

**DEPARTMENT OF ENGLISH LANGUAGE AND  
LITERATURE  
NATIONAL AND KAPODISTRIAN UNIVERSITY OF  
ATHENS**

**POSTDOCTORAL RESEARCH**

**Regulations**

**June 2025**

Decision No. 1175/06-06-2022

**Approval of the Regulations for Postdoctoral Research in the Department of English Language and Literature, School of Philosophy, National and Kapodistrian University of Athens**

**THE SENATE OF THE NATIONAL AND KAPODISTRIAN UNIVERSITY OF ATHENS**

Decides the approval of the Postdoctoral Research Regulation of the Department of English Language and Literature of the School of Philosophy of the National and Kapodistrian University of Athens from the academic year of 2021-2022 as follows:

**Article 1**

**Organisation of Postdoctoral Research**

1. The Department of English Language and Literature of the University of Athens enables academic researchers to conduct postdoctoral research in areas that fall within the research interests and disciplines of the Department, as well as in related fields.
2. The main objectives of conducting postdoctoral research are:
  - a) The expansion of the specialization or of the results obtained via the doctoral dissertation of the researcher to new scientific directions of interest to the faculty.
  - b) The empowerment of academic researchers capable of contributing to the progress of science, research and its applications.
  - c) The qualitative and quantitative development of academic research.
  - d) Dissemination of results and expertise.
  - e) The promotion of academic prestige and the international distinction of the research work of the Department and the National and Kapodistrian University of Athens.

**Article 2**

**Postdoctoral research approval process**

1. Eligible applicants are PhD holders from Greek Universities or holders of an officially recognized equivalent doctoral degree from foreign institutions.
2. Applicants must demonstrate a high level of academic competence and a strong research profile, including (but not limited to) extensive research activity, internationally recognized publications, participation in research programs, advanced expertise in their area of specialization, and excellent theoretical background, depending on the category of the position for which they are applying for (see paragraph 4, a, b, c).

3. Applicants must have proficiency in English, the language in which the postdoctoral research is conducted.

4. The Department accepts applications throughout the year from applicants who hold a scholarship or funding obtained after a selection procedure by a funding body, for the implementation of full-time or part-time individual postdoctoral research in a field related to the faculty's research interests, under the supervision of a proposed faculty member.

More specifically, the Department accepts applications from postdoctoral researchers who have established their status as postdoctoral researchers:

- a. as scholars of a prestigious research institution in Greece or abroad
- b. as participating researchers in a funded research project for which they have been evaluated and selected
- c. as researchers selected following a call concerning a funded research program that is carried out by a faculty member.

5. In case 4a, the application shall include the faculty member who is proposed to supervise the postdoctoral research, while for both 4b and 4c, the following necessary documentation must be attached:

- a. a copy of a BA degree from a Greek university or equivalent recognized foreign institution,
- b. a copy - if any - of the Diploma of Postgraduate Studies of a Greek University or equivalent recognized foreign institution (based on the list of universities recognized by the Hellenic National Academic Recognition and Information Center (DOATAP),
- c. a copy of the PhD Diploma from a Greek University or equivalent recognized foreign institution (based on the list of recognized universities by DOATAP),
- d. detailed Curriculum Vitae, including a detailed list of published academic papers,
- e. a copy of the work contract or fixed-term employment contract (full-time or part-time) in which the status of postdoctoral researcher is stated and which refers to the fulfilment of specific deliverables.
- f. two (2) letters of recommendation, either from Professors of Universities, or from Researchers of A', B' or C' grade, holders of a PhD degree, of a recognized Research Center in Greece or abroad,
- g. postdoctoral research proposal,
- h. letter of acceptance of supervision by a member of the Department.

6. The application is submitted to the Secretariat of the Department, which checks the legality and completeness of all submitted documents and forwards the application to the Assembly of the Department which then decides on the admission and registration of postdoctoral researchers in the respective Register.

7. The Supervising professors are the faculty members, including retired members, who supervise the specific postdoctoral research in each of the above cases 4a, 4b, or 4c.

8. The Assembly appoints, for each researcher, two (2) members, belonging to the position of Professor or Associate Professor or Assistant Professor or retired, with a relevant subject, who, alongside the supervising professor, form the three-member advisory committee that monitors and supports the progress of the research.

9. The Department Secretariat is informed of the admission and registers the researcher in the Department's Postdoctoral Researchers' Registry.

### **Article 3**

#### **Conduct and Completion of Postdoctoral Research**

1. Postdoctoral research may be a full-time or part-time research activity with deliverables that meet internationally recognized high standards.

2. The duration of the postdoctoral research may not exceed three (3) years from the date of the decision of the Department Assembly. An extension beyond three (3) years may be granted following a substantiated proposal by the supervisor and a decision by the Assembly.

3. In the event of transfer or appointment of the supervisor to another university in Greece or abroad, the Department Assembly shall appoint a new supervisor for the researcher.

4. Upon completion of the postdoctoral research, the researcher, in cooperation with the supervisor and in agreement with the other two members of the three-member advisory committee, submits a report on the completion of the research to the Assembly of the Department.

5. The Head of the Department certifies the completion of the postdoctoral research, and the Secretariat of the School/Department updates the Postdoctoral Researcher Registry accordingly.

### **Article 4**

#### **Benefits for Postdoctoral Researchers**

1. During the course of their postdoctoral research, postdoctoral researchers are entitled to use the name and affiliation of the School/Department, provided they do so with respect for the University's reputation and in accordance with ethical standards.

2. Postdoctoral researchers have access to the laboratories of the Department or of other Schools and Departments of the NKUA, as well as to the corresponding equipment, following coordination with the responsible lab directors. They also have access to the University's libraries with borrowing privileges, to computer labs and are provided with an institutional email account and office space.
3. Postdoctoral researchers have access to any supplementary benefits deemed necessary by the Department for the completion of the research.
4. Postdoctoral researchers may apply for funding in the interest of their postdoctoral research with regard to actions decided upon by the Department or the competent bodies of the University (e.g. participation in conferences), without incurring any cost to the budget or funds of the Department.
5. The title of postdoctoral researcher does not oblige the Institution to provide remuneration.
6. The supervising faculty member is responsible for informing the postdoctoral researcher of the safety regulations governing the facilities and laboratories, as well as matters of research ethics and academic integrity.

## **Article 5**

### **Obligations of Postdoctoral Researchers:**

1. Postdoctoral researchers are required to prepare a progress report on their postdoctoral research in collaboration with their supervisor at the end of each academic year. The report is submitted to the Department Assembly.
2. Postdoctoral researchers may present the progress of their postdoctoral research in seminars, lectures or other actions organized by the Department under the responsibility of the supervising member. The ultimate goal is to promote their research through publications in prestigious journals with a peer review system, where possible or through other appropriate means.
3. Postdoctoral researchers are obliged to state in all their publications that they are conducting postdoctoral research under the academic affiliation of the Department of English Language and Literature.
4. Postdoctoral researchers are required to behave appropriately to the academic community members and comply with the internal regulations of the Institution.

5. Postdoctoral researchers are not permitted to assist in teaching or to teach undergraduate or postgraduate courses either independently or collaboratively, whether funded or not, within the undergraduate or postgraduate curriculum. They may, subject to the aforementioned conditions, offer lectures and seminars related to their research proposal and its derivatives.

## **Article 6**

### **Completion of Postdoctoral Research**

1. Postdoctoral researchers, in collaboration with the supervisor, and in agreement with the other two members of the three-member advisory committee, prepare and submit to the Assembly of the Department the report on the completion of the postdoctoral research. They are then required to present the results of their research in public at a date and place to be determined by the Secretariat of the Department.

2. Upon completion of the research, a certificate of postdoctoral research is issued, which includes the Institution, the Department, the funding body, the name of the researcher, their father's name, the subject, duration, and public presentation of the research, as well as the name and position of the supervisor. The certificate is signed by the Head of the Department. This certificate shall under no circumstances constitute an academic qualification.

## **Article 7**

### **Intellectual Property Rights**

Intellectual property rights are regulated in accordance with Law 2121/1993.

## **Article 8**

### **Dismissal of a Postdoctoral Researcher**

1. A postdoctoral researcher may be dismissed by decision of the Department Assembly for the following reasons, among others:

- a) Non-compliance with their obligations.
- b) Using ideas, methods and results or copying part of other researchers' work without citing them.
- c) Conduct by the postdoctoral researcher that exposes or discredits the University or the Department hosting them.
- d) Submission of a resignation request by the postdoctoral researcher themselves.

## **APPENDIX**

1. Postdoctoral Research Application
2. Postdoctoral Research Proposal
3. Postdoctoral Research Completion Report
4. Postdoctoral Research Certificate



HELLENIC REPUBLIC

**National and Kapodistrian  
University of Athens**

EST. 1837

## APPLICATION FOR POSTDOCTORAL RESEARCH

TO:	The School/ The Department of		
Last name:		First name:	
Father's name:			
Mother's name:			
Date of birth:			
Place of birth:			
ID number:			
Address:		street:	number: zip code:
Email:			

### 1. DEGREES

#### UNDERGRADUATE STUDIES (Bachelor)

UNIVERSITY	DEPARTMENT	DATE	GRADE



## POSTGRADUATE STUDIES (MA & PhD)

UNIVERSITY	DEPARTMENT	DATE	GRADE

## 2. DISTINCTIONS/ SCHOLARSHIPS

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## 3. BACHELOR THESIS/MASTER THESIS/PhD THESIS

TYPE OF THESIS	TITLE	SUPERVISOR	GRADE

## 4. PUBLICATIONS

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## 5. RESEARCH/ PROFESSIONAL ACTIVITY


## 6. FOREIGN LANGUAGES

LANGUAGE	CERTIFICATION/ CEFR LEVELS

### Attached documents:

- ☐ Copy of Bachelor's degree
- ☐ Copy of Master's degree
- ☐ Copy of PhD degree
- ☐ CV
- ☐ Recommendation letters
- ☐ List of scientific papers
- ☐ Postdoctoral research proposal (according to the guidelines of the School/Department)
- ☐ Letter of acceptance from the supervisor (in case the supervisor is proposed by the candidate)

Athens, .../.../ ...

(signature)

# POSTDOCTORAL RESEARCH PROPOSAL

**LAST NAME:**

**FIRST NAME:**

**DEPARTMENT:**

**TITLE:**

**SUPERVISOR:**

## ABSTRACT

1. Literature review
2. Hypothesis/objectives
3. Research methods
4. Timetable
5. Key words (2-5)

Candidates are required to submit, along with their application, the Postdoctoral Research Proposal for which they have been awarded a scholarship or have secured funding (see Article 2, points 4a-4c), which should contain the above information in 3-5 pages (single-spaced). In the research proposal, candidates should also demonstrate why they are a good fit for this position.

Athens, .../.../...

The candidate (name)

(signature)

I certify that I am aware of and approve the above Postdoctoral Research Proposal

The Supervisor

(name/status)

(signature)



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EST. 1837

SCHOOL OF ...

DEPARTMENT OF ...

## Postdoctoral research report

Last name:		First name:	
Registration number:		Registration date:	

**Date:**

1. Introduction

2. Hypothesis-Objectives

3. Outcomes

4. Publications of the postdoctoral research

5. References

The Postdoctoral researcher

(signature)

The supervisor

(signature)



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SCHOOL OF ...

DEPARTMENT OF ...

Address:

Athens .../.../...

Contact person:

Telephone:

e-mail:

Reference No:

## CERTIFICATE

Last name:		First name:	
Father's name		Mother's name	
Place of birth:		Date of birth:	
Registration number:		Registration date:	

This is to certify that the above-mentioned doctor has completed his postdoctoral research in "...", from .../.../... to .../.../..., under the supervision of ... . He/She has presented his/her work in public on .../.../...

This certificate is issued for all legal purposes.

The Head of the Department ...

The English Department would like to thank the following students for translating the Postdoctoral Regulations into English:

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MA Students, 'Translation Studies and Interpreting,' MA Program in English Language, Linguistics and Translations, National and Kapodistrian University of Athens, 2024-25.