

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

Doctoral Program Study Guide

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GENERAL INFORMATION

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INTRODUCTION

The present study guide is based on the **Doctoral Studies Regulation** of the Department of English Language and Literature of the National and Kapodistrian University of Athens (NKUA) and is governed by the provisions of Law 4957/22 “New Horizons in Higher Education Institutions: Enhancing quality, functionality and the connection of HEIs with society and other relevant provisions” (A’ 141), in particular articles 90 to 97 (A’ 141).

ADMINISTRATIVE BODIES OF DOCTORAL STUDIES

The bodies responsible for the organisation and operation of Doctoral Studies at the Department of English Language and Literature are:

- (a) the University Senate and
- (b) the Department Assembly.

The University Senate is the body dealing with academic, administrative, organisational and financial matters related to PhD Studies. It is also in charge of any additional responsibilities concerning the Doctoral Studies that are not expressly assigned by law to other governing bodies.

The Department Assembly has the following responsibilities:

- (a) to propose to the Senate the parameters regarding the establishment and structure of Doctoral Programs and its regulations for approval,
- (b) to appoint selection or examination committees for doctoral candidates, and
- (c) to confirm the successful completion of the doctoral thesis in order for the doctoral degree to be awarded.

The Department Secretariat provides administrative and secretarial support for Doctoral Studies (calls for applications, registration process, record-keeping, etc.).

FIELDS OF STUDY

Doctoral study programs aim to advance original academic research and to make a substantial contribution to the advancement of knowledge in at least one (1) scientific field. These programs lead to the award of a doctoral degree upon the completion and successful defense of a doctoral thesis. They include the mandatory completion of a doctoral thesis in the following fields of study covered by the two Divisions of the Department of English Language and Literature:

1. **Linguistics:** Research conducted in all areas of linguistics, including both theoretical and applied linguistics, as well as translation, with emphasis on topics related to the English language. Doctoral theses are expected to demonstrate a solid empirical and theoretical foundation and to be grounded in contemporary methodological approaches. Conducting doctoral research in Linguistics requires postgraduate-level knowledge (MA/MSc) in relevant academic fields.
2. **Anglophone Literature and Culture:** This field includes the study and research of anglophone literature and culture, as well as the critical discourse embedded in anglophone literary texts and cultural practices of English-speaking peoples. Doctoral research may combine traditional and contemporary literary and cultural theories to explore these fields. Postgraduate-level knowledge (MA/MSc) in relevant academic fields is required.
3. The Department offers the opportunity for interdisciplinary research that draws upon both major fields of study, as well as related disciplines, provided that at least part of the doctoral thesis topic falls within the academic interests of the members of the Department.

ADMISSION REQUIREMENTS

Applicants must hold a Master's degree (Master of Arts, Master of Philosophy, or Master of Science) awarded by a recognised university in Greece or abroad, or an integrated postgraduate-level qualification in the specialization of Theoretical and Applied Linguistics, Translation, Anglophone Literature and Culture or other closely related academic disciplines. Preference is given to applicants whose research interests fall within the fields of study supported by the academic Division relevant to their chosen specialization.

Prospective applicants are required to consult the Department's website before submitting their application, in order to ensure that the topic of their proposed doctoral thesis aligns with the academic interests of the Department members. Depending on the specific field of the proposed thesis, applicants must ensure that there are Department members with relevant expertise who are willing and able to supervise the proposed thesis.

The requirements, terms, deadlines and procedures for application submission and the selection of PhD candidates, along with any additional obligations, conditions, deliverables and time limits for the completion of doctoral theses, are clearly specified in the relevant calls for applications and official announcements.

CALL FOR APPLICATIONS AND APPLICANT SELECTION PROCESS

The application period for undertaking a doctoral thesis is announced each year in the Call for Doctoral Studies, issued each February. Calls for applications are posted on the Department and University websites. Applicants are given a two-month deadline to submit their application file, including all supporting documents (as outlined below).

Applicants may be admitted to the Doctoral Program provided they hold at least one postgraduate degree (MA/MSc) in a field relevant to their proposed doctoral research, awarded by a recognised higher education institution in Greece or abroad.

Following the publication of the call for applications, applicants must submit their application to the Department Secretariat in accordance with the guidelines provided for each specialization, as outlined in the official call.

By decision of the Department Assembly, applicants may also be admitted to the Doctoral Program following an unscheduled call for applications and with new deadlines, in accordance with the standard admission procedures, within the framework of externally funded research projects.

The maximum number of doctoral candidates is set at ten (10) per academic Division and per academic year.

Required Documents

- Completed application form (available at: https://www.enl.uoa.gr/didaktorikes_spydes/proypotheseis_symmetochis/), which includes the following:
 - Proposed title of the doctoral thesis,
 - Short research proposal (500–800 words) in English, outlining the topic of the thesis, to be submitted in both print and digital format,
 - Language of the doctoral thesis,
 - Proposed supervisor,

- Detailed curriculum vitae (CV) - (Refer to https://www.enl.uoa.gr/didaktorikes_spydes/proypotheseis_symmetochis/).
- The application must be accompanied by the following documents:
 1. A clear scanned copy of the postgraduate degree.
 2. Scanned copies of other postgraduate degrees in relevant fields (if any).
 3. A scanned copy of the Master's Dissertation (if the Master's program required it).
 4. Transcript of grades of undergraduate and postgraduate degrees.
 5. Official recognition of foreign university degrees by DOATAP (for applicants who hold degrees from foreign universities). If not yet available, recognition will be subject to current national legislation concerning Bachelor's degree equivalence.
 6. Two letters of recommendation using the Department's official form (https://www.enl.uoa.gr/didaktorikes_spydes/proypotheseis_symmetochis/)
 7. Certification of English Language Competence (Proficient - C2 level) for applicants who do not hold an undergraduate or postgraduate degree from an English Language and Literature Department in Greece or abroad.
 8. Certification of Greek Language Competence for foreign applicants at B2 level.
 9. Copies of certificates of other language competence.
 10. Evidence of relevant academic or research activity.

If pre-selected, candidates must submit an extended research proposal (2,000-2,500 words in both print and digital format) for the preparation of a doctoral thesis, in English, within twenty (20) days. This must include the following:

- (a) the subject, aim and originality of research.
- (b) the gaps in the relevant scientific field that led to the selection of the topic.
- (c) the main research hypothesis or research questions.
- (d) the research methodology.
- (e) the possible implications of the research.
- (f) the main bibliography (not included in the 2,000-2,500-word count).

Selection Procedure

When the application period for the PhD program ends, the Department Assembly categorizes the submitted applications based on relevance of the research topic. It then appoints a three-member examination committee consisting of Department members per category of applications/Division, following a report from each Division. Each three-member committee shall examine the legality of the submitted files with the assistance of the Department Secretariat.

Candidates approved during the first stage of both categories will be invited by the respective three-member committee to an oral examination, during which they will have to defend the extended proposal which is submitted in English. The dates and time of the oral examinations are announced by the Department's Secretariat and posted on the Department's website. The oral examinations will be held at the building of the School of Philosophy (Zografou campus), or via videoconferencing, when deemed appropriate. Members of the respective Division are also invited to participate in these examinations.

The three-member committee then submits a statement to the Assembly outlining the reasons why each candidate and their proposed supervisor should be approved or rejected. After taking into account the opinion of the proposed supervisor and the committee's statement, the Department Assembly shall approve or reject the candidate's application. The decision of the Assembly will determine:

- (a) the thesis supervisor,
- (b) the members of the three-member advisory committee that will supervise and support the preparation and writing of the thesis, and
- (c) the language in which the thesis is to be written.

SUPERVISION OF PHD THESIS

Appointment of members of the three-member advisory committee and the seven-member examination committee

If the candidate is admitted, the Department Assembly appoints a three-member advisory committee of faculty members, one of whom serves as the main supervisor and holds primary responsibility for the progress and completion of the thesis. The supervisor and the members of the advisory committee are not entitled to any remuneration or other form of compensation for their support in the preparation of the thesis. Each Department member may be the primary supervisor of up to eight (8) doctoral theses. The supervisor must hold the rank of professor, associate professor or assistant professor of the relevant Department. The other two members can be:

- (a) faculty members, active, emeriti or retired (Law 4957/2022, Art. 94, para. 1c), provided that the number of retired faculty members participating as members of the three-member advisory committee does not exceed one (1) (Law 4957/2022, Art. 94, para. 2), professor, associate and assistant professor of the relevant or other higher education institution,
- (b) professors of foreign institutions recognized as equivalent, who hold a doctoral degree and engage in research activity relevant to the subject of the doctoral thesis,
- (c) researchers of first, second or third level ranking in research centers and institutions whose field of expertise is the same as or related to the subject matter of the doctoral thesis.

The committee must include at least one Department member from the first three ranks (Professor, Assistant Professor, Associate Professor) of the relevant Department.

A thesis supervisor may be a Department member whom the Assembly considers to possess the necessary academic qualifications to guide the candidate through the specific project. They will be assisted by the other two members of the advisory committee, who may have other specializations, which must be directly related to the candidate's thesis.

The primary role of the advisory committee is to guide the doctoral candidate in their study and research. To this end, the advisory committee shall hold an initial meeting with the candidate when they begin their dissertation research in order to provide guidance.

The three-member advisory committee is obliged to provide feedback (with comments on the submitted work written by the Doctoral Candidates (DC) within two (2) months of their studies. Following the submission of the final version of the thesis, the three-member advisory committee must share its comments with the DCs within a maximum of four (4) months.

Particular reasons and conditions for replacing a supervisor

If, for any reason, the supervisor is no longer available or unable to fulfill their duties as supervisor for an extended period, the Department Assembly shall assign the supervision:

- (a) to another member of the above-mentioned categories, at the request of the candidate and with the agreement of the supervisor,
- (b) to one of the two other members of the advisory committee, even if exceeding the maximum number of doctoral candidates per supervisor.

If the initial supervisor is transferred to another Higher Education Institution or Department or retires, they may continue to carry out supervisory duties on the doctoral theses they have undertaken. The doctoral title will be awarded from the Institution and Department where the thesis was initiated.

If any other member of the advisory committee is no longer available or unable to fulfill their duties, they shall be replaced following the decision of the Department Assembly.

DURATION OF DOCTORAL THESIS

The duration of the doctoral program is at least three (3) calendar years from the date of appointment of the three-member advisory committee.

This period may be extended following the decision of the Department Assembly for a total of three (3) more academic years, provided there is

- (a) a justified request by the doctoral candidate, submitted annually in October and
- (b) a positive report from the three-member advisory committee.

The maximum time allowed for completion of the doctoral studies is therefore six (6) calendar years. Following the decision of the Department Assembly, the maximum duration of the doctoral thesis may be extended, at the request of the doctoral candidate and with the agreement of the three-member advisory committee, for a valid reason. Following the end of the six-year period, and if there is no progress in the research work of the doctoral candidate, removal procedures may be initiated, with the recommendation of the three-member advisory committee and a decision of the Assembly of the Department.

DCs have the right to request, in writing, a pause of their doctoral thesis in case of serious health reasons. DCs must submit their request to the Department's Secretariat, accompanied by the necessary supporting documents. The pause, which is granted by the decision of the Assembly on the recommendation of the three-member advisory committee, may not exceed a total of two

academic years. During this period, the student status is suspended. The suspension period does not count towards the completion time of the doctoral thesis.

OBLIGATIONS AND RIGHTS OF DOCTORAL CANDIDATES

Obligations

(1) At the beginning of each academic year (and no later than October 31st), the DCs orally present and subsequently submit in writing a detailed progress report (500-1,000 words) to the three-member advisory committee on the progress of their thesis during the previous year. The report is discussed and evaluated at an annual meeting of the tripartite advisory committee with the candidate, during which the research direction is agreed upon. This report, signed and approved by the tripartite advisory committee, is then approved by the Department Assembly. The reports are co-signed by all members of the tripartite advisory committee and copies (along with any comments from the committee members) are included in the DC's personal file.

(2) In addition to the annual progress report and in collaboration with the tripartite advisory committee, the doctoral candidates:

a. are required to be in contact with all three members of their advisory committee at least once every trimester. During this meeting, they shall report on the progress of their research and be assigned written work.

b. Every semester, they submit written work of 20-40 pages to the advisory committee, which may be a first or final draft of a chapter, or a review of the literature researched during that period, or a detailed written report of their work progress, depending on the agreement between the DC and the committee members following their meeting at the beginning of the semester.

c. At the end of the second year and for each subsequent year, the DCs present the progress of their work before the respective Division or committee, upon invitation, to facilitate mutual updates and discussion.

(3) The tripartite advisory committee may request the Doctoral Candidate (DC) to attend courses or seminars of the postgraduate and/or undergraduate study programs. Attendance of the MA Seminar Courses and conferences organized by the Department and the School of Philosophy is also considered compulsory, provided that the topic of the seminars/conferences is relevant to the topic of the doctoral thesis.

(4) The responsibilities of the DCs include educational and scientific activities such as participation and organizational/secretarial support in scientific conferences, workshops and seminars, implementation of research projects of the Department and/or collection of scientific data, participation in auxiliary work for the teaching needs of the Department.

(5) Prior to the defense of their PhD thesis, DCs must submit to the Department's Secretariat, in Word and/or Excel files, their work published in academic journals (both Greek and international), conference proceedings, bibliographic databases and platforms (Academia, Google Scholar, Scopus, etc.). The publication must take place during the period of writing the thesis, i.e. from the registration of the Doctoral Candidate until the 31st of December of the year of completion of the thesis.

Rights

(1) Doctoral studies are offered without fees.

(2) DCs are entitled to have an email address at the National and Kapodistrian University of Athens (username@enl.uoa.gr) and a password that authorizes access to the electronic services of the institution. The process of applying for an academic email address must be carried out immediately after registering with the Department as a DC. Upon registration, DCs acquire rights to borrow, access and use the electronic services of the university libraries.

(3) If the tripartite advisory committee deems that the candidate's research is progressing in a satisfactory manner, they may propose the presentation of their research at a conference or workshop organized by the Department in order to showcase the scientific work of the DCs of the Department. In this case, the candidate will be invited to give a speech at this event.

Doctoral Theses in progress are presented along with Doctoral Theses that have just been completed along with selected MA Dissertations.

(4) Showcasing the academic work of Doctoral Candidates is a priority of the Department; hence, the work carried out during their studies is promoted in conferences, journals and other academic and educational publications.

(5) Upon completion of their studies, the DCs are entitled to evaluate their Doctoral Studies by completing a specialized questionnaire, sent to them electronically by the Department's Secretariat.

Doctoral Candidate Scholarships

Compensatory scholarships may become available for Doctoral Candidates, for the provision of research, scientific, administrative, technical and other supportive work for the activities of the Department.

The candidates:

(1) must have completed at least the 1st year of doctoral studies,

(2) must not hold a paid position in the public or private sector or be in receipt of a scholarship from another institution during that particular time period.

The announcement is published following Division and Department approval. The duration of the contract shall be fixed as up to one (1) academic year in each case, depending on the needs of the Department. It can be renewed or extended, but the total period of employment cannot surpass the time period of three (3) university years. The employment of the above can be full-time or part-time.

The cost of the scholarships may be covered either from the reserves of the Special Account of Research Funds, from the resources of self-financed programs of the National and Kapodistrian University of Athens, or from the funding of research and/or developmental programs from private, international and similar resources under Article 230 of Law No. 4957/2022, as well as co-financed projects of the Partnership Agreement for the Development Framework (NSRF), either from sponsorships, or from donations by legal and natural persons, or from other resources that the Department will secure, without increasing the state grant to the relevant institution and in accordance with the applicable regulations.

Depending on the source of funding for the scholarships, the relevant authorities responsible for the selection process of the scholarship holders are appointed (e.g. Research Committee, Department Assembly etc.).

Obligations of scholarship holders

The scholarship holder must:

(1) offer between forty (40) to eighty (80) hours of work per month in the School or Department in which they are enrolled, if requested,

(2) comply with the attendance requirements of the School or Department.

(3) meet the deadlines for submitting all required documents for the scholarship.

In the event of a scholarship holder's incompatible behavior with the scholarship's status, the relevant authorities shall immediately terminate the scholarship.

Granting procedure

The scholarship is paid monthly to the recipient, following a written confirmation which indicates the exact number of work hours. The certificate shall be signed by the Head of the Department in which the scholarship holder has been enrolled and stamped by the Department's Secretariat.

Selection criteria for compensatory scholarships

- (1) Progress report/recommendation from the tripartite advisory committee
- (2) Research work
- (3) Publications
- (4) Contribution to the educational/laboratory/research work of the respective Department
- (5) Individual or family financial situation
- (6) Social criteria (such as being children of single-parent, orphaned, three-children or large families, serious health issues, disabled, siblings attending school in another city, etc.).

The maximum amount of compensatory scholarships is 650€ for 80 hours of work.

THESIS PREPARATION

The research being carried out in the context of the doctoral thesis aims primarily at training the Doctoral Candidates and enabling them to acquire the research experience required for the awarding of the doctoral degree, as well as for their further professional development.

Due to its nature, doctoral research may be a part of a continuous and often long-term research project carried out by research units and scientific supervisors in a specific field of study, often within the framework of research programs.

The author of the doctoral thesis holds both the property and moral rights of intellectual property over its content, in accordance with applicable legislation.

Any industrial property rights (e.g. inventions) that may arise from the results of the doctoral research are jointly owned by the Doctoral Candidate and the supervisor or other researchers involved in the research team, in accordance with the current legislation in force. Intellectual property rights resulting from subsequent research carried out in the laboratory after the completion of the thesis shall belong exclusively to the scientific supervisor of that stage of the research or also to other participating researcher(s). These matters may be the subject of a contract between the parties at any stage of the research.

The doctoral thesis shall be written in either English or Greek, with an extensive abstract in both languages. The English language is mandatory in the case of theses which are co-supervised with foreign institutions.

Change of Title/Topic of Doctoral Thesis

The title of the doctoral thesis may be partially modified for academic/research purposes, with the consent of the supervisor, following a justified request by the DC and a decision by the Department Assembly. The request for modification can be submitted up until the submission of the advisory report by the tripartite supervisory committee.

In cases where the thesis topic is entirely changed, the DC has the right to submit a new application and research proposal. The standard selection and supervision procedures outlined in the Department's Regulations will then apply, without counting the time already passed.

GROUND AND PROCEDURE FOR REMOVAL FROM THE DOCTORAL CANDIDATES' REGISTER

The procedure for removing DCs from the Department's Register of Doctoral Candidates is initiated in the following cases:

1. If DCs fail to meet the obligations outlined above (Article 5, paragraphs a–d), this constitutes grounds for their removal from the Doctoral Studies Program. Their removal is enacted by decision of the Department Assembly, following the agreement and simultaneous resignation of the tripartite advisory committee.
2. If, after the initial three-year period, no request for an extension of their studies has been submitted to the Secretariat by the candidate, they automatically lose their status as a doctoral candidate, accompanied by the resignation of the tripartite advisory committee.
3. If the candidate exceeds the maximum duration allowed for completing the doctoral thesis, as stipulated by applicable legislation.
4. Upon request by the DC.
5. If academic misconduct occurs during the thesis process, such incidents are handled in accordance with Articles 197(2) and 198(3) of Law No. 4957/2022. In cases of plagiarism, the tripartite advisory committee may decide to reject the thesis, and the candidate will not be awarded the doctoral degree or title.

THESIS DEFENSE AND AWARD OF DOCTORAL DIPLOMA

Upon completion of the Doctoral Thesis, candidates submit a request for its public defense and evaluation. If the request is accepted by the tripartite advisory committee—which has the right to

reject it, if the thesis is deemed insufficient— the committee prepares a detailed evaluation report. This report is submitted to the Department Assembly, requesting the appointment of a seven-member examination committee for the assessment of the thesis. At the same time, the candidate submits a digital copy of the thesis to the Secretariat of the Department. Once the Assembly approves the request, the Secretariat distributes the thesis to the newly appointed members of the seven-member committee.

The seven-member examination committee includes the members of the advisory committee and four (4) additional members, who must be professors (associate and assistant) from the same or another higher education institution, professors from equivalent institutions abroad (who hold a doctoral degree), or researchers of A, B, or C grades from research centers (as defined in Law 4310/2014, Article 13A), or emeritus professors from domestic or equivalent foreign institutions (also with a doctoral degree). These four (4) additional members must specialize in the same or a closely related field as that of the thesis under evaluation. At least four (4) out of the seven (7) committee members must be members of the Teaching and Research Department affiliated with the National and Kapodistrian University of Athens. The thesis defense may take place either in person or via teleconference. The candidate presents the thesis publicly before a seven-member examination committee.

Following the defense, the committee convenes in private and evaluates the thesis based on completeness, quality, originality, and its contribution to the field. A minimum of five (5) positive votes is required for the approval of the thesis.

The final grade is determined by majority vote of the seven-member committee and can be one of the following: *Excellent*, *Very Good*, or *Good*. If the Committee deems the thesis to be of exceptional quality, it may confer the doctoral title with the distinction “*Excellent with Honors*.”

In case the thesis requires revisions or corrections after the public defense, the supervisor is responsible for approving its final version.

Procedure for the Award of the Doctoral Diploma (DD)

The inner cover of every submitted and approved doctoral thesis must prominently display the names of the members of the tripartite advisory committee as well as the seven-member examination committee.

A prerequisite for the award of the Doctoral Diploma is the submission of the final digital version of the thesis (including any revisions required during the evaluation process) to the National and Kapodistrian University of Athens digital repository “Pergamos,” in accordance with the Senate

decision dated 25/07/2017 (Online Publication Number [ΑΔΑ]: Ψ78Λ46ΨΖ2Ν-76Β). Instructions for self-publishing can be found at: <https://pergamos.lib.uoa.gr/>.

Additionally, a copy of the thesis must be deposited at the National Documentation Centre.

The thesis must also be submitted to the Department Secretariat in both a bound hard copy and in CD-ROM/pdf format. The aforementioned process must be completed no later than fifteen (15) days before the graduation ceremony.

DOCTORAL THESIS WITH CO-SUPERVISION

Doctoral study programs for the preparation of a doctoral thesis with co-supervision are organized by a University Department in collaboration with one (1) or more Departments of the same or another domestic University, the Academy of Athens, research and technological entities of Article 13Α of Law 4310/2014 (Article 258), Research University Institutes, the Institute of Biomedical Research of the Academy of Athens, with Higher Military Educational Institutions, Higher Ecclesiastical Academies, as well as with foreign Institutions. Collaboration with educational institutions of unconventional post-secondary education under Law 3696/2008 (Article 177) is not permitted.

Among the collaborative institutions, a Special Collaboration Protocol (S.C.P.) is designed, which is approved by the Senates of the Universities and the relevant administrative bodies of the other institutions. The administrative responsibility for the preparation of the doctoral thesis is taken by one of the collaborating institutions, with a supervisor appointed from each collaborating institution, and the preparation of the thesis lasts at least three (3) years from the appointment of the supervising Department members or researchers. Proceedings related to the preparation of the thesis, from the selection of the doctoral candidate to the awarding of the doctoral diploma, as well as the granting of a single or separate diploma in case of collaboration between institutions, are stipulated in the relevant S.C.P. (Special Collaboration Protocol), which is designed by the collaborating Departments/ Institutions and approved by the relevant Senate and the collective administrative bodies of the research centers.

EVALUATION OF DOCTORAL STUDIES

Doctoral studies offered by the Departments and Divisions of the National and Kapodistrian University of Athens are subject to external evaluation in accordance with the current legislation.

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