



HELLENIC REPUBLIC
UNIVERSITY OF CRETE
SCHOOL OF MEDICINE



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UNDERGRADUATE STUDIES REGULATIONS

ACADEMIC YEAR 2020-2021



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Article 1: Field of Application/Scope

The provisions of the present Undergraduate Studies Regulations underpin the basic principles concerning student attendance, structure of studies and conditions for obtaining a degree in Medical School. Detailed information about the School and the Medical Curriculum is given in the Study Guide which is posted on the School website.

PART ONE: GENERAL PROVISIONS

Article 2: Profile and Mission of the School

Through its 35-year history the University of Crete School of Medicine has undergone a number of administrative/organizational modifications. It was initially founded by the Greek State in 1976 under the 653 Presidential Decree (Government Gazette 241 / vol. A / 10-09-1976) as a Medical School of six years of study. Under the Presidential Decree 103/83 (Government Gazette 48 / vol.A / 15-04-1983) the Medical School was renamed to the Department of Medicine of the School of Health Sciences of the University of Crete. With P.D. No 96/2013 (Government Gazette 133 / vol.A/ 05-06-2013), as amended and in force, and with the number 10.954 (Government Gazette vol.B / 1959 / 12-8-2013) declaratory act of the Rector of the University of Crete, two Departments of the School of Health Sciences of the University of Crete were abolished, the School was established only with the Department of Medicine and was renamed to a one-department School of Health Sciences. In 2018 it was renamed to School of Medicine under Ministerial Decree 57356 / Z1 / 12-04-2018 (Government Gazette 1413 / vol. B / 25-04-2018).

The Medical School was originally housed in prefabricated buildings of the University located 4 km south of Heraklion, near the archaeological site of Knossos. It started operating in the academic year 1984-85 with the admission of its first 91 students.

In December 1989 it was translocated to its newly built facilities at the University Campus of Voutes. At the same time, the construction of the University General Hospital of Heraklion (PAGNI) proceeded rapidly on a neighboring site of 62,000 sq.m., most of which was granted by the University of Crete, where the clinics, laboratories and special units of the School were established and started to operate. The proximate location between the Medical School and the PAGNI facilitates the clinical and teaching work of the faculty members and the clinical practice of its students.

Today, the building complex of the Medical School includes 10 wings, which cover about 26,000 sq.m. The complex encompasses the central area which includes the lecture halls and seminar rooms, the Administrative Services and the Museum of Medicine. Laboratories (Educational and Research), staff offices and auxiliary spaces are developed in the wings. The 7A wing, which was built later, mainly hosts the activities of the Postgraduate Studies, while it also includes a good number of seminar rooms.

The School was gradually staffed with high level faculty members who were selected by taking into account their teaching and research activities and their prestige at an international level.

The school comprises ten departments: Radiology, Basic Medical Sciences, Laboratory Medicine, Social Medicine, Mother-Child Health, Morphology, Neurology & Sensory Organs, Internal Medicine, Surgery and Psychiatry and Behavioral Sciences.

Today, the School and its departments are staffed by faculty members, specialized teaching personnel (EEP), laboratory teaching staff (EDIP), specialized technical laboratory staff (ETEP), administrative and laboratory staff and contract employees mainly in the laboratories of the School's Departments.

The School regularly hosts visiting professors, university scholarship holders as well as guest professors from Greece and abroad.

At the Medical School students receive high-standard education at undergraduate, postgraduate and doctoral level, with modern standards. They are prepared as doctors who will practice a human-centered science at high quality standards. Moreover, fundamental questions concerning the mechanisms, prevention and treatment of

diseases are identified in an effort to be addressed. Students are trained both in the practice of Medicine and in the overall range of research: basic, laboratory and clinical.

2020 marks the School's 35th birthday, since the admission of the first group of students in the 1984-85 academic year. Reflecting on a series of important success in the educational, research, and clinical fields, both at a regional-national and an international level, the School continues its work by providing education in a dynamic environment to people who will promote the Medical Science, preparing the next generation of top doctors and researchers.

Based on a continuous process of self-evaluation, the School's Curriculum has recently been reformed, in an effort to integrate in the medical education the social dimension and the mission of the practice of medicine as a calling, while ensuring the provision of the necessary knowledge required in the modern practice of the Medical Science. The Medical School attaches particular importance to student-centered learning focusing on the development and use of information technologies with the aim of modernizing traditional didactic methods through the introduction of autonomous-learning systems. In addition, it considers equally important the introduction of alternative forms of instructional approaches in addition to conventional lectures, multidisciplinary didactic methodologies etc. as permitted by infrastructure and staffing conditions. The ultimate goal is the widespread use of integrated teaching methods. At the same time, the School seeks the adequate preparation of its students for the consolidation of basic medical knowledge and the acquisition of a number of important clinical skills in the context of the clinical clerkships. This combination provides a strong background for its graduates to continue their careers as resident physicians in important health care centers around the country or abroad.

Regarding the possibility of continuing their studies at a higher level, graduates of the School with outstanding achievement are systematically admitted to postgraduate programs of other Universities and the School itself. Among Universities that systematically accept the excellent graduates of the School for postgraduate studies are some of the leading internationally renowned Universities in the medical science.

The Medical School had and continues to have a strong research orientation. It cooperates closely with the Foundation for Research and Technology-Hellas (FORTH) and promotes cooperation with other academic institutions inside and outside Greece, which create an excellent environment for research and education. The School's Faculty members maintain important national, European and international collaborations with leading academic and research institutions, a fact which is reflected in a series of important international distinctions. Times Higher Education (THE), one of the most reliable international University ranking organizations, examines the individual scientific fields / sectors of the Universities that participate in its rankings and has ranked the University of Crete Medical School in 176-200th place. This ranking highlights once again that the Medical School continues to cover all aspects of the mission of a modern School: research, teaching, transfer of know-how, and its internationalization despite financial difficulties.

The important contribution of the School of Medicine to the higher education in our country in the field of the medical science is now well-recognized and the educational work that takes place at the undergraduate and postgraduate level is characterized by an internationally recognized quality. As expected, the prestige of the School directly reflects on the prestige of its graduates.

Article 3: Governing Bodies

The bodies responsible for managing the School's affairs are the General Assembly, the Deanery and the Dean of the School. The Dean of the School oversees the School's administration, is in charge of all offices and sees to the implementation of the decisions of the collective bodies. Further, he/she sets up the committees which examine and resolve all pertinent matters.

The Secretary of the Medical School is in charge of the staff of the departmental secretariats and is responsible to the Dean for their smooth and orderly operation.

Article 4: Admission Requirements

Admission to the Medical School of the University of Crete is via any of the ways stipulated by the Ministry of Education and Religious Affairs regarding admission to Tertiary Education Institutions (national university entrance exams and special admission procedures for foreign citizens, candidates of Greek descent, foreign

scholarship holders, Muslim minority citizens, persons suffering from serious illnesses, athletes, transfers from other universities etc.).

Graduates of other Departments / Schools may also enroll in the School after succeeding in qualifying examinations that are conducted every year in accordance with the current provisions. The procedure is described in detail on the School's website (Home Page> Undergraduate> Qualifying Examinations for the School of Medicine).

In addition, students enter the School by transfer from another School of Medicine, as defined by the current provisions listed in detail on the School's website.

The route of student admission to the School, the number of admitted students per year and the dates of enrollment of new students are regulated by the Ministry of Education and Religious Affairs in accordance with current legislation.

Article 5: Student Status

Medical School student status is acquired with initial enrollment in the School, it is maintained with re-enrollment and registration for courses in each semester of studies and it is removed on completion or award of the medical degree, or with the issuance of a graduation order. Student status is also revoked during the period of suspension of studies that a student may apply for.

The School's students are considered full-time students. Students may, in accordance with current legal provisions and at their request, be included in a part-time student status.

Every student has the right to request a suspension of studies for up to 12 semesters at any time during their studies. The student completes and submits the relevant application form to the Secretariat, which forwards it to the General Assembly of the School for approval. The request should be made at the beginning of the semester / year, in the case at which the requested interruption of studies concerns that same semester/year. The student who has suspended their studies loses the student status and student benefits (food, housing, reduced transportation fares, library access, academic ID, etc.). At the end of the suspension period, the student must inform the Secretariat in order to reactivate the student's record. The total period of suspension of studies is not counted in the calculation of years of study.

Article 6: Academic Identity Card- Coursebooks

Students can receive their Academic Identity Card immediately after enrolling in the School, through an application to the "Electronic Service for Acquisition of Academic Identity" of the Ministry of Education and Religious Affairs. In case of loss / theft of the student ID card, a statement must be made to the Police and then with the certificate of loss declaration, students apply to the School's Secretariat for the re-issuance of the Academic ID card.

The personal Academic Identity Card also serves as proof for student status for the reduced transportation fares on public transport.

Through the central service "Eudoxos" of the Ministry of Education and Religious Affairs, students can select and receive free textbooks for the courses in which they have enrolled. The maximum number of free textbooks that each student is entitled to during his / her studies is equal to the minimum number of courses required of them in order to obtain a degree according to the standard curriculum. The same service also provides the possibility of book exchanges among students.

Article 7: Certificates

At the request of the interested parties, the Secretariat may issue certificates and attestations for any legal use. These include the "Certificate of Studies" (also issued in English), the "Certificate for the Military Recruitment department", the "Official Transcript" (also issued in English), the "Certificate for the Housing Benefit", the 'Certificate for the Tax office', the "Certificate of Completion of Studies" (for Military Recruitment, for Community /Rural Service, for Residency). Applications for the issuance of certificates and attestations can be submitted at the Secretariat of the School in person, electronically through the Student Web service, via e-mail or through the Citizens' Service Centres (CSC). The documents can be delivered on site, by e-mail or by post to the student him/herself or to another person authorized by him/her.

Article 8: Student Support and Welfare

Through the student welfare office of the University of Crete eligible students can apply for free board and/or accommodation on the basis of their personal or family income and permanent residence location.

Students who do not have medical and hospital insurance are entitled to full medical and hospital care in the National Health Care System with coverage of the relevant costs by the National Organization for the Provision of Health Services (EOPYY), according to article 33 of law 4368/2016 (A '83). For the terms, conditions and the process of health care provision, students can refer to the Student Welfare service of the University of Crete.

Following an agreement between the Medical School-PAGNI and the University of Crete, all students of the University can be medically examined in the Internal Medicine Department of the hospital by a faculty member of the Department of Internal Medicine of the School.

In January 2020 PAGNI, in collaboration with the Medical School, decided to approve the opening of a clinic for health promotion and disease prevention in the Department of Social and Family Medicine. The clinic is addressed to hospital employees and medical students. Its main activities are the assessment of health status and health care needs, risk management and the promotion of students' health. Students can contact the clinic for any problem they may face. The goal is for a more organized prevention and health promotion and for all students to gradually obtain a health record.

Students can be financially supported during their studies through achievement scholarships and awards of excellence or teaching grants.

In particular, the School of Medicine secures for its students Undergraduate Scholarships of the State Scholarship Foundation (IKY) and awards or grants from private and public bodies or from individuals. Information on academic scholarships is ongoing and is posted on the website of the Liaison Office, Employment and Career Department (DASTA) of the University of Crete.

In addition, the School of Medicine has endorsed and launched a teaching assistantship programme (teaching grants – DEPROFOIT). Selected undergraduate students are assigned the provision of auxiliary teaching work in the laboratory components of courses. The selection of an undergraduate student for the DEPROFOIT programme is considered an honorary distinction, enhancing student motivation for high academic achievement, which is a constant goal of the School for its students.

Through the School's website, students can find relevant links providing information regarding positions of rural GP service, residency opportunities as well as the announcement of vacancies for the National Health System. The School's Liaison Office, which was recently activated, also has an important role, as it plans specialization (residency) days in European countries and already provides individual counselling.

According to the current legislation, the General Assembly of the School appoints an Academic Advisor for each newly admitted student, whose role is to advise the student during his/her studies in academic matters.

Upon enrolment in the School each first-year student is informed of the name of their Academic Advisor whom they can contact and benefit from his/her knowledge and experience throughout his/her studies.

It is obvious that the Academic Advisor is not supposed to provide advice on procedural issues or to remind the student of his / her obligations. It is up to the student to gain the most out of their assigned advisor.

Additionally, students can turn to other faculty members for counselling, especially professors whose courses the student intends to or is following.

In the Medical School there has been an Office of Psychological Support for the School's students since October 2019, operating under the scientific guidance of a faculty member of the Department of Psychiatry and Behavioral Sciences of the School.

The University of Crete has also had a Student Counselling Centre since September 2003, with the aim of providing psychological support to undergraduate and postgraduate students of the institution. It also aims at supporting students with special educational needs and raising awareness at the university community about issues related to mental health for the formulation of a general mental health policy.

The University Fitness Centre is open to all the students of the University of Crete. Similarly, the students can participate in a number of Cultural Clubs, which are organized and run by the students.

PART TWO: EDUCATIONAL PROCESS

Article 9: Studies at the School

Undergraduate studies at the School of Medicine last a total of six years or twelve semesters which include clinical clerkships. Each academic year begins on September 1st of each year and ends on the 31st of August of the following year. The studies programme of each academic year is divided into two semesters, winter and spring. The structure of each semester of study is determined by the undergraduate studies programme.

Article 10: Curriculum

Courses and other educational activities, learning objectives and expected student outcomes are included in the "Undergraduate Studies Guide" which is compiled for each academic year at the end of the previous one and posted at the School's website.

In the Undergraduate Studies Programme the word "course" is used as a technical term. A course is the teaching of a part of a cognitive subject, but it can also consist of several parts of more than one cognitive subject. The course is taught during one semester and corresponds to at least one hour per week. On the contrary, the term "subject" is used in education to define specific fields of knowledge, e.g. Anatomy, Biochemistry, Internal Medicine or Surgery. Certain subjects are divided into more courses and are taught in more than one semester, e.g. Internal Medicine or Surgery.

The Programme also contains elective courses that help students study thoroughly specific cognitive areas. The programme of studies at the Medical School comprises compulsory courses, elective courses and the clinical clerkships, which are allocated to 12 academic semesters and to the respective divisions of the School. The courses are taught in the following three forms:

- a) Lectures, in which the instructor presents a specific subject area.
- b) Seminars and tutorials, in which the students are involved in co-presentation of a topic which they have researched under the guidance of the instructor and the relevant bibliography.
- c) Laboratory Work and Clinical Clerkships. These modules/courses aim at providing basic or clinical knowledge at the level of practical training on a specific subject.

At the discretion of the instructors, independent/complete courses, instead of just a module of a whole course, may be taught in small groups so that the students gain hands-on training on a specific subject area.

In the programme of Studies, the duration of each semester is 14 weeks for the first 4 years and 16 weeks for the 5th and 6th year.

The workload in each course is calculated according to the European Credit Transfer System (ECTS). The semester-long workload for a student is the sum of the ECTS credits of the courses they have enrolled in at the specific semester. This workload corresponds to a minimum of 30 ECTS credits for each semester (with a maximum number of 34 ECTS credits if the student has signed up in elective courses, after the 1st semester). A student's semester-long ECTS workload may be increased in case they need to register for resits in failed exams or retakes of successful exams for grade improvement. In the latter case, students may get only one attempt per course exam.

Students may enrol in free Elective Courses, that is courses offered by other Departments of the University of Crete. Such courses, if taken, are recorded in the student's official transcript of studies, but are not calculated in the grade point average of their degree.

The courses and clinical clerkships syllabi can be accessed in the Undergraduate Studies Guide, on the School's website. The detailed course descriptions include the course code and type (compulsory or elective), the semester in which it is taught, the course's ECTS credits, course goals and learning objectives, course content and assessment methods.

In the Programme, there are no prerequisite courses, other than those required to enter the Clinical Clerkships.

Clinical Clerkships (Duration and Structure)

The primary goals of the Clinical Clerkship programme are the deepening and enrichment of theoretical knowledge and the development of core clinical skills and experience. In parallel, emphasis is placed on developing insights into professional values and behaviours, with respect towards the patient being at the core.

Further, strict adherence to the medical confidentiality and professional conduct principles towards colleagues and nursing staff are also developed and practiced.

The Clinical Clerkship programme lasts 64 Weeks and it is divided into four groups of strictly scheduled Clinical Rotations, namely Group A, Group B, Group C and Group D.

The clinical clerkships in Groups A and B have to be taken in the 5th year, semesters 9 and 10 respectively.

The clinical clerkships in Groups C and D have to be taken in the 6th year, semesters 11 and 12 respectively.

Fifth- year students cannot start their clinical programme with 6th year rotations and vice versa. The four (4) Clinical Clerkship groups are as follows:

Group A

Clinical Clerkship in Internal Medicine. The Clinical Clerkship in Internal Medicine lasts 16 weeks and must include:

- a) Internal Medicine: 4 weeks.
- b) Cardiology: 4 weeks.
- c) Respiratory Medicine: 4 weeks.
- d) Elective clerkship of 4 weeks' duration in one of the following:
 - Haematology,
 - Gastroenterology,
 - Dermatology,
 - Endocrinology,
 - Nephrology,
 - Medical Oncology,
 - Rheumatology.

Group B

Clinical Clerkship in Surgery. The Clinical Clerkship in Surgery lasts 16 weeks and must include:

- a) General Surgery / Surgical Oncology: 8 weeks.
- b) Orthopaedics: 4 weeks.
- c) Elective clerkship of 4 weeks 'duration in one of the following:
 - Vascular surgery,
 - Anaesthesiology,
 - Thoracic surgery,
 - Critical / Intensive care
 - Paediatric surgery,
 - Urology.

Group C

a) The Clinical Clerkship in Paediatrics lasts 8 weeks and must include:

- General Paediatrics: 5 weeks,
- Specialized Outpatients Paediatrics Departments: 1 week,
- Haematology / Oncology: 1 week,
- Neonatal Unit / Paediatric ICU: 1 week.

b) The Clinical Clerkship in Gynaecology and Obstetrics lasts 5 weeks.

c) The Clinical Clerkship in Accident and Emergency Medicine lasts 3 weeks.

Group D

a) Clinical Clerkship in Neurology: 4 weeks.

b) Clinical Clerkship in Psychiatry: 4 weeks.

- c) Clinical Clerkship in Primary Health Care (PHC): 4 weeks.
- d) Clinical Clerkship in Ophthalmology: 2 weeks.
- e) Clinical Clerkship in Otorhinolaryngology (ENT): 2 weeks.

Conditions for enrolment in clinical rotations

Before entering the Clinical Clerkships programme in the 9th semester, the students are required to have successfully completed the Pathophysiology A and B courses and also 10 of the following 16 General Prerequisite courses. In addition, the students are required to have successfully completed the corresponding special prerequisite course(s) per clinical clerkship.

General prerequisite courses:

- 1) Biology A
- 2) Biology B
- 3) Biochemistry A
- 4) Biochemistry B
- 5) Physiology A
- 6) Physiology B
- 7) Physiology C
- 8) Topographic Anatomy A
- 9) Topographic Anatomy B
- 10) Musculoskeletal Anatomy
- 11) Neuroanatomy
- 12) Histology A
- 13) Histology B
- 14) General Pathology
- 15) Systemic Pathology A
- 16) Systemic Pathology B

Special prerequisite courses

1) Clinical Clerkship in Internal Medicine

Introduction to Clinical Medicine, Radiology A and one of the two Internal Medicine courses (A or B).

2) Clinical Clerkship in Surgery

Preparatory Surgery, Radiology A and Surgery A.

3) Clinical Clerkship in Paediatrics / Gynaecology and Obstetrics

Paediatrics, Obstetrics and Gynaecology and Radiology A.

4) Clinical Clerkship in Neurology, Psychiatry, ENT, Ophthalmology

Radiology A and 3 of the following 4 courses: Neurology, Psychiatry, ENT, Ophthalmology.

5) Clinical Clerkship in Primary health Care (P.H.C.)

Epidemiology-Public Health and Radiology A.

The clinical clerkships programme does not take place during the examination periods.

The special prerequisite courses are examined in all three examination periods. If a student has not fulfilled the prerequisite requirements for his/her clinical rotations group, they cannot attend the clerkship of the regular semester and prepare to continue with his/her (same) group in the next semester in the next clinical clerkship.

Circular rotation of groups

The 5th and 6th year students are divided into two groups, which will alternately attend in the clinical rotations as follows:

5th year Winter semester

Group A Clinical Clerkship (Internal Medicine) students with an even registration number.

Group B Clinical Clerkship (Surgery) students with a single registration number.

6th year Winter semester

Group C Clinical Clerkship (Paediatrics and Obstetrics) students with an even registration number.

Group D Clinical Clerkship (Various clinics) students with a single registration number.

Article 11: Registrations - Examinations

Registrations

Students

must enrol in each semester of studies, electronically, on the specified dates and declare the courses and clinical clerkships of the semester, as well as any of the courses offered that they owe from previous semesters and intend to take exams on.

Students who do not enrol in the courses do not appear in the course grade list and their grade cannot be recorded.

Examinations

The assessment of students' performance in each course is by written or/and oral exams. Assessment methods and grade assignment is at the discretion of the course instructor. This information is further detailed in each course's syllabus which can be accessed in the School's Study Guide, on the School's website.

The instructors post the course presentation or notes or additional material on a special website

(<https://elearn.uoc.gr>).

The instructors may conduct, if they so wish and be able to, progress examinations or use alternative ways of assessing students' progress (assignments, etc.) provided that the teaching of other subjects is not disrupted.

Courses with 4 ECTS or more are exclusively entitled of a progress examination procedure. Students are considered to have passed a course as long as they have successfully participated in all course progress examinations that take place within the semester of the specific academic year. In these cases the final grade includes the student' performance in the progress exams, assignments, etc.

The exams are conducted only within the dates set by the General Assembly of the School according to the Academic Calendar.

The dates of the progress exams should be announced by the course leader at the beginning of the respective semester so that the students can be adequately prepared. Two progress exams should be offered during each semester, one in the middle of the semester (on a Friday or Monday) and one at the end of the semester (on the last Friday before the proper exams period begins).

Students who have completed the full-time study period, which is equal to the minimum number of semesters required for the award of the degree, according to the indicative programme of study, have the opportunity to be re-examined in the examination periods of both winter and spring semesters of each academic year in all courses they have failed, whether these are taught in winter or spring semesters.

Courses that are special prerequisites of the clinical exercises are examined in all 3 examination periods.

The exam schedule is permanent. Changes in the specified dates of the examination program are possible after a decision of the School's Governing Bodies or the Dean.

The students who are entitled to participate in the exams are the students who: a) meet the relevant conditions to enroll in the courses, b) have registered in their courses on the Student Web and c) have electronically applied (<https://elearn.uoc.gr>) to participate in the exams at the Secretariats of the School's Divisions.

Whether a student fulfils the enrolment criteria for the semester's clinical clerkships is verified after the end of the examination period.

The Secretariat attends to the announcement of all the issues related to the conduct of the examinations, which are posted on the electronic board of the School at <http://bb.med.uoc.gr> and on the Student Web.

Oral examinations are carried out at a place and at a time that is announced in advance.

The exam grades are announced by the Departmental Secretariats after the end of the exams.

Instructors post the final grade of the course on the classweb 15 days after the final exam at the latest.

Article 12: Requirements for Graduation

The requirements for obtaining a degree in the School of Medicine are the following:

- Enrolment at the School and course attendance for at least twelve (12) semesters.

- Successful completion of all compulsory courses of a total workload of 226 ECTS credits.
- Successful completion of all clinical clerkships of a total workload of 112 ECTS credits.
- Successful completion of elective courses of a total workload of at least 22 ECTS credits.
- Completion of at least three hundred and sixty (360) ECTS credit load in total.

Students may exceed the required 360 ECTS credit load if they have taken more elective courses. In this case, these courses will appear in the official transcript and in the Degree Supplement but the grades received in them will not be calculated in the grade point average of their degree.

Upon Graduation, the following are automatically issued for all the graduates of the School of Medicine: 1) degree certificate in the form of a Papyrus, 2) four (4) copies of the degree certificate, 3) Diploma Supplement in Greek and English, 4) certificate of graduation/ certificate of completion of studies, 5) official transcript, 6) Certificate of Military Recruitment for male students.

Article 13: Grading System

The grading system is on a scale from 0 to 10. The highest grade in a course is ten (10) and the passing grade is five (5). This system is applied in the courses and in the degree and is classified as follows:

Excellent: from 8.50 to 10

Very Good: from 6.50 to 8.49

Good: from 5 to 6.49

A grade lower than 5 indicates unsuccessful performance in a course.

Article 14: Calculation of Average Degree Grade and Graduation Ranking

The degree grade is calculated based on the courses used to complete the 360 ECTS to obtain a degree. If students have successfully completed more elective courses than the ones required, those with the highest grades are taken into consideration. The remaining courses, ie those in which the student has the lowest grades, are not taken into account for calculating the degree's grade point average but appear in the official transcript and in the diploma annex. In all cases the calculation and comparison of grades is done after the points are weighted (multiplied) with the credits (ECTS) of each course.

At the students' request, a certificate of their graduation ranking can be issued.

Article 15: Calculation of Annual Grade Point Average

At the request of the student concerned, the "annual grade point average" and the "ranking" can be calculated. These (annual and bachelor's) can be used as criteria for awarding honors, awards and scholarships.

Article 16: Grade Improvement

Students who have the right for re-assessment can resit a course's exam only once and only the last grade is awarded. Re-assessment is conducted upon current teaching material and corresponds to the ECTS of the current Undergraduate Studies Programme.

Article 17: Courses Accreditation

Any courses that a student has successfully followed at another University and Technological Educational Institute, in Greece or abroad, or during previous studies at another Department of the University of Crete (in case a student has been transferred or succeeded in placement exams, etc.) may be recognized to meet the School's graduation requirements, under certain conditions.

In detail, a student can be placed in a different semester (up to the 7th) in the following cases:

- If the Department of origin is a Department / School of Medicine, students must have passed and recognized as equivalent 2/3 of the compulsory courses of previous semesters of the study programme in the Department / School of origin.

- If the Department / School of origin is not a Medical School, 2/3 of the compulsory courses of the previous semesters of our School must have been recognized as passed.

The 5th semester in our School's studies programme is the semester of registration for Dentistry and Veterinary Medicine students, but they can be placed/enrolled in higher semesters (6th or 7th) of studies if the required courses are recognized as passed.

A student applying for course recognition/equivalence must submit to the Secretariat of the Division to which the course belongs:

- A specific application form completed in full by the interested student.
- An official transcript of the student from the Department / School of origin, which mentions the date of first enrolment, the courses and laboratory work successfully completed. Also, for each of the courses that recognition/equivalence is requested, the student should provide the following information: course type (compulsory, elective, etc.), credits (ECTS), semester in which the student successfully completed it and the grade awarded.
- Links to the official website of the Department / School of origin for the Study Guide and the website of the course, which the student requests to recognize, during the academic semester in which he/she was successfully examined. Alternatively, other official documents from the Department / School of origin describing: the course syllabus, the description of assignments, the type of exams and grading and the total estimated workload including teaching and laboratory hours.
- The textbook titles of the courses for which recognition/equivalence is requested, that were taught in the Department / School of origin.

The applications and pertinent documents are initially reviewed by the course leader and instructor(s) - who examine whether the course material taught in the Department / School of origin adequately covers the material taught in the corresponding course of our School.

The applications are then submitted to the Committee of Undergraduate Studies that forwards their proposal on the matter to the General Assembly of the School. The latter decides on the final approval or not of the request for recognition/equivalence of the course.

The recognized courses are recorded without a grade, only with the indication "Recognition/Equivalence" on the student's transcript and the courses are not calculated on the degree's grade point average.

Graduates from Universities and Higher Technological Institutions who enter the School of Medicine after succeeding in placement exams, have their grades officially recorded in the student's transcript of records in all courses that they have been successfully examined. They are obliged to retake exams on the courses they have failed.

Article 18: Course Evaluation

Each course is evaluated by the students at the end of the semester. Information about the course evaluation process is provided on the website of the Quality Assurance Unit (Q.A.U.) of the University of Crete:

<https://www.modip.uoc.gr/el/content/assessment>.

The results of the evaluation are sent to the course coordinator and they are taken into account by the School's Undergraduate Studies Committee, the School's Internal Evaluation Group and the Q.A.U. of the Academic Institution. In addition, the students of the School of Medicine will be asked, before graduation, to make an overall evaluation of the study programme, which aims to improve the quality of education provided.

Article 19: Coding of Courses – Clinical Clerkships

The courses of the Medical School are coded using the abbreviation "Med" which is equivalent for Medical School and two digits. The first digit indicates the semester that the course belongs to and the second digit indicates the serial number of course per semester.

Clinical clerkships are first coded with the abbreviation "Med" which stands for Medical School, followed by the letters "CL" which stand for 'Clinical clerkships' and then the letter A or B which indicates the group of the clinical clerkship. The clinical clerkships of groups C and D are coded, as above plus a digit indicating the serial number of the clerkship per group.

Article 20: Student Mobility

Details for student mobility in the School of Medicine are thoroughly described in the Mobility Regulation, which is an integral part of the School of Medicine Undergraduate Studies Programme Regulation.

A. Student Mobility for clinical clerkships through the Erasmus program.

The Medical School actively participates in the ERASMUS Programme of the University of Crete for the mobility of undergraduate and postgraduate students, having secured collaboration with a number of recognized Universities abroad.

Since the first year of study, medical students are informed about the great importance and benefits of exchanges in their future career and are encouraged to seek the opportunity to spend a part of their studies in Universities and University Hospitals abroad.

Medical students can travel to partner Universities and Hospitals in EU member states, through the Erasmus+ programme either for studies or for traineeship, depending on the collaboration of the Medical School with its respective partner in Europe. They can attend a series of clinical clerkships abroad, where they are assessed in the same manner with the students of the respective Host Institution.

The Medical School follows the Erasmus programme regulations, fully recognizing the number of credits (ECTS) that students bring upon their return. Similarly, the students' grades are recognized by the Erasmus academic Coordinator of the Medical School of UoC.

Students completing a clinical clerkship at a University Hospital abroad under the Erasmus+ programme have the right to full recognition of their clinical rotations, regardless of their duration in weeks. In order for this to be the case, clinical clerkships of Erasmus students should have the same duration as of respective students' at the Host Institution.

Students are advised to avoid attending clinical clerkships of a different semester or year than the one they are currently attending. In exceptional cases, clinical clerkships of another semester may be included, if there is by fact and proven by the Institution's correspondence, no other possibility at the Host Institution.

Requirements for students' participation in the above program are the following:

a) Successful completion of the **General and Special Pre-requisite Courses**, as they are defined above in the School's Undergraduate Studies Programme. Students who wish to participate in the Erasmus+ programme during the 5th or 6th year of studies are required to have completed all prerequisite courses, by the end of the spring semester examinations or by July 15 (whichever comes first) of the academic year preceding their mobility.

b) **A Language level** equal or higher than B2 (1.5 points) or equal to B1 (0 points) in the language of the host Institution or the language of instruction according to the agreement with the specific institution. In countries where language proficiency is not a prerequisite e.g. Spain or Portugal, an A2 language level certificate is required at the time of application. Additional language-learning classes can be provided through the Erasmus+ OLS (Online Linguistic Support) system.

In the absence of a certified language degree, there is the possibility of proving language proficiency in the Exchange Committee.

Students can participate in the Erasmus Programme after having met the criteria set by the Exchange Committee of the School of Medicine (webpage / student affairs - Erasmus) in accordance with the Greek Erasmus+ Programme National Agency (IKY) guidelines.

B. Clinical clerkships in Crete, outside Crete, outside Greece and outside the Erasmus framework.

Students can carry out their clinical clerkship in another Hospital of Crete or University Hospital of Greece or abroad, outside the ERASMUS+ framework, under the following conditions / procedure: Students of the last two years (5th and 6th) can carry out clinical rotations outside the School of Medicine for a total of 16 weeks. Clinical clerkships outside the School of Medicine cannot last less than 4 weeks or more than 8 weeks per semester.

Procedure:

- Students have to meet the School Regulation conditions (prerequisite courses) in order to attend clinical clerkships abroad. The secretary of the corresponding Division, reviews the necessary requirements in collaboration with the Medical School Undergraduate Studies coordinator.

- All applicants have to contact the Secretariat of the Division that the clinical clerkships belong to. A request is then sent to the University Host Institution asking for the student's admission. If the student is accepted, application is approved by the Head of the specific Clinical Clerkship.

The secretary of the respective Division submits the student's request to the Committee of Undergraduate Studies at least one (1) month before the beginning of the clinical clerkship.

After approval by the Committee of Studies, the Head of the Clinical Clerkship Group and the Exchanges Committee (if it involves a University abroad) are informed.

All students conducting clinical clerkships outside Crete are required to participate in the Group's written examinations.

In case of attending one or more clerkships abroad, all of the above apply. It is, also, recommended that students issue a European Insurance Card (if practicing in a European country) and, in general, see about their healthcare coverage in the host country.

C. Laboratory work in selected U.S Universities in the Boston area (Boston University, Harvard University, MIT, Tufts), for 3rd year students.

This program includes a one-month laboratory training (July-August) of undergraduate students of the 3rd year of the Medical School of UoC in selected Universities or research centres in the Boston area of the USA. Host laboratories are selected by Heads of relevant Departments, with the help of the Emeritus Professor of the Medical School of UOC, Vassilios Zannis or other faculty members of the Medical School in coordination with the Professors / researchers who will host the students. The selection of the participating 3rd year students is made after a call for expression of interest by the Liaison Office of the School, which is posted on the Bulletin Boards of the Department of International Relations and the bulletin board of the medical School. Students are selected based on their grade point average and under two specific requirements: 1) a grade equal to or greater than 9/10 in the course of Molecular Medicine, 2) successful examination in the basic courses Biology A and B as well as Biochemistry A and B. Each call for expression of interest is accompanied by an application form. Students send the completed application form along with an official transcript of records to the Liaison Office e-mail address. The classification of students is done by an ad hoc three-member committee consisting of faculty members of the Medical School and the Programme Coordinator, Prof. D. Kardassis. The minutes of the committee meeting are sent to the General Assembly of the Medical School for approval. Participating students are eligible to receive a grant through the project's budget upon their return and submission of a brief progress report. Scholarships are approved by the General Assembly and may be accompanied by a certificate / award with the sponsor's name.

D. Clinical clerkships at the Boston University Medical School, an opportunity for senior medical students.

The specific student exchange program involves a one-month clinical clerkship of undergraduate students of the Medical School of the University of Crete at the Medical School of Boston University in the USA. Training departments are decided depending on the students' preference and upon availability in Boston University. The selection of senior students who will participate in the clinical clerkship of the next academic year is made following a call for expression of interest by the School's Liaison Office (early spring of the current academic year) which is posted on the bulletin boards of the Department of International Relations and the bulletin board

of the School of Medicine. The applicants' Grade Point Average is taken into consideration and prerequisites are:

1. Good command of English (Certificate of English language proficiency at a level of at least B2)
2. Successful completion of a) Pathophysiology A and B
3. 10 out of the 16 General Prerequisite courses that allow attendance of clinical rotations (according to the Undergraduate Studies Regulation of the School of Medicine).
4. In case applicants have the same GPA, the following are taken into account: a) the number of prerequisite courses that the student has successfully completed. b) the total number of courses successfully completed or the total number of credits.

Interested students have to send a fully completed application form and an official transcript of records to the Liaison Office e-mail address. Classification of students is done by an ad hoc three-member committee consisting of faculty members of the Medical School, under Professor D. Kardassis, the programme supervisor. The minutes of the committee meeting are sent to the General Assembly of the Medical School for approval. Participating students are eligible to receive a scholarship within the project budget upon their return and upon submission of a brief progress report. Granting of the scholarship is approved by the School General Assembly. The scholarship may be accompanied by a certificate / award in the name of the donor.

E. Medical Students from other Universities to conduct clinical clerkship in our School.

A basic requirement is a written pre-agreement between the Professors responsible of clinical clerkships of the two Universities and the approval by the Committee of Undergraduate Studies. The incoming student has to follow the exact training / evaluation program of the clinical clerkship they have requested in the same manner as the home students. All certificates of attendance / evaluation that will be given to the international student should be identical.

carries out student exchange programs abroad are also carried out by the Hellenic Medical Student International Committee (IFMSA) in accordance with their statutory principles and planning.

Article 21: Ethics

Students must follow the basic rules of academic ethics.

For the smooth conduct of the examinations of the courses in the Medical School,

Course Coordinators/Instructors:

1. define the way examinations are conducted (e.g, in writing or orally)
2. appoint their alternate/substitute in case they cannot be present during the exam
3. must be available at the examination site -either themselves or their substitutes- throughout the entire duration of the exam
4. collaborate with students, supervisors/invigilators, secretariats, the Examination Supervisory Committee and the Undergraduate Studies Committee, to ensure that the examinations are conducted fairly and smoothly.

Oral examinations are performed at a place and time that are announced in advance to the Secretariat of the respective Division.

Clarifications are at the discretion of the person responsible for the examinations.

Exam Invigilators

1. attend to the observation of the instructions for conducting the examinations with seriousness, courtesy but also zero tolerance in violations of the internal regulations of the UOC, as they are described in article 26, paragraph E
2. must be at the examination site 10 minutes prior to the beginning of the exam
3. do not allow students to enter the examination room after the exam papers have been distributed or the examination procedure has started, in the case of oral examinations
4. check the students' personal details only from student IDs both at the beginning and the end of the examination (when the exam paper is handed in)
5. cooperate with students, secretariats, course coordinators and the Examination Supervision Committee to ensure the smooth conduct and validity of the examinations.
6. No examinee is allowed to leave the examination room before 1/2 of the specified examination time has passed and with a minimum stay of one (1) hour. Leaving the exam room may be allowed only in exceptional cases and after the consent of the course coordinator or his/her representative at the examination site.
7. The use or simple possession of an activated mobile phone during the examination will result in cancellation of the student's examination results. Therefore, all mobile phones must be switched off prior to the beginning of the exam.
8. In case of communication between the examinees in any way, the supervisor is obliged: a) to note this breach of examination regulations on the first page of the students' exam papers, b) to inform the person responsible for conducting the exam about the incident, c) to confiscate the exam papers of the students involved. The same applies in case of use by the student of any aid / material such as course notes, devices, etc.

Students

1. are aware of the penalties incurred according to Article 26 of the Internal Regulation of the UOC relating to forgery, impersonation or pre-planned attempt at cheating
2. follow closely the present instructions and any additional ones provided by the invigilators and course coordinators for the proper conduct of the examinations
3. signed up on time for participation in the exams
4. arrive at the examination venue at the scheduled time and before the start of the examination process, carrying their student ID (not the ID card issued from the police)
5. will not be allowed to participate in the exam unless they carry their student ID.
6. Using or possessing a mobile phone, which is not switched off, or any other device (e.g. smart watches) during the examination will result in cancellation of their examination results.
7. No examinee is allowed to leave the examination room before half of the specified examination time has elapsed and with a minimum stay of one (1) hour. Leaving the exam room may be allowed only in exceptional cases and after the consent of the course co-ordinator or his/her representative at the examination venue.

Any malpractice relative to the examination rules and regulations will be examined by the governing bodies of the School of Medicine and the University of Crete and there will be serious consequences.

Article 22: Transitional Arrangements

The provisions of this Regulation of Studies do not apply to students admitted before the academic year 2020-2021.

The transitional arrangements stipulated by the General Assembly and the Deanery of the School apply.