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**Internal Regulation
of the Study Program
"Nutrition and
Dietetics Sciences"
Hellenic
Mediterranean
University**



Hellenic Mediterranean University

Internal Regulation of the Study Program "Nutrition and Dietetics Sciences"



Heraklion, December 2021



Hellenic Mediterranean University- Internal Regulation of the Department Nutrition and Dietetics Sciences



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Article 1: Emblem

For its communication purposes, the Department uses the emblem of the Institution, shown below:



Within the institution, the teaching and administrative staff of the Nutrition and Dietetics Department may also use the emblem of the School of Health Sciences, as shown below:



As illustrated, the school's emblem is a distinct variation of the institutional emblem. Both the institutional and the school's emblems are available in different color variations.

Article 2: Legal framework

The administration of the Nutrition Department is handled by the Chairperson and the Department Assembly, in accordance with the applicable legislation and this Internal Operating Regulation, which must comply with the Institution's corresponding regulations. For the smooth functioning of the Department, the Assembly appoints Project Committees as needed (see Article 10 of these regulations regarding Committees).



Article 3: Undergraduate Studies

Registration of First-Year Students

First-year students of the Nutrition and Dietetics Department are registered within a timeframe set by the Ministry of Education, Research, and Religious Affairs (Mera), via its electronic platform. Applications and required documents are submitted exclusively through this platform without the student needing to visit the Department's Secretariat in person.

In case an electronic registration is not possible within the set deadline for any reason, the Department's Assembly will decide whether to accept or reject a late registration request. Simultaneous enrollment in two undergraduate programs at Greek universities is not allowed. Students who have already been enrolled in another Department or School in previous years must deregister from their first registration to enroll in the second.

Admission Procedures

Admission to the Nutrition and Dietetics Department is determined by the relevant Ministry through exams it conducts (national exams, exams for special categories of students). Admission is governed by current legislation and specific provisions that apply to foreign students, expatriates, individuals with serious illnesses, distinguished athletes, and other special categories. Additionally, admission to the Nutrition and Dietetics Department can be achieved:

- a) Through student transfers from other departments. The legal framework for transfers is shaped by relevant decisions of the Ministry.

- b) Through transfer exams. Transfer exams are held each year in December, and candidates are examined in three subjects, determined by the Department Assembly. Applications and required documents for graduates wishing to take part in the exams are submitted to the Secretariat between November 1 and 15. Information regarding the transfer exams can be found on the Department's website and in related announcements from the Secretariat.

First-Year Student Orientation

At the beginning of the academic year, a meeting is held between first-year students and the Chairperson and faculty members of the Nutrition and Dietetics Department. This meeting aims to welcome the first-year students and inform them about the nature of studies in Nutrition and Dietetics, the structure of the study program, the department's functioning, and the support services of the Institution. Useful guidelines for first-year students are provided on the Department's website.

Recognition of Courses Completed at Other Institutions

A. Recognition of Courses from Transfer Exams and Other Cases

1. Students admitted to the Nutrition and Dietetics Department of Hellenic Mediterranean University (HMU) are entitled to recognize courses they have successfully completed at their previous department at a domestic university, provided these courses correspond to courses in the host department's curriculum and comply with the terms and conditions specified in the Department's



Study Regulations. These provisions apply to students admitted with a 10% admission rate, through transfer exams, or transferred according to current regulations.

2. Recognition of courses

The recognition of courses, as per the previous paragraph, is done once and is finalized by a decision of the Department's Assembly. Students are exempt from the examination of courses or exercises from the Department's curriculum, which they have already studied in their previous department. For this purpose, the student submits a request along with the required documentation for all courses they wish to be exempt from. Specifically, the student submits a written application to the Secretariat of the Department of Nutrition and Dietetics, along with a certified transcript from the Secretariat of the previous department, accompanied by the detailed syllabus of the courses they have completed and the laboratories they have participated in. The application and the attached documents are forwarded to a three-member committee, established by the Assembly of the Department of Nutrition and Dietetics, which then makes a recommendation to the General Assembly regarding the recognition or non-recognition of the courses and/or exercises for the student.

B. Recognition of courses under the Erasmus program

Students who have studied at Partner Institutions abroad within the framework of the Erasmus program can have all the courses they have successfully completed at the Host University recognized, provided their content corresponds to that of courses in their home Department. The recognition of the courses completed by the student during their studies under the Erasmus program takes place after the mobility period and is carried out based on the European Credit Transfer System (ECTS). The Erasmus+ academic coordinator of the Department issues the study recognition certificate based on the official grades and ECTS credits provided by the Partner Institution. Based on this certificate, the grades are recorded by the Secretariat in the corresponding courses of the Department's Curriculum.

Regarding internships within the framework of the Erasmus+ program, selected students wishing to participate in the program must complete, in collaboration with the Erasmus+ academic coordinator of the Department, the mobility agreement for the internship, which includes the tasks and the training program of the intern during their stay at the host institution. The student submits a daily activity log, an evaluation report from the responsible person at the organization where they interned, and an evaluation report from the responsible person at the host university. In the case of a "free mover" student, only the two evaluation reports are required.

Issuance of Certificates and Academic ID

A. Certificates

Requests for certificates can be made either through the Department's information system or by visiting the Secretariat during specific hours. Through the same system, the student can monitor their academic progress. To collect the certificates, students must visit the Secretariat during service hours. The service hours for students are posted on the Department's website and outside the Secretariat.



The Secretariat of the Department issues, among others, the following certificates:

- Certificate of enrollment, which confirms that the student is currently enrolled.
- Certificate of transcript, which outlines the student's performance in the courses they have taken.
- Certificate of completion of studies, for those who have fulfilled the requirements of the Curriculum and are pending their degree.
- Degree copies and certificates related to graduation (deregistration) and suspension of studies.
- Certificates confirming eligibility for food and housing assistance, indicating the percentage of courses completed per academic year.

B. Academic ID – Pass

To issue an Academic ID with an integrated Student Travel Card (Pass), students submit their applications electronically on the designated platform. Once approved by the Secretariat, students can collect their Academic ID from a specified pickup point, which they must choose during the application submission process.

Suspension of Studies

Students have the right to suspend their studies by submitting a written request to the Dean's Office of the School of Health Sciences for a period determined by current legislation and the decisions of the Hellenic Mediterranean University (HMU), but not exceeding the minimum number of semesters required to obtain a degree according to the indicative study program. The application must specify the reason and the exact period of suspension. These semesters are not counted towards the maximum duration of studies. Students who suspend their studies as mentioned above do not retain student status during the suspension period. After the suspension ends, students return and rejoin the Department in the semester they had interrupted their studies.

Student Deregistration

Student status ends upon the receipt of the respective degree or the student's deregistration in cases defined by law. A student has the right to deregister from the Department after submitting a written request to the Secretariat.

The necessary documents for deregistration include:

- Deregistration request form.
- Confirmation from the Student Residence and the Department's Library that there are no outstanding issues.
- Academic ID - student pass, which must be returned to the Secretariat.



Article 4: Structure of Graduate the Program

Undergraduate studies at the Department of Nutrition and Dietetics of the Hellenic Mediterranean University (HMU) are conducted based on the system of semester-based courses, according to the Department's undergraduate curriculum. To obtain a degree, students must complete the courses, exercises, and labs required by the curriculum, amounting to a total of 240 ECTS credits.

- 1. The courses in the Department's curriculum are categorized as compulsory (C) and elective compulsory (EC), as follows:**
 1. Compulsory courses are the foundation and core courses of the specialization, which are mandatory for all students in the Department. Elective compulsory courses are specialized courses chosen by students from a list of available courses.
 2. Elective compulsory courses are a mandatory part of the total number of courses required for the degree. The curriculum may offer up to double the number of elective compulsory courses than students are required to choose. Elective compulsory courses may also be offered by another department of HMU, provided they are included in the student's curriculum.
 3. In addition to the above, students may also take optional courses, either offered as such according to current legislation or provided as compulsory or elective compulsory courses in the same or other Departments or Schools of the institution. Optional courses do not count toward the final degree grade but are listed in the diploma supplement along with their credit points and grades.
- 2. Students use the laboratories, libraries, reading rooms, and other facilities of the Department and the University according to the applicable institutional framework and the decisions of the responsible authorities.**
- 3. The knowledge, skills, and competencies acquired after the successful completion of the curriculum must meet the requirements of the corresponding professional activities as defined by the National Qualifications Framework.**
- 4. Students are required to attend all courses and educational activities in person.**

4.1 Structure of Undergraduate Studies

1. Undergraduate studies are conducted according to the curriculum of the Department of Nutrition and Dietetics. The curriculum includes the titles of compulsory, elective compulsory, and optional courses, their content, weekly teaching hours for each type of instructional activity, as well as their sequence and interdependence. The undergraduate curriculum contains two basic course classifications: A. Compulsory and elective compulsory courses. B. Courses that include only theoretical content and those that include tutorials, laboratory, or clinical exercises.
- 2. Course attendance is a mandatory academic obligation for students.**



3. **Compulsory courses are those in which attendance and successful examination are necessary for all students in the Department of Nutrition and Dietetics.**
4. **Elective compulsory courses are those that students must select to complete the required number of courses needed for graduation. Students are free to choose from the elective courses of each semester based on their interests and the restrictions of the curriculum.**
5. **There are 16 elective compulsory courses in the curriculum, distributed from the 4th to the 7th semester. The grading for these courses follows the same rules as for compulsory courses.**
6. **Tutorial, laboratory, and clinical exercises are educational activities that reinforce the course material, provide practical training, and ensure better understanding. Practical exercises (PE) and laboratories (L) are conducted in small groups, and attendance is mandatory. The total number of absences per semester must not exceed 20%; otherwise, the student is not eligible to take the final exam and must retake the course in a subsequent semester.**
7. **The study guide lists the learning outcomes for each course, educational activity, or internship, along with their corresponding credits, which contribute to the acquisition of qualifications according to the National Qualifications Framework and the European Higher Education Area Qualifications Framework. The duration of undergraduate programs in the Department is eight semesters, spread over four academic years.**
8. **Undergraduate studies lead to a level 6 degree according to the European Qualifications Framework (EQF) and the National Qualifications Framework (NQF), and in accordance with current legislation. The award of the Department's Master's Degree corresponds to level 7, and the Doctoral Degree corresponds to level 8.**
9. **Each curriculum is accompanied by the rules for enrollment and graduation, including specific details and requirements for the successful completion of the program.**
10. **The curriculum of the Department of Nutrition and Dietetics may include courses from other Departments or Schools, either domestic or international, with recognized credits, after the signing of a cooperation agreement approved by the Senate.**
11. **The content of the curriculum is approved by the Senate upon the recommendation of the Assembly of the Department of Nutrition and Dietetics. Similarly, aspects of the curriculum may be revised according to decisions made by the relevant bodies of the institution, effective from the following academic year.**
12. **The Nutrition and Dietetics curriculum at HMU is accredited according to current legislation and the criteria and guidelines of the relevant quality assurance authority, as outlined in the University's Internal Quality Assurance System.**



13. To meet the needs of student exchange programs with other countries, the Department of Nutrition and Dietetics may offer certain courses in English or another official language of the European Union. In such cases, exams will be conducted in the language of instruction, and the relevant certificates may be issued in both Greek and the language of instruction or the official language of the student's home country.
14. The Assembly of the Department of Nutrition and Dietetics may decide on the proportional distribution of compulsory, elective compulsory, and optional courses and how to substitute them according to current legislation. The chronological order or interdependence of courses (as prerequisites or dependent courses) may be specified, particularly for compulsory courses of lower semesters.
15. The Assembly may allow students to select a number of courses from other Departments of HMU, which will count toward their degree. It may also decide on courses that will not count toward the degree but will be listed in the Diploma Supplement.
16. For students who have participated in international or European educational programs through HMU, the time spent in the program and the corresponding grades are recognized as part of their actual study time and are converted to the previously mentioned grading scale according to the educational agreement and the transcript, as provided by current regulations.
17. Grades from foreign institutions must be provided with an original, officially translated document in Greek if the original document is issued in a language other than English. Specifically for the Erasmus program, recognition is based on the relevant regulations.
18. The Department may organize Greek language programs for foreign students or foreign language programs for Greek students, in addition to the mandatory foreign language requirement for their degree, under decisions approved by the Senate.
19. Students from other Departments of HMU may enroll in courses offered in a foreign language for Erasmus+ students and take exams in them, with their grades counting toward their degree.
20. HMU, and by extension the Department of Nutrition and Dietetics, may organize first-cycle study programs in a foreign language (Foreign Language Study Programs) according to current legislation. Administrative documents and the degree for these programs may also be issued in the language of the program, in addition to Greek.

Class Schedule and Course Attendance - Department of Nutrition and Dietetics

1. The teaching of courses in the curriculum is conducted according to the class schedule prepared by the Secretariat of the Department of Nutrition and Dietetics under the responsibility of the Department Chair, ensuring the continuity of the educational process as much as possible. The class schedule is drawn up before the start of the Fall or Spring semester, is made available by the



Secretariat to the instructors and students through all appropriate means, and is posted on the Department's website.

2. The class schedule includes the distribution of teaching hours for the curriculum's courses over the five working days of the week, the allocation of instructors, and the classrooms. It is not allowed for different courses of the same semester to be held at the same time unless they involve multiple teaching sessions of the same subject matter. The class schedules for the semesters should be spread evenly over the five working days of the week.
3. By decision of the Assembly of the Department of Nutrition and Dietetics, following a proposal from the instructor, student attendance and participation in certain courses or forms of educational activities, such as special laboratory sessions, seminars, tutorials, etc., may be made mandatory.
4. In cases where teaching hours of specific courses are lost due to holidays or other unforeseen circumstances, the responsible instructors must submit a written report to the Department Chair, with a copy to the Secretariat of the Department of Nutrition and Dietetics, indicating the days and times of the makeup sessions, so that the full content of the course material and the required teaching hours, equivalent to thirteen (13) full weeks of teaching, can be covered. The date and time of the makeup session must be posted on the Department's website by the Secretariat, as well as on the educational support platform by the instructor, at least three (3) days before the makeup session. The makeup session cannot overlap with another course of the same semester. If, for any reason, the required minimum weeks of teaching are not completed for a course, the course is considered not taught and must be repeated in a subsequent semester.

ECTS Credits

1. The undergraduate programs of the Department are organized based on the European Credit Transfer and Accumulation System (ECTS), enabling student performance to be described through the allocation of credits for all independent educational components and activities. Successful performance can also be transferred and accumulated from or to other equivalent programs of the same or another higher education institution, at both national and European levels.
2. ECTS credits reflect the relative weight (and workload) of the various courses. The workload consists of the estimated time a student typically needs to complete all learning activities required to achieve the expected learning outcomes. Each semester of the curriculum corresponds to 30 ECTS credits.
3. Each semester course corresponds to a specific number of credits, determined by the Department Assembly following a proposal from the Department's Curriculum Committee, in accordance with relevant provisions of the current legislation. The curriculum also includes the minimum number of credits required for obtaining the degree.



4. Additionally, in the preparation of curricula and the allocation of courses to semesters, the total academic workload is considered according to the decisions of the Ministry of Education and Religious Affairs for each semester course. Specifically, the Department Assembly, with the aforementioned decision, assigns credits to each independent educational component or activity in the curriculum (course, practical training, thesis or diploma project, and any other necessary component according to the curriculum) based on the workload required for each student to achieve the specific objectives or learning outcomes associated with each component, considering the total academic workload required to successfully complete one (1) full academic year and the number of credits that can be allocated overall to a program of study in line with the provisions of current legislation.
5. The academic workload required for each student corresponds to sixty (60) credits per academic year and thirty (30) credits per semester. No independent educational components or activities in the curriculum may be assigned fewer than two (2) credits. Similarly, the maximum number of credits that can be assigned to any independent educational component or activity in the curriculum is determined by the Department Assembly, provided it does not exceed the limit of 30 credits per semester. Credits must not, in any case, be calculated solely or primarily based on teaching or attendance hours of the courses.

Article 5: Enrollment – Academic Record of the Student

1. The registration of newly admitted first-year students is conducted electronically. Subsequently, the student submits the registration application and uploads all required documents to the electronic platform maintained by the institution within the legal deadlines, as set by the Ministry of Education and Religious Affairs. Specifically, for students admitted under special admission categories, the application and documents are submitted to the Secretariat of the respective department. The Secretariat of the Department of Nutrition and Dietetics verifies the applicant's details against the individual success report and the admission list.
2. Student status is acquired upon registration at the university, as provided by the applicable regulations.
3. For each student enrolled at the university, an electronic file is kept with their academic record through the institution's Electronic Secretariat system, as well as in printed (conventional) form. The student's academic file is retained even after they graduate from the respective program.
4. The student's academic file (electronic or conventional) contains personal data, and access rights are granted, by decision of the Assembly, to the President and Vice President of the Department of Nutrition and Dietetics, as well as to the Head of the Secretariat or their lawful substitute, and authorized administrative staff. The contents of the file are accessible to the data subject (the



student) and may be used anonymously by the university for statistical purposes or with the student's written consent for other uses.

5. The student's academic file includes information regarding their academic progress, specifically: a) the certificates and documents submitted during enrollment, b) copies of certificates or attestations granted to the student, c) scholarships or awards granted, d) detailed grades for exams and practical exercises, credit recognition, completion of thesis or diploma projects, and internships, e) participation in mobility programs, and f) any other relevant document provided by the applicable laws or department regulations.
6. Every student must register with the Department of Nutrition and Dietetics at the beginning of each semester on dates set by the Senate, by submitting the course registration form for the curriculum courses they wish to attend, which are taught during that specific winter/spring semester (course declaration).
7. The procedures for registration and course declaration are carried out electronically by the students through the institution's information system, in accordance with the Undergraduate Program Regulations of the Department of Nutrition and Dietetics. The declaration cannot include courses whose attendance is dependent, under the Undergraduate Program, on the successful completion of prerequisite courses.
8. Both enrollment and course declaration for each semester are necessary actions for the student to maintain active status in the department. Students who have not submitted a course declaration are not admitted to the exams for those courses, and if they participate, their performance is not graded. If graded, the grade is not counted and is not recorded for any exam period. Late declarations are reviewed and approved by the Assembly of the Department only for technical issues, proven health reasons, or force majeure during the declaration period.
9. By decision of the Department of Nutrition, an elective or optional course may not be taught due to low student enrollment, with a minimum of ten (10) students required. In this case, these students may submit a new course declaration for another course in the same category, even outside the set deadline. The Department Assembly may also set a maximum student limit for these courses.
10. Students have the right to suspend their studies for a period determined by current legislation and the decisions of the university. The suspension of studies is done by submitting an application by the interested student to the Dean's Office of their school, which decides on the request. The application must include all necessary documents justifying the suspension. Reasons considered sufficient for suspension include:
 - a) Fulfillment of military obligations (student conscription).
 - b) Financial reasons.



- c) Family or social reasons.
 - d) Health reasons. Attending another educational institution domestically or abroad is not an acceptable justification for suspension. First-year students may apply for a suspension of studies after completing their initial registration process. Applications for suspension are submitted before the semester begins, or at the latest, within the first ten (10) days of the semester. Students who suspend their studies lose student status for the entire duration of the suspension. After the suspension ends, students automatically regain their previous status and student rights. During the suspension, the Academic ID – Special Ticket (pass) is returned to the Dean's Office for safekeeping and will be returned after the suspension ends. Students who have already received a study certificate for the new academic year are not entitled to request a suspension of studies, except in exceptional cases (e.g., serious illness). If a Study Certificate has already been issued, the Dean's Office requests its return and a signed statement that it has not been submitted to an external body, in order to issue the Suspension Certificate. If it has been submitted to an external body, the student must provide a declaration stating they will retrieve it.
11. To apply for part-time student status, students must submit an application to the Dean's Office of their school along with the required supporting documents. Specifically:
- Students working at least twenty (20) hours per week must provide a work contract or employer certification, along with social security contributions for private-sector employees.
 - Students with disabilities must provide certification from Disability Certification Centers (KEPA) or from a seven-member public hospital medical committee. Students admitted under the special category for students with disabilities do not need to submit additional documents beyond those provided for their initial registration.
 - Student athletes must provide a certificate from the General Secretariat of Sports or the Olympic Committee, as applicable, verifying the reason for requesting part-time status.

The certificates for cases a and c must be resubmitted to the Department Secretariat at the beginning of each academic year to verify if the reasons for part-time status still apply.

12. Students complete their studies and are awarded a degree when they have completed the minimum required semesters for obtaining a degree, have successfully passed the courses specified in the curriculum, and have accumulated the required number of credits (240 ECTS).
13. For serious health reasons, either personal or involving a first-degree relative by blood, spouse, or partner with whom the student has a cohabitation agreement, students may apply to the Dean's Office for an extension of the maximum study duration as defined by current legislation, by submitting the necessary medical certificates from a public hospital or competent medical committee. The application must be submitted before the maximum study period is reached, unless serious force majeure prevents it.



Methods of Course Evaluation

To successfully complete a laboratory course or the laboratory component of a mixed course, the student must have attended and successfully completed at least 80% of the classes and exercises conducted during the semester. In the final week of the semester (supplementary week), additional laboratory or practical exercises or examinations may be conducted.

In theoretical courses or the theoretical component of mixed courses, the student's performance throughout the semester is evaluated as follows: i) The evaluation of the course is determined by the instructor, who may choose to conduct written or oral exams, assign written work, and/or require presentations. The final grade is formed based on the student's performance in the mid-term evaluation (if one is scheduled and the student has participated) and the final semester evaluation. Mid-term evaluations may include individual or group projects completed during the semester, exercises, written exams, as well as general participation in the educational process. ii) The percentage of the mid-term evaluation contributing to the final grade is determined by the instructor. The final grade for a theoretical course or the theoretical component of a mixed course is the sum of the grades from the mid-term evaluation and the final exam, multiplied by the predetermined weights for those who opted for mid-term evaluation. In theoretical courses with a practical component, the evaluation can either be unified or separated into theory and practical components. In the case of separate evaluations, the contribution of each part to the overall grade is specified. iii) Instructors, besides orally explaining the evaluation method and criteria during the introductory class, must also post this information on the course's e-class webpage for easy access by all students.

Examinations – Exam Regulations

1. After the end of the teaching period of each semester, an exam period follows during which students are assessed either in writing or orally on the courses they have declared, as provided in the academic year's study guide. Each course is examined at the end of the semester in which it was taught, and again in the September exam period, held in September of the following academic year.
2. Examinations for theoretical courses or the theoretical component of mixed courses are mandatory for all students who have declared them and are conducted according to the Exam Schedule, which is prepared by the Department of Nutrition and Dietetics Assembly and announced by the Department Head 15 days before the exams begin. The exam schedule includes:
 - The course to be examined,
 - The instructor responsible for the exam topics,
 - The date, time, and examination room,
 - A note if the course is being examined "orally."



3. If final exams cannot take place due to exceptional circumstances, the Department Assembly decides on the new exam dates.
4. The department is responsible for ensuring the smooth conduct and supervision of exams. For written exams, the department may set the minimum and maximum exam duration.
5. Special arrangements are made for the examination and evaluation of students with special needs. Specifically, to uphold the principle of equal treatment and respect for individual diversity, the following are recommended:
 - Familiarization of faculty members with students with special needs and discussions with them about the difficulties they face during their studies,
 - Timely notification of students with special needs about the course material and requirements,
 - Providing preparation time (e.g., 10–15 minutes) before the exam to allow the student to become familiar with the topics and compensate for slow writing speed,
 - Extending exam time, if necessary,
 - Using multiple-choice exam formats where possible,
 - Conducting mid-term exams instead of a single final evaluation,
 - Offering alternative assessment methods such as written assignments or participation in research projects.
6. For the development of exam topics, proctors are responsible for distributing specially sealed paper sheets or printed questionnaires. At the beginning of the exam, the proctors verify the identity of the examinees. A student caught cheating (e.g., using books, notes, another student's paper, or a mobile phone), or communicating with others, or disrupting the exam will be given a zero, with their paper marked and signed by the proctor who identified the offense. Additionally, the student may be excluded from one exam period, following a decision by the Department Assembly based on the instructor's report. Exceptions for special-needs students are only permitted under conditions set by the Department of Nutrition Assembly.
7. Grades must be submitted no later than five (5) working days after the exam to allow the Department Secretariat to promptly issue results and facilitate the next exam period and student registration for the following semesters. Instructors must submit grades in a related electronic file, either obtained in print from the Department Secretariat or electronically from the university's grading platform. The instructor must submit the exam grades to the Secretariat within one week of the exam. After verification, the Secretariat files the grades and updates the student record system.



8. Any grading errors identified by the instructor after submitting the grades must be reported to the Secretariat within a reasonable time.
9. Written exam papers are kept by the examiner for two academic semesters. During this period, students may request to view their graded papers.

Course Grading

1. The grading in all courses is expressed on a numerical scale from zero to ten (0–10), with a passing grade being five (5). The calculation of the degree grade is based on credit units, excluding practical training and optional courses. Grades are calculated and recorded to one decimal place.
2. The classification of the degree grade for graduates of the Institution is determined with precision to two decimal places as follows:
 1. From 5.00 to 6.49: "Good" («καλώς»),
 2. From 6.50 to 8.49: "Very Good" («λίαν καλώς»), and
 3. From 8.50 to 10.00: "Excellent" («άριστα»).

3. Laboratory, Mid-term, and Final Exam Grades

For theoretical courses or the theoretical parts of mixed courses, the grading is determined by the instructor, who may organize, at their discretion (according to the current study guide), written and/or oral exams, and/or rely on assignments and/or skill assessments. The final grade of the student is shaped by their performance in mid-term evaluations (if any) and the final semester evaluation. Mid-term evaluations may include individual or group projects carried out during the semester, exercises, written exams, as well as general participation in the educational process of each course. The contribution of mid-term evaluations to the final grade is determined by the instructor.

For a purely theoretical or purely laboratory course, or the theoretical or laboratory part of a mixed course, a student is considered successful when they achieve at least five (5.0) points using one of the prescribed methods.

To successfully complete a laboratory course or the laboratory part of a mixed course, the student is required to have successfully conducted at least 80% of the exercises carried out during the semester.

The grade for the laboratory course or the laboratory part of a mixed course is determined, depending on the nature of the lab and the instructor's judgment, by one of the following methods: the average of all individual grades of the exercises that the student has successfully completed; the grades from exams conducted in parts or at the end covering the entire laboratory material; or a combination of both.

In the case of a mixed course, at the end of the semester, the instructor of the laboratory part submits the laboratory grade of the mixed course to the Secretariat, as outlined above for the theoretical part of the course. The final grade of a mixed course is the weighted average of the student's performance in the laboratory and theoretical parts of the course, according to the current study guide.

The grades of students who have transferred are calculated as follows: The Department of Nutrition and Dietetics, by decision of its Assembly and in accordance with current regulations, exempts transfer students from courses or laboratories they have successfully completed at their previous School or



Department. It specifies the courses and laboratories from previous semesters in which transfer students are required to be examined if they were not adequately taught or trained in them at their previous institution, regardless of the semester in which the transfer took place. The above applies accordingly if the student is not a transfer student but has taken courses or exercises in another Department of the same or another Higher Education Institution where they previously studied. The courses from which transfer students are exempted participate in the calculation of the degree grade with a grade equal to the average of the remaining courses, taking into account the weighting of their credit units.

A re-examination for grade improvement is permitted, after a relevant application by the student to the Department Secretariat, during the September exam period and concerns the grade achieved during the last two examination periods. Additionally, before completing the requirements for obtaining the degree, a student is allowed one re-examination per course to improve the grade in up to five courses of their choice, following an application to the Department Secretariat. The examination application must be submitted by the student at least 15 days before the start of the examination period. If the grade is not improved, the original evaluation grade is retained.

If a student fails more than three times in a course, and provided that the examinations in which they failed were conducted by the same instructor, they may submit an application to the Dean's Office to be examined in the course by a three-member committee of the School's instructors, once for each course. The Dean, by decision, appoints professors of the School who have the same or related academic field as members of the committee, and the examination is conducted in the next examination period in which the student is entitled to be examined in the course. The instructor responsible for the previous examinations is excluded from the committee. In case of failure, the student continues their studies with the obligation to successfully pass the course with the current course instructor. If, for any reason, there are student appeals that cannot be addressed within this framework, the students may appeal, based on the applicable provisions and the history of each case, to the Assembly of the Department of Nutrition and Dietetics and, in special (unforeseeable) cases, to the Dean's Office of the School.

In case of documented suspicion of cheating, plagiarism, or other means of compromising the examination results, the grade is not announced. Regardless of any disciplinary penalties imposed, the student is referred to a repeat examination in a manner and time determined by a decision of the Department Assembly.

The degree grade (B) is calculated with an approximation of two (2) decimal places and is derived from the formula:

$$B = \frac{\pi_1\beta_1 + \pi_2\beta_2 + \dots + \pi_v\beta_v}{\pi_1 + \pi_2 + \dots + \pi_v}$$

where $\beta_1, \beta_2, \dots, \beta_n$ are the passing grades of the courses the student has taken, and $\pi_1, \pi_2, \dots, \pi_n$ are the corresponding credit units of each course.

3.9. The courses included in the calculation of the degree grade are defined in the current Curriculum of the Department. Additional courses in which the student may have succeeded are considered optional and do not contribute to the degree grade but are listed in the Diploma Supplement with their grade and credit units. Courses that contribute to the degree grade include the thesis or diploma project with the number of credit units defined in the Study Regulations of each Department, but not the Practical Training.



The student is declared a graduate once all the required conditions for obtaining the degree have been fulfilled.

Article 6: Internship

The internship is an optional process within the study programs of all departments at the Hellenic Mediterranean University (HMU), playing a significant role as it brings students into direct contact with the workplace, connecting education with production sectors. It takes place in selected businesses and organizations from both the private and public sectors that operate in fields related to the scientific focus of each department and have the appropriate staff (university graduates of a relevant specialty) to supervise the students. With the establishment of the university program in Nutrition and Dietetics, the previously continuous six-month professional internship conducted during the 8th semester has been divided into two areas across two different semesters: Community Internship and Hospital Internship (alternatively, students may choose to intern with a private practitioner, healthcare unit, or food service unit). This provides students with the opportunity to apply their knowledge and further develop their skills and competencies in two primary areas of professional dietetics: health promotion, prevention, or maintenance (community), and health restoration (secondary and tertiary care).

The internship may be paid (via NSRF), provided there is financial coverage and the following conditions are met; otherwise, it remains unpaid, though always supervised. The project is implemented by the Internship Office of the Hellenic Mediterranean University as part of the programs "Human Resources Development, Education, and Lifelong Learning" and "Competitiveness, Entrepreneurship, and Innovation," which are integrated into the development planning of the NSRF 2014-2020 and co-funded by the European Union through the European Social Fund (ESF) and national resources.

Conditions for Inclusion in the NSRF Program

Students who have successfully completed a significant portion of their study program, as well as any specialization courses from their department, are eligible to participate. The relevant bodies of each department specify the conditions according to the approved curriculum. Students who meet the requirements and wish to carry out their internship in NSRF-funded positions are invited to submit the following to the Department's Secretariat: a) Student Application, b) Acceptance Letter from the employer, and c) supporting documents with the student's personal information (ID, Tax ID, Social Security Number, Insurance Number, Bank Account).

Internship Committee – Supervision of Interning Students

Internship matters for the Department are coordinated by the Internship Committee, which consists of three faculty members. During the internship, each student is supervised by two supervisors: the academic supervisor, appointed by the Department's Internship Committee, and the employment supervisor (responsible for the workplace), proposed by the employer and approved by the Internship Committee. The academic supervisor is a faculty member of the department and performs their duties according to the rules governing the internship. The employment supervisor is an employee of the organization with a degree in a relevant field and sufficient experience in the workplace. They are responsible for guiding and



supervising the intern in the workplace according to the procedures of the Internship Office. Student applications for internship positions must be submitted one month before the start of the internship. A student who meets the requirements for starting the internship submits a written or electronic application to the Secretariat of the Department of Nutrition and Dietetics, specifying one to three organizations they have selected. Students also have the opportunity to suggest businesses (structures) where they wish to intern, and the suitability of these businesses is evaluated by the Department's Internship Committee. If the number of applications exceeds the available positions, the selection and placement of students in funded internship positions are made by the department according to the selection criteria posted on the Internship Office's website. After the results are announced, potential beneficiaries have the right to appeal the results within 5 calendar days.



Article 7: Research Project

In the Department of Nutrition and Dietetics, the "Completion of a Thesis" is mandatory and offered according to the Department's Study Regulations. The maximum duration and specific issues related to the thesis are determined by the Department's Study Regulations. Each faculty member (DEP) of the Department, or a scientific or laboratory associate with a Ph.D. or (temporarily, by exception) a postgraduate degree, may supervise up to four (4) theses per semester. The supervisor's role is primarily to guide and advise the students. Specifically, the supervisor:

- a) Oversees the progress of the project and adherence to the timeline.
- b) Guides students in seeking the best solutions.
- c) Ensures the provision of necessary resources and equipment.
- d) Must hold regular meetings with the students and pre-define the time and place for these meetings.
- e) Must return submitted texts with corrections and comments within two weeks.
- f) May request to transfer supervision to another supervisor through the Department's Council if students fail to meet their obligations or if the supervisor cannot fulfill their responsibilities due to departure abroad or other reasons. However, the supervisor should always aim to complete the supervision, even if they no longer serve the Department.

Student Obligations and Rights:

Students:

- a) Must follow the instructions and guidance of their supervisor.
- b) Must meet and communicate with their supervisor regularly.
- c) Must submit the complete thesis to the supervisor for final approval before binding. The supervisor must review and approve the thesis, signing the second page after noting any omissions or corrections.
- d) In group projects, students must collaborate and contribute equally to the workload.
- e) Within the first three months after receiving the topic, if a group member wishes to leave, they must submit a written and justified request to the Department's Council.
- f) Students may request to change their supervisor through a justified application to the Department's Council if the current supervisor fails to fulfill their responsibilities.



Article 8: Transfer of the University Graduates to the Department of Nutrition and Dietetics.

1. The process of transferring university graduates (HEI) and the percentage of students admitted to the Department of Nutrition and Dietetics is determined by current legislation. The selection of candidates is made exclusively through transfer exams with development questions in three subjects, which are determined by a decision of the Department's Assembly. The ranking of candidates is based on the sum of the scores in all the subjects. Placement is made in descending order of scores until the designated percentage is reached. Exceeding the transfer quota is not allowed. The transfer semester cannot exceed the 5th semester across all HMU Departments. The Department's Assembly sets the exact semester of admission and the terms and conditions for transfer. Vacant spots from transfer exams are subject to current regulations.
2. By decision of the Department of Nutrition and Dietetics Assembly, transferred students may be exempt from certain courses or practical exercises that they have fully completed in their previous department or school. The Assembly may also require them to take additional courses or exercises that were not fully covered in their prior institution. Transferred students are exempt from re-examination of subjects in which they were tested during their transfer exams, provided those subjects match the curriculum of the Department of Nutrition and Dietetics.

Article 9: Guest Students

1. Students from other domestic or foreign institutions, as part of educational or research cooperation programs, are enrolled as guest students in the Department of Nutrition and Dietetics. Guest students have the same rights and obligations as regular students of the Department during their stay, in accordance with the approved program. Guest students are not entitled to transfer to the Department or receive a degree, except when the cooperation program allows for the awarding of a joint degree from the collaborating institutions. For students from Greek universities, their credits, attendance, successful course completion, and grades at the host institution are transferred and counted as if they were completed at the home institution, provided the courses are part of an approved cooperation program.
2. HMU allows temporary transfers from other Greek institutions for up to one academic year, under the terms of a cooperation protocol that must be established between the two institutions. This protocol will determine the process for credit recognition and other related issues.
3. For HMU students who transfer to foreign institutions, the terms and conditions for recognizing credits earned abroad are specified in the cooperation protocol established between the two



institutions. This protocol also governs which student benefits may be transferred to the host institution abroad.

Article 10: Study Guide

Each year, the Department of Nutrition and Dietetics Assembly approves and immediately publishes the "Study Guide" for the following academic year.

The Study Guide typically includes:

1. The curriculum,
2. The academic calendar,
3. General topics on the educational process and internship, as outlined in the current Study Regulations,
4. The Department's Special Internal Operating Guide, if available, otherwise essential operational information,
5. The process for providing student benefits (scholarships, textbooks, employment, etc.),
6. Information on the administration of the University, the School, and the Department,
7. Information on the Department's academic staff,
8. Information on the operation of study rooms, laboratories, services, and libraries of the Department and/or University,
9. Information on the Department's activities and collaborating institutions, and
10. Any other information deemed necessary by the Department's Assembly.



Article 11: Textbooks-Notes

1. According to current legislation, undergraduate students are entitled to select and receive free textbooks corresponding to the total number of compulsory and elective courses required for their degree.
2. A textbook is considered any printed or electronic book, including open-access e-books and printed or electronic academic notes, after their annual approval by the Department Assemblies, that comprehensively covers the subject matter of a course or most of its content, according to the approved curriculum.
3. The list of textbooks for each compulsory or elective course includes at least one of the textbooks listed in the Central Information System. This list is compiled annually based on recommendations from the course instructors or responsible faculty, as well as other faculty members with relevant expertise.

Article 12: Evaluation of Teaching by Students

The evaluation of educational performance by students is based, according to the applicable legislation, on the anonymous completion of a questionnaire for each course taught in each academic semester. The evaluation is coordinated by the Evaluation Working Group (EWG) of the Department of Nutrition and Dietetics, supervised by the University's Quality Assurance Unit (UQAU), and conducted according to the methods and procedures set by the Hellenic Authority for Higher Education (HAHE) for universities. The process for completing the evaluation questionnaires by students is as follows:

1. The coordination and monitoring of all actions related to the evaluation, as well as the distribution and processing of the questionnaires, are handled by EWG under the general supervision of the Department's Chair. The members of EWG are nominated by the Department's Assembly. EWG is responsible for promptly notifying the Chair of the Department and the Dean of the School in writing about any delays or malfunctions.
2. The aggregated results from the Department of Nutrition are forwarded by EWG to the Department Heads, the Chair of the Department, the Dean of the School, and UQAU for further use, in accordance with the applicable regulations.



3. After the end of each semester's examination period, and under the responsibility of the Department's Chair, each instructor is informed of the detailed results related to their course.

The evaluation of the teaching is carried out by students through relevant questionnaires, which are prepared by the University's UQAU and are uniform for all Departments of HMU. Students complete and submit these questionnaires electronically between the 8th and 13th weeks of each academic semester, and for each course separately. On a specified date and time, students present in class are given a code (token) by the instructor, granting them access to the course's online questionnaire. The completion and collection of the questionnaires ensure the strict anonymity of the respondents. The questionnaires are collected in the platform's database. The goal of this process is to document the quality and effectiveness of the teaching as a criterion for the accreditation of study programs, according to the law. If, at the time of questionnaire distribution, less than 10% of the enrolled students are present in a course, the process is postponed to the next class session, regardless of the number of students present, within the timeframe set by EWG. Instructors are required to facilitate the process of completing the questionnaires, having been informed in advance of the date and time of the evaluation process. In case of disagreement or refusal to participate, instructors must inform EWG and the Department's Chair in writing.

Article 13: Commencement and End of Teaching – Academic Calendar

1. The academic year begins on September 1st and ends on August 31st of the following year, with the annual teaching divided into two semesters. Each semester includes at least thirteen (13) full weeks of instruction. The number of weeks for conducting exams is set at up to three (3) for the first exam period and up to four (4) for the re-examination period. An extension of the semester is allowed only to meet the required minimum number of teaching weeks, and it is granted by the Rector following a proposal from the Department's Assembly.
2. Examinations are held after the end of the winter and spring semesters for the courses taught in those semesters, respectively. Students have the right to be examined in courses from both semesters before the start of the winter semester (re-examination period). According to the current legal framework, students who have completed the regular study period, equivalent to the minimum number of semesters required for obtaining a degree, may take exams during the winter and spring semesters of each academic year in all the courses they owe, regardless of whether these are taught in the winter or spring semester, following a decision by the Department's Assembly.
3. The exact dates for the start and end of teaching periods, holidays, breaks, and examination periods for each academic year are decided by the University Senate by June 15th of the preceding academic year and constitute the Academic Calendar, which is posted on the University's website.



Article 14: Graduation Process of the Department of Nutrition and Dietetics

To begin the graduation process, students must submit an application to the Department of Nutrition and Dietetics. For participation in the graduation ceremony, they must also submit to the Department:

1. A certificate from the University Library stating that no books are owed,
2. Their Meal Card, if applicable,
3. Their Academic ID, if issued.

Upon completion of the required procedures, the Department's Secretariat issues a certificate of successful completion of studies, which serves as a copy of the Diploma or Degree, and the official degree is awarded during the graduation ceremony. The format of the degree is uniform across all Departments of the University, as defined in the "Rules of Ceremonial Protocol" section of the University's regulations.

Article 15: Evaluation of Undergraduate Study Programs

1. The internal evaluation and self-assessment of the educational process and the Undergraduate Study Program (USP) consists of a systematic assessment and documentation of the teaching, research, or other work conducted by the Department of Nutrition and Dietetics, in relation to its character, goals, and mission.
2. The evaluation of the USP is coordinated by the Internal Evaluation Team (EWG) of the Department of Nutrition and Dietetics and is supervised by the Quality Assurance Unit (UQAU) of the University. It is conducted according to the methods and procedures outlined by the National Authority for Higher Education (NAHE) for higher education institutions (HEIs).
3. Internal evaluation is a periodically recurring process that involves members of the academic staff and students, primarily through responses to questionnaires. It may also include interviews, group discussions, and other relevant sources of information. The process culminates in the drafting of the department's internal evaluation report.
4. The preparation of the questionnaire and the electronic creation of the evaluation forms for instructors and courses of the department is carried out through the UQAU platform. The questionnaires, completed by students, mainly focus on the quality and means of research and teaching, the structure and content of studies, collaboration with instructors, student services, administrative support, and the facilities and infrastructure of the department or institution.



5. The questionnaire-based assessment process takes place during the 10th teaching week of each academic semester and applies to all courses offered in the USP. Access and completion are carried out electronically through the UQAU platform. The platform ensures the anonymous electronic submission of the evaluation questionnaire by students as follows: The questionnaires are activated for all present students in the class who have registered for a course and are attending during the evaluation process. Access to the UQAU platform is granted using a code provided by the instructor at the time of the evaluation. Participation in the electronic evaluation system is voluntary.
6. Through the same UQAU information system, instructors are required to complete the following records at the end of each semester and on dates announced by UQAU: the course evaluation record and the instructor evaluation record.
7. The internal evaluation is based on verifying and archiving the results of the course and instructor evaluation questionnaires. It includes statistical processing, extracting statistical and comparative conclusions regarding instructors, courses, infrastructure, laboratories, equipment, etc., of all academic units, and presenting them in a supervisory manner.
8. The analysis of the questionnaires is conducted with complete confidentiality, ensuring the privacy of personal data.
9. UQAU issues aggregated statistical results related to the USP and publishes them on its website.
10. Detailed statistical results are accessible via the UQAU application to instructors (for their respective courses), as well as to EWG and the Department Chair for all evaluations of the USP.
11. The results of the statistical analysis, produced by the UQAU information system of the University, enable the objective and reliable evaluation and improvement of the entire educational and learning process in the University's USP. They also provide essential information for applying more effective teaching techniques and for the department's self-assessment, in line with international service quality control standards. Specifically, the main objectives of the statistical analysis of the questionnaires are as follows:
 1. To help the instructor identify potential weaknesses in fulfilling their teaching responsibilities and to find ways to address these weaknesses.
 2. To encourage the introduction of improved and more effective teaching methods, enhancing student engagement.
 3. To evaluate new teaching methods, where applicable.
 4. To improve communication between instructors and students within the department.
 5. To enable the department to systematically evaluate its offered educational work, identify any weaknesses, and continually improve the quality of its educational role.



12. Based on the above, if the Department Chair and EWG observe consistently low ratings (below 25%) in a particular course or instructor compared to other courses, they may activate improvement mechanisms to resolve the discrepancy.

Article 16: Postgraduate Studies

The Departments of Social Work, Nutrition & Dietetics from the School of Health Sciences, and the Department of Business Administration and Tourism from the School of Business and Economics at the Hellenic Mediterranean University will organize (with the relevant approval) and operate, starting from the academic year 2022-2023, an Interdepartmental Postgraduate Program (IPPS) titled “Interdisciplinary Management of Chronic Diseases, Disability, and Aging.” The IPPS aims to provide modern, specialized postgraduate-level knowledge and develop the necessary skills and competencies in the scientific fields of chronic disease prevention and management, dietary-nutritional practice, disability management, and promoting active and healthy aging through an interdisciplinary approach based on the latest scientific principles. The purpose of the IPPS is to produce well-trained professionals capable of implementing interdisciplinary interventions to adequately meet the growing needs and complex, multifactorial clinical, nutritional, and psychosocial problems of individuals and their families through a collaborative lens, based on modern leadership and human resource management principles.

Article 17: doctoral Studies

The Department of Nutrition and Dietetics at HMU, in accordance with current legislation, offers the opportunity for conducting doctoral research. Doctoral research should contribute to scientific advancement and be publishable in high-quality international conferences and scientific journals. The goal of the third cycle of studies is to train and educate new scientists according to international standards to produce well-documented, original research results that contribute to the advancement of science. **Doctoral Program:** As of December 2021, six individuals are pursuing a Doctoral Dissertation (Government Gazette 11, September 2019, Second Issue, No. 3435, Decision No. 2207/F20, Approval of the Doctoral Studies Regulations of the Department of Nutrition and Dietetics at the Hellenic Mediterranean University). The Senate of the Hellenic Mediterranean University, Session 7/11.07.2019, outlines the structure and operating rules of the Doctoral Studies Program (DSP) of the Department of Nutrition and Dietetics at HMU. The doctoral studies aim to promote original scientific research and lead to the awarding of a Doctoral Degree.

Article 18. Postdoctoral Studies

Postdoctoral research in the Department of Nutrition is provided in accordance with the Government Gazette, Issue B 671/22-02-2021, by the decision of the Senate of the Hellenic Mediterranean University, which approved the regulations for conducting postdoctoral research.



The Department of Nutrition and Dietetics currently has one postdoctoral researcher. The Department's Secretariat maintains a special Registry of Postdoctoral Researchers, where (a) the subject and duration of the postdoctoral research, as well as the supervising faculty member or PEK - HMU Researcher, are recorded, (b) the Completion Report of the postdoctoral research is archived, and (c) a certificate of the postdoctoral research is issued.

Article 19: Student Mobility Programs – ERASMUS+

The ERASMUS program aims to facilitate the exchange of students between specific universities in the European Union, with which bilateral agreements have been signed. The Department of Nutrition and Dietetics has been participating in these programs since 2004, in collaboration with the International Relations Office of HMU. Through the Erasmus+ program, students have the opportunity to complete their practical training abroad, while also receiving a monthly scholarship. The scholarships are granted by HMU through funding from IKY, for a period of practical training abroad that can range from two (2) to twelve (12) months. Additionally, through the same program, students who have already completed their practical training in Greece are given the opportunity to undertake a second practical training abroad.

The purpose of the program is to gain work experience abroad:

- in a company, or
- in an educational institution, or
- in any other organization related to their field of study,
- to become familiar with the working conditions and approaches of other countries,
- to establish professional contacts with external organizations, and
- to practice foreign languages.

Students are eligible to participate if:

1. They are undergraduate, postgraduate, or doctoral students enrolled at , and
2. They have contacted their department's administrative office and academic coordinator to confirm that they meet the requirements for starting their practical training as outlined by their department's curriculum, and that the practical training is relevant to their field of study.

For practical training through Erasmus+, students can be mobile for a period ranging from 2 to 12 months. Mobility is available at all levels of study—undergraduate, postgraduate, or doctoral—and can last a maximum of 12 months, regardless of whether it is for studies, practical training, or a combination of both.

Finding Work Placement Positions for Practical Training Abroad

Unlike Erasmus+ studies, where there are specific host institutions (educational institutions) with which the Department of Nutrition and Dietetics collaborates, the same does not apply to practical training. For practical training, students can search for a placement that interests them, whether it



is in an educational institution or a company. In this case, the placement must be in one of the countries participating in the program.

The field of work must be relevant to the students' studies, and the specific organization (employer) must accept them for the period during which they wish to undertake their practical training. Therefore, they must submit a "Letter of Acceptance from the Organization." There are already positions available in private organizations in Germany, the Netherlands, and Cyprus, which may later lead to the employment of our graduates. However, students also have the opportunity to find positions in other countries.

For additional information, please visit the institution's website: <https://iro.hmu.gr/>