

BA Program in the Archaeology, History, and Literature of Ancient Greece

Regulations

Program Administration

- The Senate
- The Steering Committee
- The Registrar's Office
- The Students' advisors

Program Structure

The academic year begins on September 1st of each year and ends on August 31st of the following year. Each academic year is divided into two academic terms or semesters. All courses are semester-long and include:

- Lectures
- Seminars
- On-site field trips and hands-on tutorials

The completion of the program requires attendance of a total of 32 courses over eight (1-8) semesters. Fall semesters are odd-numbered (1,3,5,7) and spring semesters are even-numbered (2,4,6,8). Courses are divided in two categories: (a) mandatory and (b) elective. Students should successfully complete all mandatory courses, while the elective courses include four seminars to be selected from a list that may change every year. Several courses may additionally require tutorial instruction, field trips to museums and archaeological sites, accompanied by on-site instruction and participation in archaeological excavations directed by the teaching staff in the subject of Archaeology.

Information on discontinued or prospective course offerings is updated as needed at the end of the spring semester of each academic year. The updates apply as of the following academic year, to:

- The titles of mandatory and elective courses offered each academic year, along with the instructors' names
- The number of hours per week for each course
- The number of credit units assigned to each course
- Any other relevant modification of the curriculum

Each course, lecture or seminar, is three contact hours long per week, over a 13-week-semester, and is assigned a number of credits.

Academic Calendar

The fall semester begins in September while the spring semester ends in the last week of June. In the beginning of each academic year, the exact dates, for both the semesters and the exams, are determined by the Senate of the National and

Kapodistrian University of Athens. Subsequently, the office of the Dean of the School of Philosophy, releases the Academic Calendar. Under exceptional circumstances, the duration of the semester and examination periods are determined by decisions of the Ministry of Education and Religious Affairs and all Greek Higher Education Institutions should comply with them. Each semester comprises 13 weeks of instruction to be followed by two (2) weeks of examinations. There is a break of one week between the fall and spring semesters. There are no classes on the following holidays:

Fall Semester

October 28 (National holiday)
November 17 (Holiday for educational institutions)

Christmas Break (2 weeks)

Spring Semester

Ash Monday/ Beginning of Lent
March 25 (National Holiday)

Easter Break (2 weeks)
May 1 (Labor Day)
Monday of the Holy Spirit

Enrollment

The personal details provided by students at enrolment are kept in NKUA's secure, Student Information System, and are handled according to the General Data Protection Regulation (EU) 2016/679. We ensure that the data is accessed only by authorized individuals and not disclosed to any third parties without students' consent unless obliged to do so by law.

First-year students should visit the Registrar's Office and produce their non-Greek passport/national ID. Subsequently, they should obtain their digital university credentials to acquire the NKUA's authenticated student identity. Using their credentials, students are allowed to log into all NKUA's online resources, including the Program's e-classes, and access their personal online records. Through the latter (<https://my-uni.uoa.gr>), students may register for courses, view their exam grades, their due fees, program's surveys etc.

Academic Card

Using their university credentials, students should also apply for their student academic cards, provided by the Ministry of Education, which will allow them to gain access to all facilities offered by the University and the State (reduced ticket prices, reduced entrance fees to museums, etc.)

GDPR- General Data Protection Regulation

Since 25.5.2018 the General Data Protection Regulation (EU) 2016/679, also known as GDPR, is being implemented, which strengthens the framework for the protection of data subjects with regard to the processing of personal data in the European Union. NKUA with respect to personal data complies with the GDPR in the context of its activity and scope and takes the respective technical and organizational measures for the effective protection of personal data, in accordance with the GDPR. None is accepted to apply for this Program unless they agree to the use of their personal information for the purpose of processing their application, according to the Personal Data Protection Policy

(https://en.uoa.gr/about_us/personal_data_protection_policy/) applicable at the National and Kapodistrian University of Athens (if under the age of 18, they need to confirm that their parent or legal guardian also agrees to the use of their personal information for this purpose).

Course Registration

Course online registration takes place during the first two weeks of each semester. Students typically register for 4 courses per semester, a total of 30 credits (ECTS) for semesters 1 to 6, and a total of 34 credits (ECTS) for semesters 7 and 8. The typical workload for a full-time student corresponds to 22-35 instruction hours per week (tutorials and field trips included). Students may register per semester for one or two courses in addition to their regular course load, in case they have not completed these courses successfully when they first attended them. Each semester's Ancient Greek course (Greek I to VI) is a prerequisite for next semester's Ancient Greek course, meaning that students should have successfully completed Greek I, II, III, IV, V before they can register for II, III, IV, V, VI respectively.

In any case, the maximum number of courses a student may register for cannot exceed 6 per semester. Students are not allowed to participate in exams or earn credits for courses for which they have not registered. Registration for courses taught in odd-numbered semesters is offered in fall, and for courses in even-numbered semesters is offered in spring.

Academic Advisor

An academic advisor is assigned to every student, for the duration of their studies. Academic Advisors are members of the Program's teaching staff, who can assist students in every aspect of their study program, including course choices, research options, curriculum issues, academic regulations, etc. with the goal of enriching the students' academic experience, and helping them achieve high academic standards.

Class attendance – Grading

In the beginning of each semester, the instructors provide the syllabus for each course, designate office hours, and communicate their grading policy and course requirements. Topics to be covered have to match closely the approved courses to be offered in the particular year. Lecture attendance is obligatory as is attendance in seminars; more than three (3) absences without justification result to automatic failure in the entire course. Absences are recorded and students facing extenuating circumstances are requested to complete a relevant form for absence from classes to be excused, providing verification for any documented reason, e.g., illness, injury, jury duty, life-threatening illness or death in the immediate family.

To successfully complete a course, students must have fulfilled all the course requirements, which may include midterm exams, short essays or other assignments, and a final exam.

Course grading

Each course's final grade is calculated by the instructor on the basis of each student's performance in all course requirements (midterm exams, essays or other

assignments), and the final exam. The grading policy as well as the calculation method for the final course grade is announced by the instructor at the beginning of each semester and is an essential part of the syllabus. The final grades are expressed in numbers from one (1) to ten (10), to one decimal point. A grade greater or equal to five (5) is required for successful completion of the course. Grades are uploaded onto the students' personal records within thirty (30) days from the final exam.

Plagiarism

The use of ideas, concepts, words, pictures etc. without appropriately acknowledging the source in order to pass them off as our own, is plagiarism. Quoting and paraphrasing is not plagiarism as long as the sources are correctly cited.

Plagiarism of any kind is considered academic dishonesty/fraud and it is not acceptable; offenders are subject to academic censure and sanctions accordingly. NKUA uses a plagiarism detection software (*Turnitin*) to uncover potential plagiarism and to deter students from plagiarizing. Students who are notified about alleged plagiarism, are encouraged to seek advice and support from their Academic Advisor. In case of suspected plagiarism, the final decision is made by the course instructor.

Examination

In each academic year there are three examination periods: the first in January, for all courses of the fall semester; the second in June, for all courses of the spring semester; and the third re-sit period in September, intended for students who have failed or have not participated in the previous exams periods of the academic year. The exact dates for the examination periods are noted in the academic calendar, and the exam schedule is announced on the program's website some weeks earlier.

If a student fails to pass one or more courses after the completion of the September re-sit period, they are required to register again and take anew the exam for that course(s) in the following academic year with the exception of Ancient Greek language courses (Greek I- VI), as mentioned above. Failure in more than three (3) courses in a single semester after the completion of the September examination period requires registration and repetition of the entire semester in the following year (the fall or the spring semester respectively). Students who fail one or more courses in the fall semester may still attend the courses of the following spring semester with the exception of the courses in Ancient Greek language.

Types of exams

Instructors determine the type of examination for each course. These may include one or more of the following:

- Written tests administered on paper.
- Oral exams.
- Multiple choice exams.
- Problem or case-based exams.
- Open-book and take-home exams.
- Essay exams.

Examinations are generally conducted in-person; nevertheless, in response to any emergency situation, e.g. as it happened during the Covid-19 pandemic, the Ministry of Education and Religious affairs may decide to move all or part of Higher Education Institutions' educational Programs online, and students must be ready to comply with any remote teaching practices.

Duration of Studies

The maximum period of study in the Program is the prescribed period of four academic years plus two years.

Credit Transfer

At any time, Program students may be provided with a Transcript of Records for all courses they have attended, for any lawful use.

Degree Requirements

The BA is conferred upon successful completion of all the following requirements:

1. Enrollment Residence Requirement: Regular course registration and attendance by presence for at least 8 semesters.
2. Mandatory Course Requirement: Successful completion (final grade ≥ 5) of all required courses, for a total of 248 credit units (ECTS).
3. Elective Course Requirement: Successful completion (final grade ≥ 5) of two seminars.

Grade Point Average

The overall GPA (Grade Point Average) is calculated as the weighted average of the grades of all courses successfully completed, using as weights the corresponding number of ECTS¹, and it is expressed in numbers from five (5) to (10), rounded to two (2) decimal points

The numeric 5 -10 grading scale corresponds to the Greek Higher Education's qualitative classification as follows:

5.00 – 6.49 Good

6.50 – 8.49 Very Good

8.50 – 10.00 Excellent

¹ Weighted average calculation example for 4 courses

Course	Grade	ECTS
Course 1	9	8
Course 2	7	8
Course 3	8	8
Course 4	10	6

$$WA = (9 \times 8 + 7 \times 8 + 8 \times 8 + 10 \times 6) \div (8 + 8 + 8 + 6) = (72 + 56 + 64 + 60) \div 30 = 252 \div 30 = 8.40$$

Tuition fees

6,000 Euros per academic year, to be paid in two installments, by late June and late January respectively. The Program's Steering Committee may extend the deadline for tuition installments.

Refunds

Tuition fees are not refundable in case of termination of study or non-attendance. The NKUA reserves the right to inform the Greek Consular authorities accordingly. A refund is granted when a student visa has not been issued. In case of force majeure, the Program Steering Committee may decide for a partial return of the payment made prior to student's arrival in Greece; in this case, all bank transfer charges are paid by the applicant.

Residency rules

European Union (EU) and European Economic Area (EEA) citizens do not need a residence permit to study in Greece. EU/EEA students should prove their identity with a passport or National ID. Moreover, within 90 days, they must register at the local Department of Aliens bureau (at police stations with a foreigners department) where a Certificate of Registration (Residence Certificate) is issued. The Residence/Registration Certificate has unlimited validity and is issued free of charge (according to European Union directive 2004/38/EC).

Non-EU/EEA nationals should maintain a legal residence status throughout their studies in the Program. Students who have been granted permanent residency also allowing for studies in the Greek Higher Education Institutions (e.g. permanent residency by investment, employment, family unification, refugee etc.) can be admitted to the Program. All other non-EU students should enter Greece on a student or Scholarship long-term Visa. Then, within ninety (90) days of arriving in the country, they should apply for Residence Permit to the competent Aliens and Immigration Department of the Decentralized Administration, to cover the duration of their studies.

All students will be assisted by the Program's student advisors to acquire and maintain their residence status.

Health issues and living conditions

EU/EEA students should produce their European Health Insurance Card that gives them access to medically necessary, state-provided healthcare during their stay in Greece.

Non EU/EEA students, who do not have access to the national health care system in Greece (provided through employment or family), should individually arrange for private insurance for the whole period of their studies. Students' insurance policies should meet the basic coverage required for obtaining Residents Permit. Insurance will be paid by students directly to the Insurance Company.

The program has concluded agreements with reliable insurance companies based in Greece, concerning several insurance policies at preferential rates.

All living expenses such as accommodation, meals, services, etc. are paid by students.

Appeals

The Program's administration is committed to friendly settlement of any dispute. If students have a suggestion or a complaint about any aspect, they should raise it with the person concerned in the first instance. If they are not satisfied with the outcome, they can pursue the matter through informal and formal procedures. Any suggestions and complaints are treated seriously and with fairness, consistently and without undue delay. Students have access to complaints and grievance procedures established and can talk to the Program administration team or complete a form on our platform.

Student Ombudsman

Students of the Program may seek the assistance of the NKUA's Student Ombudsman who has the following responsibilities:

- reviewing students' applications regarding problems they face with the academic and administrative services and seeking solutions to such problems
- facilitating student's contact with the Institution and administrative services
- reviewing reporting complaints of the students for violation of law provisions and regulations of the university legislation and ethics
- informing students about their rights and obligations as members of the University Community

Program evaluation

Program feedback forms are distributed throughout the academic year. The forms are completely anonymous. The aim of this feedback process is to give students the opportunity to give their views on the quality of the Program and their satisfaction overall. It is important that students complete this survey as it helps to identify what is going well and what may be addressed in order for the student experience to be improved further.

Suspension of studies

Extenuating circumstances, i.e. exceptional reasons outside of ones' control, such as health problems, pregnancy or employment, may affect students at any time. Extenuating circumstances will consist of one or more personal difficulties reported by a student and supported by acceptable evidence that will be considered in determining the suspension of ones' studies for a period of up to two years maximum. Applications, along with all supporting documentation (i.e. medical certificate etc.) may be submitted to the administration. All certificates/statements and/or letters of support should be written by appropriately qualified professionals who are independent to students. The suspension period is deducted from the total duration of studies in the Program.

Gender Equality Office

Pursuant to the provisions of article 33 Law 4589/2019 and in accordance with the decisions of the University Senate of 3-12-2019 and 23-1-2020, a Gender Equality Office (GEO) was established at NKUA aimed at fostering gender equality policies and removing gender stereotypes, inequalities, sexism and gender-based violence.

The Committee on Gender Equality comprises nine members, and functions as an advisory body of the Senate and the Administrations of all University Departments for the promotion of equality in all levels of operation and throughout the whole academic life.

The Gender Equality Office:

- a. prepares action plans for the endorsement and assurance of substantial equality in the educational, research and administrative procedures of University as well as an annual report submitted to the Senate
- b. recommends measures to the competent bodies to promote equality and combat sexism
- c. provides information and training to members of the academic community on issues related to gender and equality
- d. provides mediation services in cases of complaints of discrimination or harassment
- e. fosters the development of postgraduate programs and conduction of seminars as well as lectures focusing on gender studies
- f. encourages the elaboration of studies and researches on issues related to the field of its competence
- g. provides assistance to victims of discrimination denouncing discriminatory treatment. The issues of support for victims of discrimination are regulated through the internal regulations of the institution

Code of ethical conduct and good practice at the National and Kapodistrian University of Athens

NKUA is an educational institution, connected to undisputed academic values and does not promote anything else but them via its programs of study, which are in line with the international standards for human rights. In addition, our educational values are founded on the rules and laws for tertiary education and our responsibilities towards students and staff. In this context, no discrimination towards students, related to gender, age, religion, appearance, cultural habits or physical condition has any place at NKUA. This includes that none can offend the rights of another within our premises. Students who, for any reason, feel that they are victims of discrimination, are invited to discuss the matter with the Program administration who, in collaboration with the Steering Committee, will resolve the issue.

A basic principle of University Community is the mutual respect of its members with the aim of promoting education and research.

All University members (Teaching staff, Specialized staff, Laboratory Teaching staff, the members of the Special Technical Laboratory staff, Students, Academic Scholars, Administrative Officers, other categories of employees and collaborating researchers), must hold other members in high regard and from their standpoint contribute to the university community purposes.

1. Faculty members and members of Special Teaching, Laboratory Teaching and Special Technical Laboratory Staff

University teaching staff members, in addition to the obligations arising from their capacity as public servants, must behave in a manner commensurate with their role as academic teachers and promote truth and scientific knowledge through instruction and research.

They must be impartial in the performance of their duties, show great discernment in the persons being under their responsibility, including students or younger instructors, treating them in a fair and meritocratic manner. They have to justify their judgment as teachers, examiners, researchers and members of peer evaluation committees and take special care to substantiate their views as accurately as possible and validate their sources.

It is particularly important to refrain from judgments, proceedings or decisions from which they may directly or indirectly derive some kind of personal and particularly financial benefit and from any act which constitutes an exploitation of their position against current or past students.

2. Students

Student status is acquired by enrolling in an undergraduate or postgraduate program (first and second cycle) of studies. Students follow the teaching, research and examination process, according to the principles of University, the curriculum and the internal regulations of the departments, units and other university structures. As members of the university community they are imbued with the values, principles and rules that apply to all members and which aim to ensure the mission fulfillment of NKUA, especially the promotion of education and knowledge for the benefit of both individuals and society. Student status accords with rights and obligations. They, just like teachers, need to behave in a way that promotes university education and knowledge. The promotion of truth lying in an environment of freedom, mutual respect and honesty constitutes the foundation of a proper academic life. Behaviors undermining academic integrity sabotage academic freedom and the University's ability to fulfill its social role.

3. Administrative staff

Every activity of the administrative bodies is aimed at promoting, satisfying and serving the general interest. They exert their responsibilities and have to conscientiously, impartially and efficiently perform their duties, remaining unaffected by selfish interests or pressures. In the exercise of their duties they particularly contribute to fostering education and scientific knowledge for the benefit of individuals and society as a whole. Article 1 applies, being accordingly adapted to the duties of the administrative staff, as determined by the Law and Internal Regulations.

Diploma Supplement

All students are issued with a diploma supplement upon successful completion of the Program. The diploma supplement will include the modules taken with grades achieved and the corresponding ECTS, stating the qualification with the classification and title, but it additionally contains information on the nature, level, context, content and status of the studies undertaken and successfully completed. Diploma

supplements are intended to help external parties, such as current or future employers or other Higher Education providers understand more about the Program in addition to the grades.

Course Structure and Content

(According to Government gazette No 2464/B/21-6-2019 and Government gazette No 2979/B/19.07.2019).

First Year courses

1st semester (Total ECTS: 30)

1. Introduction to the Discipline of Archaeology **(8 ECTS)**
 2. Introduction to Historical Studies **(8 ECTS)**
 3. Ancient Greek Literature: an overview **(8 ECTS)**
 4. Greek I **(6 ECTS)**
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2nd semester (Total ECTS: 30)

5. Aegean Civilizations: a survey **(8 ECTS)**
6. Ancient Greek Art: an overview **(8 ECTS)**
7. The History of the Greek *Polis* **(8 ECTS)**
8. Greek II **(6 ECTS)**

Second Year courses

3rd semester (Total ECTS: 30)

9. Prehistoric Crete: Minoan Palatial Society **(8 ECTS)**
10. Ancient Greek Topography and Architecture **(8 ECTS)**
11. Greek Historical Texts: Thucydides **(8 ECTS)**
12. Greek III **(6 ECTS)**

4th semester (Total ECTS: 30)

13. Archaeology of the Mycenaean World (8 ECTS)
14. Greek Art: Images and Meanings (8 ECTS)
15. Studying Greek History through Inscriptions (8 ECTS)
16. Greek IV (6 ECTS)

Third Year courses

5th semester (Total ECTS: 30)

1. Greece and the Eastern Mediterranean **(8 ECTS)**
2. Alexander to Cleopatra: History of the Hellenistic Period **(8 ECTS)**
3. Greek Drama: Texts and Images **(8 ECTS)**
4. Greek V **(6 ECTS)**

6th semester (Total ECTS: 30)

1. Hellenistic Art **(8 ECTS)**
2. History of the Greek Religion **(8 ECTS)**
3. Greek Historical Texts: Herodotus **(8 ECTS)**
4. Greek VI **(6 ECTS)**

Fourth Year Courses

7th semester (Total ECTS: 34)

1. Greek Athletics and the History of Sport **(8 ECTS)**
2. Homer and Greek Mythology **(8 ECTS)**
3. Reading Greek Papyri **(8 ECTS)**
4. SEMINAR* **(10 ECTS)**

8th semester (Total ECTS: 34)

1. Greece and Rome: a historical survey **(8 ECTS)**
2. Greek Philosophy: Plato and Aristotle **(8 ECTS)**
3. Ancient Greeks at War: Xenophon **(8 ECTS)**
4. SEMINAR* **(10 ECTS)**

Total ECTS: 248

*At least four seminars available every semester; topics reflect the areas of specialization and research interests of the instructors at any given year, and may include:

1. Funerary Practices and the Archaeology of Ancestors Household Archaeology: Prehistoric Greece
2. Household Archaeology: the Classical World
3. Landscape Archaeology
4. From Macedonia to Gandhara and beyond: art and archaeology of the Hellenistic East
5. Greek Literature of the Hellenistic and the Imperial Period
6. Greek Numismatics, Monetary Policies, and the Economy