. The Master of Science (MSc) in American Studies: Politics, Strategy and Economics program aims, through close collaboration between the academic community and society, to Politics, Strategy, and Economics" aims, through close collaboration between the academic community and society, businesses, international institutions, and universities, research centers and institutes active in the application and dissemination of scientific research findings in the fields of international relations, through related international affairs and strategy and decision-making at the political, military, and business levels, and through an organizational infrastructure that strengthens international cooperation with corresponding programs abroad, to provide substantive and formal qualifications for further professional or academic careers in fields related to the shaping of Greek-American, Euro-Atlantic, and international relations in general.

It also aims to train civil servants and officials involved in international, European, American, and broader parliamentary issues, as well as public administration in general, and matters of security and defense. It also targets individuals active in business as well as the general public.

Article 3

Graduate Degrees

The program awards a Master of Science (M.S.) degree in "American Studies: Politics, Strategy, and Economics" from the Department of International and European Studies at the University of Piraeus. The diploma is issued in Greek and English.

Article 4

Structure and Bodies of the Postgraduate Program

1. The bodies responsible for the establishment, organization, and operation of the Postgraduate Program in accordance with Law No. 4957/2022 are:

- a) the University Senate, b) the Departmental Assembly
- c) the Coordinating Committee (CC) of the M.S.P., d) the Director of the M.S.P.

2. The responsibilities of the bodies of the Postgraduate Studies Program are as follows:

a) The Senate is the body responsible for academic, administrative, and organizational matters concerning the Postgraduate Programs. The Senate has the following responsibilities regarding the Postgraduate Studies Program and any others provided for in the institution's internal operating regulations, provided that these have not been specifically assigned by law to other bodies of the institution:

1. approves the establishment or amendment of the Decision Establishing the Postgraduate Studies Program (P.M.S.), as well as the content of these programs,
2. approves or amends the internal operating regulations of the M.S.P.s
3. approves the extension of the duration of the internal operation of the M.S.P.s
4. approves the establishment of partnerships with domestic or foreign institutions or research centers, institutes, and technological bodies as defined in Article 13A of Law 4310/2014 (A' 258) for the organization of inter-institutional second-cycle study programs, as well as protocols for academic or research collaboration with domestic or foreign entities.
5. establishes the Curriculum Committee in the case of interdepartmental, inter-institutional, or joint postgraduate programs
6. decides on the abolition of postgraduate programs offered by the university

b) The Departmental Assembly is responsible for the organization, administration, and management of the postgraduate program, and in particular:

1. recommends to the Senate the approval or amendment of the decision establishing the M.S.P., as well as the extension of the duration of the M.S.P.,
2. appoints the members of the Special Committee(s) for the Department's Master's Program(s)
3. assigns teaching duties to the instructors of the Master's Program,
4. forms committees to evaluate applications from prospective graduate students and approves their enrollment in the graduate program,
5. forms examination committees to evaluate the master's theses of graduate students and designates a supervisor for each thesis,
6. verifies the successful completion of studies in order to award the Master's degree,
7. approves the report of the Master's Program, upon recommendation of the Coordinating Committee (CC).
8. exercises any other authority provided for by the provisions of these Regulations.

By decision of the Departmental Assembly, the powers under paragraphs 4 and 5 may be delegated to the SC of the M.S.P. Furthermore, specific powers of the Departmental Assembly may be delegated to the Executive Committee to ensure the more effective operation of the Postgraduate Program, following the issuance of a relevant decision on the delegation of powers.

c) The Executive Committee consists of the Director of the M.S.P. and four (4) members of the Department's Teaching and Research Staff (T.R.S.) who have a field of expertise relevant to that of the M.S.P. and undertake teaching duties within the M.S.P. The members of the Supervisory Committee are appointed by the Departmental Assembly for a two-year term, concurrent with the Director's term. Emeritus Professors of the Department or of collaborating Departments may participate in the Supervisory Committee provided they teach in the M.S. program. Members of the Supervisory Committee are not entitled to remuneration or any compensation for the performance of the duties assigned to them and related to the fulfillment of their responsibilities.

The Steering Committee is responsible for monitoring and coordinating the operation of the program, and in particular:

1. prepares the initial annual budget of the Postgraduate Studies Program and any amendments thereto, provided that the Postgraduate Studies Program has resources in accordance with Article 84, and recommends its approval to the Research Committee of the Special Research Funds Account (ELKE),
2. prepares the program's financial report and recommends its approval to the Departmental Assembly,

3. approves the expenditure of the Postgraduate Program,
4. approves the awarding of scholarships, whether merit-based or not, in accordance with the provisions of the decision establishing the M.S. program and the Regulations for Graduate and Doctoral Studies,
5. recommends to the Departmental Assembly the allocation of teaching duties, as well as the assignment of teaching duties to the categories of instructors specified in Article 83 of Law 4957/2022,
6. recommends to the Departmental Assembly the invitation of Visiting Professors to meet the teaching needs of the Master's Program,
7. prepares a draft for the amendment of the curriculum, which it submits to the Departmental Assembly,
8. recommends to the Departmental Assembly the redistribution of courses among the academic semesters, as well as matters related to the qualitative improvement of the curriculum.
9. exercises any other authority provided for by the provisions of these Regulations

d) The Director of the M.S. Program is selected from among the Department's faculty members, with priority given to Professors or Associate Professors, and is appointed by a decision of the Departmental Assembly for a two-year term, renewable indefinitely. The Director of the Postgraduate Program is not entitled to remuneration or any compensation for the performance of the duties assigned to them and related to the performance of their duties.

The Director of the M.S. Program has the following responsibilities:

1. chairs the Executive Committee, as well as the Curriculum Committee, in the case of an interdepartmental, inter-institutional, or joint M.S. program; drafts the agenda and convenes its meetings;
2. submits proposals on matters concerning the organization and operation of the M.S.P. to the Departmental Assembly, in the case of a single-department M.S.P.,
3. submits to the Departmental Assembly and other bodies of the M.S.P. and the University matters concerning the effective operation of the M.S.P.,
4. serves as the Academic Director of the program in accordance with Article 234 of Law 4957/2022 and exercises the corresponding responsibilities,
5. monitors the implementation of decisions made by the bodies of the Postgraduate Program and the Internal Regulations for master's and doctoral programs, as well as the execution of the Postgraduate Program's budget,
6. exercises any other responsibilities specified in the decision establishing the Postgraduate Program

By decision of the Research Committee, a Deputy Scientific Director of the project/program may be appointed, if deemed necessary, following a decision by the Assembly.

The Departmental Secretariat is responsible for the administrative and secretarial support of the M.A. program "American Studies: Politics, Strategy, and Economics."

Administrative staff who support the Master's Programs outside their regular working hours at the University, as well as those assigned tasks related to the Master's Programs, may be compensated for the services they provide.

Article 5

Categories of Admitted Students

Admission to the Master's program is open to holders of a bachelor's degree from a Greek university or an equivalent institution abroad. [as well as graduates of technical college departments in a related field

Candidates who are currently pursuing their degree and are expected to receive it during the September examination period are eligible for the selection process but may enroll only upon presentation of proof of successful completion of their studies. If they do not submit their degree immediately after the results are released, they forfeit their spot and the tuition deposit they paid, and the next runner-up is selected.

Members of the EEP, EDI, and ETEP categories and administrative staff of the institution who meet the requirements of the preceding paragraph may, upon application, be admitted as supernumerary students, and only one per year, only in a Master's program organized by a Department of the institution where they are employed, and in accordance with the institution's Internal Regulations.

Article 6

Criteria and Procedure for Selecting Candidates for Postgraduate Programs

The selection of students admitted to Master's programs is conducted in accordance with the provisions and regulations of these Master's Program Regulations.

By decision of the Assembly, a call for applications for admission to the Master's Program is published and posted on the Department's and the Institution's websites. The announcement shall include all relevant details (dates and location for submitting the application, required supporting documents, etc.). Applications, along with the required supporting documents, must be submitted electronically or in person to the Department Secretariat by the deadline specified in the announcement, which may be extended by decision of the Departmental Assembly.

The required supporting documents to be submitted by each candidate are as follows: (indicative)

1. Application for enrollment
2. Curriculum vitae
3. Copy of degree or certificate of completion of studies
4. Transcript of grades, including the degree grade
5. Letters of recommendation
6. Copy of Bachelor's or Master's thesis (if applicable)
7. Publications in peer-reviewed journals (if any)
8. Evidence of professional or research activity (if available)
9. Language proficiency certificate, e.g., English/French, level
10. A photocopy of both sides of your ID card
11. Photographs
12. Affidavit (via the service <https://www.gov.gr/ipiresies/polites-kai-kathemerinoteta/upeuthune-delose-kai-exousiodotese> or with a certification of the authenticity of the signature at a KEP or Police Station in Greece) in which the candidate declares that the supporting documents submitted and included in their application file are true.

The Departmental Assembly may, by resolution, require additional supporting documents. The exact procedure is described in the announcement.

Applicants who hold a bachelor's degree from a foreign institution must submit their degree so that it can be verified whether the foreign institution is listed in the National Register of Recognized Foreign Institutions, as well as the National Register of Degree Types from Recognized Foreign Institutions. Foreign degrees are submitted and accepted in accordance with current regulations.

The selection of admitted students is carried out by a committee of faculty members (Selection Committee), which is formed by decision of the Departmental Assembly. Approval of student enrollment is determined by the

Departmental Assembly.

The selection criteria, as well as the details regarding the application of these criteria (points, weightings, etc.), are made known to applicants through the announcement of the Master's Program and are as follows

1. Undergraduate degree(s) grade(s)
2. Grade point average in undergraduate courses related to the subject area of the M.S. program
3. Performance on the undergraduate thesis or dissertation
4. Knowledge of a foreign language or languages
5. Relevance of the Department of origin to the Master's program
6. Possession of a second bachelor's or master's degree
7. Type and scope of work and/or research experience
8. Interview
9. Letters of recommendation from university faculty members and/or an employer
10. Additional criteria established by decision of the Departmental Assembly. The Assembly may establish an (Additional Internal) Examination Committee, upon the recommendation of the Selection Committee, for all or some of the candidates. The Selection Committee determines the content and timing of these examinations.

The selection process is conducted by the Selection Committee, which: a)

Compiles a complete list of all applicants.

b) Rejects candidates who do not meet the minimum criteria, if such criteria have been established by the Assembly and are included in the Master's Program's Operating Regulations, or if their application is incomplete with respect to any supporting document.

c) It invites those candidates deemed eligible to an interview. The interview is conducted by the members of the Selection Committee.

d) It organizes any internal examinations for the candidates deemed necessary.

e) Ranks the candidates by score and submits its proposal for final approval to the Departmental Assembly.

Successful candidates must register with the Department Secretariat by a deadline set by the Department Assembly. In the event of a tie, ...

In the event that one or more students do not register, the alternates, if any, will be invited to enroll in the Program based on their ranking on the approved evaluation list.

Article 7

Duration of Studies - Terms of Enrollment

The duration of study for the award of the Master's Degree (M.S.) is set at two (2) semesters and a summer session for the full-time program and one (1) additional semester for the part-time program, which includes the time required to complete the thesis.

The maximum permitted time for completion of studies is set at more than double the above duration of study in the M.S. program. Exceeding this limit is permitted only in very exceptional cases and following a justified recommendation by the Special Committee and a decision by the Departmental Assembly.

A graduate student may, upon request, apply for a justified temporary suspension of studies not exceeding two consecutive semesters. The semesters during which student status is suspended do not count toward the maximum duration of regular study.

Article 8 Course Schedule

The M.Sc. program begins in the winter or spring semester of each academic year.

A total of seventy-five (75) credit units (ECTS) are required to earn the M.Sc.

During their studies, graduate students are required, for example, to attend and successfully pass graduate-level courses, engage in research and write academic papers, and/or complete an internship, etc., as well as the completion of a master's thesis.

Courses are taught in person and through distance learning or online methods. The organization of the educational process using distance learning methods ensures accessibility for individuals with disabilities and special educational needs. The institution maintains an electronic platform accessible to individuals with disabilities, through which asynchronous distance learning services are provided for all master's programs.

Courses are organized into semesters, held on a weekly basis, and conducted in English.

Description of the Curriculum. The following should be included here: the detailed curriculum by specialization, the titles and brief descriptions (syllabi) of courses and seminars, the conduct of internships, the preparation of a master's thesis or the conduct of other educational and research activities designated as mandatory or elective for the successful completion of the M.A. program, with an indication of the number of credit units (ECTS) awarded in each case (subparagraph (g), paragraph 3, Article 80, Law 4957/2022 (A' 141))

The course schedule and their distribution per semester are indicatively structured as follows:

No.	COURSES	CREDIT UNITS (ECTS)
	1st SEMESTER	
1.	American History: Politics, Culture, and Ideology American History: Politics, Culture, and Ideology	7
2.	America's Democracy and Political System American democracy and political system	8
3.	The American Economy: Commerce, Energy and New Technologies American Economy: Trade, Energy and New Technologies	8
4.	U.S. Foreign Policy: Alliances, Threats, and Anti-Americanism U.S. Foreign Policy: Alliances, Threats, and anti-Americanism	7
	TOTAL	30

No.	2nd SEMESTER	
1.	U.S. National Security U.S. National Security	7
2.	Transatlantic Relations Transatlantic Relations	8
3.	US policies in the Balkans, the Eastern Mediterranean, and the Middle East	8

	US Policies in the Balkans and the Eastern Mediterranean and the Middle East	
4.	Art, Cinema, and Popular Culture in America Art, Cinema, and Culture in America	7
	TOTAL	30

SUMMER TERM	
Master's Thesis	15
TOTAL CREDIT UNITS	75

Amendments to the curriculum and the redistribution of courses between semesters may be made by decisions of the competent bodies (Academic Council, General Assembly, and Senate) and will be included in the Regulations for Graduate Studies.

Article 9 **Obligations and Rights of Graduate Students**

1. Graduate students have all the rights and benefits provided for undergraduate students, except for the right to receive free textbooks. The Institution ensures equal access to its facilities for students with disabilities or special educational needs, as well as the accessibility of infrastructure, services (both physical and digital), equipment, and educational materials.
2. Graduate students are encouraged to participate in and attend, for example, research group seminars, laboratory visits, conferences/workshops on topics related to the program, lectures, or other academic events organized by the program, etc.
3. Graduate students participate in Information Literacy courses conducted by the library covering: strategies for searching information sources and evaluating results (validity, timeliness, relevance), compiling a bibliography and citation standards, information ethics (avoiding plagiarism), and self-depositing theses in the DIONIS Institutional Repository.
4. The Departmental Assembly (following a recommendation by the Special Committee) may decide to dismiss graduate students if:
 - a) they exceed the maximum number of absences
 - b) they have failed one or more course exams and have not successfully completed the program,
 - c) they exceed the maximum duration of study in the Master's program, as defined in these Regulations,
 - d) have violated the applicable provisions regarding the handling of disciplinary offenses by the competent disciplinary bodies,
 - e) automatically upon request by the graduate students, f) fail to pay the required tuition fee.
5. For each course, there is a maximum absence limit of nine (9) hours. If this limit is exceeded, the student is considered to have failed that course. If a student's absence rate exceeds 30% per course or across all courses, the matter of the student's dismissal is raised. This matter is reviewed by the Special Committee, which submits its recommendation to the Departmental Assembly.

6. For their enrollment in the Master's Program, graduate students pay tuition fees amounting to 5,000 euros for the entire program. Any necessary adjustments to these fees will be approved by the Departmental Assembly and the Senate, or the competent bodies under the applicable legislation at the time. The fee is payable in four (4) installments: 1,000 euros as a deposit upon acceptance of the position, 1,000 euros at the start of the first semester, 1,500 euros at the start of the second semester, and 1,500 euros upon commencement of the thesis. In the event of failure to meet financial obligations, the student is removed from the program.

7. Enrolled students in the Master's Degree Program (MDP)—who are not citizens of third countries (Clarification: A third country is any country outside the European Economic Area (EEA). The EEA countries are the 28 member states of the European Union, as well as Iceland, Norway, and Liechtenstein.) may study free of charge (or with a 50% tuition discount) in a Master's program, provided they meet the financial or social criteria in accordance with the provisions of Article 86 of Law 4957/2022 and Ministerial Decisions No. 104375/Z1/29/8/2022 and 108990/Z1/8/9/2022 Ministerial Decisions.

A prerequisite for granting the right to tuition-free enrollment based on economic or social criteria is the fulfillment of academic excellence requirements during the first cycle of studies, which corresponds to a minimum grade of 7.5 out of 10 on the ten-point grading scale.

The total number of students studying for free or with a 50% tuition discount may not exceed thirty percent (30%) of the total number of enrolled students per academic year. Applications for tuition-free enrollment in each Master's Program are submitted after the completion of the student registration process for the Master's Program.

The criteria for tuition fee exemption are reviewed by the Postgraduate Program Department Assembly or the Special Interdepartmental Committee. This exemption is granted exclusively for enrollment in one (1) postgraduate program organized by a domestic higher education institution.

8. Students in the program who achieved honors in their first or second semester of study are awarded a relevant scholarship by the program upon decision of the Assembly.

9. The academic calendar and the course schedule are prepared within the framework of the University of Piraeus's academic calendar and are approved by the Assembly or the Special Interdepartmental Committee upon recommendation of the Special Committee.

Upon enrollment in the Master's Program, the student receives from the Secretariat the Program's annual Academic Calendar, which includes the start and end dates of the teaching periods, exam periods, holidays, etc.

Before enrolling, each applicant must familiarize themselves with these Regulations and declare in writing that they accept the rules of operation of the Master's Program.

Article 10

Internship

The internship for students of the M.Sc. program is conducted in accordance with the M.Sc. program's internship regulations

Article 11

Academic Advisor

For each graduate student, the Departmental Assembly, upon the recommendation of the Special Committee, appoints a faculty member or adjunct professor as an academic advisor.

Article 12

Mobility

The mobility of students in the Master's Program for studies or internships is carried out in accordance with the Master's Program mobility regulations

Article 13

Exams - Assessment

1. Attendance at courses/laboratories, etc., is mandatory. In the event that a course cannot be held, a make-up session is scheduled. The date and time of the make-up session are posted on the Master's Program website.
2. If assessment is based on final exams, these exams may be administered either at the end of each academic semester or upon completion of the coursework for each course or the completion of each educational activity.
3. The final evaluation and grading for the individual courses of the M.A. program are determined by the instructor, who may, at their discretion, administer written or oral exams or rely on assignments or laboratory exercises. Grading is on a scale of 0–10: 0 through 4.99 is a failing grade, and 5 through 10 is a passing grade. Course grades must be submitted to the M.A. Program Secretariat within ... days of the end of the exam period.
4. During the summer term of the Program, students are required to complete a master's thesis. The candidate submits an application during the secondth semester, stating the proposed title of the thesis and the proposed supervisor. The Coordinating Committee recommends the three-member examination committee and the supervisor to the Assembly. The Assembly appoints the three-member examination committee for the approval of the thesis and designates the supervisor.

The following faculty members are eligible to supervise theses: a) members of the Teaching and Research Staff (T.R.S.), Special Educational Staff (S.E.S.), Laboratory Teaching Staff (E.D.I.P.), and Special Technical Laboratory Staff (E.T.E.P.) of the Department or other Departments of the same or another Higher Education Institution (HEI) or Higher Military Educational Institution (HMEI), with additional employment beyond their statutory obligations, if the M.S.P. charges tuition fees, b) full professors or retired faculty members of the Department or other departments of the same or another HEI, c) adjunct professors, d) appointed instructors, e) visiting professors or visiting researchers, f) researchers and specialized operational scientists from research and technology institutions under Article 13A of Law 4310/2014 (A' 258) or other domestic or foreign research centers and institutes, provided that they hold a doctoral degree.

By decision of the Assembly, upon recommendation of the Special Committee of the Master's Program, the supervision of theses may also be assigned to faculty members, adjunct faculty, and teaching assistants of the Department who have not undertaken teaching duties in the Master's Program.

Committee members must have the same or a related academic specialization as the program's subject area.

In order for the thesis to be approved, the student must defend it before the examination committee. The language of the master's thesis is English.

The Academic Committee drafts and the Assembly approves a Guide for Writing a Master's Thesis, which is distributed to graduate students and includes instructions for writing the

master's thesis, e.g., cover page, logo, font, minimum and maximum word count, etc.

Once approved by the examination committee, master's theses are uploaded by the student to the DIONIS Institutional Repository of the University of Piraeus Library.

5. To earn a Master's degree, each graduate student must attend and successfully pass all courses offered in the Master's program and complete a master's thesis, accumulating seventy-five (75) credit units.

6. The MSc degree grade is determined by the grades of the Program's courses and the grade of the master's thesis in a manner decided by the Assembly or the Academic Council. The M.A. degree grade is recorded in the student's academic record under the responsibility of the Secretariat.

7. Each graduate student may fail up to two courses per semester. By decision of the Assembly or the EPS, specific cases of force majeure (illness, heavy workload, etc.) are defined, in which a greater number of courses may be permitted.

If a student fails the same course more than three (3) times, they may request, by submitting an application to the Department Chair, to be evaluated by a three-member committee composed of faculty members from the same or another department of the university with a subject area identical or related to that of the course under review, in which the course instructor may not participate

8. Cases of misconduct, such as cheating on exams or in the completion of assignments and exercises, inappropriate behavior, etc., result in expulsion from the Program following a decision by the Assembly.

9. Written work must be kept by the instructor for 1 year. After this period, the written work ceases to be valid and is destroyed, unless a related criminal, disciplinary, or any other administrative proceeding is pending. It is preferable to destroy them using the institution's document shredders, and the shredded material should be recycled.

10. The internal operating regulations of the Higher Education Institution (HEI) govern: a) alternative methods for the assessment of students with disabilities and special educational needs b) special provisions for the assessment of students who are demonstrably ill or recovering from a serious illness during the examination period.

Article 14

Assignment of Teaching Duties – Instructors in the Master's Program

1. Teaching duties for the Master's Programs (M.P.) are assigned, by decision of the Assembly upon recommendation of the Academic Council, to the following categories of instructors:

a) members of the Academic and Research Staff (ARS), Special Educational Staff (SES), Laboratory Teaching Staff (E.D.I.P.), and Special Technical Laboratory Staff (E.T.E.P.) of the Department or other Departments of the same or another Higher Education Institution (HEI) or Higher Military Educational Institution (HMEI), with additional employment beyond their statutory obligations, if the M.S.P. charges tuition fees,

b) full professors or retired faculty members of the Department or other departments of the same or another HEI,

c) adjunct professors, d) appointed

instructors,

e) visiting professors or visiting researchers,

f) researchers and specialized operational scientists from research and technology organizations under Article 13A of Law 4310/2014 (A' 258) or other research centers and institutes in Greece or abroad,

g) scientists of recognized standing who possess specialized knowledge and relevant experience in the subject area of the M.S.P.

2. The assignment of teaching duties for the M.S. program is carried out by decision of the Assembly, upon recommendation of the M.S. Program Coordinating Committee, if one exists, or otherwise by the Director of the M.S. program.

3. All categories of instructors may be remunerated exclusively from the resources of the M.S.P. No remuneration or other benefits may be paid from the state budget or the public investment program. The amount of remuneration for each instructor is determined by a decision of the competent body of the M.S.P. regarding the assignment of teaching duties.

4. By decision of the Departmental Assembly, auxiliary teaching duties may be assigned to doctoral candidates of the Department or the School, under the supervision of a faculty member of the Postgraduate Program.

Article 15 **Degree Title**

1. The Master's Degree (MD) is a public document. Its format is determined by a decision of the Senate. The MD is issued in Greek and English.

2. Postgraduate programs lead to a Level 7 degree in accordance with the European Qualifications Framework (EQF) and the National Qualifications Framework (NQF).

3. The Master's degree awarded by a Master's program organized by a Department is signed by the Rector, the Department Chair, and the Department Secretary.

4. The grade for the Diploma is classified as follows: from 5 to 6.49 GOOD, from 6.50 to 8.49 VERY GOOD, and from 8.50 to 10 EXCELLENT

5. The register of master's degree recipients is signed by the Department Secretary, the Department Chair or the Chair of the Special Interdepartmental Committee, and the University Rector.

6. A Diploma Supplement in Greek and English is attached to the Master's degree in accordance with the provisions of Article 15 of Law 3374/2005 (Government Gazette 189, Series A) and Ministerial Decision Φ5/89656/B3/13-8-07 (Government Gazette 1466, Series B).

Article 16 **Graduation** **Ceremony**

1. A student who has successfully completed their graduate studies take an oath at a swearing-in ceremony before the Rector or the Vice Rector as the Rector's representative, the Dean of the School, the Chair of the Department, and the Director of the Master's Program. The swearing-in ceremony is not a formal requirement for the successful completion of studies, but it is a necessary prerequisite for the awarding of the master's degree.

2. For reasons of force majeure and upon request to the Department Secretariat, a graduate may request the award of the degree without participating in the graduation ceremony or may request to participate in a subsequent graduation ceremony. Prior to the oath-taking ceremony or their exemption from it, graduates may be issued a relevant certificate confirming the successful completion of their studies.

3. The text of the oath for graduates receiving a Master's degree is determined by a decision of the Senate. Graduates who do not wish to take a religious oath may simply invoke their honor and conscience.

Article 17 **Postgraduate Program Infrastructure**

1. To ensure the smooth operation of the Master's Program, classrooms and seminar rooms, lecture halls equipped with audiovisual equipment, and the Institution's laboratories will be made available.

2. Funding for the Master's program may come from: donations, grants, bequests, sponsorships, research projects, programs of the European Union or other international organizations, tuition fees, and other sources, as provided for by applicable law.

Article 18 **Evaluation of the** **Master's Program**

At the end of each semester, postgraduate students evaluate each course and each instructor. The Postgraduate Program is accredited by the National Authority for Higher Education (NAHE), in accordance with applicable legislation. In this context, the following are evaluated: the overall assessment of the work carried out by each M.S. program, the degree to which the objectives set at its inception have been met, its sustainability, the absorption of graduates into the labor market, the extent of its contribution to research, its internal evaluation by graduate students, the advisability of extending its operation, as well as other data regarding the quality of the work produced and its contribution to the national strategy for higher education. [Article 87, Paragraph 2] For the postgraduate program to continue operating, it must undergo periodic certification every five (5) years as part of the periodic evaluation/certification of the Department of International and European Studies at the University of Piraeus.

Each M.A. program may also be accredited by other bodies, if it so desires.

Article 19 **Transitional Provisions**

Any matters not covered by these Regulations shall be governed by decisions of the competent bodies in accordance with applicable law.

Piraeus,(date)

The Rector

Professor Michael Sfakianakis

UNIVERSITY OF PIRAEUS

SCHOOL OF ECONOMICS, BUSINESS, AND INTERNATIONAL STUDIES DEPARTMENT OF INTERNATIONAL AND EUROPEAN STUDIES

INTERNSHIP REGULATIONS

Master's Program (M.A.) in American Studies: Politics, Strategy, and Economics

These Internship Regulations were approved by the Departmental Assembly of the Department of International and European Studies of the School of Economics, Business, and International Studies at the University of Piraeus (meeting of January 31, 2024) and may be amended if deemed necessary.

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Article 1 Purpose

1. The Master's Program in American Studies: Politics, Strategy, and Economics of the Department of International and European Studies at the University of Piraeus aims to provide postgraduate students with work experience, in addition to excellent theoretical training. For this reason, it has included the (elective) course "Internship" in its curriculum, which is selected by students who wish to gain exposure to the job market (this does not apply to students who are already employed).

2. The internship gives students the opportunity to experience a work environment and aims to:

- Linking theoretical studies with their practical application in the workplace
- Gaining additional experience and knowledge
- To familiarize students with workplace conditions
- Acquiring additional skills, e.g., communication and problem-solving through teamwork
- Familiarization with modern technology
- Student networking
- Gaining work experience
- Opportunity for future employment

Article 2 Internship

1. The internship for graduate students is conducted in companies, private-law legal entities, public-law legal entities, public services, and first- and second-level local government organizations, hereinafter referred to as “*host organizations*,” under the supervision of the internship coordinator of the Master’s program.

2 The internship may also be conducted at foreign institutions, provided that supervision of the educational process is feasible. For student internships an internship agreement is signed between the institution, the student, and the host organization.

3. The internship coordinator coordinates communication with the host organizations and ensures their reliability, as well as supervising the smooth conduct of the internship.

4. Successful completion of the internship results in the awarding of the number of credit units (ECTS) in accordance with the curriculum.

5. The Departmental Assembly determines the details regarding the conduct of the internship, such as the following:

- Whether it is mandatory or optional for the award of the degree,
- The duration of the internship in calendar months,
- The period during which it takes place, in accordance with the needs and requirements of the Master’s program,
- Minimum academic progress requirements that must be met before the internship begins,
- Number of students participating in the internship program, based on interest and demand from companies,
- Procedure and stages of internship implementation (location and deadline for submitting applications, signing agreements, student insurance, attendance record, evaluation of results , etc.),
- Insurance for students undertaking internships, who are insured only for occupational accident risk, in accordance with applicable legislation.

Article 3 Internship Coordinator

1. By decision of the Departmental Assembly, a an Internship Coordinator, who is selected from among the Department’s faculty members (full-time faculty, adjunct faculty, or teaching assistants) and may serve in this capacity for all or a number of graduate programs within the same Department.

2. The Internship Coordinator has the following responsibilities:

- Evaluating applications from students who wish to undertake an internship
- Assigning students to internship host organizations
- Submitting the student placement list to the Coordinating Committee for approval of the related expenses
- Coordinates activities related to student internships
- Guides and supports students throughout the internship process at host organizations
- Resolving any issues,
- Communicating with host organizations to achieve the intended learning outcomes

- Drafting and submitting an annual report on the implementation and evaluation of the internship program to the Departmental Assembly,
- Submission of recommendations for the modification of the curriculum regarding internship-related matters.

APPENDICES (Attached sample forms)

I. Application Form

II. Attendance Sheet

III. Evaluation Form (Sample)

I. APPLICATION FOR PARTICIPATION

GRADUATE PROGRAM
American Studies: Politics, Strategy, and Economics.

“POSTGRADUATE STUDENT INTERNSHIP” APPLICATION
FOR PARTICIPATION

FULL NAME:

FATHER'S NAME:

DATE OF BIRTH:

REGISTRATION NUMBER:

ADDRESS / AREA / ZIP CODE: ID

No. / Date Issued / Issuing Authority: TIN / Tax Office:

.....

INTERNSHIP PERIOD:

FOREIGN LANGUAGE SKILLS / LEVEL:

LANDLINE / CELL PHONE: E-MAIL:

..... NAME OF

PREFERRED COMPANY:

BUSINESS LOCATION:

PROFESSIONAL EXPERIENCE:

I hereby declare that in the event of my withdrawal from the Internship Program, I waive any remuneration and other related and associated rights.

Piraeus, .../ .../ 20

The student.....

.....

II. ATTENDANCE RECORD

Company Name:

Student Name:

DATE	ARRIVAL TIME	DEPARTURE TIME	DEPARTMENT OF EMPLOYMENT	SIGNATURE OF RESPONSIBLE PERSON
MONDAY xx/xx/xx				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

The Company's Data Protection Officer:

Seal:

III. Evaluation Form (sample)

Internship Program Evaluation Questionnaire Student's Name

Company Name

- 1 How long did you work at the above company?
- 2 Were you assigned a specific task (or tasks), or were you asked to perform various tasks without them being part of a specific framework?
- 3 What specific tasks were assigned to you?
- 4 Were you provided with information regarding the task assigned to you?
- 5 Did anyone work with you on a regular basis?
- 6 Were you treated in a friendly manner? Indifferently? Negatively? Please explain.
- 7 Do you believe you benefited from the internship or not? Please elaborate.
- 8 Do you believe that the duration (4 months) of the internship is too short or too long? Please explain your opinion on the ideal duration.
- 9 What benefits do you believe you gained? Please list them in detail.
- 10 What are the disadvantages of the structure of the Internship Program?
- 11 What are the advantages of the structure of the Internship Program?
- 12 What do you think needs to change in the way the Internship is implemented?
- 13 Evaluate the implementation process of the Internship Program from the perspective of the Master's Program
- 14 Evaluate the implementation process of the Internship from the perspective of the Research Center of PA.PEI.
- 15 Were you hired by the company where you completed your internship?
- 16 Were you hired by another company? If so, did the internship help with your hiring?
- 17 Was the company where you worked familiar with the Master's program? If so, was their opinion positive, neutral, or negative?
- 18 Did the knowledge you gained during your studies in the Master's program help you perform your duties more effectively?
- 19 To what extent did the following contribute to your hiring:
 - the curriculum of the Master's program,
 - the program's good reputation
 - the visiting lecturers
 - the faculty members
 - the internship
- 20 Feel free to comment on topics covered or not covered by the above

Proposal by MODIP in collaboration with the Department of International and Public Relations

Model mobility regulations

Students in the M.A. program **“American Studies: Politics, Strategy, and Economics”** have the opportunity to study at universities in European countries through **the Erasmus+ KA131 & KA171 program**. For mobility under the Erasmus+ program, the M.A. program has adopted and implements the Mobility Regulations of the University of Piraeus (and the Department of International and Public Relations), which are set forth below.

These Regulations implement the Bologna Process

The regulations were approved by the Departmental Assembly at its meeting on 01/31/2024

**STUDENT MOBILITY
REGULATIONS
AND STAFF
ERASMUS+ and ERASMUS+ International Program**

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Article 1. STUDY MOBILITY

Through the ERASMUS+ program, undergraduate and graduate students, as well as doctoral candidates, are given the opportunity to complete part of their study program (i.e., some of their courses, elective courses not offered in their program) or to complete all or part of their undergraduate, graduate, or doctoral thesis in one of the countries of the European Union or the rest of the world (ERASMUS+ International).

Detailed information on student mobility through the ERASMUS+ program is provided by the ERASMUS+ Coordinator in the Department, the Department's website, and the Department of International and Public Relations at the University of Piraeus (<https://www.unipi.gr/unipi/el/arxikh-tm-diethnwn-dhmosiwn-sxesewn.html>).

1. Basic eligibility requirements for the ERASMUS+ program

The University of Piraeus, within the framework of the ERASMUS+ KA 131 Program, Student Mobility for Studies, offers students in all degree programs the opportunity to spend 2 to 12 months to study at another university in a European Union member state to complete part of their degree program. This mobility opportunity is available to both undergraduate and graduate students, as well as doctoral candidates from all departments of the University.

At the same time, students who have previously participated in the Erasmus Program may participate in the program either for an internship or for studies, provided they do not exceed a total mobility period of 12 months. The total number of students eligible to participate in the Erasmus program is determined by the bilateral agreements concluded between the respective University Department and partner universities abroad.

For students from economically disadvantaged groups or with severe disabilities, a support process has been established by the State Scholarships Foundation; further information can be found on the websites

<https://www.unipi.gr/unipi/el/erasmusplus/spoudes/genikes-plhrofories-proupotheseis.html> and <https://www.iky.gr/el/atomame-eidikes-anagkes>

On the website of the Department of International and Public Relations at the University of Piraeus (<https://www.unipi.gr/unipi/el/arxikh-tm-diethnwn-dhmosiwn-sxesewn.html>), on the Department's website for the ERASMUS+ program and in the , students can find information on the Department's cooperation agreements with the respective universities to which they may transfer.

In addition, the call for applications to participate in the program for the following academic year, as well as the maximum number of students from the Department who may participate during that academic year, is announced on the above websites in March of each year.

1.1 Requirements for student participation in the mobility program

Students:

1. Must be **nationals** of a country participating in the program or be recognized as **refugees, stateless persons, or permanent residents** of Greece
2. **May be first-year students during the academic year of the requested mobility**
3. Must not have completed the minimum number of credits required to earn their degree; that is, **there must be a period of study** that they can substitute by studying at a university abroad **during the academic year of the requested exchange**
4. Students who fall **under the category of Persons with Special Needs and are tied with other students in the selection process will be given priority in the selection process.**

For the complete list of disabilities, see Law No. 4186/2013 - Government Gazette 193/Issue A/September 17, 2013. In addition to the conditions listed in the attached file, all students with a disability of 67% or higher due to a physical disability or mental illness are eligible for additional funding, based on a recent medical opinion from the relevant primary health committee located in each prefecture. For more information, please visit the relevant IKY website at <https://www.iky.gr/el/atoma-me-eidikes-anagkes>

The following students have low priority for selection to participate in the Program:

- Students from countries other than Greece who are applying to study at an institution in their country of origin.
- Students who have already completed an Erasmus+ mobility (either studies or an internship)
- Students who have withdrawn from the Erasmus Program without stating a specific reason for doing so.

1.2 Student eligibility criteria

Student selection criteria:

The general SELECTION CRITERIA for students participating in mobility to partner institutions abroad through Erasmus+ are as follows:

- The student's academic **performance** (grade point average)
 - Knowledge of **foreign languages**, particularly the language **spoken at the host institution**
 - **Reasons for participating** in the program (motivation) with justification
 - The **interview** with the relevant Academic Advisor of the Department
 - The student's **resume**
 - **Academic papers** in a field related to the student's department
 - **Computer skills**
 - **Participation in seminars, conferences, workshops**, etc., in a field of study relevant to the Department of study
- In order to ensure that applications with different candidate profiles are comparable, a POINT SYSTEM will be applied to the criteria as follows:

In order to ensure that applications with different candidate characteristics are comparable, a POINT SYSTEM will be applied to the information as follows:

SELECTION OF UNDERGRADUATE STUDENTS

No.	CRITERION	WEIGHT
-----	-----------	--------

1	Knowledge of foreign languages, particularly the language used in the courses the student will take at the host institution.	30
2	The student's academic performance (grade point average) at the time of application (ranking based on a certificate from the registrar's office for their academic year).	45
3	The interview with the relevant Academic Advisor. The student's motivation for participating in the program. Motivation that contributes to the success of studies abroad or the advancement of their studies will be considered a positive factor.	25
	TOTAL	100

SELECTION OF GRADUATE STUDENTS

No.	CRITERION	WEIGHT
1	The interview with the relevant Academic Advisor. The student's motivation for participating in the program. Motivation that contributes to the success of studies abroad or the advancement of their studies.	30
2	Any scientific papers they may have published.	35
3	In addition to or as an alternative to coursework, the possibility of completing all or part of the Thesis is evaluated, provided that the Supervising Professor at the Sending Institution.	35
	TOTAL	100

SELECTION OF DOCTORAL CANDIDATES

No.	CRITERION	WEIGHT
1	The interview with the relevant Academic Advisor. The student's motivation for participating in the program. Motivation that contributes to the success of studies abroad abroad or to further their studies.	30
2	Any scientific papers they may have published.	35
3	The candidate's ability to complete the doctoral dissertation is evaluated, provided there is the consent of the Supervising Professor of the sending institution.	35
	TOTAL	100

The selection of each student must be justified in writing (in accordance with the guidelines of the European Union and the State Scholarships Foundation) and supported by relevant documentation, in accordance with the established criteria, so that it is clear why a student was selected over all other candidates.

Specification of Criteria on a Case-by-Case Basis

FOREIGN LANGUAGES

Language proficiency level as defined by the Council of Europe Scores:

- A1 5
- A2 10
- B1 15
- B2 20
- C1 25
- C2 30

Computer Skills

- with certification (ECDL): 5 points
- with certification from a degree in the Greek education system: 3 points
- with a certificate from a private institution: 2 points

1.3 Student Selection

Students interested in studying abroad through the Erasmus+ program must, following the information session held by the Department of International & Public Relations, submit, within the specified deadline, to their department's Secretariat an application listing up to 3 universities abroad as their study abroad choices, along with the required supporting documents:

- Application – Declaration of Participation
- Detailed Transcript
- Foreign Language Certificates
- Curriculum Vitae

The Secretariat forwards the applications to the Department's ERASMUS+ Academic Coordinators, who initiate the process of interviews, evaluation, and selection. Student selection is carried out by the Department's ERASMUS+ Academic Coordinators, with the support of the ERASMUS+ officer at the Department Secretariat. Selection is based on the preferences of the universities they have listed (up to three) and the criteria mentioned above.

Interested students can check whether they have been selected for the exchange in the announcements on their Department's website.

Selected students must immediately notify the Department of whether they accept or decline the exchange opportunity so that, in the event a spot becomes available, it can be filled immediately by a student from the list of alternates.

The Secretariat receives from the Academic Coordinator the document listing the selected students and the universities to which they will be transferred for the upcoming academic year and duly informs the Department of International and Public Relations regarding further.

The Department of International & Public Relations is responsible for nominating the selected students to the respective universities abroad. After the nomination process, students receive an acceptance email from the host university.

Each Host Institution has its own procedure, but in most cases the following will be required:

Enrollment: To enroll, the student must submit the application form, which may be in either paper or electronic format. Further instructions are available on the Host Institution's website, as this procedure pertains exclusively to the Host University and may vary from one institution to another.

Learning Agreement for Studies (Before Mobility):

Detailed Course Description

Housing: Regarding this matter, the student should contact the Host Institution to inquire about the available options and alternatives for finding housing. If the Host Institution provides housing for incoming students, the student must submit the Accommodation Form.

Selected students must submit to the Department of International and Public Relations the documents listed on the website <https://www.unipi.gr/unipi/el/erasmus-plus/spoudes/eggrafa.html> at least 40 days before the start of their mobility period.

If, for any reason and at any stage of the process of preparing for or carrying out the mobility, the student wishes to cancel their participation in the Erasmus+ program, they must notify the Department of International & Public Relations, the Academic Coordinator, the Secretariat of their Academic Department, and the Host Institution (provided the nomination process has been completed). If the student has already received the first installment of the scholarship, he or she will be asked to immediately return the entire amount.

1.4 Course Recognition - Before Departure

The ERASMUS+ study program provides for and ensures full recognition of the study period at the Host University. Selected students will develop their study plan with the assistance of Academic Coordinators, who will sign the Learning Agreement so that it can be sent to the Host Institution and ensure the recognition of the courses listed therein. The rest of the process, the required steps, and all relevant information are detailed on the website of the Department of International and Public Relations <https://www.unipi.gr/unipi/el/erasmus-plus/spoudes/eggrafa.html>.

The student's Learning Agreement must be approved by the Academic Coordinator at the Departmental Assembly upon the student's request. A course is not recognized only if it is not included in the Study Agreements and if the student has not successfully passed the exam at the Host University.

Core courses or required major courses may be matched if the instructor has reviewed the content of the course taught there and makes a positive recommendation to the Departmental Assembly. The remaining courses selected by the student are considered electives and are recognized as electives of the Department of International and European Studies if the student has successfully passed the course.

The Learning Agreement may be amended while the student is on mobility, in the event that one of the courses originally declared is not offered.

To avoid losing time from their studies, it is advisable that the courses the student has attended and successfully passed correspond to 30 credit units (ECTS) for one semester or 20 credit units (ECTS) for a quarter.

1.5 Course recognition – upon return

The partner UNIVERSITY abroad (the Host University) sends the student's transcript of records, which lists the course titles, the grades received on the corresponding exams at the Host University, and the credit units (ECTS). The documents required by the Office of the Department of International and European Studies for course recognition are the final OLA (Before Mobility and Changes to OLA—if changes were made), the Equivalence Certificates, as well as the Transcript of Records in original form or in a valid electronic format with a digital signature.

1.6 Funding

The student receives a grant amount depending on the destination country. They may receive a mobility grant for up to 12 months during their studies, regardless of the number and type of mobility (studies or internship).

During a degree program, a student may participate in mobility only once for a period of up to 12 months.

Initially, the student receives 80% of the total funding amount to which they are entitled, and the remaining 20% is disbursed upon their return and provided they meet the program's requirements.

Detailed information on funding and the procedure for submitting the necessary supporting documents is available on the website of the Department of International and Public Relations <https://www.unipi.gr/unipi/el/erasmus-plus/spoudes/genikes-plhrofories-proupotheseis.html>.

Article 2. MOBILITY FOR INTERSHIPS

2. Objective of the Erasmus+ Internship

The Erasmus+ Internship offers students of the Department of International and European Studies the opportunity to gain practical experience in an international work environment in their field(s), expanding, and applying the knowledge they acquire during their studies in the Department of International and European Studies within the Master's Program **"American Studies: Politics, Strategy, and Economics"**

Further information is available on the website of the Department of International and Public Relations <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi.html>.

2.1 Eligibility Requirements for the Erasmus+ Internship

Students may participate in the Erasmus+ Program for studies or internships at all levels of study, for a total of 12 months at each level (e.g., 12 months during undergraduate studies, 12 months during graduate studies, and 12 months during their doctoral studies). The student may receive a mobility grant for up to 12 months per cycle of study, regardless of the number and type of mobility (study or internship). Students may apply for an internship starting in their first year of study.

Under the Erasmus+ program, recent graduates may also participate in an internship during the first year following their graduation. The duration of their internship is included in the maximum limit of 12 months per study cycle. Students interested in completing an internship after earning their degree, at a company or organization in a country participating in the Program, must submit their application for mobility during their final year of study and before earning their degree. Please note that both the application and the selection of students who wish to participate as recent graduates must take place while they still hold student status

2.2 Erasmus+ Internship Host Organizations

Eligible training organizations include all types of public, private, or social sector enterprises, regardless of size or activity

The search for an eligible host organization is conducted by the student interested in participating in the program. Detailed information is available on the website of the Department of International and Public Relations at <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi/genikes-plhrofories-proupotheseis/anazhtsh-forewn-upodoxhs.html>.

2.3 Application Process

If a prospective student wishes to participate in the Erasmus+ program for an internship at an organization/company and has found a host organization in one of the eligible countries, they must submit the following documents to the Department Secretariat:

- **Application of interest** by a prospective student for an ERASMUS+ internship, which is available from the Secretariat of the student's Department or interested party can download it from the website <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi/diadikasia-aithshs-aksiologhshs.html>
- **Detailed Transcript**
- **Brief Curriculum Vitae**
- **Copies of Language Proficiency Certificates**
- **Letter of Acceptance from the Host Institution**
- **Affidavit pursuant to Law 1599/86**, in which the student must declare under oath **whether they have previously participated in the Erasmus+ program** and for how many months.

Please note that if a student wishes to participate in an internship as a graduate, they must submit their application while still an active student.

The deadline for submitting internship applications is announced by the Department of International and Public Relations.

2.4 Evaluation Process

Once the student has submitted all the above documents, their application must be approved by the bodies designated by the Department (a three-member Internship Committee consisting of faculty members of the Department, and the Departmental Assembly).

The selection criteria for the Internship are

- the year of study

- the candidate's grade (from the detailed transcript)
- the internship's relevance to the candidate's field of study (certification from the host organization)
- the added value the student will gain from the internship, as evidenced by a certificate from the host organization

No travel will be recognized or funded unless the prospective student has received approval from their Department. This decision is then communicated to the Department of International and Public Relations.

2.5 Before departing from the host institution

Before departing from the host institution, you must gather the following documents:

- the original copies of the Training Agreement (Before-During-After), Certificate of Arrival, and Certificate of Departure
- the Internship Report, completed by the Host Institution

Students currently on mobility who wish to extend their mobility period may submit a request to the Department of International & Public Relations to extend the duration of their mobility, whether for studies or for an internship, no later than 2 months before the current mobility period ends.

2.6 Submission of Reimbursement Documents

The documents that must be submitted to the Department Secretariat are all parts of the Training Agreement (Before, During, After), as well as the Internship Report completed by the Host Organization in its original form, along with all items listed on the website <https://www.unipi.gr/unipi/el/erasmus-plus/praktiki-askisi/kata-th-diarkeia-ths-praktikhs-askhshs.html>. The deadline for submitting the original documents is 30 calendar days after the end of the mobility period.

Article 3. STAFF MOBILITY FOR TEACHING

This activity allows teaching staff at the University of Piraeus to teach at a partner higher education institution abroad with which the University of Piraeus has concluded bilateral agreements. Staff mobility for teaching purposes may cover any subject area or academic discipline. Within the framework of this mobility, guest faculty from foreign companies are also permitted to teach at Greek institutions of higher education.

The application process, eligibility requirements, funding, and the foreign institutions with which the University of Piraeus has concluded bilateral agreements are posted on the Department of

International and Public Relations https://www.unipi.gr/unipi/el/erasmus-plus/staff_mobility/kinhtikothta-proswpikou-didaskalia.html

Article 4. STAFF MOBILITY FOR TRAINING

Under the Erasmus+ program, there is an opportunity for teaching and administrative staff of the University of Piraeus to participate in mobility activities for professional development. This initiative allows teaching and administrative staff of the University of Piraeus to participate in professional development activities (excluding participation in conferences) or to observe work at a partner institution or other relevant organization abroad, in a country participating in the Program. Travel may take place to universities abroad even in the absence of a bilateral agreement. The application process, eligibility requirements, and

funding are posted on the website of the Department of International and Public Relations https://www.unipi.gr/unipi/el/erasmus-plus/staff_mobility/kinhtikothta-proswpikou-epimorfwsh.html.

Article 5. MOBILITY UNDER ERASMUS+ KA171 INTERNATIONAL CREDIT MOBILITY

Under the Erasmus+ Program, student mobility (for studies and internships) and staff mobility of Higher Education Institutions to and from Partner Countries is provided for. Under the Program, the University of Piraeus has signed agreements with academic institutions outside the EU.

The application process, eligibility requirements, host institutions, and funding information are posted on the website of the Department of International and Public Relations [at https://www.unipi.gr/unipi/el/erasmus-plus/diethnhs-kinhtikothta.html](https://www.unipi.gr/unipi/el/erasmus-plus/diethnhs-kinhtikothta.html).

Article 6. ENFORCEMENT AND AMENDMENT OF THESE REGULATIONS

These Mobility Regulations for the Erasmus+ program were approved by the Assembly of the Department of International and European Studies of the School of Economics, Business and International Studies at the University of Piraeus (meeting of 01/31/2024) and may be amended if deemed necessary.



**UNIVERSITY OF PIRAEUS
SCHOOL OF ECONOMICS, BUSINESS AND INTERNATIONAL STUDIES
DEPARTMENT OF INTERNATIONAL AND EUROPEAN STUDIES
GRADUATE STUDY PROGRAMS**

MSc in American Studies: Politics, Strategy, and Economics

Thesis Writing Guide

Approved by the Assembly on 01/31/2024

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Thesis Writing Guide – Master’s Program in American Studies: Politics, Strategy, and Economics

The following guidelines provide a detailed description of how the thesis should be prepared by students in the Master’s Program “American studies: Politics, Strategy and Economics.”

These Regulations for the Preparation of Theses were approved by the Assembly of the Department of International and European Studies of the School of Economics, Business, and International Studies at the University of Piraeus (meeting of January 31, 2024) and may be amended if deemed necessary.

1. THESIS OBJECTIVES

The thesis has the following objectives for the student:

- To integrate and apply the knowledge acquired in the M.A. program in American Studies: Politics, Strategy, and Economics
- To deepen and expand his or her knowledge of a topic that interests him or her
- To acquire knowledge of scientific research methodology
- Gain experience through collaboration with businesses (through data collection and the application of solutions to business problems)
- To collaborate with members of the Teaching and Research Staff at the University of Piraeus and acquire specialized knowledge and experience

2. THESIS PREPARATION PROCESS

During the second semester of their studies, graduate students must select, in consultation with their advisor(s), the topic for their thesis.

Stage 1: Topic Selection

The search for a topic is the first stage in the thesis writing process. Sources for identifying topics include lectures within the context of courses, discussions with university faculty members or business executives, the literature, current events, or personal interests. The nature of the topic should be such that the student can approach it with as much originality as possible, a factor that lends greater significance to the thesis. In any case, however, the topic selected must be commensurate with the students’ abilities and skills and must be capable of being completed within the required timeframe.

The thesis topic, which will be selected by the student, should not

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have been studied in the past. Useful resources include the National Archive of Doctoral Dissertations (<https://www.didaktorika.gr/eadd/>), which includes doctoral dissertations from all Greek universities, the “Electronic Resources” of the University of Piraeus Digital Library (<https://lib.unipi.gr/>) such as the Institutional Repository “Dioni” (<https://lib.unipi.gr/iguana/www.main.cls?url=dione>), searching for published articles via search engines such as Google Scholar (<https://scholar.google.gr/>) and the ProQuest International Dissertation Database (<http://proquest.umi.com/>).

Stage 2: Contacting Faculty

The next step in the thesis writing process is to contact the faculty members of the American Studies: Politics, Strategy, and Economics graduate program who are most relevant to the topic chosen by the student. The purpose of this contact is to discuss the topic and receive guidance from the supervising professor to precisely define the topic.

Stage 3: Precise Definition of the Topic

The third stage of the process involves the precise definition of the topic, which relies heavily on a review of the literature. The type of study, objectives, methodology, research hypotheses, and the identification of necessary resources, time, and limitations of the thesis must be determined. It should be noted that every thesis should have a theoretical and an empirical/practical component.

Stage 4: Submission of Thesis Proposal

Once the thesis topic has been determined and agreement has been reached with the proposed thesis advisor, the student submits a relevant application to the Secretariat of the Master's Program in American Studies: Politics, Strategy and Economics of the Department of International and European Studies, a relevant application stating the proposed title of the thesis and the proposed supervisor. The Coordinating Committee recommends the three-member examination committee and the supervisor to the Assembly. The Assembly appoints the three-member examination committee for the approval of the thesis and designates the supervisor.

Stage 5: Thesis Preparation

At the start of the summer semester, the student begins writing the thesis, having scheduled meetings with the supervising professor(s) to monitor the progress of the thesis.

The thesis is divided into five main sections:

The introduction, which defines the topic under study, the reasons for studying the topic, its significance (e.g., for science or society, the business world), the methodology to be followed, and the expected results (in general).

The theoretical section, which includes a review of the literature /articles, i.e., the theoretical documentation of the topic.

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The methodology for conducting the empirical research, which describes the methodology in detail and justifies the choice of the specific topic.

The research results, which will lead to the acceptance or rejection of the research hypotheses, the identification of relationships between the variables under examination, and the presentation of conclusions based on the empirical data.

Conclusions and recommendations for further research.

The bibliography and appendices follow.

To establish the theoretical framework of the paper, the student collects the necessary literature and articles. To gather this material, students may visit the libraries of educational institutions, the National Documentation Center, or other organizations; search for bibliographic sources through the "Argo" Information Resource Access Environment "Argo," which provides access to bibliographic information sources available in Greece and worldwide, or download articles electronically through the University of Piraeus library (<http://www.lib.unipi.gr/>) or electronic databases, such as Heal-Link (<https://www.heal-link.gr/>), which serves as the link for Greek Academic Libraries, or search engines for published articles (e.g., Google Scholar). Access to these databases is possible only through terminals installed on campus or from computers off-campus, which, however, must be connected to the university via the Virtual Private Network (VPN) (Section 9 of the Regulations).

Once the student has collected and studied the material, they must then classify and organize it according to the structure of their paper to facilitate the writing process.

To design and conduct the empirical part of the thesis, students should consult specialized literature and consult with their supervising professor. The type of data processing and statistical analysis is determined by the objectives of the thesis.

Stage 6: Thesis Presentation

The thesis is presented after a three-member examination committee is formed, before which students present the main points of their thesis, the reasons for choosing the specific topic, the objectives of their thesis, the methodology they followed, and their conclusions. Students must prepare an electronic presentation of their thesis (in MS PowerPoint) as well as an abstract (approximately 5 pages), covering all of the above points. The summary (in 3 copies) is distributed to each member of the three-member examination committee prior to the examination process. The presentation lasts approximately 20 minutes, plus 10 minutes for questions and discussion.

The thesis is graded according to the following scale: 5 - 6.49: Good

6.5–8.49: Very Good

8.5–10: Excellent

In the event of a failing grade, the three-member examination committee indicates the necessary corrections to the student and sets a new date for the presentation of the thesis.

Stage 7: Submission of Copies of the Thesis

After the thesis has been presented and the revisions recommended by the three-member examination committee have been completed, the thesis is submitted to the “Dioni” digital repository (<https://dione.lib.unipi.gr/xmlui/>), which contains the intellectual output of the University of Piraeus. The thesis must be submitted by the end of the semester in which it is scheduled to be completed and no later than the end of the following semester. An extension of this deadline may be granted by a reasoned decision of the Assembly; a relevant extension may be granted for one additional semester.

3. KEY POINTS FOR PREPARING THE THESIS

The thesis must be prepared strictly in accordance with the specified requirements and within the allotted timeframe.

The language of the master's thesis is English.

For the methodology of the thesis (selection of a qualitative or quantitative research approach, sample determination, choice of research tool, type of statistical analysis, etc.) as well as the qualitative or statistical analysis of the data, it is recommended to study texts related to research methodology, content analysis, and statistical analysis using software programs (e.g., SPSS, Statgraphics, STATA, etc.). Relevant texts are available in the University of Piraeus Library.

The thesis must constitute a coherent whole demonstrating that the student has fully understood the literature and presents the problem, methodology, and results of his or her research in a simple and clear manner.

The length of the thesis is determined by the topic under investigation, the methodology, and the academic field to which it belongs.

It is important to emphasize that the thesis must be conducted with respect for scientific ethics and academic integrity. Throughout the entire process of conducting the thesis, as well as during its presentation and publication, academic freedom must be protected, and intellectual property must be protected, and any research ethics regulations of the University of Piraeus and/or the department and/or the graduate program, as well as relevant legislation, must be observed. The following section specifically addresses plagiarism, which must be avoided.

A key component of a thesis and a determinant of its scientific quality is the bibliography.

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For topics requiring collaboration with companies, it is important first and foremost to ensure the companies' willingness to collaborate, access to data, and the ability to present the findings necessary for the thesis.

The thesis constitutes a publication and therefore care must be taken not to infringe on copyrights in accordance with Greek and international laws. On the first inside page (after the cover) of each copy, the student must declare under oath that the thesis was written by him or her and that all sources used are cited. If the thesis includes text, tables, or diagrams that have been copied **verbatim** from books or articles, the source must be cited, and the text must be written in a different font or placed within quotation marks (""). In some cases, the student may even need written permission from the author.

4. STRUCTURE OF THE THESIS

The recommended structure for the thesis, which must be followed, is presented below.

Cover Page (Sample 1)

The cover page of the thesis must include the following information in the following order:

1. The University (and its logo), the Department, and the Program for which the thesis is submitted
2. The title "Thesis"
3. The title and subtitle (if any) of the thesis
4. The student's first name, middle name, and last name
5. The location (Piraeus) and the year of submission of the thesis

Dedications (Sample 2)

Dedications (if any) appear on the page immediately following the Title page.

Abstract (Sample 3)

The abstract is written in single-spaced text and includes the objectives, methodology, and conclusions of the thesis (up to 300 words). Additionally, the title and key terms of the thesis (up to 5) are listed at the top of this page. This page is numbered using Roman numerals.

Acknowledgments (Sample 4)

The acknowledgments are written in single-spaced text using a font different from that of the main text (usually Monotype Corsiva, size 12). This page is numbered using Roman numerals.

List of Tables and Figures (Examples 5 & 6)

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Tables and figures are listed in separate lists with references to the pages of the thesis on which they appear. These pages are numbered using Roman numerals. The titles and sources of tables and figures should be written in 10-point font (Example 9).

List of Acronyms (Example 7)

The full titles of the acronyms and the acronyms used in the thesis should be written in 10-point font. This page is numbered using Roman numerals.

Table of Contents (Sample 8)

The table of contents includes the abstract (or preface), acknowledgments, lists of tables and figures, the list of acronyms, the chapters (with their titles, exactly as they appear in the text of the thesis), the bibliography, and the appendices of the thesis with page references.

Bibliography (Example 10)

The bibliography **for each chapter** is listed at the end of the corresponding chapter. Specifically, for books, the author’s last name and first name, the year of publication, the book’s title, the edition, the publisher, and the city/country of publication are listed. For articles, the author’s last name and first name, the year of publication, the title of the article, the name of the journal (underlined), the volume, the issue, and the page numbers are listed. If a book or article by an author is cited more than once, not all of the above details are listed; instead, only the author’s full name is provided, followed by the abbreviation “*ibid.*,” which stands for “in the same place.” At **the end of the thesis** (and before the appendices), the bibliography for all chapters is summarized in alphabetical order based on the author’s last name, without listing the page numbers of the references. In the case of articles, the page numbers must also be cited (page numbers are listed only for journal articles). In this comprehensive final bibliography, each author is listed once for each of their books or articles. The bibliography must be written in single-spaced text with a font size of 11. Any footnotes are listed at the bottom of the page in which they appear, using a font size of 8.

Appendices

The appendices contain information that the researcher deems appropriate not to include in the main body of the thesis (such as, for example, statistical analysis tables, the questionnaire, etc.) but which contribute to the understanding of the topic.

Page numbering

The title, dedications, abstract, and table of contents are not numbered. The acknowledgments, lists of tables, and lists of figures are numbered using Roman numerals, while the number 1 is placed

on the first page of the first chapter/introduction.

5. FORMATTING

Page Margins

The top and bottom margins of an A4-sized page must be 2.54 centimeters, and the left and right margins must be 3.5 and 2.5 centimeters, respectively.

Spacing

The spacing between lines of text should be set to one and a half lines (1.5 spacing). An extra blank line should be left at the beginning of each paragraph, while two blank lines should be left after the headings of chapters and their subheadings. Paragraphs should begin at the same level as the rest of the lines in the thesis.

Alignment

The text should be fully justified.

Font Size - Font

The font size of the text should be 11, except for the title of the thesis (size 16) and the titles of the chapters and their subheadings, which should be 14 and 12, respectively. The font must be Arial Greek.

Tables and Figures

Tables and figures may be presented in black and white or in color. In the case of color tables and figures, the three permitted colors are white, red, and blue.

Tables are numbered and titled at the top, while figures are numbered and titled at the bottom (Example 9).

Bibliographic References (See Example 10)

Whenever an opinion, definition, or data cited by an author is referenced—even if the quotation is paraphrased—the source must be cited. Similarly, in the case of an exact quotation from books or articles (although this should be avoided), it must be placed in quotation marks and the source clearly cited.

In the text, the format of the bibliographic reference is:

For a single author: (Author, 2005,)

For two authors: (Author1 & Author2, 2005,)

For three authors: (Author1, Author2 & Author3,

2005,) For four or more authors: (Author1 *et al.*, 2005,)

In the case of an exact quotation from books or articles, the page number is also cited (Author, 2005, p.). Page numbers for references to books or articles are cited only in the text (and not in the bibliography at the end of the paper).

Pages and Acronyms

Page numbers in the bibliography should be cited in the text as follows:

If acronyms are used in the thesis, the first mention in the text should include the full title and the acronym in parentheses, e.g., European Foundation for Management Development (EFMD). Subsequently, only the acronym may be used.

All acronyms used in the thesis and their full titles should be listed in a separate table of acronyms before the table of contents (see Example 7).

6. BIBLIOGRAPHICAL REFERENCES

One of the key indicators of the quality of a thesis is the breadth of the bibliography used. This is demonstrated by the detailed bibliographic references within the text of the thesis as well as the comprehensive bibliography at the end of the thesis. Bibliographic references must appear whenever the student uses someone else’s words, opinions, ideas, or material. They are therefore required when:

- They are quoted (someone else’s exact words)
- Copying (tables or diagrams)
- Paraphrased (someone else’s words)
- Summarized (someone else’s words and ideas)

The usefulness of bibliographic references lies in documenting the scope of the scholarly material used, strengthening the argument, presenting the sources to readers, and providing them with the opportunity to study and verify the sources themselves.

The three most important methods for citing references are the Harvard University Author-Date system, the American Psychological Association (APA) system, and the system primarily used in the academic fields of History and Law.

The recommended method for citing references in theses for the Master’s Program in Energy: Strategy, Law, and Economics at the University of Piraeus is the Harvard system. This means a) that the text of the thesis must cite the Author, the Year (and the Page number in the case of an exact quotation), and care must be taken to ensure correct

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and punctuation, and b) that at the end of the thesis, the Author, Year, Title, Publisher, and Place of Publication must be cited for the entire bibliography used. Sample 11 of these Regulations provides examples of how to cite sources according to their type (e.g., book, article, conference presentation, etc.).

If a student wishes to cite a definition of a concept exactly as a researcher states it, if the text of the definition is less than 30 words, it must be incorporated into the relevant paragraph of the paper, placed within quotation marks, using the same font, and followed by a period. If the definition is longer than 30 words, it should then be rephrased in the student’s own words, in a smaller font size, single-spaced, in a separate paragraph that begins 1.27 centimeters to the right (tab).

ATTENTION!

Citing the bibliographic sources used by the student in a Thesis strengthens the scientific ideas and conclusions presented therein. Conversely, failure to cite the bibliographic sources used constitutes **PLAGIARISM**. **Plagiarism** refers to the intentional or unintentional appropriation of part or all of another person’s scientific work, ideas, definitions, and arguments, and must be avoided at all costs.

Plagiarism occurs, for example, when:

- the entire thesis or part of it has been written by someone other than the person listed as the author,
- for part of the thesis (whether small or large), bibliographic sources are not cited or are cited incorrectly,
- it is found that the thesis (or part of it) has been submitted to another university, department, or graduate program,
- part of the thesis is a copy of other academic works (e.g., published articles, doctoral dissertations, or master’s theses, etc.) and/or a portion of text from another academic work has not been properly cited verbatim within quotation marks and/or without the correct bibliographic reference,
- part of the thesis consists of a translation of text from a foreign language,
- there is no proper citation or no citation at all when diagrams or tables from other academic works are included in the thesis.

Therefore, to avoid plagiarism, you should:

- when using the ideas and conclusions of other researchers or authors, provide proper in-text citations within the thesis and list them correctly in the bibliography,
- extensive quotation of verbatim text should be avoided; otherwise, it should be limited and done correctly (i.e., quotation marks should be used, and there should be a reference to the scientific work or book from which

the quotation comes),

- the words, ideas, and conclusions of other researchers or authors must be paraphrased, and the bibliographic citation must be properly recorded,
- in all cases, to acknowledge the scientific work of third parties on which the thesis is based by correctly citing the bibliographic reference within the text and in the relevant bibliography at the end of the thesis.

A helpful guide on what constitutes plagiarism and how to avoid it has been posted on the website of the library of University of Piraeus (<https://lib.unipi.gr/iguana/uploads/file/Peri-logoklopi.pdf>). In addition, to detect and prevent plagiarism, the University of Piraeus, through its library, has secured access to the Turnitin plagiarism detection software (www.turnitin.com). The “Turnitin” plagiarism detection software is an online service for the prevention and detection of plagiarism and the checking of documents for non-original content. The results can be used to identify similarities with existing sources. It should be noted that Turnitin’s reports of potential plagiarism are purely indicative, and their evaluation is the responsibility of the relevant instructor and committees.

To prevent and avoid instances of plagiarism, master’s theses may only be submitted after a plagiarism detection check has been conducted. The plagiarism check is performed by the supervising professor and/or by the student themselves. After the plagiarism check, the thesis is forwarded to the three-member committee, and the presentation is scheduled. If plagiarism is detected at any stage of the thesis preparation (e.g., submission, presentation, etc.), the supervising professor requests changes and corrections from the student.

7. ELECTRONIC SOURCES

Students must exercise particular caution when searching for information online. The quality, reliability, and validity of the websites they use as sources in their thesis should be carefully evaluated. Often, what is written online consists of unsubstantiated (scientifically) personal opinions of the authors, and therefore their reliability and validity are questionable. In particular, when evaluating online sources, one must consider the purpose of a website or webpage, who the author(s) is/are, which bibliographic sources are cited, how recent they are, how well an article is written, etc.

The most scientifically reliable sources on the internet are:

- articles from scientific journals whose content is available online,
- scientific articles included in specialized online databases created by or offered by universities,
- e-books offered by publishers in university electronic databases,

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- articles and studies produced by universities, government agencies, businesses, and reputable social organizations.

8. SUBMISSION OF THE THESIS

The thesis must be submitted in three copies (one for each member of the three-member committee). The cover page must include the university (and its logo), the department, the graduate program for which the thesis is being submitted, the student’s full name, and the year of submission. The thesis may also be submitted to the three-member committee electronically (after consultation with the supervising professor).

The thesis is submitted to the library in electronic form to the University of Piraeus’s “Dioni” digital repository (<https://dione.lib.unipi.gr/xmlui/>), in accordance with the guidelines in effect at the time. Please note that theses are published electronically in the University of Piraeus’s digital library (<http://www.lib.unipi.gr>).

9. ONLINE ACCESS TO THE LIBRARY

To gain online access to the University Library, please consult the instructions on the website <http://www.unipi.gr/noc/vpn.html>. Through online access to the Library’s services, you can download and print academic articles, e-books, as well as research papers and theses.

10. USEFUL LINKS ON THE INTERNET

Organization	Website
University of Piraeus Library	http://www.lib.unipi.gr/
Interuniversity System Artemis	http://artemis.cslab.ntua.gr/
National Library of Greece	https://www.nlg.gr/
National Repository of Doctoral Dissertations	https://phdtheses.ekt.gr/eadd/
National Documentation Center	https://www.ekt.gr/
National Documentation Documentation Databases :	http://argo.ekt.gr/opac2/zConnectELL.html
National Printing House	https://www.et.gr/
E-books	https://lib.unipi.gr/iguana/www.main.cls?url=e-books
Heal Link E-books	https://www.heal-link.gr/

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Academy of Management	http://www.aomonline.org/
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American Chemical Society	http://pubs.acs.org/action/showPublications?display=journals
American Mathematical Society	http://www.ams.org/mathscinet/
Cambridge University Press Journals	https://www.cambridge.org/core/publications/journals
CSA Illumina	http://healthsci.lib.uoa.gr/ypiresies/ba seis- dedomenon/csa-illumina.html
Directory of Open Access Journals	http://www.doaj.org/
Ebsco	https://www.ebsco.com/
EdITlib	http://www.editlib.org/journals/
Elsevier	https://www.elsevier.com/
Emerald	https://www.emerald.com/insight/
ERCIM News	https://ercim-news.ercim.eu/
National Library of Greece	https://www.nlg.gr/
European Academy of Management	https://euram.academy/
European Academy of Marketing	https://www.emac-online.org/
European Foundation for Management Development	http://www.efmd.org/
European Foundation for Quality Management	http://www.efqm.org/
Eurostat Statistical Databases	http://epp.eurostat.ec.europa.eu/
Gale-Cengage Learning	http://go.galegroup.com/ps/start.do?p=GVRL&u=u pir &authCount=1
Google Scholar	https://scholar.google.gr/
Hein Online	http://heinonline.org/HOL/Welcome
Highwire Press	http://portal.highwire.org/lists/browse.dtl
ICAP findbiz	http://www.findbiz.gr/
IEEE Xplore	http://ieeexplore.ieee.org/Xplore/dynhome.jsp
IMF Data and Statistics	https://data.imf.org/?sk=388dfa60-1d26-4ade-b505- a05a558d9a42
IOP Journal of Statistical Mechanics	https://iopscience.iop.org/journal/1742-5468

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<i>KOMPASS</i>	http://www.kompass.com/
<i>National Bureau of Economic Research</i>	http://papers.nber.org/papers/
<i>NUMDAM</i>	http://www.numdam.org/?lang=en/
<i>OCLC First Search</i>	http://firstsearch.oclc.org/FSIP
<i>Oxford Economic Papers</i>	http://oep.oxfordjournals.org/archive/
<i>Oxford Reference</i>	https://www.oxfordreference.com/
<i>Oxford Scholarship</i>	http://www.oxfordscholarship.com/oso/public/economicsfinance/subject_home.html
<i>Project Euclid</i>	https://projecteuclid.org/
<i>Project Muse</i>	https://muse.jhu.edu/
<i>ProQuest Dissertations and Abstracts</i>	https://www.proquest.com/
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