

Study Guide 2024-2025

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1. Democritus University of Thrace

Democritus University of Thrace (DUTH) was founded with Legislative Degree no 87 of 27th July 1973 and started operating during the academic year 1974-1975, upon admission of students in the Departments of Political Engineering at Xanthi and the Law Department at Komotini. The University has taken its name “Democritus” after the ancient Greek philosopher Democritus, who was born at the city of Avdera, at Xanthi region. The University’s administrative seat is at the city of Komotini, which is the capital of the Eastern Macedonia and Thrace Prefecture. Administrative services are available at all four cities / seats of the University.

Democritus University of Thrace has been, since its foundation, the first Greek regional University with multiple seats. This structure was preferred not only on educational grounds. Its function through multiple seats, at the cities of Xanthi, Komotini, Alexandroupolis and Orestiada initially, and then at Kavala and Drama, has been crucial for the substantive financial development of the region of Thrace, while it boosted educational and scientific activities. At the same time, it contributed significantly to the enhancement of the national and cultural idiosyncrasy of the region of Thrace, as well as in the upgrade of the living and social levels, a contribution which was directly and indirectly measured.

In a dynamic and changing environment, DUTH continues to aim at educational and scientific excellence, while it is built on the challenges and requisites of the future. It guides its scientific strategy based on innovation, entrepreneurship, technology, the new digital age, large-scale development as well as attracting funding from both domestic and foreign bodies. The imprint of DUTH today is given with its innovative postgraduate programs of international scope, but also with initiatives that allow it to transcend modern bureaucracy and geographical exclusion.

2. The Law School

The Law School at Komotini is one of the foundational academic units of Democritus University of Thrace. It was found with presidential decree 374/22-6-1974 and functioned for the first time during the academic year 1974-1975 as a School. Afterwards, from 1982 onwards, it functioned as Law Department, while presidential decree 85/2013 developed the Department into an autonomous School with one department. From 2002 it has been moved to its own building, in the modern facilities of the Komotini Campus.

Today, it reaches fifty years of operation, it records a hardworking and dynamic course, through which the School of Law of DUTH successfully faced the challenges and won the bet of recognition at the Greek and international level.

With the quality teaching and research work of its scientific staff and the continuous development of its infrastructure, the Faculty of Law of DUTH developed according to European academic standards and gained prestige and international exposure, so that it is able to respond with particular success to the demand for academic excellence.

Open to the demands of modern times, the undergraduate study program follows current developments with the aim of providing high-level academic education. The postgraduate study programs offer scientific specialization in all branches of law, while they are constantly enriched with interdepartmental, interdisciplinary programs and international collaborations. The doctoral theses prepared, as well as the post-doctoral research carried out at the School of Law, are a valuable contribution to research, both qualitatively and quantitatively.

Committed to the goal of providing high-quality teaching work by internationally renowned scientists with a significant presence both in research and in legal practice, the School of Law of DUTH is proud of the successful careers of thousands of its graduates.

3. Postgraduate Programme “LL.M. Public Governance Administration Law and the Institutional Role of Public Servants”

The Sector of Public Law and Political Sciences, from the foundation of the University till today, contributes to the externalization of the scientific thinking of teachers and students, to its diffusion to citizens and society through the multitude of academic activities it organizes and participates on many levels in the scientific process, feeding the conducted - in each period – public debate

The LL.M. “Public Governance Administration Law and the institutional role of Public Servants” is the only postgraduate study program in Greece created to exclusively cover the field approach of Public Administration through the examination of all the relevant structural and institutional means from the point of view of the Constitution, the rules of the ECHR, the European Union, and especial administrative Law. In this way, a global and comprehensive examination of the general functioning of the public administration (Government, NPDD, OTA) is achieved through the analytical legal approach to current and timeless issues related to the status of the executive of the public administration

The necessity of forming such a program is obvious since it aims to deepen and promote research in public administration in general. Its main purpose is to prepare executives with knowledge and skills to contribute through their official capacity to the improvement of public administration.

The learning outcomes and qualifications obtained from successfully attending the LL.M. consist of:

a) in the global and comprehensive examination of the general operation of the public administration (Government, NPDD, OTA) from the point of view of its executives. It entails a wider study of the operation and organizational adequacy of the public sector, but also of the role played by civil servants in the further shaping of the existing administrative structure,

b) in the analytical approach to current and timeless issues that touch on the status of a civil servant, such as for example the efficiency of the public sector, the effort not to shake the trust of the governed in the public sector, but also the creation of a more

person-centered system that will favor governed by flexible procedures, always within the framework of the principle of legality,

c) in the creation of scientists who have high academic and service qualifications to promote the more general essential and effective operation of public administration by contributing to the progress and development of society, starting from the fact that public officials are a cornerstone of public administration and therefore they perform very important work in the performance of their duties.

The newly established LL.M. a) serves the new theoretical and scientific needs, b) produces new scientific content in the above fields which need close monitoring.

4. Coordinating Committee

It consists of the Director of the LL.M. and seven (7) members of the Teaching and Scientific Staff of the Department, who have a relevant scientific specialization with the one of the LL.M. and undertake teaching responsibilities in the LL.M. Members of the Coordinating Committee are appointed upon decision of the Department's Assembly.

5. Object, Purpose and Learning Outcomes

The LL.M. "Public Governance Administration Law and the institutional role of Public Servants" is an in-depth analysis of the rules of civil service law as well as the relevant jurisprudential developments in the general functioning of public servants according to practicing their duties. The LL.M. is absolutely suitable for distance education to the extent that the learning process does not include laboratory and clinical exercises, for which physical presence is deemed necessary. Besides, distance education greatly improves the quality of studies by facilitating the attraction of visiting dialect specialists from Greece and abroad, who could enrich the provided curriculum in special subjects with their lectures. Finally, the experience gained from mandatory distance education during the COVID-19 pandemic confirms the above.

The LL.M. "Public Governance Organization Law and the Institutional Role of Public Servants" aims a) to highlight, support and in-depth training of graduates, to promote knowledge and research in the subject of public administration organization, b) to postgraduate teaching through interdisciplinary approaches and in practical training, in the planning and implementation of practices concerning the role of public officials.

Upon completion of their studies, postgraduate students will be able to:

Address legal problems.

Address ethical and legal dilemmas regarding the role of public officials in the organization and operation of public administration.

Deal with legal issues concerning the organization, operation, efficiency and effectiveness of public administration.

Understand and examine issues of relationship between national and European and international law that affect the operation of public administration.

Monitor legislative developments that affect the organization of public administration.

Further develop their knowledge and professional skills.

Develop critical and research skills.

Take initiative and demonstrate responsibility in individual or group approaches to various theoretical or practical issues.

6. Postgraduate Title

The Postgraduate Programme “LL.M. Public Governance Administration Law and the Institutional Role of Public Servants” offers upon completion a Masters Diploma by the Sector of Public Law and Political Science.

7. Admission prerequisites and procedure

Holders of a degree from the first cycle of the national Universities or similar institutions abroad are admitted to the LL.M.

The Secretariat of the relevant Department checks whether the foreign institution that awarded the title of the first study cycle belongs to the National Register of Recognized Foreign Institutions and whether the type of this title belongs to the National Register of Types of Study Titles of Recognized Institutions posted on the DOATAP website.

The members of the EEP, EDIP and ETEP categories can, after their application, be registered as supernumeraries, and only one per year and per PMS, as long as they serve in the relevant Department and the degree and the work they perform in the relevant Department are relevant with the object of LL.M.

The selection of candidates takes place in two stages

Stage 1:

Submission of required supporting documents by the candidates:

- a) Written application for registration in the LL.M (Form A.1 in the Appendix)
- b) Detailed Curriculum Vitae
- c) Copy of first-cycle Degree or certificate of completion of studies from Higher Education Institutions of the country or similarly recognized Institutions abroad (the institution awarding the foreign degree must belong to the National Register of Recognized Foreign Institutions and the type of this degree must belong to the National Register Types of Degrees of Recognized Foreign Institutions that are posted on the DOATAP website)
- d) Diploma Supplement or certificate of analytical score, in which the degree grade is also indicated
- e) Two-sided photocopy of the police ID or passport,
- f) additional documents/justifications defined in the LL.M. Regulation by the Department Assembly (such as knowledge of a foreign language, letters of recommendation, professional experience, publications, interview, etc.).

Second Stage

Evaluation of applications:

The selection of those admitted to the LL.M. is made by a three-member Committee of Faculty members of the Department who have undertaken a postgraduate project, which is set up by decision of the Assembly.

The LL.M. Secretariat compiles a complete list of candidates and forwards it to the Admissions Selection Committee, which:

- a) rejects candidates who do not meet the conditions,
- b) ranks the candidates by score and proceeds with the pre-publication of the temporary selection table and announces the duration of the objections,
- c) invites to an interview (if provided for) those candidates decided to be invited by the Admissions Selection Committee.

After examining the applications and based on the final score of each candidate, then it compiles the final ranking table of the candidates in descending order of score. The table shows the winners and runners-up.

The table is validated by the Assembly and posted. It is posted in accordance with the provisions on personal data protection on the LL.M. website and in the announcements of the Department.

8. Duration of Studies

The normal duration of study at LL.M. which leads to the receipt of the Graduate Diploma (LL.M.) is defined in three (3) semesters. After the end of the summer semester, students prepare a Master's Thesis of at least 15,000 words with a maximum of 30,000 words, which they submit by December 31 of the same year. It is possible for a very important reason to request with a written application submitted to the Coordinating Committee of the LL.M. extension of submission of the diploma thesis, which cannot be beyond February 28 of the following calendar year. Each application for extension of the submission of the thesis is judged separately and on a case-by-case basis.

Studying in the program is considered to end with the completion of the writing and public presentation of the master's thesis.

The postgraduate student is obliged to complete his postgraduate studies by December 31 of the following calendar year after registration at LL.M.

9. Fees

Postgraduate students are required to pay tuition fees.

The amount of tuition fees for the entire program is set at the amount of two thousand seven hundred (2,700 euros).

Fees are paid when students enroll in the Program. Tuition fees are paid to the Special Research Funds Account (ELKE) of the D.U.Th. who is responsible for their management. Postgraduate students who are Greek citizens and who meet the criteria of the applicable legislation are exempt from tuition fees.

10. Academic calendar

The LL.M. starts during the winter semester of each academic year. The courses are organized in academic study semesters, each of which includes 13 weeks of teaching. All courses are re-examined during the September term.

Winter Semester

Teaching period: from October to January, depending on the year

Public holidays

National Holiday: October 28

Polytechnio Day: November 17

Christmas holidays: from December 24 to January 6

Three Holy Hierarchs: January 30 (Religious-educational holiday)

Spring Semester

Teaching period: from February to May of each year

Any course replacements: June of each year

Examination Period: June of each year

Public holidays

Clear Monday

National Holiday: March 25, 2024

Easter holidays

Labour Day

Holy Spirit

Official holiday for the city of Komotini

Student elections: The School remains closed on the day of their holding

11. Curriculum structure

Studying at LL.M. of the Law Faculty and obtaining the LL.M. corresponds to 90 credits. In particular, the student's workload is valued at 15 credits per first and second semester course. The postgraduate thesis is valued at 30 credits. In the two semesters, a total of 4 compulsory courses are taught for obtaining the LL.M. Course recognition is not possible.

FIRST SEMESTER		SECOND SEMESTER	
COMPULSORY CLASSES	ECTS	COMPULSORY CLASSES	ECTS
LAW OF ORGANIZATION AND OPERATION OF THE PUBLIC ADMINISTRATION	15	DISCIPLINARY LIABILITY OF EMPLOYEES AND ORGANIZATION OF DISCIPLINARY PROCEDURE	15
THE REGULATORY FRAMEWORK OF THE SERVICE STATUS OF PUBLIC OFFICERS	15	THE LEGAL PROTECTION OF EMPLOYEES DURING THEIR SERVICE CHANGES	15
TOTAL	30	TOTAL	30
		THIRD SEMESTER	
		MASTER THESIS	30
TOTAL			90

12. Courses' Teaching

The LL.M. is conducted entirely by distance learning education methods in accordance with the provisions of the special regulation for the implementation of the institution's

e-learning. The Law School has the appropriate infrastructure to support distance teaching as it has certified teleconference rooms and licenses to use appropriate teleconference software - distance learning. Also, the offices of all teachers are equipped with the appropriate material for conducting distance education (eg computer, camera, microphone, speakers, etc.).

The teaching in this LL.M. will be done using the synchronous distance teaching method.

13. Assessment of educational process

The evaluation of the lecturers by the post-graduate students is done regularly towards the end of the semester (8th – 11th academic week) in an anonymous and electronic way through the relevant application of the University's Quality Assurance Unit (MO.D.I.P. / DUTh) by completing a course evaluation questionnaire by students. Upon completion of the evaluation process, the P.S. of MO.D.I.P. allows the members of OM.EA. the extraction of aggregated data per teacher and course. The evaluation of the teaching ability of faculty members is a key criterion for their election and development.

The evaluation of the teachers is particularly important, as it is possible to draw conclusions about the operation of the LL.M. and its improvement. The evaluation of teachers is an important parameter for their subsequent academic development.

14. Student Exams and Assessment

There are two examination periods for each course. The first one follows the end of classes of each semester and lasts up to three weeks, and the second takes place within the month of September and also lasts up to three weeks. The student who failed or did not attend one or more courses of the first or second semester joins the second term. The exams can be written or oral exams, at the choice of the teacher. The examiner considers the presentations, research papers, exercises or other forms of participation of the students during the teaching. During the examinations, the integrity of the process is ensured. Grading is done on a scale of 1-10.

15. Master Thesis

The master's thesis is assigned during the second semester of studies and is submitted no later than September 30 of the year in which the second semester is taught, and its oral presentation takes place until the end of the same year. The thesis must be prepared by the student and be the product of original scientific research. For this purpose, postgraduate students sign a declaration of non-infringement of intellectual property. The thesis is defended before a three-member committee. If the thesis is not submitted by the deadline or is not considered successful, the student will not be awarded the Master's Diploma. Once the thesis is approved by the examination committee, it is deposited electronically in a repository.

16. Grade classification

The grading scale for all courses and the thesis ranges from 0 to 10. It is provided that the student who received a grade of 5 or above, in all courses, has succeeded. To calculate the grade of the postgraduate diploma, the grade of each course and the thesis is multiplied by the corresponding number of credit units and the sum of the grades of

each class is divided by the total number of credit units required to obtain the Master's Diploma. The grade is calculated to the second decimal hundredth. The master's degree is marked with "good" [for students with a grade point average of less than 6.5], "very good" [for students with a grade point average between 6.5 and 8.5] and "excellent" [for students who have an average score of 8.5 and above].

17. Access to further studies

Obtaining the Master's Degree of the LL.M. "LL.M. Public Governance Administration Law and the Institutional Role of Public Servants" gives access to doctoral studies.

18. Name catalogue of teaching staff – Communication details

Communication with the teaching staff of the LL.M. is encouraged either through telephone, or through email. Communication between teaching staff and postgraduate students is necessary for full supervision of studies, solving questions, supervising tasks and exercises.

Instructor	Scientific Subject	Communication information
Professor Alkiviadis Dervitsiotis	Constitutional Law	Telephone: 2531039854 Email: adervits@law.duth.gr
Associate Professor Christos Detsaridis	Administrative Law	Telephone: 2531039504 Email: christosdetsaridis@gmail.com
Professor Eleni Theocharopoulou	Tax Law	Telephone: 2531039503 Email: etheocha@law.duth.gr
Lecturer Kyriakos Papanikolaou	Public Law	Telephone: 2531039854 Email: kpapani@law.duth.gr
Professor Dimitrios Raikos	Administrative Law	Telephone: 2531039856 Email: raikos1@otenet.gr
Professor Konstantinos Remelis	Administrative Law	Telephone: 2531039850 Email: remelis.mail.gr
Assistant Professor Athanasios Tsironas	Administrative Law	Telephone: 2531039561 Email: atsirona@law.duth.gr
Assistant Professor Dionysios Filippou	Constitutional Law	Telephone: 2531039855 Email: d.filippou@yahoo.gr

19. Useful Information

The Law School of Democritus University of Thrace is located at the following address

Democritus University of Thrace, Law Department Secretariat
University Campus, 691 00 Komotini
+30 25310-39848, 25310-39892, 25310-39894
secr@law.duth.gr

www.law.duth.gr

Access to the university campus is possible by public transport (line 4 – University Campus) or by private vehicle. or the exact timetables of public transport routes, it is recommended to visit the relevant website <https://astikakomotinis.gr/grammi-4/>

20. Student services

The students of the LL.M. can benefit from the structures and services of the University. DUTH has services both for the support of learning and academic activity (human resources, infrastructure, services, et.c.) and for the promotion of research, and these services are combined with specialized support and administrative staff.

- IT and communication services

Library

To serve the purposes of education and research, a single, decentralized and independent Central Library Unit with the name “Library and Information Center of the University of Thrace” operates at Democritus University of Thrace. The Central Library (<https://lib.duth.gr/>) by decision of the Foundation’s administration is based in Komotini. Due to the geographical dispersion of the University in four cities of Thrace (Komotini, Xanthi, Alexandroupoli and Orestiada) the Central Library has developed, administratively, nine Libraries, among which is the Library of the School of Law, within school facilities.

– Through the website of the Central Library (https://opac.seab.gr/search~S4*gre) each student can search for material (books, magazines, etc.) and be informed in which of the above libraries it is located in order to proceed with its borrowing.

Electronic Secretariat

Postgraduate students’ access to information regarding the status of their studies, course declarations, the grade in each course and any other application or granting of a certificate is for those LL.M.s that are computerized through the Electronic Secretariat called Universis (<https://students.duth.gr/>) which can be accessed with the student’s personal passwords.

Online course support (E-class)

The training is supported by an online e-class system <https://eclass.duth.gr/>. Each course has its own online classroom, where, among other things, course supervision material, announcements, bibliography and others are posted.

In the same system, there is a general bulletin board for educational matters and corresponding bulletin boards for each semester of studies. Postgraduate students are invited to follow the above notice boards.

The course and announcement websites are available to registered students and require passwords distributed after registration with the Department. To follow the activities of each course, postgraduate students must log in to the online class system and register

for the specific course.

Additional digital services

DUTh provides postgraduate students with the following Online Services:

Electronic account: After registration, postgraduate students receive access information to a personal electronic institutional account (username, password). The details of the personal account are strictly personal and give access to a personal e-mail box, while they are required for the processing of most services such as:

- issuance of an academic identity card
- access to the training support system
- access to the electronic library
- access to the electronic secretariat
- declaration of courses and other applications and certificates