



UNIVERSITY OF
THESSALY



DEPARTMENT OF FORESTRY,
WOOD SCIENCES & DESIGN

APPROVAL AND REVISION PROCEDURE OF THE UNDERGRADUATE STUDY PROGRAM

According to decision no. 71/29.6.2022 (topic 4) of the Assembly of the Department of Forestry, Wood Science & Design (FWSD) of the University of Thessaly, the Undergraduate Study Program of the Department may be regularly revised by the Department's Assembly. The aim of the revision is to correct the deficiencies presented, to harmonize with international and national scientific developments, with the knowledge subjects of the Department and to adapt to the needs of the market.

The procedure for the approval and review of the Undergraduate Study Program is as follows:

1. The Head of the Department convenes the Assembly once a year on the subject of the discussion and the possible reformation of the Undergraduate Study Program. This reform may concern all the courses [compulsory, elective, thesis, internship], ECTS, the content of the courses and others.
2. The Curriculum Committee that has been established in the context of the operation of the Department in collaboration with the Internal Evaluation Team of the Department will carry out the following actions:
 - a. **Collection and evaluation of the main sources of information for the revision of the Undergraduate Curriculum, viz:**
 - i. The resources and knowledge that prospective students have acquired from Secondary Education.
 - ii. The international and Greek experience from respective Undergraduate Study Programs.
 - iii. The consultation with the social partners (Ministry, Forestry Department, Local Government, collective bodies, other public bodies, private bodies, international bodies dealing with wood, the environment and design and others).
 - iv. The recording of trends from international experience.
 - v. The proposals and opinions of invited experts from the Department, from the wider consultation and in conclusion from the working groups of the Department.
 - vi. Feedback from students and graduates of the Department.
 - vii. Statistical data concerning the employment of graduates of both the Department and the corresponding Departments of other Universities.
 - viii. The feedback of the data from the current Undergraduate Study Program.
 - ix. The control from the evaluation of the courses of the Undergraduate Study Program of the FWSD Department since the start of its operation.

- b. **Submission of a specially justified and documented report to the highest collective body of the Department, the Department Assembly, where the need for the revision of the Undergraduate Study Program will be highlighted based on what was also mentioned in point a.**
- c. **The role of the Department Assembly. The Assembly of the FWSD Department must:**
 - i. It informs all the involved bodies (members of the Faculty, Laboratory Teaching Members, Laboratory Technical Members, scientific collaborators, administrative staff, students of all levels of study) and puts the Report out for consultation.
 - ii. It proposes the necessary measures so that the educational process is not disrupted for students of previous Academic Years, who must complete their studies with another Undergraduate Study Program.
 - iii. It presents in a detailed and comprehensible way the changes in relation to the previous Undergraduate Study Program and these changes are highlighted. For example, changes in ECTS or the semester of teaching the course.
 - iv. He submits the practical and all the necessary material to the Quality Assurance Unit of the University of Thessaly.
 - v. Incorporates the observations of the Internal Evaluation in the revision of the Department's Undergraduate Curriculum and presents these suggestions/corrections/changes in a summary table, as in the example below.

Number	Suggestions/observations/comments/recommendations of the Internal Evaluation Committee	Proposals for changes/modifications to the existing Undergraduate Study Program
1.		
2.		
3.		

- d. **Joint Meeting of the Quality Assurance Unit of the University of Thessaly with the Head of the Department, the members of the Internal Evaluation Team and the Committee for the Review of the Undergraduate Study Program.** At the meeting, the completeness of the proposal for reforming the Undergraduate Study Program of the FWSD Department will be checked, the proposal of the feasibility and the documentation of the changes, the presentation of the new Undergraduate Study Program, the changes in the Study Regulations, the organization of the educational project will be checked and judged. The transitional provisions concerning the previous Undergraduate Study Program are presented.

- 3. **Quality Assurance Unit of the University of Thessaly has two possibilities (conclusion):**
 - i. In case of a positive recommendation, the file is forwarded to the Senate and the procedure is completed.
 - ii. In the event of a negative recommendation, the file is forwarded to the Department with the aim of providing feedback on the proposal with the recommendations and comments of Quality Assurance Unit and resubmitting the proposal to Quality Assurance Unit (point c-iv).

4. 4. Publication and implementation of the new Undergraduate Study Program.

DIAGRAM OF THE APPROVAL AND REVIEW PROCESS OF THE UNDERGRADUATE CURRICULUM OF STUDY

