



HELLENIC REPUBLIC

**National and Kapodistrian
University of Athens**

— EST. 1837 —

SCHOOL OF LAW

DEPARTMENT OF PRIVATE LAW A'

LL.M. in International & European Legal Studies (IELS)

—LL.M. Thesis Guide

1. Purpose and Learning results

The dissertation provides an opportunity to combine and apply the knowledge acquired during the studies. The basic and necessary characteristic of the thesis is originality, which marks a significant added value to the acquired knowledge and reflects the personal contribution and ability of the student. Originality may refer to filling a gap in the literature and/or drawing new conclusions to old or recurring issues.

Having completed the postgraduate thesis, the student

- has studied in depth a specific topic in the Master's specialization areas.
- has applied the relevant knowledge obtained from the course and has developed analytical and synthetical skills,
- has learnt to search for appropriate scientific information from the relevant bibliography,
- has acquired skills in writing academic texts; and
- has developed skills in organising and orally presenting the topic of the dissertation.

2. Assignment and Approval of LLM Thesis

The Postgraduate thesis is assigned in the spring semester and must be submitted no later than 30 September of the year in which the second semester is taught. The student must submit the thesis with a 'declaration of non-Infringement of Intellectual property rights'. The thesis must be individual, original and research-based.

The student submits the proposed title of the thesis, the name of the supervisor, and an abstract of the proposed thesis. The Faculty Assembly appoints the supervisor and the members of the three-members examination committee. The language of the thesis is English. The title of the thesis may be finalized upon application of the student and the agreement of the supervisor to the Steering Committee of the Programme. For the thesis to be approved, the student must present it and defend it before the three-member examination committee. Postgraduate thesis, if approved by the examination committee, will be published in the digital repository "PERGAMOS", according to the decisions of the Senate of the University of Athens. At the request of the supervisor and the student, if the thesis contains unpublished original results, only the abstracts may be published. The full text of the thesis will be published later.

3. The Supervisor and the Three-Member Examination Committee

The Supervisor and the members of the three-member examination committee are appointed from the following categories that provide educational work in the Programme:

- a) Members of Teaching Research Staff, Special Teaching Staff, Laboratory Teaching Staff and Special Technical Laboratory Staff of the School or other Departments of the Institution or other Higher Educational Institution with additional employment beyond their legal obligations, if the Programme has tuition fees,
- b) Emeritus Professors or retired members of the Faculty, or other Departments, or other Institutes of the National Academy of Sciences or other higher education institutions,

- c) Cooperating Professors,
- d) Appointed Teaching Staff
- e) Visiting Professors or Visiting Researchers,
- f) Researchers and special functional scientists of research and technological institutions as provided for under Article 13A of Law No. 4310/2014 (A' 258) or other research centres and institutes of the country or abroad.

By decision of the Assembly, the supervision of thesis may also be assigned to members of the Department who have not undertaken teaching duties in the Programme.

4. LLM Thesis' Drafting Process

a) Finding a topic

Sources for the topics may include lectures in the course, discussions with faculty members, and staff providing educational work in the LLM, literature, current events as well as the student's personal interests. The nature of the topic should allow the student to approach it with as much originality as possible. This will add merit to the thesis. In all cases, in order to complete the thesis within the required time frame, the topic should be tailored to the student's abilities and skills.

b) Contact with faculty members and academic staff

The purpose of this contact is to discuss the topic and to receive guidance from the supervisor on the precise definition and scoping of the topic.

c) Identification of the topic

The type of study, the objectives, the methodology, the research hypotheses, the identification of the necessary resources, the time and the limitations of the work should be decided.

d) Submission of the thesis proposal including

- The title
- The objectives
- The bibliographic documentation
- The structure of the thesis
- Detailed timetable
- Potential limitations
- Ways to overcome these limitations

e) Preparation/Drafting of the dissertation

The Thesis is divided into the following parts:

- The introduction, which identifies the topic to be analysed, the reasons for studying the topic, its importance (e.g. for science or society, the international community), the methodology for developing the topic and the expected results or conclusions (in general).
- The theoretical part, which includes the review of literature/articles, i.e. the theoretical framework of the topic. The results of the research, which will lead to accepting or rejecting the research hypotheses, the relationship between the issues studied and the presentation of the conclusions based on the empirical evidence.

- Conclusions and recommendations for further research.

5. Structure of the Thesis

Order of tasks:

- Standard thesis cover page
- Acknowledgements (optional)
- Contents
- Main text (introduction, main body, conclusions, etc.)
- Annexes (if any such as graphs etc.)
- Bibliography

Thesis formatting:

- Font: Times New Roman
- Text font size: 12 pt with 1.15 line spacing.
- Footnote font size: 10 pt with 1 pt line spacing
- Page size: A4 double-sided
- Margins: 2 cm (top, bottom, right), 2,5 cm left
- Alignment: full.

The length of the thesis is subject to agreement with the Supervisor.

References and bibliography:

For the creation of references and the compilation of bibliography you can consult the database of the National and Kapodistrian University of Athens Libraries "Bibliographic Reference Systems"

Quick Reference – Main Steps for LL.M. Thesis Submission

Thus, the following procedure shall be followed:

1. At the beginning of Spring Semester students are requested to **contact the instructor under the supervision of which they wish to conduct their LL.M. dissertation** (sending an abstract/plan of the proposed thesis). The supervisor shall be a faculty member and part of the academic staff of the LL.M. in International and European Legal Studies. Students may choose their supervisor from the teaching staff of both LL.M. specialisations. **The selection of the topic and the structure of the thesis is agreed between the supervisor and the student.**
2. Once the students have agreed with the supervisor on the topic of the dissertation, they must **fill, sign and send the application for thesis assignment via email to the LL.M. IELS Secretariat**, following the time frame/deadline and details described on **uploaded announcement (IELS website, news).**
3. Following the applications submitted by the candidates, which state the proposed title of the LL.M. Theses, the proposed supervisors, the Assembly appoints the supervisors.
4. Thereafter, the steering committee will meet in a plenary session in order to approve the topic of the dissertation and appoint the **members of the thesis examination/academic committee.**
5. Following the Steering Committee's recommendation for the composition of the **three-**

member thesis examination committee, the Assembly formally approves the committee, which is **then uploaded to the website** under the student's registration number.

6. During the Spring Semester, students work on their LL.M. Thesis in parallel with their coursework, receiving guidance, feedback, and comments from the three-member examination committee, with the supervisor serving as the primary point of reference. The students **must submit the final version of their thesis* to the three-member committee by 30th September** via email, with a copy sent to the LL.M. Secretariat, in accordance with the announcement. Following submission, **the supervisor together with the other committee members sets the examination date for the student's thesis, which must be completed by the end of December**. It is customary for thesis defenses to be scheduled in November or December, with December being the most common month.
7. LL.M. Theses, **once approved by the examination committee, must be mandatorily uploaded to the Digital Repository "PERGAMOS" in their final version, incorporating any corrections requested by the examination committee**, in accordance with the decisions of the Senate of the National and Kapodistrian University of Athens (NKUA).

*We would like to inform you that, within the framework of the originality and plagiarism check of undergraduate papers, as well as LL.M. Theses and doctoral dissertations submitted by students, NKUA uses the **TURNITIN** software, which is also available to the faculty members of our School. Information on TURNITIN and its use is available on the website of the NKUA Library.

Procedure for the Submission of LL.M. Theses to the NKUA Digital Repository "PERGAMOS"

The Senate, at its meeting of 22 September 2016, unanimously decided on the mandatory submission of the "Grey Literature" produced at NKUA, namely Bachelor's Theses, Master's Theses, and Doctoral Dissertations, to the platform "PERGAMOS", which constitutes the Institutional Repository of NKUA.

Based on the implementation of the unified policy of mandatory electronic submission of theses to the above platform, the graduation ceremony of postgraduate students and doctoral candidates is directly linked to this process (**submission of the thesis is mandatory in order for graduation applications to be processed**).

Specifically:

- Submission is carried out in digital form and, as of 01-02-2017, constitutes a prerequisite for the award of the corresponding degree.
- Theses are deposited in the Repository through self-archiving, following their official approval.
- The copyright holder of the thesis is its author, who signs the relevant submission form, according to which the author grants the Library and Information Center (LIC) of NKUA the right to make the thesis available online.
- In the case of a Master's Thesis (M.Th.), copyright holders may determine the period after which the Library and Information Center may freely provide access to the full text of the thesis.
- Access to and use of the digital content is permitted only for personal study and private use, as well as for educational and research purposes. Any use for commercial purposes, or for direct or indirect commercial or financial gain, is prohibited.

The Senate adopted this decision within the framework of the modernization and upgrading of the services provided by the Library and Information Center of the University, with the aim of disseminating and promoting the scientific output both within the academic community and to the general public via the internet, in accordance with the principles governing Open Data.

Submission of the LL.M. Thesis to the digital repository “PERGAMOS” takes place after the defense/approval of the thesis and before graduation.

The submission of theses to the digital repository “PERGAMOS” and the clearance of any library borrowing obligations are carried **out without the physical presence of students** at the offices of the Secretariat and the Library of the Law School.

STEP 1

After the thesis has been approved and graded by the three-member exam committee (grade recorded on the my-uni platform), students are required to upload the final version in PDF format to the Institutional Repository “PERGAMOS”.

- Capital letters must not be used for names, keywords, titles, etc.
- Electronic submission can be carried out from any computer.
- The thesis must include: page numbering, table of contents, abstract in Greek and English, up to five (5) keywords in Greek and English, numbered bibliographical references.
- On the first pages of the thesis file, the following must be stated: School, Department, title/specialization of the postgraduate program, title of the thesis, author’s name, student registration number, full name of the supervising professor and the two members of the three-member examination committee.

STEP 2 – Certificate of Successful Completion

The form “**Certificate of Successful Completion**” is required in order to proceed with the submission and approval of your thesis by the Institutional Repository.

The form is available in the Annex below.

After completing the certificate, you must send it electronically to the competent Secretariat of the Postgraduate Program for stamp and signature.

USEFUL EXTRA INFO

Guidelines

The following sections refer to the submission of undergraduate theses (where mandatory), postgraduate dissertations, and doctoral dissertations, in accordance with the Senate decision of 29/11/2016 (Central Protocol No: 1617011856), as amended by the Senate decision of 25/07/2017 (Central Protocol No: 1718001307, ADA: Ψ78Λ46Ψ22N-76B).

In summary:

- Submission applies only to current student works (undergraduate, postgraduate, or doctoral) undertaken for the acquisition of the respective degree, and not to works submitted by previous graduates.
- Submission is done in digital format and constitutes a prerequisite for awarding the degree for postgraduate

dissertations and doctoral theses.

- Submission of undergraduate theses is optional; each Department decides whether submission is mandatory for graduation.
- All works (undergraduate theses, postgraduate dissertations, doctoral theses) are submitted via self-deposit by the authors, but they are not accessible until verified for compliance with the procedures by the respective Library.

The procedure, described in detail below, includes the steps to be followed by the student, the Department Secretariat, and the Library, as well as instructions for the electronic submission of the work to the Digital Repository.

Step 1: Approval of the Thesis/Dissertation

Upon electronic submission of the thesis/dissertation to the Repository, the student or doctoral candidate is required to submit a “Certificate of Successful Completion”, signed and stamped by the Department/Postgraduate Program Secretariat.

The Certificate includes the information required for submission (metadata form) in the Repository, which must be certified by the Department/Postgraduate Program Secretariat. This ensures proper verification of submitted works by Library staff and guarantees accurate documentation of the academic output of NKUA in the Repository.

Step 2: Submission Workflow on the Digital Repository Platform

Student actions:

- Visit the repository website: <https://pergamos.lib.uoa.gr/en>
- Click on “Login” (top right) to access Personalized Services.
- Select “Login via CAS” and authenticate using the NKUA user credentials (user name and password). Students must have an active NKUA account; if not, one can be created at <http://webadm.uoa.gr>

Ensure the account is correctly linked to the Department or postgraduate specialization; otherwise, update the account information via <http://webadm.uoa.gr>

- After successful login, account information and available services are displayed. If authorized to submit, click “Electronic Submission”, then “Start Submission” to begin the process. Clear, step-by-step instructions are provided within the platform. During the completion of the metadata form, the student may temporarily save the form until final submission.

Access restriction options for undergraduate/postgraduate theses:

1. Full text access only within the NKUA network.
2. Restrict full text access for 6 months.
3. Restrict full text access for 6 months, and submit a request to the Library (with justification) to extend restriction to 12 months. If the Library Board denies the request, a 6-month restriction applies.

Access restriction options for doctoral theses:

1. Full text access only within the NKUA network.

2. Restrict access for 6, 12, 18, or 36 months. For 36 months, submit a written request to the Library explaining the reasons; the Library forwards the request to the Library Board. If approved, restriction applies. If denied, 36-month restriction applies.

3. Restrict access for 36 months, and submit a request for 60-month restriction; approval follows Library Board review.

4. Restrict access for 36 months, and submit a request for unlimited restriction due to exceptional reasons; approval follows Library Board review. If denied, 36-month restriction applies.

Library actions:

After submission, the student receives email confirmation.

- Library staff verify metadata accuracy and PDF file integrity (file must not be locked and must be final version).
- If errors are found, the student is notified via email and must correct/re-submit.
- Once verified, the thesis/dissertation is approved and integrated into the “Grey Literature” collection of the Repository. All parties (Library, student, supervisor, Department Secretariat) are notified electronically.
- The platform generates a Certificate of Submission, attached to the confirmation email.

Note:

Metadata of restricted works remain publicly accessible even if full text is restricted.

Open access increases visibility and recognition of research output.

Submission and open access protect authors against plagiarism.

Library verifies outstanding loans (except for doctoral students with extended borrowing rights). Postgraduate students must return all borrowed books before graduation.

Step 3: Completion of Submission and Receipt of Certificate

After the Library completes verification, a Certificate of Submission is sent via email and uploaded in the Repository. Students must submit this certificate to the Department Secretariat along with other documents required for graduation.

See Annex for thesis’ submission useful documents:

-Thesis application form

-Thesis cover

-Declaration of non-infringement of Copyright

- Certificate of Submission to the Digital Repository and Confirmation of No Outstanding Library Loans

Annex

Research proposal and plan

Supervisor:

Mandatory elements

You may use the following format:

Name:
Student number:
E-mail and telephone number:
Anticipated deadlines (Optional/to be discussed; (at least) 3 supervision meetings):
Title/subtitle (may be preliminary):
Problem statement:

Research question:

Sub-questions:

Short description of your research (plan), the research method(s) and the coherence between the research question and the sub-questions:

(preliminary) Structure

(indicative) Table of contents

(preliminary) Bibliography



HELLENIC REPUBLIC

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EST. 1837

LAW SCHOOL

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Room 1, 106 72, Athens, Greece
Phone: +302103688669
Email: evoutsis@uoa.gr
Information: Evangelia-Elisavet
Voutsinou

LL.M. IN INTERNATIONAL & EUROPEAN LEGAL STUDIES

APPLICATION

To Law School Secretariat, NKUA

LL.M.: LL.M. in International & European Legal Studies

Specialization:

Surname:

Name:

Registration number: 7340.....

Phone number:

Email:

Please accept my application for the topic of my dissertation.

DISSERTATION TOPIC [in English, for foreigners and natives, and in Greek, for natives only]	Supervisor

Athens,/...../20



HELLENIC REPUBLIC

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— EST. 1837 —

LAW SCHOOL

LL.M. in International & European Legal Studies

LL.M. Course:

Academic Year: 20...-20...

DISSERTATION

of Name and Surname

Student's Registration Number:

TITLE

Examination Board:

Name, Surname and Rank (Supervisor)

Name, Surname and Rank

Name, Surname and Rank

Athens, Date of Publication

Copyright © [*Name, Date of Publish*]

All rights reserved.

Copying, storage and distribution of this work, in whole or in part, for commercial purposes is prohibited. Reproduction, storage and distribution for non-profit, educational or research purposes is permitted, provided the source is acknowledged and this message is retained. The ideas and positions expressed in this paper are those of the author and should not be interpreted as representing the official positions of the National and Kapodistrian University of Athens.

DECLARATION
OF NON-INFRINGEMENT OF COPYRIGHT

I declare responsibly that the thesis I am submitting does not contain any evidence of copyright infringement in accordance with the following terms which I have read and accept:

1. The thesis must be the work of the candidate who submits it.
2. Copying or paraphrasing a third party's work is an infringement of an intellectual property right and constitutes a serious offence, equivalent in severity to copying during the examination. This offence includes both infringing the intellectual property rights of another diploma candidate and copying from published sources such as books, papers or scientific articles. Plagiarised material may come from any source. Copying or using material from the Internet or an electronic encyclopaedia has the same adverse legal consequences as using material from a printed source or database.
3. The use of extracts from the work of third parties is acceptable provided that the source of the extract is acknowledged. In the case of verbatim quotations from the work of another, the use of quotation marks or a footnote is necessary so that the source of the quotation is acknowledged.
4. Paraphrasing text is an infringement of intellectual property rights.
5. The sources of the extracts used should be fully listed in a bibliography table at the end of the thesis.
6. Infringement of intellectual property rights is subject to sanctions. In determining the appropriate sanctions, the relevant School bodies will take into account factors such as the scope and size of the part of the thesis that constitutes an infringement of intellectual property rights. Sanctions will be imposed, following the opinion of the three-member examination committee by decision of the Faculty Assembly, and may consist of the zeroing of the thesis (with or without the possibility of resubmission), removal from the graduate student registers, and the imposition of disciplinary sanctions, such as the suspension of the student status of the diploma candidate.

In addition, I give my consent for an electronic copy of my thesis to be subjected to an electronic check to detect any evidence of copyright infringement.

Date

Candidate's Signature



HELLENIC REPUBLIC

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LAW SCHOOL

Certificate of Submission to the Digital Repository and Confirmation of No Outstanding Library Loans
This procedure is in accordance with the decision of the Senate dated 25/07/2017 (ΑΔΑ: Ψ78Λ46ΨΖ2Ν-76Β, Central Protocol No: 1718001307/15-09-17)

Athens,

To: Library of the Law School, NKUA

1. Certificate of Successful Completion of the Master's Thesis Issued by the Secretariat of Postgraduate Programs

It is hereby certified that the thesis of the postgraduate student
of the Law School, NKUA, with student registration number
and entitled:

.....
.....
.....

has been approved and graded.

Issued by the Secretariat of the Department.

2a. Declaration Granting Non-Exclusive License to the Library and Information Center (LIC) for Online Availability

I, the undersigned author of the above-mentioned Master's Thesis, hereby declare that I grant the Library and Information Center (LIC) a non-exclusive license to make my thesis available online and that I have submitted a faithful PDF copy of the approved thesis to the Institutional Repository "PERGAMOS".

2b. Declaration Regarding Access Restriction to the Full Text

Please select one of the following options:

☐	I wish the full text of my thesis to be available online immediately
☐	I wish the full text of my thesis to be available online only within the NKUA network.
☐	I wish the full text of my thesis to be available online after 6 months.

	I submit a written request to restrict access to the full text of my thesis for 12 months due to specific reasons. If the request is denied by the Library Board, a 6-month restriction will apply.
	I submit a written request to restrict access to the full text of my thesis for 24 months due to specific reasons. If the request is denied by the Library Board, a 6-month restriction will apply.
	I submit a written request to restrict access to the full text of my thesis for 36 months due to specific reasons. If the request is denied by the Library Board, a 6-month restriction will apply.

Author of the Thesis:

3. Library Certificate

Athens, _____

To: Secretariat of the Law School, NKUA

The Library of the Law School hereby certifies that:

A) The thesis of the postgraduate student _____ of the Law School, NKUA, has been checked for correct submission and completion of all required metadata in the Institutional Repository “PERGAMOS” and has been successfully uploaded with the unique registration number _____.

B) The postgraduate student _____ of the Law School, NKUA, has no outstanding library loans.

For the Library: _____