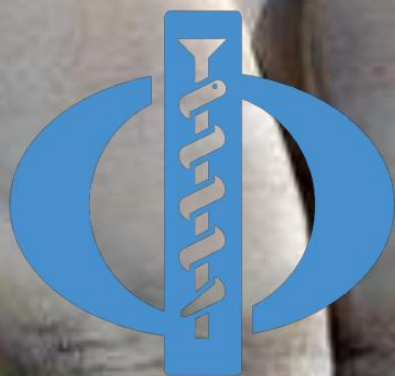




Guide for Temporary Contract Teaching Staff



Πανεπιστήμιο Θεσσαλίας
Τμήμα Φυσικοθεραπείας

Academic
Year 2024-2025

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1. HISTORY OF THE ESTABLISHMENT OF THE DEPARTMENT OF PHYSIOTHERAPY

The Department of Physiotherapy of the School of Health Sciences of the University of Thessaly was created by Law 4589/2019 *"Synergies of the National and Kapodistrian University of Athens, the Agricultural University of Athens, the University of Thessaly with the Technical and Vocational Institutes of Thessaly and Central Greece, the Pallimniako Fund and other provisions"* (Government Gazette 13/A'/29.01.2019). The Department of Physiotherapy of the University of Thessaly is one of the 38 Departments of the University and is one of the five Departments of Physiotherapy operating in Greece. Topographically, the Department has the advantage of being located in the center of the country, in the city of Lamia, resulting in the ability to attract students from all over the Greek Territory. The Department of Physiotherapy of the University of Thessaly is a new department, however, it has a significant history as it is an evolution of the Department of Physiotherapy that was initially established at the Technical Institute of Lamia in 1994 and then at the Technical Institute of Central Greece. It has a history of over 25 years and the teaching staff has many years of educational and professional experience.



2. THE CITY OF LAMIA

The University of Thessaly extends across the four prefectures of the Thessaly Region and the Fthiotida Prefecture of the Central Greece Region. It is the University of 5 cities (Volos, Larissa, Trikala, Karditsa and Lamia) and consists of 38 Departments. In the city of Lamia, in addition to the School of Health Sciences and the Department of Physiotherapy, there is the School of Sciences with a total of 4 Departments.

Lamia is the capital of the Prefecture of Phthiotis and the seat of the Region of Central Greece, which includes the prefectures of Phthiotis, Evrytania, Phocis, Evia and Boeotia and has a population of 65,000, is a transport hub and is considered the capital of Roumeli. The city of Lamia is the center of a significant agricultural, commercial and industrial region. It is built at the foot of Mount 'Othrys' and today extends as far as the Sperchios valley. It is approximately 210 km from Athens and 300 km from Thessaloniki, and is located at the center of the country's national road and railway axis. There are many versions of the origin of the city's name.

Lamia was built by Lamos, the son of Heracles and Omphale. According to Pausanias, the city was built by Lamia, Queen of the Trachinians, daughter of Poseidon. According to Aristotle, the word Lamia is feminine and means the region, the country, the city located between two hills. According to another version, the name of the city comes from an anagram of the word Malia, the name of the surrounding area. During the Byzantine era, the city was called Zitouni and was walled. Lamia is one of the modern megacities of Greece with a rich history, intense social life and a wonderful climate. It is a commercial center of the wider region with large agricultural, livestock and forestry production. Lamia has an archaeological museum, a municipal theater (Municipal Theater of Roumeli), a municipal conservatory, cinemas, a swimming pool and a sports center. Many cultural, mountaineering, nature and sports clubs are also active in the city. Typical sights of the wider area are the Maliakos Gulf and the fertile valley of Sperchios, the Thermopylae of Leonidas and the Alamana of Diakos, the Oiti National Park and Gorgopotamos, the monastery of Panagia Agathonos, Kallidrom, Parnassos and Kamena Vourla. These sights highlight the strong contrasts but also the beauties that this corner of Central Greece hides. Saint LUKE is the PATRON SAINT of LAMIA and his feast day is October ¹⁸. On this date, Lamia was liberated from the Germans. On the hill of A. Loukas is the tourist Municipal pavilion. Agios Loukas is a pine-covered and picturesque hill. In the city of Lamia there is the place of martyrdom of the hero of the Alamana, Athanasios Diakos (cenotaph near People's Square) while in the square of the same name there is a marble statue of him.



The city of Lamia and the wider area are of particular archaeological interest. Indicative findings are parts of its elaborate and imposing ancient wall, the “Statue of a Young Satyr”, “Peplophoros Woman”, vases, carved tombs, etc. A short distance from Lamia is the Maliakos Gulf with many beautiful seaside locations, such as Kamena Vourla, Agia Marina - Stylidas, Agios Konstantinos, Karavomylos Raches, while a little further away are the beaches of Pelasgia, Malesina, Glyfa, Livanates, Arkitsa, Theologos and other areas that deserve the attention of the visitor to the prefecture. The Archaeological Museum of Lamia is housed on the first floor of the Barracks located in the archaeological site of the Castle. The city of Lamia has a rich cultural activity. The Folklore Museum of Phthiotis was founded in 1984. It aims to find, rescue and preserve all kinds of folklore material that exists in Lamia and the Phthiotis region as well as to preserve and disseminate the tradition and customs that refer to the pastoral, agricultural and family life of the region. It has a fairly rich collection of local costumes, textiles, embroideries, utensils, everyday items, tools and other objects. Also, the region of Phthiotis is full of thermal baths such as Kamena Vourla, the baths of Ypatis, Platystomo, and Thermopylae and could well become a modern Pan-Hellenic, if not Pan-European, center of hydrotherapy and thermal tourism.

Access to the city of Lamia from major Greek cities can be done either by bus or by train. Athens-Lamia: By road, there are services every hour (journey time 2-2.5 hours). By rail, there are frequent services (minimum journey time 1.5 hours). Thessaloniki-Lamia: By road, there

are services every hour (minimum journey time 2 hours). Patras-Lamia: By road, there are services three times a day (journey time 3 hours). Access to the University is very easy from any point in the city via local transport. The university is located just 3 kilometers from the city center and students can be served by services that run every 10 minutes throughout the academic year.

More information about Lamia: www.lamia.gr & www.pste.gov.gr/index.php

3. CURRICULUM OBJECTIVES

The curriculum of the Department of Physiotherapy was approved by decision no. 215/17-5-2019 of the Senate of the University of Thessaly. The main objective of the curriculum is to train scientists who will treat the science of Physiotherapy, with the aim of preventing, improving and restoring pathological conditions, congenital and acquired, as well as traumatic injuries that cause disorders such as in the musculoskeletal, muscular, nervous, respiratory and cardiovascular systems. The Department of Physiotherapy is well-equipped with modern facilities and infrastructure, has three institutionalized research laboratories and is able to provide high-level, qualitative and modernized education to students. Furthermore, the Department of Physiotherapy collaborates, within the framework of the clinical practice of its students, with the General Hospital of Lamia, which is located in the Taratsa area and has 318 developed hospital beds and a large number of emergency units, intensive care units, intensive care units, coronary disease units and clinics such as Orthopedics, Pulmonology, Pediatrics, Obstetrics, Pathology, Psychiatry, Oncology clinic, etc., as well as with other bodies such as the KE.F.I.A.P., the Ecclesiastical Nursing Home of Stylida, the KAPI and the Special Schools of the city of Lamia.

Furthermore, the curriculum aims to cultivate analytical and critical thinking and support students for active participation in the learning process and lifelong learning so that they can work as autonomous professionals and as members of the health team and can competently carry out therapeutic actions related to the prevention and restoration of the patient's health. Furthermore, the curriculum aims to apply modern, evidence-based teaching methods in higher education such as the collaborative problem-solving process (problem based learning) or simulation methods , while the needs of students with disabilities and/or special educational needs can be supported through the ACCESS service of the University of Thessaly.

Physiotherapy is an integral part of the broader field of Health Sciences, therefore, an additional goal of the curriculum is interdisciplinarity and the training of students to collaborate with other Health Scientists such as Doctors, Nurses, Occupational Therapists, Speech Therapists, etc. Finally, the curriculum aims at the patient-centered approach as a treatment model and aims to develop not only the clinical skills of students but also their communication skills so that they are able to respond to new demands and perspectives in the field of health.

3.1 NATURE OF STUDIES, PROFESSIONAL PROSPECTS

Following the developments in the Science of Physiotherapy, the guidelines of the World Confederation of Physiotherapy (WCPT) (<https://www.wcpt.org/guidelines/entry-level-education>) and the European Section of WCPT (ER-WCPT) regarding undergraduate Physiotherapy study programs (https://www.erwcpt.eu/education/documents_relevant_to_education), the guidelines of the Greek Association of Physiotherapy (ADAP) regarding the certification of undergraduate study programs, the content of Physiotherapy programs of HEIs in the country and abroad and the External Evaluation Report of the Physiotherapy Study Program of the former TEI of Central Greece, the curriculum of the Department of Physiotherapy of the University of Thessaly covers the subject of the Science of Physiotherapy, with the aim of :

- strengthening the promotion of knowledge and the development of research in the relevant scientific areas of physiotherapy
- the creation of high-level physiotherapists based on the International Pre-defined Skills as defined by the World Confederation of Physiotherapy and the European Union Directives, for the benefit of society as a whole and public health
- the acquisition of high scientific training for a research or academic career for Physiotherapists in the competitive conditions that are emerging in the modern European and global environment

The mission of the Department of Physiotherapy is to promote, develop and transmit knowledge in the Science of Physiotherapy, with appropriate theoretical teaching, broader laboratory, clinical and practical training and applied research, in order to provide students

with the necessary resources that ensure their excellent education for their scientific and professional career and development.

Graduates of the Department acquire the necessary knowledge to be able to adequately conduct a physiotherapy assessment of the patient, and to select, organize and safely perform the physiotherapy procedures that are appropriate for each case.

Graduates of the department must possess the required knowledge to use natural means and therapeutic methods and techniques with the aim of restoring, maintaining and promoting the physical and psychological condition of the individual as well as their social status, where deterioration, injury or disease have altered their daily capabilities.

The curriculum has specific **learning outcomes** so that graduates will be able to:

- to offer the appropriate Physiotherapy to patients hospitalized in public or private hospitals or institutions
- to offer services to the family and community where there is a patient or person with disabilities.
- to play an important role in promoting and educating the health and well-being of the public through educational and advisory services
- to ergonomically train the patient to control the loads applied to their joints during their daily activities
- to contribute to the education of health sciences personnel so that they can adopt the most appropriate attitude each time to minimize energy consumption
- provide advice and educate patients on self-care
- to respect the autonomy of patients & to work with absolute confidentiality,
- provide sufficient information about the patients' functional disability so that they can consent to the proposed rehabilitation regimen
- be knowledgeable about the research process, with absolute respect for the rights of participants, researchers and authors who use their sources
- to be able to develop research activity aimed at the advancement of the Science of Physiotherapy

- to be ready to adapt physiotherapy practice to the new conditions of science as it is being shaped

3.1.1 PROFESSIONAL RIGHTS

The title of the department is "Physical Therapy" and the curriculum corresponds to a **recognized scientific field with recognized professional rights** (PD90/1995, Government Gazette 53, vol. A). The professional rights of graduates of the Department of Physiotherapy are defined by the aforementioned PD, which provides that *these graduates bear the professional title "Physical Therapists or Physiotherapists" and are employed, either independently or in collaboration with doctors, after a relevant medical diagnosis, with the prevention, improvement and rehabilitation of pathological conditions, congenital and acquired, as well as traumatic injuries that cause disorders in the musculoskeletal, muscular, nervous, respiratory and cardiovascular systems.*

They have the right to employment in the public and wider public sectors, in the private sector or as freelancers, and they can establish private Physiotherapy laboratories in accordance with the provisions of the current legislation (P.D.29/87). The practice of the profession requires the acquisition of a professional license, which is granted by the services of the Ministry of Health, Welfare and Social Insurance.

Furthermore, according to article 34 of Law 4316/2014, *"Graduates of the Department of Physiotherapy of the country's Higher Technological Educational Institutions evaluate, select and perform the acts of a physiotherapist, as provided for in Legislative Decree 411/1972, Presidential Decree 29/1987 and Presidential Decree 90/1995, as in force, and are included in the costed Chapter "Physical Therapies" of Presidential Decree 157/1991, as in force, in accordance with a written diagnosis or opinion of the treating physician, in the places where they work in accordance with the applicable legislation."* Note: *With modern developments in the field of Higher Education in Greece, since 2019 the institution of Higher Technological Educational Institutions (TEI) no longer exists and Physiotherapy education is provided only by University Institutions, therefore all relevant laws referring to TEI graduates should be revised.*

Finally, the World Health Organization (WHO) defines Physiotherapists as a distinct professional specialty → "Physiotherapists, ISCO code 2264", based on the International Standard Classification of Occupations (ISCO, 2008 revision), while the profession of

Physiotherapist belongs to the World Health Professions Alliance (WHPA, 2010) as an independent Health Profession like Doctors, Pharmacists, Dentists and Nurses.

4. PHYSICAL THERAPY DEPARTMENT STAFF

4.1 FACULTY MEMBERS

The faculty members currently serving in the Department are the following:

Professors

1. Kapreli Eleni

Doctoral Degree (Ph.D.): National & Kapodistrian University of Athens, Department of Physical Education and Sports Science, July 2006.

Postgraduate Diploma (M.Sc.): University of Nottingham, UK, Faculty of Medicine and Health Sciences, Center for Sports Medicine, 1997.

Degree (B.Sc.): Department of Physiotherapy, Technological Educational Institute of Athens, Department of Physiotherapy, 1995

2. Strimpakos Nikolaos

Doctorate Diploma (Ph.D.): University of Manchester, UK, Faculty of Medicine, Dentistry, Nursing and Pharmacy, Center for Rehabilitation Science, 2004.

Postgraduate Diploma (M.Sc.): University of Manchester, UK, School of Physiotherapy, 2000.

Degree (B.Sc.): Technological Educational Institute of Thessaloniki, Department of Physiotherapy, 1999.

Degree (B.Sc.): National and Kapodistrian University of Athens, Department of Physical Education and Sports Science, 1993.

3. Kortianou Eleni

Doctoral Degree (Ph.D.): National & Kapodistrian University of Athens, Department of Physical Education and Sports Science, 2015.

Postgraduate Diploma (M.Sc.): University of East London, UK, Faculty of Health Sciences, 1997.

Degree (B.Sc.): Technological Educational Institute of Athens, Department of Physiotherapy, 1994.

4. Poulis Ioannis

Doctorate Diploma (Ph.D.): University of Manchester, UK, School of Law, 2008.

Postgraduate Diploma (MA): University of Manchester, UK, School of Law, 2000.

Degree (B.Sc.): University of Rome La Sapienza, Department of Physiotherapy, 1990.

ASSOCIATE PROFESSORS

1. Kanellopoulos Asimakis

Doctorate Diploma (Ph.D.): University of Strathclyde, UK, Engineering Faculty, 2011.

Postgraduate Diploma (M.Sc.): University of Strathclyde, UK, Engineering Faculty, 2004.

Degree (B.Sc.): Technological Educational Institute of Athens, Department of Physiotherapy, 1997.

2. Spanos Savvas

Doctoral Degree (Ph.D.): University of Thessaly, School of Health Sciences, Department of Medicine, 2018.

Postgraduate Diploma (M.Sc.): University of Greenwich, UK, School of Health and Social Care, 2003.

Degree (B.Sc.): Technological Educational Institute of Athens, Department of Physiotherapy, 1992.

3. Dimitriadis Zacharias

Doctorate Diploma (Ph.D.): University of Manchester, UK, School of Translational Medicine, 2011.

Postgraduate Diploma (M.Sc.): University of Cardiff, UK, Physiotherapy Department, 2007.

Degree (B.Sc.): Technological Educational Institute of Athens, Department of Physiotherapy, 2005.

4. Pepera Carnation

Doctorate Diploma (Ph.D.): University of Essex, UK, Department of Biological Sciences, Section: Sport and Exercise Medicine, 2011.

Postgraduate Diploma (M.Sc.): Glasgow University, Strathclyde University and Glasgow Caledonian University, (inter-institutional) UK, 2005.

Degree (B.Sc.): Technological Educational Institute of Lamia, Department of Physiotherapy, 2003

5. Besios Thomas

Doctoral Degree (Ph.D.): Democritus University of Thrace, Department of Physical Education and Sports Science, 2018.

Master's Degree (M.Sc.): Democritus University of Thrace, Department of Physical Education and Sports Science, 2012.

Master's Degree (M.Sc.): Technological Educational Institute of Thessaloniki, Department of Physiotherapy, 2017.

Degree (B.Sc.): Technological Educational Institute of Thessaloniki, Department of Physiotherapy, 1994.

6. Vasilopoulos Aristides

Doctoral Degree (Ph.D.): University of Thessaly, School of Health Sciences, Department of Medicine, 2014.

Master's Degree (M.Sc.): University of Thessaly, School of Health Sciences, Department of Medicine, 2009.

Degree (B.Sc.): Technological Educational Institute of Lamia, Department of Nursing, 2005.

ASSISTANT PROFESSORS

1. Paras Georgios

Doctoral Degree (Ph.D.): National Academy of Sports "Vasil Levski", Bulgaria, School of Kinesiotherapy, 2002.

Degree (B.Sc.): National Academy of Sports "Vasil Levski", Bulgaria, School of Kinesiotherapy, 1996.

2. Trigas Panagiotis

Doctorate Diploma (Ph.D.): University of Manchester, UK, Faculty of Translational Medicine, Center for Rehabilitation Science, 2013.

Postgraduate Diploma (M.Sc.): University of Manchester, UK, School of Physiotherapy, 2001.

Degree (B.Sc.): National Academy of Sports "Vasil Levski", Bulgaria, School of Kinesiotherapy, 1993.

3. Chandolias Konstantinos (in office)

Doctoral Degree (Ph.D.): University of Thessaly, Department of Physical Education and Sports Science, 2019

Master's Degree (M.Sc.): University of Thessaly, Department of Physical Education and Sports Science, 2013

Master's Degree (M.Sc.) International Hellenic University, Department of Physiotherapy, 2022

Degree (B.Sc.): Technological Educational Institute of Thessaloniki, Department of Physiotherapy, 2003

LECTORS

1. Alexiou Konstantinos

Master's Degree (M.Sc.): University of Thessaly, Department of Physical Education and Sports Science

Master's Degree (M.Sc.): Democritus University of Thrace, Department of Physical Education and Sports Science, 2018

Degree (B.Sc.): University of Athens, Department of Physical Education and Sports Science

Degree (B.Sc.): Technological Educational Institute of Lamia, Department of Physiotherapy

4.2 MEMBERS OF THE BOARD OF DIRECTORS - BANKS

The human resources of the MSc include one (2) EDIP members and four (4) ETEP members with experience in supporting laboratory courses and laboratory equipment.

The **members** of the Department of Physiotherapy are:

1. Melingas Konstantinos

Doctoral Degree (Ph.D.): Aristotle University of Thessaloniki, Department of Physical Education and Sports Science, 2016.

Master's Degree (M.Sc.): Aristotle University of Thessaloniki, Democritus University of Thrace, University of Thessaly (interdepartmental), Departments of Physical Education and Sports Science, 2004.

Degree (B.Sc.): Technological Educational Institute of Lamia, Department of Physiotherapy, 1999.

Degree (B.Sc.): National and Kapodistrian University of Athens, Department of Physical Education and Sports Science, 1989.

2. Sourlis Konstantinos

Master's Degree (M.Sc.): University of Thessaly, Department of Medicine, 2021.

Degree (B.Sc.): Technological Educational Institute of Athens, Department of Medical Laboratories, 1987.

The **ETHEP members** of the Department of Physiotherapy are:

1. Apostolopoulos Stavros

Degree (B.Sc.): Technological Educational Institute of Thessaloniki, Department of Physiotherapy, 1994.

2. Gogou Vasiliki

Degree (B.Sc.): Technological Educational Institute of Athens, Department of Physiotherapy, 1993.

3. Daskalopoulos Georgios

Degree (B.Sc.): Technological Educational Institute of Piraeus, Department of Electrical Engineering, 1992.

4. Damianidou Louisa

Master's Degree (M.Sc.): Hellenic Open University, Health Care Administration, 2003.

Degree (B.Sc.): Technological Educational Institute of Larissa, Department of Nursing, 1987.

4.3 DEPARTMENT SECRETARIAT

The Department Secretariat consists of:

- Konstantina Kaprana, Deputy Head of Secretariat
- Dimitrios Tsilalis
- Dallis Polyxeni
- Vasiliki Giannioti



5. INSTRUCTIONS FOR CONTRACTED TEACHING STAFF OF THE DEPARTMENT OF PHYSICAL THERAPY

5.1 GENERAL

1. Before the start of the Academic Year, Contracted Lecturers (407 Lecturers, Academic Experience Lecturers, Academic Fellows) should contact the Chair of the Department of Physiotherapy or his/her deputy to be informed about the general educational policy of the Department of Physiotherapy.
2. Contracted Teachers are required to strictly adhere to the course schedule in the classroom indicated therein. They are also required to provide the educational work they undertook based on their contract and to cooperate with the administrative services of the Department of Physiotherapy and to participate - if possible - in its academic and research activities.
3. To take up their duties, each collaborator must come to the secretariat to be informed and receive the necessary forms, in order to sign the employment contract at the University's personnel office.
4. Particular attention should be paid to confirming:
 - of the courses and hours assigned to him,
 - the type of collaborator (Academic Fellows, 407 Teachers, Teachers for Academic Experience)
 - the type of employment (hourly wages / complete),
 - of his insurance company and end

- the bank account number for the payroll deposit of.
5. Upon assuming duties, the associate is required to immediately send the following information via email to the President of the Department of Physiotherapy or the deputy to be posted on his website: Department of Physiotherapy:
- A short CV of note with emphasis at today's academic and its educational activities,
 - The courses he teaches this year and
 - Contact details for students (definitely the days/hours they will be accepted at the ASSOCIATE OFFICE of the Department of Physiotherapy and email and optionally mobile or landline number) of).

Since the partner has already sent this information in the previous academic year, they will simply need to update it if necessary.

5.2 EDUCATIONAL PROCESS

A. General

1. Collaborators must use the possibilities offered to them through the Internet throughout the educational process. In particular, they must definitely use the **E-class service** provided to them by the University of Thessaly for each course they teach.
2. Contracted Teachers who teach the theories of the courses must coordinate the work of the laboratory collaborators so that all laboratory Departments follow the same teaching process with regard to the material and the educational aid that will be used (book, notes).
3. In the event of a course or workshop being postponed for any reason, the collaborator must promptly inform (by phone or email) the President of the Department of Physiotherapy or his deputy and then the secretariat. In addition, and necessarily, he must issue a signed announcement (electronic) to the students, which will also indicate the date and time of the make-up of the course that is to be postponed. He is obliged

to send this announcement in a timely manner to the Secretariat for posting and to post it himself in the course's eclass.

4. The associates themselves receive and deliver the keys to the classrooms to the relevant University employee.

B. Course theory

1. The duration of the hourly teaching of theoretical courses is set at forty-five (45) minutes, after which a fifteen (15) minute break follows.
2. Associates who teach the theories of the courses must adhere to certain procedures common to all courses. At the beginning of the semester, students should be able to access basic supporting information for the course through the Studentweb service. Initially, the responsible associate should post the teaching program of the course material for the current semester on Eclass. He should also post any slides, notes and any other supporting material for each delivery. This material will be updated under his responsibility at the beginning of each semester.
3. The eclass service can also announce the student midterm evaluation process, since multiple evaluation methods can be used and applied in the context of examination and grading of courses.
4. At the end of each semester, each associate must inform the President or his/her Deputy of the number of deliveries made in order for the teaching of the course to be considered valid. This information will be provided by telephone, email or fax.
5. The student evaluation process should also be announced in the Studentweb service, since multiple evaluation methods may be used and applied in the context of examination and grading of courses. More specifically, the final examination in a theoretical course or in the theoretical part of a mixed course is mandatory. course. However, it is possible for one or more intermediate assessments (e.g. assignments) to be conducted at the same time. The intermediate assessment requires a recommendation from the instructor (no later than 1 week after the start of the

semester) and a decision by the Department Assembly. The grade of the intermediate assessments may constitute up to 40% of the final grade. The student, if he/she wishes, participates in the intermediate assessments. In this case, the final examination has a weighting factor of 60%. The results of the intermediate assessments are announced by the instructor at least five (5) days before the start of the exams. For those students who did not choose an intermediate assessment or there is no intermediate assessment, then the grade of the final examination is the final.

C. Course workshops

1. The laboratory collaborators should hold a joint meeting, before the start of the classes, with the professor of the corresponding theory. The goal of the meeting is to jointly define:
 - Material and laboratory equipment exercises,
 - Necessary laboratory equipment in frames of laboratory courses,
 - Helpful notes,
 - Examination structure of each laboratory,
 - Posting a common outline of the laboratory course on Eclass and linking it to the corresponding theory.
2. The laboratory associate should ensure basic safety rules, such as :
 - To collect/deliver the keys himself/herself laboratory.
 - Not to allow students to be present in the laboratory area without the instructor himself/herself present.
 - Tidy up the room and materials when students leave the room. laboratory.
 - To collect damages to laboratory material and deficiencies and report them to the responsible ETHEP laboratory.
 - Not allow the consumption of drinks and food in the premise's laboratory.
3. The laboratory assistant should ensure that students adhere to the basic rules for attending the laboratory.

4. The laboratory associate should communicate with the ETHEP manager. laboratory (the ETHEP program and contact information are posted on the website, otherwise the program is available at the Secretariat) and request the preparation of the laboratory material that will be used (e.g. models, equipment, taping material , etc.) so that they can prepare them and have them at their disposal. It would be good to make a schedule and give a list to the ETHEP responsible for each teaching unit. laboratory. Otherwise, you should inform the responsible ETHEP in a timely manner laboratory via email so that appropriate arrangements can be made.
5. In order to take the laboratory exam, the student must have attended 80% of the courses taken (i.e. up to 3 absences are allowed in the 13 modules). If the student fails the laboratory exam, then he can repeat the exam the following year, provided that he re-registers for the course, without being obliged to attend again. In the event that a student has attended the laboratory but does not attend the course for the exam, the electronic submission of the score must indicate his attendance (instead of 0, score 0.1). In this way, the Secretariat will be able to confirm the absence of obligation to attend the laboratory the following year.
6. If a student does not behave properly during the laboratory session, the professor may expel him/her by registering a corresponding absence. In exceptional cases, he/she may report it to the President of the Department of Physiotherapy, for further sanctions.

D. Clinical Practice

1. At the beginning of each semester and on a date to be announced by the Head of Clinical Practice of the Department of Physiotherapy, all members of the teaching staff will be required to attend a meeting in order to inform them about their optimal participation in the educational process of each clinic. Each associate of the Department of Physiotherapy must know the contact details of the Head of Clinical Practice and inform him of any problem that may arise.
2. Contracted Teachers are informed about the procedures of each clinic and teach under the coordination of the Head of the Clinic either at the University or at the Clinic's

Institutions (Lamia Hospital, KAPI, Nursing Homes, Special School, etc.). Contracted Teachers are responsible for the good behavior of students in the clinical practice areas, adherence to the schedule and safety rules for patients.

3. If a student does not behave properly during the clinic, the scientific associate may expel him/her by registering a corresponding absence. In exceptional cases, he/she may report it to the Clinic Manager, for further sanctions.

E. Examination Procedure

1. Associates, in addition to Rapporteurs, may also be appointed as Supervisors.
2. For the development of the topics, specially sealed reference stickers are provided to the students being examined under the responsibility of the room supervisors.
3. The written work is kept under the responsibility of the examiner for one (1) academic year, during which the student may request to see his/her written work.
4. The delivery of the written exam grades should be done via the electronic secretariat within a reasonable period of time (five days) from the date of the exams.

5.3 ACADEMIC ACTIVITIES

A. Participation in activities and events

Each associate is informed about the activities of the Department of Physiotherapy and, if they wish, can participate in various events such as: Oath-takings, Workshops, Conferences, etc.

B. Participation in workshop activities

Each collaborator may submit, at the beginning of each academic year, an application to the responsible professors of the officially established laboratories or studies of the Department of Physiotherapy, with the aim of his active participation in their activities.

5.4 ADMINISTRATIVE WORK

Both at the beginning and during the academic year, committees may be appointed by decision of the competent bodies, in which associates will also participate, with the aim of carrying out administrative work.

5.5 REPORT

Upon completion of the spring semester exams, associates are advised to send an INFORMATIVE NOTE by email to the President of the Department of Physiotherapy or his deputy, while simultaneously notifying the heads of departments, with their observations and suggestions for improving the educational process.

5.6 COURSE AND TEACHER EVALUATION

At the end of each academic year, each teacher should be responsible for compiling a course report, which should present all the positive and negative aspects of the teaching of the course. Similarly, each scientific collaborator will must in parallel to submits and census bulletin teacher with the latest details of his/her CV. For this purpose, they will be informed with the necessary documents - invitations as well as the final dates for sending the appropriately completed census forms. This work will be carried out under the responsibility of the OMEA of the Department of Physiotherapy independently and sub the supervision of coordinator.

5.7 EXAM PROCEDURE

1. The general responsibility for the smooth conduct of the examinations of the Department of Physiotherapy lies with the President of the Department of Physiotherapy, who ensures in a timely manner the appointment of supervisors, the suitability of the premises and, more generally, the integrity of the examinations. exams.
2. The Assembly of the Department of Physiotherapy appoints regular and temporary members of the E.P. as supervisors of the examinations within the framework of their working hours by grade and considering the time required for the preparation of the presentations and for the corrections of the written tests. In the event of a shortage of the aforementioned personnel, other categories of personnel are appointed as supervisors. The examination topics are proposed by the person or persons who taught

the course during the semester that ended and in the event of their absence or impediment, the topics are raised and proposed by another teacher appointed by act of the President of the Department of Physiotherapy. In the case of an oral examination, a second examiner of a relevant specialty is appointed, by decision of the Department Assembly.

3. For the development of the topics, the students being examined are given specially sealed reference stickers or printed questionnaires under the responsibility of the supervisors. hall.
4. During the written exams at the end of each semester, all students must bring proof of identification of the person participating in the exams (any official document stating the student's identity). The invigilators, before the start of the examination process, must carry out the appropriate check and not allow the participation of students who cannot prove their identity.
5. For the examination of each course, the respective supervisor is asked to prepare a standard document in which both the procedural elements of the examination such as the time, place, supervisors (and if some did not show up) and any problems that may have arisen during the examination are given. At the same time, each supervisor delivers a list of the examination topics. For the codification, archiving, preservation and circulation of the topics, a "topic bank" is created in the Department, the purpose of which is to facilitate the examination procedures.

The nature of the issues is confidential. The above data it is available for each lesson for control by the Department in order to validate each time the integrity and transparency of the examination but also to intervene where appropriate. In this way, an evaluation of the examination process is achieved process.



6. USEFUL INFORMATION

6.1 ACTIVATING AN INSTITUTIONAL ACCOUNT

To activate your Institutional Account, you must go to the [Password Recovery page](https://secure.it.uth.gr/user/recover/) (<https://secure.it.uth.gr/user/recover/>). There you will enter the username and recovery password that were given to you and your new password of your choice twice. Now your account at the University of Thessaly will have the same username and new password.

ATTENTION : The recovery password you have been given is one-time use and is automatically deactivated after the activation process of your account.

6.2 CONNECTION TO THE UTH NETWORK

To access some of the U.T.'s electronic services (e.g. Electronic Secretariat) from your personal electronic device, it is necessary to either connect to the U.T.'s WiFi network (<https://it.uth.gr/services/wifeduroam>), or, when you are outside U.T., to use the Virtual Private Network VPN (<https://it.uth.gr/services/eikoniko-idiotiko-diktyo-vpn>). Information about all the Information and Communications Technology services we offer can be found on the [University's website \(https://it.uth.gr \)](https://it.uth.gr).

6.3 ELECTRONIC SECRETARIAT

Through the Electronic Secretariat you can remotely check the registrations for your course and post your grades. Access to it is activated by the Department Secretariat.

ATTENTION: As mentioned above, to access the Electronic Secretariat from a Computer outside the University of Thrace network, you must use the Virtual Private Network (VPN).

6.4 ACCESS TO THE SOURCES AND SERVICES OF THE LIBRARY & INFORMATION CENTER OF THE UT.

You can find information and download the Library brochure that concerns you in pdf format with instructions at the link <http://www.lib.uth.gr>. Additionally, on the website you will find detailed information about all the resources and services provided by the Library. The Academic Library of the University Campus is located in Lamia, which is modern and has a large number of books and infrastructure. The library operates daily from 8.00-15.00. In order to use the library and borrow, you must register and be issued a personal identity card. The person responsible in Lamia is Ms. Andritsou Dimitra, telephone numbers 22310 60195, 22310 60172, 22310 60173 (email : dandritsou@uth.gr).

6.5 SUPPORT FOR STUDENTS WITH DISABILITIES AND/OR SPECIAL EDUCATIONAL NEEDS

Students with disabilities and/or special educational needs of the University of Thessaly can be informed or receive information about their access through the [ACCESS service \(http://prosvasi.uth.gr/ \)](http://prosvasi.uth.gr/). After their registration, the service informs the Teachers through the Secretariat about the specific students and provides advice regarding the educational process and exams. The Teachers are required to support the students and, in accordance with the instructions, facilitate their studies. In the event that a lIf a student with disabilities and/or special educational needs is not aware of the ACCESS service, the instructor informs him/her about it and encourages him/her to use it.

6.6 ECLASS SERVICE

Teachers should use the possibilities offered to them through the Internet throughout the educational process. In particular, they should definitely use the **Eclass service** provided to them by the University of Thessaly for each course they teach . The course outline, the semester program, the slides, notes, useful links, as well as the score from the mid-term evaluation or the teacher's announcements are posted on Eclass. Registration in Eclass is done after the Secretariat is informed about the course assignments. The teacher invites students to register for the course and make use of the platform with the aim of facilitating the educational process. The Eclass is located at the link <https://eclass.uth.gr/>

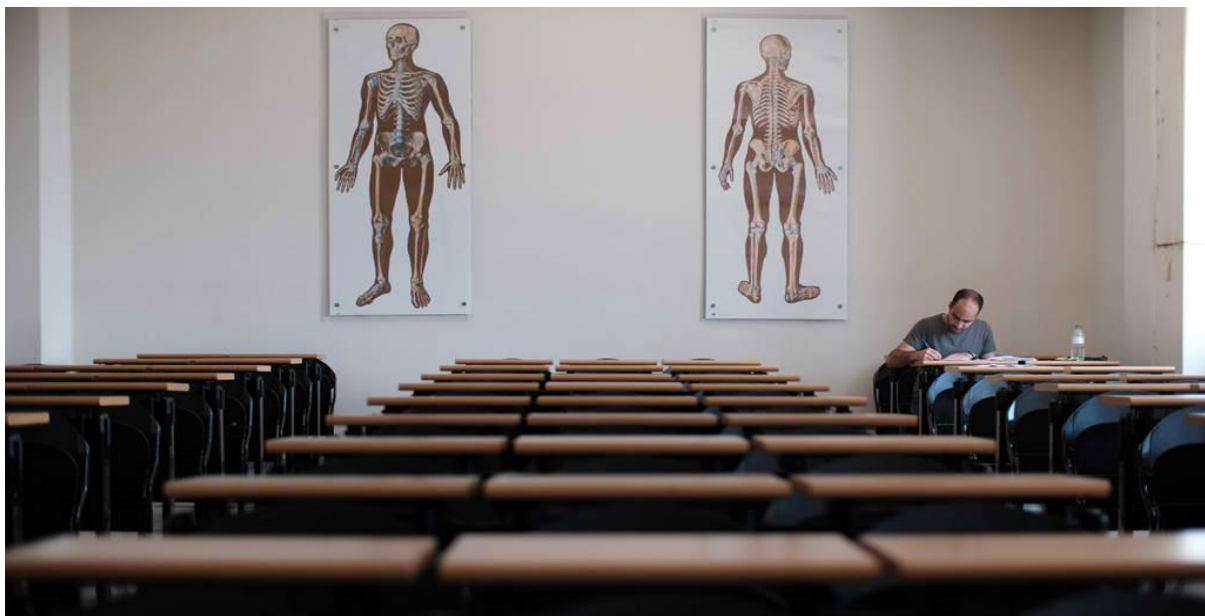
where you can view manuals for using the platform and developing course material through it. To activate their account, they should contact [eclasshelp@uth.gr by email](mailto:eclasshelp@uth.gr), stating email xxxxx @uth.gr, name and department they belong to. In addition, they can also register online by applying for an instructor.

6.7 CONTRACT TEACHERS' AREA - STUDENT RECEPTION

Teachers can use a space that will be indicated to them by the Department Secretariat at the beginning of the semester. In this space there is a possibility of wireless connection to the internet. In this space the teacher can study and receive students based on the hours he has announced through the Secretariat.

6.8 STUDENT/STUDY ADVISORY SERVICE

The Student Counseling Service of the Laboratory of Psychology and Applications in Education enables students of the University of Thessaly, if they so wish, to receive psychological support and assistance for their personal difficulties and concerns, as well as to be trained in acquiring skills for managing and solving problems they may encounter.
[Information : \(http://www.uth.gr/students/symvouleitiki \).](http://www.uth.gr/students/symvouleitiki)



OF EDUCATIONAL MATERIALS

The teacher receives the keys to the Classroom from the School Custodian and signs both upon receipt and upon delivery. He also receives the remote control for the video projector. The storage of educational material is done after consultation with the ETHEP manager.

6.10 FEEDING

All lecturers can eat in the restaurant area, directly opposite the School of Health Sciences. In the restaurant, for a small fee (3 euros), they can have a full lunch (13.00-15.00) and dinner (17.00-19.00). In addition, there is a canteen on the university premises that can be ordered (2231060155).

6.11 PHYSICAL THERAPY DEPARTMENT SECRETARIAT

The Secretariat of the Department of Physiotherapy is located in the building of the School of Health Sciences in Lamia on the first floor. The contact numbers are 2231060176 and 177, the contact email is g-physio@uth.gr and the website is www.physio.uth.gr.

