Regulation for the Preparation of Assignments and Thesis

Inter-Institutional – Interdepartmental

Postgraduate Program

"Resuscitation"

of the

Department of Midwifery and the Department of Biomedical Sciences

of the University of West Attica,

and the School of Medicine

of the National and Kapodistrian University of Athens

Approval Decision of General Assembly 37833/15.04.2025

Article 1. Introduction

The purpose of drafting this guide is twofold. Initially, it aims to provide information regarding the formal procedures followed for the preparation and presentation of the master's thesis

- for the postgraduate students of the Inter-Institutional Interdepartmental Postgraduate Program (IIPP) "Resuscitation"
- for the instructors and supervisors.

  Furthermore, the guide presents the method of evaluation for all stages of the thesis until its completion.

Article 2. The Educational Purpose of the Master's Thesis

The master's thesis constitutes an integral part of the overall educational process and is a prerequisite for the completion of the IIPP.

The purpose of the thesis is to demonstrate the postgraduate student's ability to expand their knowledge, assimilate new knowledge, express it accurately, participate in research protocols, and process research data.

The preparation of the thesis aims to show the student's autonomous possession of knowledge and skills in scientific analysis, synthesis, evaluation, and appraisal, as well as the potential utilization of these skills in advancing research on a specific topic.

Additionally, the purpose of the thesis is to demonstrate the student's capacity to contribute to scientific discourse and participate in the research process. More specifically, it aims to:

- select, analyze, and clearly articulate a research topic;
- design a research trajectory;
- critically review the relevant literature (and refer to the related discourse) surrounding the chosen topic;
- identify pertinent broader research questions;
- organize a specific argument that may lead to new theoretical questions contributing to the relevant literature, discussion, and evaluation of results (or conclusions);
- contribute to the scientific dialogue through the findings.

The thesis may be research-based or literature-based. In the case of a literature-based thesis, it must be a systematic review supported by statistical evidence for not performing a meta-analysis.

Article 3. Digital Tools Used - Coordinator

Topic declarations, postgraduate student applications, monitoring, and grading of theses are conducted through the respective course platform of the University of West Attica (UniWA).

By decision of the Program Committee (PC), a Thesis Coordinator (TC) is appointed.

Finally, theses may be presented either in person or through digital platforms such as Skype, MS Teams, ZOOM, Google Meet, WebEx, etc.

Article 5. Stages of Thesis Declarations

Postgraduate students who have completed the first two (2) semesters of study are eligible to undertake a master's thesis. Completion of the thesis is mandatory according to the Government Gazette establishing the IIPP.

At the end of the second (2nd) semester:

1. The TC sends the students' declarations to the PC.
2. Under the responsibility of the Academic Coordinator (AC), the other two members of the three-member evaluation committee are appointed. Specifically:

- Supervisor A: Lecturer of the same course or related academic field
- Supervisor B: Selected lecturer who has participated in thesis topics
- Supervisor C: Coordinator of the respective course or the Chairperson of the PC

Supervisors may include faculty members teaching in the IIPP, faculty from collaborating departments, other IIPP lecturers holding doctoral degrees, researchers, and faculty from other institutions.

Article 6. Stages of Conducting the Master's Thesis

The theses of the IIPP are organized, coordinated, and monitored via a dedicated website.

Training in Thesis Writing: Before submitting their texts, students receive training either electronically or in person on topics related to thesis writing. This training covers syntactic and spelling rules, use of Word or equivalent software, bibliography standards, and literature search and acquisition from academic libraries, research methodology, etc.

Courses are conducted by academic staff of the IIPP or other collaborators.

First Progress (Drafting Initial Pages): One month after the start of the third (3rd) semester, the student uploads the text of the first progress report to the first two supervisors. This text contains specific pages and content as outlined in the appendix of this guide (template initial

pages). Among these, a mandatory 1.5-page introduction must describe the basic idea of the thesis and the means of its implementation. It must be accompanied by references to at least seven different sources. Supervisors either reject or accept the thesis according to the template. The aim of the first progress report is to train students on the template and allow supervisors to verify adherence to it, rather than text correction.

Second Progress (Final Draft of the Text): Two months prior to the thesis presentations, the student submits the second progress text to the supervisors. This text follows the formatting requested in the first progress and contains the development of the entire thesis, although it may not necessarily be the final version. For instance, it may lack final conclusions, processing of research data, or contain omissions, spelling, and syntactic errors. In any case, the text should be in a form that allows completion in less than one month. Theses not submitted or approved separately by both supervisors in the second progress cannot proceed to the third progress.

Turnitin Check: Each student is responsible for checking the similarity percentage of their text with international document databases (plagiarism check) and uploading the resulting similarity report on the course website. The plagiarism report is reviewed by Supervisor A - Instructor and is either accepted or rejected based on international standards.

Adherence to Thesis Template Check: Theses are written according to a specific template to ensure uniform structure and style. At this stage, students upload their final text to a dedicated section on the website where the TC verifies compliance with the template and either accepts or rejects the thesis until it meets specifications. These specifications were initially verified during the first progress according to its purpose.

Third Progress (Submission of Final Text): No later than two weeks before the thesis presentations, students submit their final text. This text is graded by Supervisor A and Supervisor B according to the criteria outlined in the paragraph "Evaluation Criteria of the Thesis Text." The final text is mandatorily uploaded to the postgraduate program's repository.

Fourth Progress (Presentation): Theses that successfully pass the previous stages are presented before the two supervisors and are public. If one of the two professors is absent, they are replaced by Supervisor C. The presentation schedule is published on the postgraduate program's website at the beginning of the academic year. Presentation quality is graded separately after the presentation concludes.

Article 7. Text Formatting

Described in the document "standard initial pages and text formatting."

Article 8. Change of Thesis Title

The change of the thesis title and supervisor can be made at any stage of submission (first progress, second progress, final text), after the approval of the EPS (Postgraduate Studies Committee) and an electronic application by the student to the Graduate Studies Secretariat.

Article 9. Thesis Deliverables

The text of the thesis, its content, and composition constitute the main focus of evaluation. The main text should be at least 10,000 words, though its length depends on the subject of the thesis. This word count excludes the table of contents, abstracts, bibliography, tables, and captions. The 10,000 words apply to research theses; literature reviews should have substantially more content. The thesis is considered delivered once it is uploaded to the repository, meeting all the stated quality requirements.

Article 10. Thesis Presentation

The thesis presentation is conducted via a brief lecture of 20–25 minutes using visual aids. The presentations are graded separately after completion.
Along with their thesis presentation, students must upload an email from the Secretariat certifying that they have paid the tuition fees of the postgraduate program.

Article 11. Study and Finding Bibliographic Sources

Knowledge acquisition comes from many sources, classified as follows:
Primary written sources include books, articles from various scientific journals, conference proceedings, official and scientific organizations' reports and publications, government publications, etc. Only primary sources shape the bibliography of the research and form the strict scientific foundation of the researcher.
Secondary sources include monographs, manuals, review articles, scientific summaries on various topics, indexes for locating specific publications, etc.
Tertiary sources include various guides, general bibliographies, encyclopedias, etc., which

mainly contribute to simple information about a topic; serious bibliographic study does not rely on guides or encyclopedias.

Article 12. Good Practices in Text Composition

Copying equals failure and is unethical in academic work (plagiarism). The quality of the written text directly relates to the student's preparation and effort. The choice of words and sentence construction reflect the degree of understanding of the subject. Reasoning should be clear and understandable, leaving no gaps or questions.

Note that the first time a foreign bibliographic term appears, its Greek translation is given first, followed by the international term and its accepted abbreviation in parentheses. In the rest of the text, either the Greek term or the abbreviation is used. When the text includes many abbreviations, a list of abbreviations with both Greek and international versions should be included either at the beginning after the contents or at the end before the bibliography.

The two abstracts, English and Greek, should not exceed 350 words. In research theses, both the abstract and the main text follow the structure: Introduction, Purpose, Material – Method, Results, Conclusions.

All hyperlinks must be active. All images and tables must have captions, regardless of whether they are referenced in the text. Use of colored fonts is not prohibited but should be noted that they might not print well in the thesis's printed version.

Article 13. Criteria for Evaluating the Thesis Text

- **Content Validity (30%)**: Grading depends on the quality of references used. Using a large number of primary sources gets the highest grade; using secondary sources limits the grade. Secondary sources include websites, newspapers, laws, circulars, etc. The grade depends on the number of references, the ratio of primary/secondary sources, and citation distribution in the text.
    - o 0 points: Fewer than 10 references, many secondary; no in-text citations.
    - o 5 points: Fewer than 20 references, at least half secondary; few citations.
    - o 10 points: More than 20 references, most secondary.
    - o 15 points: More than 25 references, mostly primary, dense and correct citations.
- **Thesis Structure (10%)**: Checks if the thesis follows the specific structure of this guide.

- o   0 points: Unclear structure, e.g., no clear purpose or conclusions.
- o   5 points: Some structure but incomplete, e.g., no material-method section in research theses, too long introduction.
- o   10 points: Structure consistent with a postgraduate thesis, comparable to a doctoral dissertation.

- **Scientific Adequacy of the Review (10%)**: The literature review must scientifically cover the thesis topic without deviation.
  - o   0 points: No or very brief literature review.
  - o   5 points: Review does not fully cover or deviates from the topic.
  - o   10 points: Review fully covers the topic.

- **Correct Use of Bibliographic Standards (5%)**: Students must strictly follow an established bibliographic style (e.g., Chicago, APA, Harvard, Numeric). References must be formatted accordingly.
  - o   0 points: No or incorrect use of bibliographic style.
  - o   3 points: Selected style but applied incorrectly.
  - o   5 points: Style correctly applied.

- **Proper Use of Greek Language (5%)**: Concerns spelling and grammatical errors in the text.
  - o   0 points: More than 5 errors per page (including typing mistakes), partially corrected by supervisors.
  - o   5 points: Fewer than 4 errors per page.

- **Innovative Elements and Research Prospects (20%)**: Positive grading for theses with innovative topics. Highest grades for research theses presented at conferences or published. Also highly rated are theses related to innovative community actions that have received publicity.
  - o   0 points: Thesis addresses a common, well-covered topic.
  - o   5 points: Thesis lacks innovation and research prospects.
  - o   10 points: Thesis promotes innovation and has research prospects.
  - o   15 points: Thesis is published or ready for conference presentation or article inclusion.

Article 14. Presentation Evaluation Criteria

The presentation phase allows students to develop rhetorical skills and communication abilities. Also assessed are adherence to presentation time and quality of slides.

- *5 points:* Time not respected, many mistakes, students read from notes, poor answers to questions.
- *10 points:* Professional presentation but time not respected or poor answers.
- *15 points:* Time respected, professional level, good topic knowledge, but many text errors.
- *20 points:* Time respected, professional presentation, excellent topic knowledge, excellent slides.

Article 15. Uploading to the "Polynoe" Repository

The Institutional Repository is a digital service collecting, documenting, and showcasing the institution's scientific output. Repositories are key tools for preserving an organization's legacy, facilitating digital preservation and academic communication. The operation of the Western Attica Institutional Repository is coordinated by the University Libraries unit.

After grading, grades are recorded on the student portal (https://sso.uniwa.gr) by the course coordinator.

The thesis text must be uploaded by the student to the Western Attica University Institutional Repository "Polynoe" (https://polynoe.lib.uniwa.gr/xmlui/handle/11400/107).

The PDF thesis will bear the digital signature of the first and second supervisors. Besides the final text, the student uploads the abstract and keywords.

The first supervisor approves the upload and any request by the student for embargoing the thesis for a specific period.

Article 16. Regulation Publication

This regulation is announced on the postgraduate program's website.

The EPS is responsible for any revisions.