

**Programme Specification  
of the Cross-Institutional Master of Science  
in «Cultural Heritage Materials and Technologies»  
by the Department of History, Archaeology and Cultural  
Resources Management of the University of the Peloponnese  
in collaboration with the NCSR “Democritos”  
and the National Observatory of Athens**

### **Section 1. General Principles**

The present Programme Specification summarizes the structure and the operating rules of the Cross-Institutional Masters Course (CIMC) entitled “Cultural Heritage Materials and Technologies” of the Department of History, Archaeology and Cultural Resources Management of the University of the Peloponnese (UoP), in collaboration with the NCSR “Democritos” and the National Observatory of Athens. Graduates of the CIMC are awarded a Master of Science (MSc) in Cultural Heritage Materials and Technologies, the scientific field which focuses on the application and development of technologies for the study of Cultural Heritage artefacts.

The provisions of the present Programme Specification, as detailed in the following sections, specify in detail the greek legislative framework regarding graduate studies and in particular the provisions of Law v.4485/2017. At the same time, the following provisions clarify operation issues of the CIMC, which are not regulated by the existing legislation, but are instead regulated either by legal authorizations or by decisions of the competent bodies of the CIMC. The Programme Specification may be amended via a relevant decision of the competent bodies of the CIMC.

### **Section 2. Aims and Outcomes**

The Masters Course entitled “Cultural Heritage Materials and Technologies” is fully incorporated in the strategic planning of the University of the Peloponnese regarding postgraduate studies and research. The CIMC focuses on providing its students with the necessary knowledge and skills, so that they can evaluate, design and participate in international research projects. During the preparation of the thesis in particular, students are expected to develop the research skills required for further academic work, thus enabling:

1. the successful participation of graduates in research projects which apply modern technological methodologies in the field of Cultural Heritage
2. the development of a holistic approach towards research, leading to the economic viability of state of the art technological ideas and the overall enhancement of entrepreneurship.

### **Section 3. Competent Bodies/Committees for the establishment and function of the CIMC**

The Competent Bodies/Committees for the establishment and function of the CIMC are the following:

#### **3.1 Senate**

Senate is the competent body of the CIMC for issues of an academic, administrative, procedural and financial nature. The Senate will exercise all responsibilities that are not clearly conferred by the law to other bodies.

#### **3.2 Masters Course Committee**

The Masters Course Committee consists of the Vice-Rector of Academic Affairs, who shall act as the Chairman, and the Institution Deans. It will exercise the responsibilities described under Paragraph 5 of Article 32 of Law v.4485/2017.

#### **3.3 Special Cross-Institutional Committee (SCIC)**

The Special Cross-Institutional Committee consists of: (a) nine members for a term of two years, consisting of both members of the Department with a tenured position and researchers of the other two collaborating institutions; the number of members from each institution is in proportion to the number of lecturers from each institution. (b) two student representatives, elected by the CIMC students, for a term of one year. The President of the SCIC must come from the institution that undertakes the administrative support of the course; the same regulation applies for the Director of Graduate Studies. The SCIC will exercise the following responsibilities:

1. to appoint the members of the Coordinating Committee
2. to divide the teaching assignments between the CIMC lecturers
3. to set up committees for the selection and review of candidate students
4. to ascertain the successful completion of studies for each student
5. to set up additional committees when necessary. All suggestions or decisions by these committees must be approved by the SCIC
6. to exercise all other responsibilities resulting from the provisions of Chapter 6 (ΣΤ) of Law v.4485/2017.

#### **3.4 Coordinating Committee (CC)**

The Coordinating Committee (CC) consists of five members: three (3) members of the Department of HACRM/University of the Peloponnese with a tenured position, one (1) researcher of the NCSR “Demokritos” and one (1) researcher of the National Observatory of Athens. Each member will be elected for a term of two years by the Assembly of the UoP or the Administrative Boards of the NCSR “Demokritos” and the National Observatory of Athens, respectively. At the end of its term, the CC will issue a report regarding the research and educational work carried out within the framework of the CIMC. The CC will be responsible for the coordination of the operation of the course. Additionally, it will exercise the following responsibilities:

- to recommend to the SCIC regarding the curriculum
- to recommend to the SCIC regarding the division of the teaching assignments between the CIMC lecturers
- to review the applications for the CIMC
- to appoint the supervisor and the members of the three-member examination committee for each thesis

- to recommend to the SCIC regarding student issues, such as suspension of studies, extension of studies or termination of student status
- to review student applications for fee waiver, if a special committee has not been appointed by the SCIC
- to review the results of the student evaluation process and to make related suggestions on the competent bodies of the CIMC
- to appoint Course Coordinators, who will ensure the efficient overall organization of each taught course.

### **3.5 Director of Graduate Studies**

As Director of Graduate studies can be appointed any Professor or Associate Professor from the Department of a related scientific field. The Director of Graduate Studies serves as the President of the CC and is appointed by the SCIC along with the Deputy Director, for a term of two years, without receiving an additional fee for his/her administration work. He/she can serve for a maximum number of two (2) consecutive terms. The Director of Graduate Studies makes recommendations to the competent bodies on all issues related to the efficient management of the course. Additionally, he/she will exercise the following responsibilities:

- to call a meeting of the CC
- to draw up the provisional agenda of the previously mentioned meetings, taking into considerations the recommendations of the members and bodies of the CIMC
- to make recommendations to the SCIC for any issue related to the CIMC
- to draw up the budget, which is then submitted for approval to the SCIC
- to monitor the implementation of the budget and the successful completion of all payments
- to draw up a detailed report at the end of his/her term, regarding the research and educational work carried out within the framework of the CIMC. The report aims at the improvement of the quality of provided studies, the optimization of the human capital and the improvement of existing infrastructure. The report is submitted to the Department of History, Archaeology and Cultural Resources Managements of the University of the Peloponnese.

As Deputy Director of Studies can be appointed any Researcher or Assistant Researcher from NCSR "Demokritos" of a related scientific field. The selection is undertaken by the Administrative Board of the NCSR "Demokritos". The Deputy Director serves as Acting Director when the Director is absent.

### **3.6 Scientific Advisory Committee (SAC)**

The Scientific Advisory Committee (SAC) is responsible for the external academic evaluation of Master Courses. It consists Five (5) of its members are Professors, Associate Professors or Assistant Professors in other universities, or researchers in the research centers mentioned in the revised Article 13 A of Law v. 4310/2014, including the Research Centers of the Academy of Athens and the Medical and Biological Research Foundation of the Academy of Athens, or scientists working in Greece or abroad who are qualified as visiting professors according to the provisions of Paragraph 5 of Article 36, and only if they do not teach in any of the

undergraduate courses of the School. The sixth member of the SAC is a postgraduate student of in one of the masters Courses of the School.

Each member serves for a term of five years, with the possibility of extension, with the exception of the postgraduate student who serves for a term of one year.

Issues related to the set up, the operation and the management of the SAC, including the requirements for the position of the President of the Committee and the selection process of the student member, are determined by a decision of the Senate, which is published in the Government's Gazette.

## **Section 4. Number of Admissions**

A maximum number of 30 students per year can be admitted in the CIMC. In case of a tie on the overall admission score of the final successful candidate, a maximum of three students in surplus will be allowed admittance. It should be noted that the maximum number of admitted students per lecturer in the present CIMC equals to one (1). The total maximum number of admitted graduate students in all the Masters Courses of the Department is approximately seventy per year (70), the total number of admitted undergraduate students in the Department is a hundred and fifty (150) per year and the members of the teaching staff of the Department are sixteen (16) (Article 45, Paragraph 1β of Law N. 4485/2017).

## **Section 5. Requested Educational Background**

Undergraduate students with a BA/BSc degree from either Greek or foreign universities in one of the following scientific fields can apply for the CultTech MSc:

- Archaeology and History.
- Material Science, Physics and Chemistry.
- Conservation Science.

## **Section 6. Procedures and Criteria for Admission**

### **6.1. Call for applications**

The call for student applications for the following academic year takes place at a date determined by the SCIC . The call for applications is published on the webpage of the Department, including all necessary information for applicants, such as the criteria for admission, the number of successful applicants, the supporting documents, the deadline for submission etc.

The applications forms and the supporting documents are submitted to the Secretary of the Department of History, Archaeology and Cultural Resources Management, either in printed or electronic form.

### **6.2 Application form/Supporting documents**

Along with the application form, the applicants should also submit the supporting documents described in the call for applications:

1. Fully completed electronic application form, which includes an academic CV, a personal statement and the contact details of two referees

2. Scanned university or technological educational institute degree(s). The overall grade of the degree must be Upper Second Class or above. For degrees of foreign Higher Education Institutions, a formal recognition issued by the Hellenic National Academic Recognition Information Center («Δ.Ο.Α.Τ.Α.Π.») is also required
3. English language certificate, at a level of C1 or above. Certificates issued by foreign institutions must be formally certified, according to the provisions of greek law.
4. Scanned passport or ID
5. A recent photograph

### **6.3 Criteria for admission**

The Director of Graduate Studies sets up a meeting of the CC to evaluate the application for the CIMC. After close examination of the submitted documents, the initially accepted candidates are invited to an oral interview.

For the final selection of the candidates the following criteria are applied:

1. Evidence of interest and ability provided via the candidate's CV (such as a second degree and work or research experience) carries 50% of the total marks.
2. Evidence of interest and ability provided during the oral interview carries 30% of the total marks.
3. The overall grade of the candidate's degree carries 20% of the total marks. If the candidate holds multiple degrees, this criterion refers only to the degree with the highest relevance to the CIMC subject.

### **6.4 Selection process**

Based on the admission criteria mentioned in Section 6.3, the CC draws up the Evaluation Table of all candidates and submits it to the SCIC for approval. Specifically:

1. The CC draws up a complete catalogue of all candidates.
2. Candidates who do not meet the criteria for admission are rejected.
3. Candidates who meet the criteria for admission are invited to an oral invitation, which is carried out by members of the CC.
4. The CC ranks candidates based on their overall score and makes the recommendation for the final selection.
5. The CC draws up the Evaluation Table, which is submitted to the SCIC for approval. The Evaluation Table is then published on the webpage of the Department.

## **Section 7. Duration of Studies**

### **7.1 Duration of studies**

The complete duration of the programme is three (3) academic semesters: two (2) semesters with taught courses and one (1) semester for the MSc thesis. An extension of one (1) semester can be provided when necessary for the completion of the MSc thesis.

## 7.2 Part-time studies

The MSc CultTech does not accept part-time students.

## 7.3 Suspension of status

Suspension of status of up to two consecutive semesters may be granted in cases where work is interrupted by some unforeseeable, but temporary, difficulty, such as illness, or sudden change in financial circumstances. During this period, students are not required to pay the instalment(s) of the fees. The total required sum needs to be paid when students return for the completion of the programme.

## Section 8. Rights and Benefits

The CIMC students are offered full rights and benefits by the Department of History, Archaeology and Cultural Resources Management of the University of the Peloponnese (UoP), the NCSR "Demokritos" and the National Observatory of Athens.

## Section 9. Curriculum

### 9.1 Curriculum

1. The CIMC starts at the winter semester of each academic year.
2. For the successful completion of the CIMC, students must accumulate 90 ECTS credits, by passing the examination for each of the eight (8) taught courses and by completing the thesis.
3. The curriculum of the CIMC is presented in the table below:

#### Indicative curriculum: SEMESTER A

| CODE                            | COURSE TITLE   | COURSE TYPE     | ECTS |
|---------------------------------|--|-----------------|------|
| A1                              | Landscape<br>Archaeology, Materials<br>and Works of Art  | Required course | 7    |
| A2                              | Archaeometry I:<br>Approaches for<br>Archaeology and<br>Cultural Heritage                        | Required course | 8    |
| A3                              | Archaeometry II: Non-<br>Destructive and<br>Innovative<br>Methodologies for<br>Cultural Heritage | Required course | 8    |
| A4                              | Laboratory Practices:<br>Use of Laboratory and<br>Portable<br>Instrumentation                    | Required course | 7    |
| <b>TOTAL ECTS OF SEMESTER A</b> |  | 30              |      |

#### SEMESTER B

| CODE | COURSE TITLE  | COURSE TYPE     | ECTS |
|------|---|-----------------|------|
| B1   | Cultural Heritage<br>Management and<br>Information<br>Communication | Required course | 8    |

|                                 |   |                    |             |
|---------------------------------|---|--------------------|-------------|
|                                 | Technologies  |                    |             |
| B2                              | Environmental and Remote Studies for Cultural Heritage                          | Required course    | 8           |
| B3                              | Field Prospection and Computing Technologies for Cultural Heritage              | Required course    | 7           |
| B4                              | Computing Practices: GIS, Statistical Analysis and Computing Aided Applications | Required course    | 7           |
| <b>TOTAL ECTS OF SEMESTER B</b> |   | 30                 |             |
| <b>SEMESTER C</b>               |   |                    |             |
| <b>CODE</b>                     | <b>COURSE TITLE</b>   | <b>COURSE TYPE</b> | <b>ECTS</b> |
| C1                              | Thesis  | Required course    | 30          |
| <b>TOTAL ECTS OF SEMESTER C</b> |   | 30                 |             |

4. Students must attend a total of 8 taught courses (during Semester A and B).
5. Each taught semester (A and B) comprises of 13 weeks.

### ***DESCRIPTION OF TAUGHT COURSES***

Each semester includes four taught courses.

#### **Semester A**

1. **(A1) Landscape Archaeology, Materials and Works of Art**  
Introduction to Landscape Archaeology, Natural and Cultural Landscape Formation Processes, Procedures and Methods, Interpreting Cultural Landscape, Excavating Space and Place, Anthropology and Management of Cultural Goods, Senses Revisited: Touch, Tactility, Haptics, Physical Catastrophe and the Archaeology of the Present, Sustainable Heritage Management, Interpreting Heritage
2. **(A2) Archaeometry I - Approaches for Archaeology and Cultural Heritage**  
Studies on Archaeological and Geo-Archaeological Materials (Pottery, Glasses, Stones, Mortars, Metals, Organics): Production, Technology, Use and Provenance. Absolute Dating in Archaeology and Cultural Heritage, Statistical Evaluation of Analytical Data / Chemometrics.
3. **(A3) Archaeometry II - Non-Destructive and Innovative Methodologies for Cultural Heritage**  
X-Ray Fluorescence Analysis, Portable and Handheld XRF Analyzers, Micro-XRF Analysis of Ancient Metal Alloys, In-situ XRF Analysis of Ancient Pigments and Wall Paintings, Synchrotron Radiation Techniques, Analytical Applications and Advanced Topics to Ion Beam Technology, Spectroscopic and Laser Analytical Techniques in Cultural Heritage Materials Analysis, UV-Vis-IR, Imaging and Spectroscopy Techniques.
4. **(A4). Laboratory Practices: Use of Laboratory and Portable Instrumentation**  
Stereo Microscope, FOM, Petrography Microscopy, RAMAN, SEM, XRF.

## Semester B

1. **(B1) Cultural Heritage Management and Information Communication Technologies for Cultural Heritage**  
Overview, Cyber Archaeology/Archaeometry, Enhancement of Visitor Experience, Visitor Requirements, Digital Presence, Multimedia Applications, Digitalization and Management, E-Research, Synergies, Cultural Heritage in the City, Building on Existing Technologies
2. **(B2) Environmental and Remote Studies for Cultural Heritage**  
Geoarchaeology and Geochronology, Isotopic Studies, basics of environmental Chemistry and Physics, societal and cultural dimension of climate variability, impacts of air pollution on cultural heritage, introduction to environmental measurements and techniques, climate change, vulnerability of cultural heritage to climate change impacts, climate and weather.
3. **(B3) Field Prospection and Computing Technologies for Cultural Heritage**  
Field Prospection Techniques, Procedures and Applications, GIS, UAV for Cultural Heritage, Monitoring Cultural Heritage from Space, Data, Information Visualization for the Environment, Reconstructing Archaeological Objects and Sites, Structural Modelling of Archaeological Materials.
4. **(B4). Computing Practices: GIS, Statistical Analysis and Computing Aided Applications**  
GIS, Statistical Evaluation of Analytical Data, Designing Multimedia. Applications, E- Research and Management, Visualisation and Modelling Practices.

### 9.2 Official language

The official language of the taught courses is the English language, including taught courses, and laboratory practical sessions.

### 9.3 Academic timetable

The academic timetable is published in the webpage of the CIMC at the beginning of each semester, prior to the start of the lessons. It includes the dates of full term and examination periods, deadlines for the submission of essays/thesis, dates of bank holidays, etc., as well as the detailed timetable of the lectures for each taught courses. All academic activities (e.g. teaching and examination of courses, submission and presentation of theses) must be completed within the annual academic year, as determined by the Senate.

### 9.4 Registration dates

The student registration dates are determined at the beginning of each semester, prior to the start of the lessons, and published on the CIMC webpage.

### 9.5 Rescheduling of lectures

When rescheduling of lectures is required, the new date and time of the lecture is published on the webpage of the CIMC.

### 9.6 Long distance learning

Long distance learning is not provided by the CIMC.



### **9.7 Attendance requirements**

The CIMC students are expected to fully participate in all academics activities of the course. Attendance in all taught courses is obligatory. At the second unexcused absence, students will be reprimanded by the Director of Studies. In case of multiple unexcused absences, the student status will be terminated (following a decision by the SCIS).

## **Section 10. Lecturers**

The appointed lecturers of the CIMC are members of the teaching staff of the University of the Peloponnese (Department of History, Archaeology and Cultural Resources Management, Department of Informatics and Telecommunications), researchers of the NCSR “Demokritos” and researchers of the National Observatory of Athens.

Following a justified recommendation, the SCIC can decide the appointment of additional teaching or supporting personnel, from any department of the University of the Peloponnese, the NCSR “Demokritos” and the National Observatory of Athens, following the provisions of Article 36, Law v.4485/2017.

### **10.1 Responsibilities of the CIMC lecturers**

Lecturers of the CIMC have the following responsibilities:

- To respected the academic timetable
- To review and update the content of his/her lectures at regular intervals. At the beginning of each semester, lecturers should provide the complete syllabus of their lectures to the CIMC Secretariat for distribution to the students, or directly publish it at the e-class webpage of the course. The syllabus should include the presentation of each lecture, the necessary bibliography and any additional supporting material
- To be available for student queries for at least 2 hours per week
- Course Coordinators and thesis supervisors should submit the respective grades to the CIMC Secretariat within a week from the examination date.

Lecturers should always follow the academic conduct code.

## **Section 11. Regulation of Assessment**

1. Each taught course is assessed by a written exam and by any essay or laboratory report requested during the term. Students have the opportunity to repeat the examination of each course once, if they fail to pass during the regular examination period.
2. Assessment and marking of the thesis is conducted by the three members of the examination committee. Students whose thesis receives a mark of 5 or above, will be awarded a pass.

## **Section 12. Examination periods**

There are three examination periods on each academic year, each of them three weeks long: during February (winter Semester), during June (spring Semester) and during September (repeat examinations). Students have the opportunity to repeat

the examination of each course once (in the examination period of September), if they fail to pass during the regular examination period. If a student fails the repeat exam as well, he/she can request an additional assessment by a committee consisting of three members (lecturers of the CIMC with a related academic background, who are appointed by the SCIC).

The schedule for each examination period is published on the CIMC webpage well ahead of the end of the semester.

## **Section 13. Thesis – Thesis Supervisors**

The preparation of the thesis is carried out during the third semester (Semester C), and only if the student has passed at least  $\frac{3}{4}$  of the total number of taught courses. The thesis subject is selected by the student and then approved by a three-member examination committee (consisting of the thesis supervisor and two more members; all members of the examination committee must have a doctorate and be in a tenured position in the Department or the other two collaborating institutions).

Students must submit an application to the CIMC Secretariat, indicating the suggested title, an abstract and the name of the thesis supervisor. This application is then forwarded to the CC.

### **13.1 Thesis supervision**

Following the student application mentioned in the section above, the CC officially appoints the thesis supervision and the other two members of the thesis examination committee.

Any lecturer of the CIMC with a tenured position in the Department or the other two collaborating institutions can be appointed as supervisor of a thesis. The other two members of the thesis examination committee must have a doctorate and be in a tenured position in the Department or the other two collaborating institutions. If the supervisor or a member of the thesis examination committee has objective difficulties in fulfilling his/her responsibilities, the CC may ask for a replacement.

Detailed instructions on the preparation the presentation the thesis are presented in Appendix I.

### **13.2 Official language**

The official language of the thesis is the English language.

### **13.3 Thesis assessment**

For the successful completion of the thesis, students are required to defend his/her work to the examination committee.

Once the thesis text is completed, and if the Supervisor approves of the text, students must send their thesis to the other two members of the examination committee (either a printed or an electronic copy), 15 days prior to the beginning of the examination period at the latest.

If a student fails to receive a mark of 5 or above, he/she will be allowed to apply for a new defense during the next examination period, giving him time to improve his project.

When a student successfully defends his/her thesis, under after the final approval by the examination committee, the thesis must be published in the webpage of the Department.

### **Section 14. Overall Grade and Marking Scale**

The overall grade is given in a scale of 1 to 10. For the calculation of the overall grade the mean value of the grades of each taught course carries 60% of the total marks and the grade of the thesis carries 40% of the total marks. For the successful completion of the CIMC, students are required to receive a mark of 5 or above on (a) the overall grade, (b) the individual grade of each taught course, and (c) the thesis.

According to the Greek Academic Grading system, grades between 5 and 6.5 are considered "Good" («καλώς»), grades between 6.51 and 8.5 are considered "Very Good" («λίαν καλώς») and grades between 8.51 and 10 are considered "Excellent" («άριστα»).

### **Section 15. Successful Completion of the CIMC**

The requirements for the successful completion of the CIMC are the following:

- (1) Accumulate 30 ECTS credits during each semester
- (2) Pass the required number of taught courses
- (3) Successfully complete the thesis
- (4) Cover the payment of required student fees.

### **Section 16. Evaluation and Improvement of the Quality and Standards of Learning**

At the end of each semester, all taught courses and all lecturers are evaluated online by the students, under the procedures which were decided by the University of the Peloponnese under the supervision of the Hellenic Quality Assurance & Accreditation Agency (HQA, in Greek «ΜΟ.ΔΙ.Π»).

The online evaluation process is carried out via the integrated information system of the HQA and is anonymous. Students are notified by the CIMC Secretariat regarding the two week period during which the evaluation system is activated and receive detailed guidelines about the evaluation process. The evaluation discusses issues of the syllabus, the reading material, the teaching method etc.

The evaluation results are processed by the Internal Evaluation Team (in Greek «ΟΜ.Ε.Α.»), which make recommendations to the competent bodies. The results are published in the webpage of the HQA and notified to the CC, the Director of Graduate Studies and each lecturer of the CIMC.

### **Section 17. Termination of student status**

The SCIC, after a recommendation from the CC, may decide on the termination of the student status, if the student:

- exceeds the limit for unexcused absences

- fails to pass the examination of a taught course and thus fail to successfully complete the programme
- exceeds the maximum duration of studies, as determined in the present Programme Specification, unless under extenuating circumstances
- breaches the academic conduct code (e.g. cases of plagiarism)
- fails to pay the required fee
- requests a termination of studies for personal reasons (automatic process)

## **Section 18. Financial Management of the CIMC**

### **18.1 Resources**

The funding of the CIMC may originate from:

- a) the budget of the University of the Peloponnese and the two collaborating institutions
- b) the budget of the Ministry of Education, Research and Religious Affairs
- c) any donations, legacies or grants from the public sector, under the provisions of case a of Paragraph 1, Article 14, Law v. 4270/2014 (A' 143), or from the private sector
- d) grants from research projects
- e) grants from programmes of the European Union or other international organizations
- f) part of the revenue of the Special Research Funds Account (in Greek E.Λ.K.E.) of the University of the Peloponnese
- g) any other legal source of revenue.

When the operating costs of the CIMC cannot be fully covered by the above mentioned founding sources, part of the operating costs may be covered by student fees.

### **18.2 Expenditure**

The management of the above mentioned financial resources is undertaken by the Special Research Funds Account. The total amount of the resources is broken down as follows:

- (a) Seventy per cent (70%) is used to cover the operating costs of the course, such as teaching salaries, administrative and technical management, software, equipment etc., and (b) Thirty per cent (30%) is used to cover the operating costs of the University; covering the operating costs of Masters Courses that operate without student fees is the first priority.

The above mentioned allocation of resources is not valid in the cases of donations, legacies or grants from the public sector.

The Department is obligated to publish in its website an annual report of the resources/expenditures, mentioning in detail the allocation of resources, the student fees, teaching salaries etc.

## **Section 19. Student fees**

The CIMC is self-financed; the student fees amount to a total of four thousand (4.000) euros for each student. It is possible for students to pay student fees in two installments: the 1<sup>st</sup> installment at the registration of the student and the 2<sup>nd</sup>

installment at the beginning of Semester B. The exact deadlines for payment are determined by the Secretariat of the CIMC.

The fees are deposited to the Special Research Funds Account, who is responsible for the overall management of the resources.

Students are relieved from the obligation to pay student fees if their personal income does not exceed 100% (or family income does not exceed 70%) of the national equivalised disposable median income, according to the most recently published data of the Hellenic Statistical Authority. This waiver can apply for the participation of a student in only one Masters Course.

The number of students that are relieved from the obligation to pay fees cannot exceed thirty per cent (30%) of the total number of CIMC students. If the beneficiaries exceed the above mentioned amount, then a selection is made starting from those with the lowest income.

The financial waiver application must be submitted by students to the CIMC Secretariat, once the admission process is completed. Students who receive a scholarship from another source are not allowed to request a financial waiver.

If a student does not fully cover the requested fees, the SCIC may decide to terminate his/her student status, after a recommendation by the CC.

## **Section 20. Scholarships**

After a decision by the SCIC, scholarships based on academic criteria may be awarded to students. The number of scholarships, the financial amount rewarded and the process for the award of scholarships is determined in detail by the SCIC. The criteria for the award of scholarships must be mentioned in the call for expressions of interest of each academic year.

The scholarships awarded must also be included in the approved budget of the CIMC.

## **Section 21. Graduation Ceremony**

The Graduation Ceremony for the CIMC graduates takes place along with the Ceremony for the graduates of the undergraduate courses of the Department, with the attendance of the University Dean, the President of the Department and representatives from the NCSR "Demokritos" and the National Observatory of Athens. Graduation must first be approved by the SCIC, after the successful completion of the course.

## **Section 22. Diploma Supplement**

The "Diploma Supplement", attached to the CIMC diploma, gives a standardized description of the studies completed, making it easier to understand its content, level and primary academic attributes. The Diploma Supplement is automatically issued both in Greek and in English, without any additional cost.

## **Section 23. Secretarial Support and Infrastructure**

### **23.1 Infrastructure**

The necessary classrooms, offices and equipment for the operation of the CIMC will be covered by the existing facilities of the Department of History, Archaeology and Cultural Resources Management of the University of the Peloponnese, as well as the shared infrastructures of the School of Humanities and Cultural Studies (e.g. auditorium, library, computer rooms etc). The scientific equipment is provided by the Laboratory of Archaeometry (established in 2007: ΦΕΚ 1781/05-09-2007) (<http://kalamata.uop.gr/~archaeolab/index.html>).

The two collaborating institutions (NCSR “Demokritos” and the National Observatory of Athens) provide access to the CIMC students in their respective research facilities. During the taught semesters, a 3-days educational visit is scheduled in each of the institutions. Additionally, the two collaborating institutions can provide full access to their facilities during the preparation of the theses (Semester C).

### **23.2 Secretarial support**

Secretarial services for the CIMC will be provided by the Department of History, Archaeology and Cultural Resources Management of the University of the Peloponnese and will be located at Kalamata. The administrative, secretarial and technical support will be covered financially by the CIMC.

## **Section 24. Transitional Provisions**

Students who enrolled on the course prior to the time of entry into force of Law v.4485/2017, as well as students who begun their studies on a Masters Course which was founded prior to the time of entry into force of Law v.4485/2017, will complete their course according to the provisions which were applicable prior to the entry into force of Law v.4485/2017.

Issues which are not regulated by the present Programme Specification, will be regulated by the competent bodies, in accordance with the current legislation.

## APPENDIX

### *General Instructions Regarding the Preparation and Presentation of the Thesis*

#### **A. GENERAL INSTRUCTIONS FOR THE CONDUCTION OF THE THESIS RESEARCH**

##### **1. Scope of the thesis research**

The thesis research is required to be a scientific project related to the scientific fields of the CultTech MSc, demonstrating originality by producing new data, by applying critical thinking on the analysis of scientific issues, or by a combination of the above. During the research, the student is offered the opportunity to both enhance and demonstrate his research skills.

##### **2. Aims of the thesis research**

The likely aims of a thesis research are the following:

- review and critical analysis of already acquired data and information
- description and interpretation of a scientific issue
- application of theoretical and practical methodologies, techniques and tools
- formation of new theoretical and practical methodologies, techniques and tools

##### **3. Main aspects of the thesis**

It is suggested that theses follow the generally accepted format of scientific written work and that they cover the following main points:

- I. Introduction: Detailed description of the research question and its significance within the current scientific framework, highlighting the originality and utility of the project.
- II. Bibliographic overview: Overview and critical discussion of the available bibliographic references related to the main research question of the thesis (from a theoretical, methodological and analytical point of view).
- III. Methodology: Description of the methodology applied during the research, including all techniques used for the acquisition, analysis and interpretation of data.
- IV. Analysis of results: A synthesis and discussion of the main findings of the research.
- V. Conclusions: Discussion of the overall conclusions drawn from the research project, taking into consideration the theoretical framework described in the introductory sections of the thesis and suggestions for future research are provided.

## **B. INSTRUCTIONS FOR WRITING THE THESIS**

### **1. Language**

The thesis needs to be written in English.

### **2. Word limits**

There is no specific limitation in the length of the thesis, though a limit of 100 pages is advised. Alternatively, it is suggested that the length of the thesis is between 15.000 and 20.000 words, including references, tables, diagrams and appendices.

Each page of the text must be numbered using continuous numbering. Numbering should start at the first page of the main text and include appendices and bibliography. Sections included before the main text (i.e. introduction, acknowledgements, table of contents, table of figures, abstract) should be numbered using small latin letters. The cover page is not numbered.

### **3. Presentation**

Thesis must be written in a computer and printed on only one side of the paper, size DIN A4, using margins of 4 cm. It is advised to use 12 point Times New Roman (or Arial) font. Line spacing of 1.5 is required at the main text and single spacing at the footnotes. The use of smaller size letters but similar font is suggested for the footnotes. Different font can be used for titles of chapters and sub-chapters, as long as the text remains legible. It is generally better to aim at a plain and simple format. The student must deliver the thesis printed and binded.

### **4. Cover page**

The cover page must include the following information on this order:

- The logo of the University of the Peloponnese, the NCSR “Demokritos” and the National Observatory of Athens
- The title of the programme (Cultural Heritage Materials & Technologies)
- The title of the thesis (The title cannot include chemical formulas or arithmetic symbols)
- Full name of the student
- Full names of the two thesis supervisors
- Delivery date of the thesis

### **5. Plagiarism**

The student conducting the thesis is fully responsible for the correct use and acknowledgement of any source used during the conduction of the thesis project. Plagiarism may take the form of unacknowledged quotation or substantial paraphrase. Sources of material include all printed and electronically available publications in English or other languages, or unpublished materials, including theses, written by others.

### **6. Main sections of the thesis**

The following main sections must be included in the thesis, in the given order:

- I. Acknowledgements. A short reference to the process of the thesis research and an acknowledgement to all people or institutions that enabled or assisted the conduction of the research.
- II. Dedication (when available).
- I. Table of contents.
- II. Table of tables, diagrams, maps, etc.
- III. Abstract (1 page). A short description of the content, the methodology and the results of the thesis research.



- IV. Introduction. A thorough presentation of: (a) The subject, the aims and the purpose of the undertaken research. (b) The methodology applied during the research, including all methods used for the acquisition, analysis and interpretation of data. (c) An overview of the thesis, including a short description of the contents of each chapter.
- V. Main text. It is divided in numbered chapters and subchapters using the decimal numeral system (e.g. 3, 3.1, 3.1.1). These chapters include the main analytical part of the research undertaken. References must be given in the text using the Harvard system, while the complete details of each source must be given in the Bibliography. Additional information or comments can be written using numbered footnotes or numbered endnotes.
- VI. Discussion. A synthesis and discussion of the main findings of the research. Practical difficulties that occurred during the conduction the project are highlighted and suggestions for future research are provided.
- VII. Bibliography. Further information is provided on Paragraph 7.
- VIII. Appendices (when available). Additional analytical data that was not included in the main text is presented (e.g. questionnaires, tables, diagrams, maps etc.). Presentation of the Appendices must follow the style of the same text. Numbering continues in the Appendices directly from the main text.

## 7. Bibliography

Bibliography must contain all the references used during the conduction of the thesis. References are written in alphabetical order. More specifically, for each reference the following information needs to be provided:

- names of the writer(s)
- publishing date (in parenthesis)
- title
- other details of the published work

Examples are provided on the following list:

Liritzis, I., Singhvi, A., Feathers, J., Wagner, G., Kadereit, A., Zacharias, N. and Li, S-H., (2013), Luminescence Dating in Archaeology, Anthropology and Geoarchaeology. An Overview. Springer Briefs in Earth System Sciences, Springer (*book*).

Beltsios, K.G., Oikonomou, Ar., Zacharias, N. and Triantafyllidis, P. (2012) Characterisation and provenance of archaeological glass artifacts from Mainland and Aegean Greece in: Liritzis I., Stevenson C. (eds). The dating and provenance of volcanic and ancient manufactured glasses-a global overview, University of New Mexico Press, Albuquerque, 166-184 (*chapter in a book*).

Liritzis, I., Mavrikis, D., Zacharias, N., Sakalis, A., Tsirliganis, N. and Polymeris, G. (2011) Potassium determinations using sem, faas and xrf: Some experimental notes. Mediterranean Archaeology and Archaeometry 11 (2): 169-179 (*paper in a scientific journal*).

Zacharias, N., Michael, C.T., Bassiakos, Y. and Kilikoglou, V. (2008) TL study on steatite formations: properties and perspectives. Proceedings of the 4th HSA Symposium, British Archaeological Reports, (eds Y. Facorellis, N. Zacharias, K. Polikreti) (*paper published on the proceedings of a conference*).