

Article 1

General principles

The organisation and function of the doctoral programme of the Department of French Language and Literature of the National and Kapodistrian University of Athens are regulated on the basis of the 4485/2017 law and of the current general institutional framework. Its objective is to promote original scholarly work, to enable candidates to obtain a doctoral degree which certifies that they have conducted original scholarly research and that they have made a substantial contribution to the development of scholarship in the relevant discipline.

Article 2

Eligibility

Eligible candidates must possess a Master's degree from a Greek university or from a higher education institution of another country, which has been recognised as equivalent to the former, or an integrated Master's degree, as specified in article 46 of the 4485/2017 law.

In exceptional circumstances, provided that the candidate has produced and/or published certifiably significant scholarly work, s/he is admitted on the discretion of the general assembly of the staff members of the Department as a doctoral student, even if s/he does not possess a Master's degree (article 38 of the 4485/2017 law). In such a case and after a duly justified decision of the assembly, s/he may be obliged to attend a number of specific modules and/or seminars of the departmental Master's programme. The number of these modules cannot exceed six and the candidate must obtain a pass mark within the first three semesters of his doctoral studies.

The topic of the doctoral thesis must be closely related to the scholarly fields studied in the Department of French Language and Literature and must correspond to the research interests of the members of staff who are on a teaching and research contract. This is determined by the proposed supervisor and the assembly.

Article 3

Application process

1. Application submission

Potential candidates can submit an application to the departmental office from 15 October to 15 November and from 1 April to 31 May of every academic year.

2. Application material

1. An application which contains:

- the proposed thesis title
- a documented research proposal and an outline of the doctoral thesis (approximately fifteen pages long) which formulates the thesis topic, the theoretical framework, the objectives, the working hypotheses and the methodology employed in candidate's studies, as well as the expected outcomes).
- the language in which the candidate proposes to compose the doctoral thesis (French or Greek)
- the name of the proposed supervisor (whose consent the candidate must have obtained prior to the application)

2. A detailed CV

3. An official copy of the candidate's BA degree
4. An official copy of the candidate's MA degree
5. A certificate of equivalency from N.A.R.I.C. (ΔΟΑΤΑΠ) (in the case of graduates of non-Greek universities)
6. A copy of detailed BA and MA transcripts
7. A digital and/or hard copy of the MA dissertation (when the latter has been submitted to another Department or another higher education institution)
8. Certification which proves the candidate's near-native knowledge of French (C2) for those candidates who do not possess a BA or MA title obtained from departments of French Language and Literature of Greek or foreign universities (if they intend to compose their thesis in French)
9. Certification which proves their near-native knowledge of Greek (C2) for non-Greek candidates (if they intend to compose their thesis in Greek)
10. Certification which proves their knowledge of any other language (e.g. Arabic) deemed necessary to their proposed research project.

Article 4 **Selection process**

The departmental assembly, after considering the submitted applications, classifies them according to the relevance of the proposed research projects to the scholarly fields studied in the department, and appoints a three-member committee for each subject area.

Each of these three-member committees, which are composed of staff members of the Department who are on a research and teaching contract, examines the respective applications and the accompanying documentation and invites the candidates to an interview. The committees then submit a detailed report which lists the reasons for which the candidate should or should not be admitted and appoints the supervisor, if the candidate has not proposed one.

The assembly, after consulting the supervisor proposed by the committee, and taking into consideration the committee's report reaches a conclusion as to whether the candidate's application is accepted or rejected (article 38 of the 4485/2017 law).

The assembly assigns the supervision of the thesis to the proposed supervisor, according to § 3, article 38 of the 4485/2017 law, or appoints a supervisor if the candidate has not proposed one, on the basis of the proximity of his research field and appoints a three-member advisory committee whose task is to facilitate and support the candidate while he is conducting his/her research and writing his/her thesis (article 39 of the 4485/2017 law).

In the context of this final decision, the assembly determines the language in which the thesis will be written (article 38 of the 4485/2017 law).

The names of the doctoral candidates, the supervisors, the titles of the theses in progress and a brief summary of the latter, as well as the members of the advisory committees are publicised by the departmental office on the website of the institution and of the Department in Greek, French and English (article 38 of the 4485/2017 law).

Article 5 **Supervision**

1. The Supervisor

A doctoral thesis supervisor must be a professor, associate professor or assistant professor at the National and Kapodistrian University of Athens or at another higher education institution or a 1st, 2nd or 3rd rank researcher at the research centres of the article 13A of the 4310/2014 law, including the research centres of the Academy of Athens or others that are specified by the current legal framework (article 39 of the 4485/2017 law).

A supervisor can supervise up to five doctoral theses.

2. The three-member advisory committee

The three-member advisory committee's task is to facilitate and support the candidate while he is conducting his/her research and writing his/her thesis (article 39, § 2 of the 4485/2017 law).

The members of the committee are the supervisor and two additional staff members of the National and Kapodistrian University of Athens or of another higher education institution who are on a research and teaching contract or of equivalent non-Greek institutions who possess a PhD, or 1st, 2nd or 3rd rank researchers of research centres of the article 13A of the 4310/2014 law, including the research centres of the Academy of Athens or recognised non-Greek research centres whose field of study is the same or similar to the topic of the doctoral thesis supervised.

At least one of the three members of the advisory committee must be a professor, associate professor, or assistant professor at the Department of French Language and Literature (article 39 of the 4485/2017 law).

2a. Replacement of an advisory committee member

If for any reason the supervisor is no longer available or is proven unable to supervise for a period longer than one year, the departmental assembly, weighing the circumstances, appoints another supervisor, on the basis of the criteria detailed above, either on its own initiative or after a demand submitted by the doctoral student and after securing the consent of the new proposed supervisor. Otherwise, the assembly can appoint one of the other two members of the advisory committee, even if the number of doctoral supervisees, as it is specified in this regulation, is exceeded (article 39 of the 4485/2017 law).

If one of the other two members of the advisory committee is no longer available or is proven unable to supervise for a period longer than one year, or if the progress of the candidate's research requires the participation in the committee of a more specialised professor or researcher, or, if the candidate submits a relevant demand, the departmental assembly, after receiving a justified report by the supervisor that supports this demand, may replace him/her and determine the new composition of the three-member advisory committee (article 39, § of the 4485/2017 law).

2b. Supervisor moving or retiring

If the initial supervisor moves to another higher education institution or another department or retires, s/he continues to supervise the doctoral theses s/he was in charge of and the doctoral degree is awarded by the Department of French Language and Literature of the National and Kapodistrian University of Athens (article 39 of the 4485/2017 law).

In any case, the retired members of the advisory committee continue to follow the progress of the doctoral thesis they are in charge of and, after the decision of the departmental assembly, are replaced by the same number of members only before the viva, in view of the appointment of the seven-member examining committee.

Article 6

Duration of doctoral studies, rights and responsibilities of the candidates

1. Duration

The minimum term required for the award of a doctoral degree is three full calendar years from the date on which the three-member committee is appointed (article 40, § 1 of the 4485/2017 law).

This term can be extended by one up to three years, provided that the candidate submits on time a relevant demand to the departmental office, accompanied by a justified report of the supervisor. The extension is granted by the departmental assembly, which takes into consideration a report of the three-member advisory committee.

The maximum duration, including potential extensions, is six full calendar years from the date in which the three-member advisory committee was appointed.

The candidate may, in the course of his/her doctoral studies, submit a duly justified demand for the suspension of his/her studies for up to two years in total. The duration of the suspension is not taken into account when calculating the maximum duration of the studies. During the suspension period, the candidate is not entitled to the rights and benefits offered to doctoral candidates.

After the end of the sixth (or eighth, in the case of a two-year long suspension) academic year since their registration, doctoral candidates have to submit, within a period of three months, a report which justifies sufficiently and with evidence the reasons for which they have been unable to complete their thesis. If such a report is not submitted within the specified deadline, the candidate is deregistered with no further notification.

The candidate's report is examined by the three-member advisory committee within two months of its submission. If the reasons cited are deemed insufficient by a majority vote, the candidate is deregistered with no further notification. If the reasons cited are deemed valid, and after a relevant decision by the departmental assembly, the candidate is granted a six-month extension during which he must complete his/her thesis and submit it for examination. After the end of this period, if s/he has not submitted a completed doctoral thesis, s/he is deregistered with no further notification.

2. Rights and responsibilities

- There are no fees for doctoral studies.

- Doctoral candidates must renew their registration every academic year (article 45, § 2 of the 4485/2017 law). When renewing their registration, they should also update their contact details (email and postal address, contact numbers).

- Doctoral candidates must, on a yearly basis, from 1 September to 31 October of every year after the end of their first year of studies, present in person and submit by writing a detailed

progress report before the three-member advisory committee. In exceptional circumstances, the presentation in person can be conducted via teleconference. A copy of the progress report and the comments of the supervisor and the advisory committee are included in the candidate's record (article 40, § 2 of the 4485/2017 law).

-Doctoral candidates are entitled, for five full academic years after their first registration, to all the rights and benefits offered to postgraduate students. They retain the rights to access university libraries, borrow books and use the online library resources for up to five years after the completion of their thesis (article 40, § 3 of the 4485/2017 law).

- Doctoral candidates are encouraged to attend and/or participate by presenting papers in workshops/conferences of the same or similar topic with that of their thesis. They are also encouraged to contribute to the academic needs of the department.

- After a proposal of the departmental assembly and a confirmation of this proposal by the Ministers of Education and Finance, doctoral candidates can be appointed as teaching assistants to staff members of the department who are on a research and teaching contract on the undergraduate and postgraduate level with hourly pay which is covered by the budget of the Institution (article 9, § 3, section e of the 3685/2008 law).

- Doctoral candidates who are eligible, according to article 19, § 4 of the 4452/2017 law, can be employed as grant holders, with the approval of the departmental assembly, on a private law fixed-term contract, in teaching, research, scientific or administrative activities, specified in a contract signed by the academic scholar and the Dean of the National and Kapodistrian University of Athens. The research field is advertised after the approval of the departmental assembly. The term of the contract shall not exceed one academic year, depending on the case and the needs of the Department, and it can be renewed or extended, provided that the total period of employment does not exceed three academic years. The candidates in question can be employed on a full or part-time basis and the source of their compensation will be scholarships and funds secured by the Department, and not the University's state funding, according to existing regulations (article 19 of the 4452/2017 law).

Article 7

Conducting doctoral research

1. Modification of thesis title

Doctoral candidates have the right to apply once to modify the thesis topic and/or to finalise the thesis title up to three months prior to the viva application. After the candidate submits a justified application approved by his/her supervisor, the departmental assembly approves of the modified thesis topic and/or finalised thesis title, without extending the maximum duration of the doctoral candidate's studies.

2. Radical change of thesis topic

If a doctoral candidate wishes to change his/her thesis topic completely, s/he must apply to be deregistered and submit a new application. This can happen only once, up to two years from his/her initial registration at the latest.

3. Guidelines for thesis writing

Doctoral candidates must observe the thesis writing guidelines posted on the departmental website.

4. Language in which the thesis is written

A doctoral thesis can be written in French or in Greek, according to the decision of the departmental assembly, which takes into consideration the language proposed by the candidate in his/her application (article 38, § 2 and 3 of the 4485/2017 law). The candidate can switch language after a justified application approved by the supervisor and the three-member advisory committee.

Article 8 Viva examination

1. Viva application

After the completion of the thesis, the three-member advisory committee accepts or rejects the candidate's viva application.

If the advisory committee accepts the candidate's application, it composes, within four months after receiving a copy of the thesis, a detailed report and submits it to the departmental assembly, asking for the appointment of a seven-member examining committee (article 42, § 1 of the 4485/2017 law).

If the advisory committee rejects the candidate's application, it returns the thesis to him/her, accompanied by specific revision guidelines and determines a deadline for the submission of the completed thesis which cannot exceed 6 months. If the committee rejects again the candidate's application, the departmental assembly deregisters the candidate. The candidate is also deregistered if s/he does not submit the revised version of the thesis within the deadline.

2. Appointment of the seven-member examining committee

The departmental assembly appoints a seven-member examining committee which assesses the thesis (article 42 of the 445/2017 law).

The seven-member examining committee is composed of:

- the three members of the advisory committee, with the exception of members who have retired. The assembly replaces each of the latter with new members who meet the criteria of the second and third sections of § 2 of article 39 of the 4485/2017 law)
- four additional members who meet the criteria of the second section of § 2 of article 39 of the 4485/2017 law. In particular, the members of the examining committee are: professors, associate professors or assistant professors at the National and Kapodistrian University of Athens or at another higher education institution or at equivalent non-Greek institutions who possess a PhD, or 1st, 2nd or 3rd rank researchers at research centres of the article 13A of the 4310/2014 law, including the research centres of the Academy of Athens or recognised non-Greek research centres whose field of study is the same or similar to the topic of the doctoral thesis.

One of the members of the three-member advisory committee must necessarily be a member of the teaching staff of the Department of French Language and Literature, either a professor, an associate or an assistant professor (article 39, § 2 of the 4485/2017 law).

The members of the three-member advisory committee who have retired and have been replaced may attend the meeting of the seven-member examining committee but cannot vote (articles 39 and 41 of the 4485/2017 law), and the initial composition of the advisory committee must be mentioned in the thesis (see below).

The seven-member examining committee must be appointed within three months of the submission of the detailed report of the three-member advisory committee. After the seven-member examining committee has been formed, the report is communicated to its members, as well as to the doctoral candidate. The candidate must send a digital and/or hard copy of his thesis to each member of the examining committee, as well as to the departmental office. He must also submit a personal declaration which certifies that the thesis is not the product of plagiarism. Finally, whatever the language in which the thesis is written, the candidate must submit an abstract in Greek, French, and English.

The composition of the three-member advisory committee and of the seven-member examining committee must be listed on the title page of every submitted thesis. If the supervisor or one of the members of the three member-advisory committee has retired, the title page must list the initial composition of the advisory committee, mention which member(s) have been replaced and then list all the members of the seven-member examining committee.

3. Viva voce examination

The viva date is fixed by the supervisor who consults the candidate and the other members of the seven-member examining committee within four months of the date on which the examining committee was appointed. The supervisor must notify the departmental office of the date, and the departmental office must notify the members of the examining committee and announce the date to the academic community by posting it on the departmental website at least fifteen days in advance.

At least four members of the seven-member examining committee must be physically present at the viva examination while the rest of the committee members may participate via teleconference (article 41, § 3 of the 4485/2017 law).

In the course of the viva, the candidate presents, before the seven-member examining committee, in twenty to thirty minutes, the main points of his thesis (objectives, methodology, conclusions) and answers questions posed by the committee which relate to the contents of the thesis as well as to the scholarly field within the context of which the candidate has conducted his research.

After the candidate's presentation, s/he and anyone else present is excused and the seven-member examining committee convenes in order to assess the quality, comprehensiveness and originality of the thesis, and its contribution to scholarship; on the basis of these criteria, the thesis is approved by a majority of at least five members (article 41, § 3 of the 4485/2017 law) and is classified accordingly: the available classifications are pass, merit and distinction. The committee composes an examiners' report.

In exceptional circumstances, if the members of the committee are unanimously in agreement, they propose to add 'cum laude' to the candidate's doctoral title. In this case, the candidate receives, in addition to his doctoral degree, a separate certificate which registers the committee's deliberation.

If the examiners' report is signed by four members of the seven-member examining committee and a fifth member has signed the report of the advisory committee, the award of the doctoral degree is deemed valid (article 39, § 18 of the 4186/2013 law).

4. Corrections/modifications after submission

In the examiners' report, the seven-member examining committee may specify that corrections and modifications are required and that the candidate must submit a corrected version of the thesis by a specific deadline. The period of time specified cannot be less than a month but not more than three months. The candidate submits a digital and/or hard copy of the corrected thesis to each of the members of the examining committee and to the departmental office.

Within three months of the submission of the corrected version of the thesis to the seven-member examining committee and the departmental office, the members of the seven-member examining committee submit a report to the departmental office, certifying that the candidate has made the corrections and modifications required. If at least five members of the examining committee agree that the candidate has made the corrections required, the candidate can submit an application asking for his degree to be conferred. If at least five members of the seven-member examining committee do not agree that the candidate has made the required corrections, the doctoral thesis is rejected and the candidate is deregistered.

Article 9 Degree conferral

In order to receive the required application of degree conferral, the candidate must have submitted a copy of the final, corrected version of the thesis to:

- a) the library of the Department or of the School of Philosophy, so that the thesis may be either consulted on the premises or borrowed
- b) the National Documentation Centre which, according to article 70 of the 1566/1985 law, is the organisation responsible for the creation and the conservation of the Doctoral Thesis National Archive

S/he should also post a digital copy of the thesis at:

- a) the Pergamos Digital Repository which is the repository of the National and Kapodistrian University of Athens (Senate decision 29/22/2016)
- b) the electronic Management and Digital Submission System of the National Documentation Centre.

The candidate is proclaimed holder of a Doctoral Degree in French Language and Literature of the National and Kapodistrian University of Athens and is awarded a doctoral degree during a meeting of the departmental assembly.

Degree conferral takes place twice per academic year, unless there are special circumstances.

Article 10

Intellectual rights

The author of a doctoral thesis is the owner of the patrimonial and moral rights of intellectual property arising from his/her thesis, according to the 2121/1993 law, as it is applied.

If the doctoral thesis is part of a research programme which is conducted by a group of researchers, the intellectual property rights and/or the industrial property rights which may arise from the conclusions of the doctoral research belong both to the candidate and to the supervisor or to other researchers who are members of the group, according to current legislation.

Article 11

Deregistration of doctoral candidates

The departmental assembly, taking into consideration a majority report of the three-member advisory committee and any relevant circumstances, may decide to deregister doctoral candidates in the following cases:

- if they have not renewed their annual registration
- if their work is not progressing or if their progress is deemed insufficient
- if they have stopped their doctoral studies with no justification
- if they have not submitted yearly progress reports
- if they have exceeded the maximum term of doctoral studies, as it is defined by the present regulation
- if they have violated intellectual property rights (see the 2121/1993 law)
- if they have asked to be deregistered

After deregistration, the thesis topic becomes available to other researchers.

Article 12

Co-supervision

A doctoral thesis can be co-supervised by the Department of French Language and Literature of the National and Kapodistrian University of Athens and by other research centres in Greece, provided that the requirements specified in article 43, § 3 of the 4485/2017 law are met.

In the matter of co-supervision, Departments of higher education institutions can collaborate with research centres of the article 13A of the 4310/2014 law, including the research centres of the Academy of Athens. In this case, one of the co-supervising institutions assumes the administrative responsibility for the candidate's doctoral studies, two supervisors are appointed, one from each institution, and the duration of the doctoral studies is at least three years from the appointment of the supervisors. The details regarding doctoral studies, from candidate selection to degree conferral, as well as the conferral of a single title or distinct titles in the case of co-supervision between institutions, are specified in the Special Collaboration Protocol which is composed by the collaborating departments/institutions and approved by the Senate and the executive boards of the research centres.

All matters relevant to co-supervisions with non-Greek institutions or research centres that have been recognised as equivalent are determined by decisions of the Minister of Education, Research, and Religious Affairs (article 43, § 3 of the 4485/2017 law).

Article 13
Revocation of doctoral degree

A conferred doctoral degree can be revoked if, after its conferral, it is proven that: a) its holder was not eligible for doctoral studies or b) the entirety or a part of his/her thesis is the product of plagiarism.

The degree is revoked after a sufficiently documented decision of the departmental assembly.

Article 14
Honorary doctorate degrees

The Department of French Language and Literature may propose the conferral of an honorary doctoral title to researchers or to men and women of letters and the arts who have made a substantial contribution to the fields studied at the Department.

The proposal is submitted to the departmental assembly from members of the teaching staff of the Department who are on a research and teaching contract. The proposal is approved if it is voted for by two thirds of the members of staff of the department who are on a teaching and research contract.

If there is sufficient reason, the conferred honorary title may be revoked by a two-third majority of the departmental assembly.