

Part-Time Study Regulation

(Approved by the School's Assembly 14/13-1-2025)

Article 1. Eligibility to Apply

In accordance with relative legislation (paragraph 3 of Article 76 of Law 4957/21-7-2022, Government Gazette A'142, and the Amendment to the Internal Regulations of the Aristotle University of Thessaloniki, Government Gazette B'1099/2000, Article 55A, Government Gazette B'1487/30-3-2022), students who have **not exceeded the minimum period of study required for the completion of their program of studies** (Legal Opinion No. 56/2024 of the Legal Counsel Office of the Aristotle University of Thessaloniki) are entitled to submit an application for part-time study status. Eligible students include:

- a) Students who are proved to be employed for at least twenty (20) hours per week;
- b) Students with disabilities and special educational needs;
- c) Students who are also athletes and during the course of their studies, belong to sports clubs registered in the electronic register of sports clubs under Article 142 of Law 4714/2020 (Government Gazette A'148), maintained by the General Secretariat of Sports (G.S.S.), under the following conditions:
 - For the years in which they achieve a distinction from 1st to 8th place in national championships of individual sports with the participation of at least twelve (12) athletes and eight (8) clubs, or compete in teams belonging to one of the two highest divisions in team sports, or participate as members of national teams in European championships, world championships, or other international competitions under the auspices of the Hellenic Olympic Committee; or
 - They participate at least once, during their attendance in the program of studies for which they are requesting admission to part-time status, in the Olympic Games, Paralympic Games, or Deaflympic Games.

Students falling under this subcategory may be registered as part-time students following an application approved by the Dean's Office of the School.

Article 2. Application Procedure

The application, together with the supporting documents required in each case to prove that the conditions for eligibility for part-time study are met, shall be submitted (electronically, through an authorised representative, by post, or in person) to the School's Secretariat during predetermined periods, specifically:

- a) First-year students (of all categories) and transfer students shall submit their applications within ten (10) working days following the end of their registration period with the School.
- b) Students admitted through transfer examinations shall submit their applications within ten (10) working days following the completion of the course recognition process and their placement in a semester of study (it is noted that applications for

course recognition and semester placement are submitted within ten (10) days after completion of registration).

- c) Students from the second up to and including the seventh academic semester shall submit their applications during the second ten-day period of September (for the winter semester) and during the second ten-day period of January (for the spring semester) of the academic year. The exact period may vary by School (Secretariat) from one academic year to another for reasons of alignment with the university academic calendar.

The submitted application concerns admission to part-time study status beginning with the academic semester that starts after the application period.

It is recommended that applications for part-time study be submitted for an even number of semesters and for the duration of an entire academic year.

Article 3. Required Supporting Documents by Category

The following supporting documents shall accompany the application, depending on the category of students entitled to apply for admission to part-time study status:

a) Students who are employed and work at least twenty (20) hours per week

The following documents shall be submitted:

- the relevant employment or service contract, or a certificate issued by the employer;
- an Individual Insurance Account for persons insured in the private sector;
- for public sector employees, a "Certificate of Employment Status".

To prove employment of at least twenty (20) hours per week or full-time employment, documents submitted through the ERGANI Information System shall be provided, specifically:

- an extract of Form E4 ("Annual" or "Initial");
- if such form is not available at the time of application, Form E4 "Supplementary Recruitment";
- in the case of employees whose working hours have been modified (from four-hour to eight-hour employment or vice versa), Form E4 "Working Hours Amendment".

Self-employed students shall submit proof of insurance contributions.

b) Students with disabilities

Students with disabilities shall submit a certificate attesting their disability issued either by Disability Certification Centers (KEPA) or by a seven-member medical committee of a public hospital.

Students admitted under the special category for students with disabilities are not required to submit additional supporting documents beyond those initially submitted upon enrolment, unless an expiration date is indicated on the KEPA certificate.

c) Student-athletes

Student-athletes shall submit a certificate issued by the General Secretariat of Sports or, as appropriate, by the Hellenic Olympic Committee, certifying the grounds on which admission to part-time study status is requested.

(Amendment to the Internal Regulations of the Aristotle University of Thessaloniki, Government Gazette B'1487/30-3-2022).

The School's Assembly may request any additional supporting documents it deems necessary for the examination of the application.

All students, regardless of category, are also required to submit a completed Solemn Declaration undertaking to notify the School Secretariat of any change in the circumstances on which their application for part-time study status is based.

Furthermore, they shall declare that they have been informed that, in the event of failure to submit the documents required for continuation in the part-time program within the prescribed deadlines, they shall automatically be transferred to full-time study status.

The right to apply for admission to part-time study status is limited to students who have not exceeded the minimum period of study required for the completion of their program of studies (Legal Opinion No. 56/2024 of the Legal Counsel Office of the Aristotle University of Thessaloniki).

Article 4. Procedure for Approval or Rejection of Applications for Part-Time Study

Following the expiry of the application period, the School's Assembly examines the applications and supporting documents submitted for admission to part-time study status under Articles 1(a), 1(b), and 1(ca), and shall approve or reject each application by means of a reasoned decision.

Subsequently, it shall issue a decision approving or rejecting the application and communicate this decision to the Dean's Office of the respective Faculty, which is responsible for overseeing the proper implementation of this procedure.

Applications under Article 1(cb) shall be forwarded by the School's Secretariat to the Dean's Office of the respective School, which, after examining them, shall issue a decision approving or rejecting each application.

The Dean's Office decision shall then be communicated to the School Secretariat for the immediate notification of the students concerned.

Article 5. Requirements for the continuation of the Part-Time Program

Students under categories 1(a) and 1(ca) shall be required to resubmit to the School Secretariat the certificates referred to in Article 3 at the beginning of each academic semester (during the second ten-day period of September for the winter semester and during the second ten-day period of January for the spring semester), in order to verify whether the conditions for continuation of part-time study status are still fulfilled.

The exact time period may be modified by the School (Secretariat) to follow the academic calendar.

The Secretariat verifies annually whether students under part-time status have submitted the documents required for continuation in the program. If such documents are not submitted within the specified period, students shall automatically revert to full-time study status without prior notification.

A student admitted to part-time status may return to full-time status either:

- upon his/her application to the School's Secretariat; or
- following a recommendation by the Secretariat where the reasons justifying part-time status are no longer valid.

The relevant decision shall be issued:

- by the School, in the case of Articles 1(a), 1(b), and 1(ca), with notification to the Dean's Office;
- by the Dean's Office, in the case of Article 1(cb), with notification to the School.

Applications for return to the full-time status shall be submitted and examined during the same periods established for applications for admission to part-time status (September for the winter semester and January for the spring semester).

No change in study status is permitted during the course of the academic semester.

The minimum duration of studies under the Part-Time Program shall be sixteen (16) semesters, while the maximum duration shall be increased by four (4) semesters, namely twenty (20) semesters.

A student who has been enrolled in part-time status from the commencement of his or her studies shall, upon completion of the sixteenth semester, be transferred to the full-time program and classified in the ninth semester of studies.

Article 6. Structure of the Part-Time Program of Studies

Students enrolled in part-time status shall follow the same curriculum as full-time students, subject only to restrictions concerning the number of courses that may be declared and examined each semester.

If an elective course is removed from the Undergraduate Program of Studies, it may no longer be available for enrollment or examination, irrespective of whether the student had previously attended and unsuccessfully completed the course. In such cases, the student shall be required to select and attend another elective course.

The indicative program of studies does not bind students with respect to course selection and their individual study plans.

Nevertheless, the School recommends that certain courses be attended as prerequisites for the successful understanding of courses offered in subsequent semesters.

Laboratory courses constitute an exception, as successful completion of laboratory courses from previous semesters may be required, in accordance with the regulations governing each laboratory course.

To ensure a consistent and successful academic progression, students are encouraged to consult the Academic Adviser for Part-Time Studies.

Article 7. Registration and Course Enrollment

Students under part-time study status falling within categories 1(a) and 1(ca) shall, prior to submitting their course declarations, submit to the School Secretariat the certificates referred to in Article 3 at the beginning of each academic semester (from 20 to 30 September for the winter semester and from 20 to 30 January for the spring semester of the current academic year), in order to maintain their participation in the Program.

For students enrolled under part-time status, each semester shall be counted as half an academic semester, and they shall not be permitted to register for and be examined in more than half of the maximum number of courses prescribed for the corresponding semester of the full-time curriculum of their School, while the maximum duration of studies established by the applicable legislation (paragraph 3 of Article 76 of Law 4957/2022) shall also apply.

Students admitted to part-time study status may register, for the first time and irrespective of the semester in which they are enrolled, for courses corresponding to **fifteen (15) ± three (3) ECTS credits per semester** and **thirty (30) ± three (3) ECTS credits per academic year**.

The maximum number of outstanding courses (i.e., courses previously declared but not successfully completed) that may be declared per semester is $2 \times N$, where **N** is the number of courses corresponding to the semester attended by the student according to the indicative Part-Time Program of Studies.

Of these courses, one (1) may belong to a higher semester and, where it is an elective course, it is recommended that it be selected from among the elective course category.

Students who have completed the minimum duration of studies (“degree-pending” students, i.e. students beyond the 16th semester of part-time studies or beyond the 9th semester of full-time studies) shall not be subject to restrictions concerning the number of courses they may declare, provided that they have attended the courses in previous semesters and that such courses continue to exist in the Program of Studies.

During the June examination period, elective courses offered in the winter semester shall also be included, and degree-pending students who have declared and attended those courses during the winter semester of the relevant academic year may participate in the examinations.

For any matters not regulated by the present Part-Time Study Regulations, the provisions governing full-time studies shall apply.

In order to facilitate students enrolled in part-time studies, the following guidelines are provided as an indicative framework concerning the recommended number of courses per semester:

Semester	Full-Time Studies	Part-Time Studies	Maximum Number of enrolled Courses
1st	4	2	2
2nd	5	2	3
3rd	5	2	4
4th	5	3	5
5th	4	3	5
6th	5	2	5
7th	5	2	5
8th	6	3	5
9th	–	2	4
10th	–	3	6
11th	–	2	4
12th	–	2	5
13th	–	3	5
14th	–	3	5
15th	–	2	5
16th	–	3	5
Beyond the 9th semester of full-time studies	–	–	–
TOTAL	39	39	

Article 8. Supplementary Provisions

The Diploma Supplement shall be amended so as to indicate the periods during which the student was enrolled under full-time and part-time study status.

Likewise, certificates issued through the electronic systems of the Secretariats shall indicate the corresponding periods of full-time and part-time studies.