

Regulation of Studies

1. GENERAL

- 1.1. An academic year is defined as the period from September the 1st of one year to August the 31st of the following.
- 1.2. A teaching year per department is defined as the period set every year from the 1st week of October and the 1st week of February and includes two semesters.
- 1.3. The examination period is defined as the period of time when the examinations are carried out and which is set either after the end or before the beginning of each teaching semester.
- 1.4. The estimated teaching hours per semester of a theoretical session result from the weekly teaching hours set in the timetables and detailed teaching syllabi, times the number of weeks of the respective semester. The duration of a teaching hour is set at fifty (50) minutes.
- 1.5. The estimated hours per semester for practical sessions (tutoring, laboratory exercises or workplace exercises) are defined as the hours set in the timetables and detailed teaching syllabi.
- 1.6. Practical on board training is defined as the period during which the Student performs the practical on board training and which takes place during the academic year. There are two semesters of practical on board training, which include guided practice on board. The first (C) semester of practical on board training is carried out by the Students after the successful completion of their studies in the second semester. The second (F) semester of practical on board training is carried out by the Students after the successful completion of their studies in the fourth semester. The total duration of the practical on board training is minimum 12 months. Alternatively, the onboard practical training may be carried out upon successful completion of the theoretical studies.
- 1.7. School attendance is mandatory.
- 1.8. A student graduates after the conclusion of the stipulated duration of studies, if:
 - 1.8.1. one has successfully attended all courses approved by the Shipping Deputy Ministry as mandatory; and
 - 1.8.2. one has successfully completed two semesters of practical on board training; and
 - 1.8.3. one has passed the final examination conducted by the Deputy Ministry of Shipping

2. STUDIES

- 2.1. The duration of studies is divided into four semesters of theoretical training (A, B, D, E) and two semesters of practical on board training (C, F).
- 2.2. A course is considered to have been taught when all of its scheduled teaching hours have been carried out.

3. REGISTRATION

- 3.1. Prior to initial enrollment, a placement interview is held by the Training Manager during which it is confirmed that the candidate student meets all entry standards, to collect all necessary documents along with a brief CV of the student and the level of the candidate student's proficiency in English is determined. During the interview, the candidate trainee is briefed on the training programme and the particularities of a

- seafarer's career and is asked about his/her expectations from the academy. Finally, the candidate student accepts the internal regulation and the GDPR declaration.
- 3.2. Before the beginning of each semester, Students are expected to inform the School's secretariat about their availability. In case Students are on board, they can still book their attendance before the end of the period after which they fail due to absences.
 - 3.3. In any case, the completed course hours from the beginning of the respective semester until the registration of the Student, are counted towards the threshold of absences for the specific Student.
 - 3.4. Non-registration of Students, entitled to this, does not prohibit their study in the same semester at a future date.
4. ORGANIZATION OF STUDIES – PROGRAMMES – COURSE TEACHING SYLLABI
 - 4.1. Studies at the Academy are organized based on a six-month programme. The courses of the programme for each school are mandatory for the Students. Each course, depending on its nature, can be theoretical only or include exercises only or practical applications only or even blended cognitive application, but can also be a combination of all of the above.
 - 4.2. Weekly teaching hours available for courses and workshops as well as the detailed teaching syllabus for each course are approved by the Deputy Ministry of Shipping after being submitted by the Academy.
5. EDUCATIONAL ACTIVITIES
 - 5.1. The following educational activities are developed and implemented according to the needs of each course:
 - 5.1.1. Theoretical teaching: means the provision of the necessary introduction for the guidance of students. Thus, the teaching develops in correlation with the schedule of exercises and applications and its understanding is checked through the relevant assessments.
 - 5.1.2. Exercises mean the written applications conducted in the Academy under the guidance of a member of the Teaching Staff, either in collaboration among the Students or individually.
 - 5.1.3. Practical Applications mean the applications in laboratories with predetermined handling and procedures or on the professional, industrial or marine sector, during which familiarization with the maritime environment is achieved.
 - 5.1.4. Blended cognitive applications, methods and procedures is carried out on specifically selected topics assigned in groups or individually to Students by the instructor.
 - 5.2. During the academic year, teaching staff arranges the days and hours, at least once a week, during which they can accept Students for discussion, guidance, clarifications and response to their questions, out of the teaching hours.
6. VISITS
 - 6.1. In order to better train the Students, the Administration upon decision of the Academy Council and in collaboration with the Training Manager and the Instructor in Chief of the Schools, in hours that do not hinder the implementation of the training programme, may plan and arrange educational and training visits to scientific and technical facilities, shipyards, factories, drydocks, ships, etc. as well as to historic sites, museums and other educational institutions. In case of an extraordinary visit, the recommendation of the Academy Council is not required.
 - 6.2. If the aforementioned visits require financial charges, relevant Director's approval must be timely requested.

- 6.3. If the visit takes place in the context of teaching a specific course or courses, non-participation by a Student results in recording of absences according to the timetable of the visit.
7. INTERRUPTION AND CANCELLATION OF EXAMS
 - 7.1. The Training Manager, upon suggestion of the Instructor in Chief of the School, may interrupt or cancel the written examination of a course, if it is found that it is being conducted or has been conducted in an irregular or discriminatory manner.
 - 7.2. In such cases, the Training Manager together with the Instructor in Chief of the School draw up a relevant report registering all relevant data and schedule the repetition of the written examination on the same or another day.
8. EXAMINATION PROCEDURE
 - 8.1. During the gradable written exercises and applications as well as the written examinations, the Administration of the Academy, upon suggestion of the Instructor in Chief of the School, takes all appropriate measures to secure the regular conduct of the examinations on all ends and to prevent any case of irregular conduct or copying or cheating during the examinations.
 - 8.2. Students who arrive to the examination room after the beginning of distribution of the exam papers will neither be allowed to enter, nor participate in the specific examination.
 - 8.3. During the exams, Students are not allowed to help each other or communicate with anyone and in any way or use books and aids or notes of any kind other than those determined each time by the examining teaching staff. Following the distribution of the exam papers, the examining teaching staff gives the necessary explanations and clarifications to all participating Students.
 - 8.4. A student who is caught copying or communicating or obstructing the smooth conduct of the examinations in any way gets a failing grade and is expelled from the room after the reasons for their expulsion are noted and their paper is signed by the supervising teaching staff who noticed the offense.
 - 8.5. The duration of the elaboration of the topics during the written examination of each course cannot exceed that of three teaching hours ,in any case.
9. PARTICIPATION OR ABSENCE OF STUDENTS FROM THE EXAMS
 - 9.1. All eligible students participate in the exams.
 - 9.2. Students who are absent for any reason from the examination of a course are not graded and attend the next or subsequent examination period, provided they are eligible in accordance with the provisions of this Regulation.
10. EFFECT OF ABSENCES
 - 10.1. During each semester, a student may be absent from the courses for any reason and up to 15% of the total teaching hours of the semester or 20% of the teaching hours of each course separately (rounded up), as provided by the teaching syllabus. Otherwise, the courses of that semester or the specific course in which they exceeded the limit of absences will be deemed as not sufficiently taught, and will fail accordingly.
 - 10.2. The rejection or deletion of a student, is held after exceeding the threshold of absences, under the responsibility of the Academy's Training Manager. Once the decision of rejection or deletion is issued, the study of the Student in the specific semester or course is terminated.