

TECHNOLOGICAL EDUCATION INSTITUTE OF CENTRAL MACEDONIA

SCHOOL OF ADMINISTRATION AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

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Protocol Number: XXX
Serres, date

THE DIPLOMA SUPPLEMENT

This diploma supplement model was developed by the European Commission, council of Europe and Unesco/ Cepes. The purpose of the supplement is to provide sufficient independent data to improve the international "Transparency" and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.) It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgments, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1. FAMILY NAME(S):
2. GIVEN NAME(S):
3. DATE OF BIRTH – PLACE – COUNTRY:
4. STUDENT IDENTIFICATION NUMBER OR CODE:

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 NAME OF QUALIFICATION AND TITLE CONFERRED IN ORIGINAL LANGUAGE:

– Ptychio Diikisis Epichiriseon – Bachelor Degree in Business

Administration

2.2 MAIN FIELD(S) OF STUDY FOR THE QUALIFICATION:

Business Administration

2.3 NAME AND STATUS OF AWARDING INSTITUTION:

μ (T.E.I)

– Technologiko Ekpedeftiko Idrima

(T.E.I) Kentrikis Makedonias – Technological Educational Institute of Central Macedonia (T.E.I) Kentrikis Makedonias)

2.4 NAME AND STATUS OF INSTITUTION ADMINISTERING STUDIES: The same as in 2.3.

2.5 LANGUAGE(S) OF INSTRUCTION/EXAMINATION: Greek

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 LEVEL OF QUALIFICATION:

Undergraduate (Honours Bachelor's) Degree, 1st cycle

3.2 OFFICIAL LENGTH OF PROGRAM:

- Length in years: 4
- Weeks per year: 34 weeks of full-time studies in total (26 tutorial weeks plus 8 examination weeks)
- Credits ECTS: 240
- Total workload: 6000
- Practice: Compulsory six-month placement during the studies (8th semester)

3.3 ADMISSION REQUIREMENT(S):

- a) High School (Lyceum) Certificate/Baccalaureate and successful participation in the National (Panhellenic) entrance exams (90% of enrolments).
- b) Secondary Technical Education Certificate (10% of new enrolments).

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 MODE OF STUDY:

Full- Time

4.2 PROGRAM REQUIREMENTS:

According to the Regulations of the T.E.I. of Central Macedonia students are eligible to graduate upon accumulating 240 ECTS, when:

- a) they have successfully completed all compulsory and preference courses (39 in total) in compliance with the Departmental Curriculum and regulations and they have accumulated 210 ECTS.
- b) their Dissertation project has been defended to the committee and evaluated successfully (20 ECTS).
- c) they have completed successfully their 6-month internship in compliance with the Departmental regulations (10 ECTS).

Upon successful completion of the Curriculum programme, students are able to:

- a) properly apply the theoretical and practical knowledge acquired during the study period,
- b) organize and manage business organizations,
- c) establish and operate their own business organizations.

4.3 PROGRAM DETAILS, AND THE INDIVIDUAL GRADES/MARKS/CREDITS OBTAINED:

1ST SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	101 11	Microeconomics		6		
2	102 11	Principles of Business Law		4		
3	103 11	Mathematics for Business Administration		5		
4	104 11	Introduction to Accounting		5		
5	105 11	Principles of Business Administration		5		
6	106 11	Introduction to Informatics		5		
Total				30		

2ND SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	201 1	Macroeconomics		6		
2	202 11	Statistics I		5		
3	203 1	Databases for Business Administration		5		
4	204 1	Principles of Marketing		5		
5	205 1	Financial Mathematics		4		
6	206 11	Financial Accounting		5		
Total				30		

3RD SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	301 1	Finance		5		
2	302 11	Statistics II		5		
3	303 11	Human Resource Management		6		
4	304 11	European Institutions		4		
5	305 11	SME Management		5		
6	306 11	Management Information Systems		5		

Total	30	
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4TH SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	401 11	Cost Accounting & International Financial Reporting Standards		5		
2	402 11	Quantitative Methods in Administrative Decision-Making		5		
3	403 11	Research Methods		4		
4	404 11	Business Communication		4		
5	405 11	Total Quality Management		4		
6	406 11	Business English		4		
Total				30		

5TH SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	501 11	Quantitative Methods in Administrative Decision-Making		6		
2	502 11	Public Relations		6		
3	503 11	Corporate Social Responsibility & Business Ethics		6		
4	504 11	International Management & Marketing		6		
5	XXX	Elective 1		6		
Total				30		

6TH SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	601 11	Production & Operations Management		6		
2	602 11	Business Strategy		6		
3	603 11	Managerial Accounting		6		
4	604 11	Electronic Business		6		
5	XXX	Elective 2		6		
Total				30		

7TH SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	701 11	Seminar		6		
2	702 11	Service Systems & Outsourcing		6		
3	703 11	Financial Management		6		
4	XXX	Elective 3		6		
5	XXX	Elective 4		6		
Total				30		

8TH SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	xxx	Diploma Thesis*	Dissertation	20		
2	Xxx	Placement**	Placement	10	-	
Total				30		

EF: Economic & Finance -- **MM:** Management & Marketing -- **ISOS:** Information Systems & Operations Science

GBC: General Background Course -- **SBC:** Specific Background Courses -- **SC:** Specialisation Courses

CS: Compulsory Course -- **SCSC:** Selected Compulsory Specialization Course -- **ELEC:** Elective Course

DISS: Dissertation -- **PL:** Placement

* **TITLE OF DIPLOMA THESIS:**

** **PLACEMENT** (6 months) has been performed in company/ organization X, (period: ... - ...).

4.4 GRATING SCHEME AND, IF AVAILABLE, GRADE DISTRIBUTION GUIDANCE:

According to the regulations the rating scale is in organised as follows:

- 8,5-10: – Arista – Excellent
- 6,50- 8,49: – Lian Kalos – Very Good
- 5,0- 6,49: –Kalos – Fair
- 0,0- 4,99: – Kakos – Fail

The final grade of the degree is calculated as the weighted average of the grade in each course multiplied by the number of ECTS.

Note: The successful completion of a course is achieved when the grade is greater or equal to 5.00.

4.5 OVERALL CLASSIFICATION OF THE QUALIFICATION (IN ORIGINAL LANGUAGE):

6.46: “ ” – “Kalos” – “Fair”

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 ACCESS TO FURTHER STUDIES:

The graduates of the Department are eligible to attend the second-cycle (postgraduate) studies.

5.2 PROFESSIONAL STATUS:

According to the Presidential Decree 514/89 (Official Government Gazette issue “ 218/ . ’5-10-89”), the graduates of the Department of Business Administration are able to work as business managers in a variety of operations in private companies and state organisations, either by their own (independently) or in collaboration with other scientists. The graduates of the Department of Business Administration can undertake duties and exercise tasks as follows:

- Develop the business strategy.
- Plan, organize, direct and control the operational activities.
- Resolve issues of the management of human resources.
- Develop programmes for the remuneration and the participation of the workforce in the management.
- Develop and direct the hiring process.
- Analyze the production processes and manage production systems.
- Analyze issues of financial management.

The graduates of the Department of Business Administration can follow professional careers in the above mentioned kinds of duties and they can reach the top administrative levels.

The graduates of the Department of Business Administration can also follow career in any level of education.

The graduates of the Department of Business Administration can exercise the profession of accountant/ tax advisor according the Law 2515/97 (154/ . ’25-7-97) and the Presidential Decree 340/98 (228/ . ’6-10-98), as they were modified by Law 2771/99 (280/ . ’16-12-99) and the article 17 of the Law 3470/2006 (132/ . ’28-6-2006).

6. ADDITIONAL INFORMATION

6.1 ADDITIONAL INFORMATION:

- The Department of Business Administration was subjected to external evaluation process by the Hellenic Quality Assurance and Accreditation Agency (HQA) in 2011. The evaluation report is available here: <http://business.teicm.gr/?q=node/31>
- ERASMUS study period (Country, Institute, period, year)
- Other distinctions (scholarships, etc.)

6.2 FURTHER INFORMATION SOURCES:

- Ministry of Education: <http://www.minedu.gov.gr/>
- Technological Educational Institute of Central Macedonia: <http://www.teiser.gr/>
- Department of Business Administration: <http://business.teiser.gr/>
- NARIC DOATAP: <http://www.doatap.gr>

7. CERTIFICATION OF THE SUPPLEMENT

Date: Serres, 01 March 2013

Secretary of the Department

The Head of the Department

Official Stamp

Name

Name

7. INFORMATION FOR THE NATIONAL HIGHER EDUCATION SYSTEM

(i) Structure

Greece has a binary system of Higher Education. The Hellenic Higher Education consists of two parallel sectors: a) the University sector (Universities, Polytechnics, Schools of Fine Arts) and b) the Technological sector (Technological Educational Institutes and the School of Pedagogic and Technological Education). The universities offer undergraduate and postgraduate programs, along with basic and applied research. Technological Educational Institutes focus mostly on undergraduate programs and applied research and they offer a relatively smaller number of post graduate programs and basic research project.

Higher Education Institutes are self-governed legal entities under the Law, supervised by the state, mainly, through the Ministry of National Education. Greek educational institutes are entitled to formulate autonomous policies for achieving their specific educational goals and in fulfilling their mission. Greek Higher Education Institutes develop their own curricula, which are published in the Official Journal of the Greek Government.

Recent legislation (Law 3374/2005) on quality assurance in Higher Education, the Credit Transfer System and the Diploma Supplement defines the framework and criteria for evaluation of University/TEI departments and for the accreditation of student degrees. These measures aim at promoting student mobility and contributing to the creation of a European Higher Education Area, as this is defined by the Bologna Process. Higher education institutions are encouraged to set up their own internal quality assurance mechanisms to provide a sound basis for external evaluation. The aim is to combine institutional autonomy and accountability effectively within the national quality regulations framework. Each institution has the right to independent decision making and is therefore responsible for devising its own quality assurance system for assessing education and administrative and research functions, although general provisions are set out in the legislation.

(ii) State Agencies

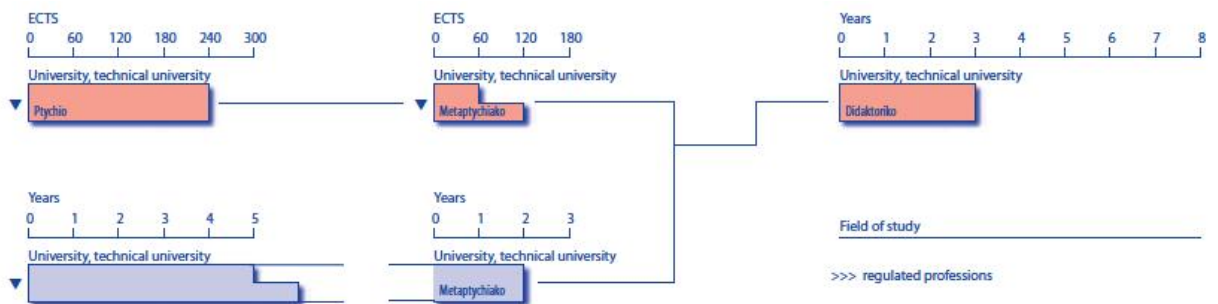
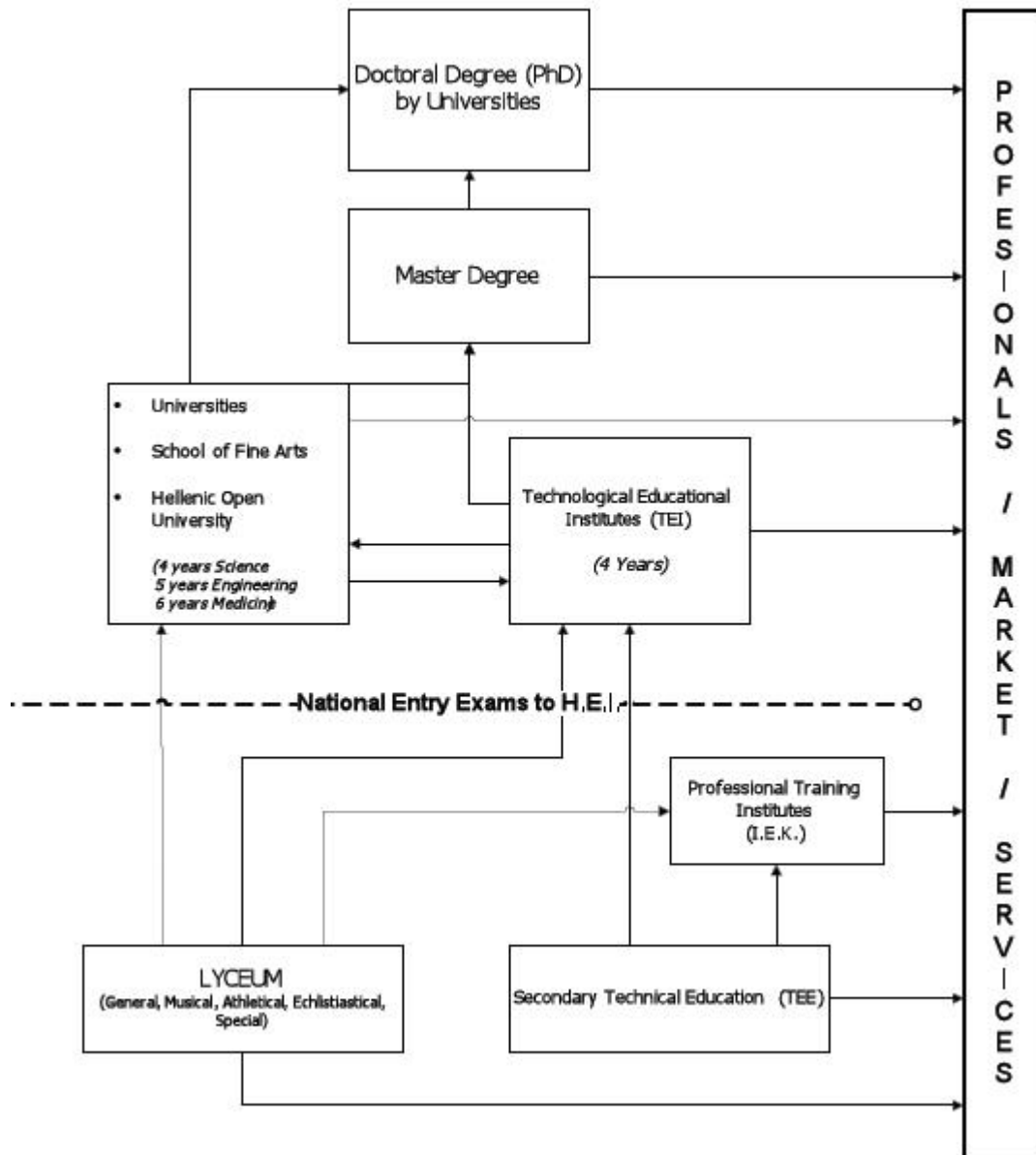
The National Council of Education (ESYP) is an independent advisory body regarding primary, secondary and tertiary education. The ESYP Board consists of representatives of a wide spectrum of educational, political and social partners. Among its competencies is to guarantee course validation and accreditation; the establishment of new courses and departments in Higher Educational Institutions. Also, to achieve the widest consensus possible on issues related to educational policy and practices.

The Hellenic Quality Assurance Agency (Elliniki Archi Diasfalis Poyotitas stin Anotati Ekpaidefsi) established by Law 3374/2005 works in close co-operation with the higher education community. It is responsible for the evaluation of study programs and institutions, review schemes, as well as organizing audits within a specified legislative framework. The evaluation standards developed by the agency are consistent with the criteria set out by the Association for Quality Assurance in Higher Education (ENQA).

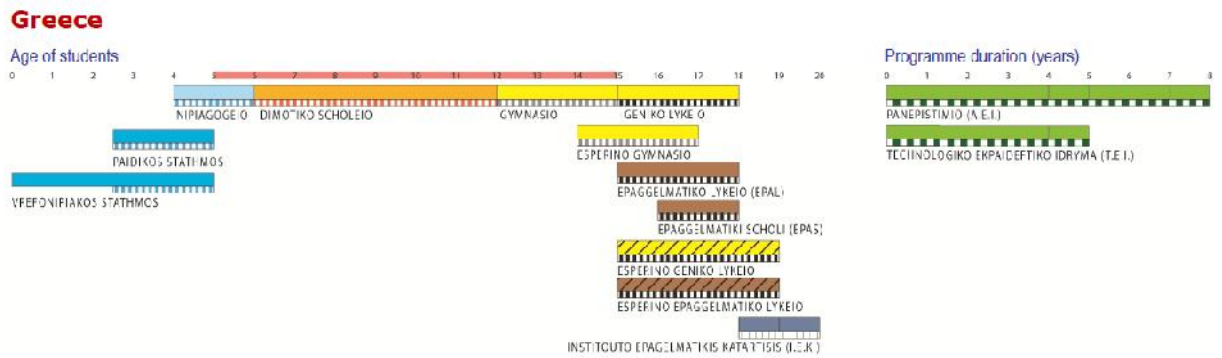
The Hellenic Organization of Academic Degrees Recognition and Information (DOATAP) is member of the ENIC/NARIC network (European Network of Information Centres and the National Academic Recognition Information Centre). It is the competent agency for the recognition of foreign academic degrees outside the EU. It handles all issues concerning recognition to University and TEI Degree awards.

(iii) Access to Higher Education

Entry requirements for the High School (Lyceum) graduates to the Higher Education are based on the score attained at the National Level Exams. In addition, the Secondary Technical Education graduates can enter in Technological Educational Institutes only with a quota of 10% maximum of the total number of new entrants according to their score of their Certificate of Studies.



Source: EURYDICE, Focus on higher education in Europe 2010: The impact of the Bologna Process



Source: EURYDICE, The structure of the European education systems 2012/13

(iv) Qualifications

Higher Education graduates from universities and T.E.I. are awarded a “Ptychio” (degree of first cycle of studies) which leads to employment or further study at the post-graduate level. First cycle programmes last from four years for most fields to five years for engineering and certain other fields of science and six years for medicine. University and T.E.I. graduates can continue their studies to attain a MSc and a PhD provided they meet the criteria set by each department running the courses.

(v) Ongoing reforms and policy initiatives

The Law 4009/2011 for the structure, operation, quality assurance in education and the internationalization of higher education provides the basic legal framework for higher education. Law 3794/2009 harmonized the operation of the university and technological sectors of higher education and put both Universities and Technological Education Institutions (TEIs) at the same level of higher education. Detailed description of the Greek Education System is offered in EURYDICE, <http://www.eurydice.org>.