

TECHNOLOGICAL EDUCATION INSTITUTE OF CENTRAL MACEDONIA

FACULTY OF ADMINISTRATION AND ECONOMY

DEPARTMENT OF BUSINESS ADMINISTRATION

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<http://business.teicm.gr/>

Protocol Number: xxx

Place:xxx, date:xxx

THE DIPLOMA SUPPLEMENT

This diploma supplement model was developed by the European Commission, council of Europe and Unesco/ Cepas. 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:

Πτυχίο Διοίκησης Επιχειρήσεων – 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:

Τεχνολογικό Εκπαιδευτικό Ίδρυμα (Τ.Ε.Ι) Κεντρικής Μακεδονίας – 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 T.E.I. of Central Macedonia students are eligible to graduate upon accumulating 240 ECTS as follows:

- 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) organise 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	101O11	Microeconomics	GBC - EF	6		
2	102O11	Principles of Business Law	GBC - MM	4		
3	103II11	Mathematics for Business Administration	GBC - EF	5		
4	104O11	Introduction to Accounting	GBC - EF	5		
5	105M11	Principles of Business Administration	GBC - MM	5		
6	106II11	Introduction to Informatics	GBC - ISOS	5		
Total				30		

2ND SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	201O1	Macroeconomics	GBC - EF	6		
2	202II11	Statistics I	GBC - EF	5		
3	203II1	Databases for Business Administration	GBC - ISOS	5		
4	204M1	Principles of Marketing	GBC - MM	5		
5	205O1	Financial Mathematics	GBC - EF	4		
6	206O11	Financial Accounting	GBC - EF	5		
Total				30		

3RD SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	301O1	Finance	SBC - EF	5		
2	302II11	Statistics II	SBC - EF	5		
3	303M11	Human Resource Management	SBC - MM	6		
4	304O11	European Institutions	SBC - MM	4		
5	305M11	SME Management	SBC - MM	5		
6	306II11	Management Information Systems	SBC - ISOS	5		
Total				30		

4TH SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	401O11	Cost Accounting & International Financial Reporting Standards	SBC - EF	5		
2	402II11	Quantitative Methods in Administrative Decision-Making I	SBC - ISOS	5		
3	403II11	Research Methods	SBC - MM	4		
4	404M11	Business Communication	SBC - MM	4		
5	405M11	Total Quality Management	SBC - MM	4		
6	406O11	Business English	SBC - MM	4		
Total				30		

5TH SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	501II11	Quantitative Methods in Administrative Decision-Making I	SBC - ISOS	6		
2	502M11	Public Relations	SBC - MM	6		
3	503M11	Corporate Social Responsibility & Business Ethics	SBC - MM	6		
4	504M11	International Management & Marketing	SBC - MM	6		
5	xxx	Elective 1		6		
Total				30		

6TH SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	601II11	Production & Operations Management	SBC - ISOS	6		
2	602M11	Business Strategy	SBC - MM	6		
3	603O11	Managerial Accounting	SBC - EF	6		
4	604M11	Electronic Business	SBC - ISOS	6		
5	xxx	Elective 2	SBC	6		
Total				30		

7TH SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	701II11	Seminar	SBC - ISOS	6		
2	702M11	Service Systems & Outsourcing	SBC - MM	6		
3	703O11	Financial Management	SBC - EF	6		
4	xxx	Elective 3	SBC	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		

SPECIALIZATION "MANAGEMENT" : ELECTIVE COURSES

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	607O11	Auditing & Controlling	SC - EF	6		
2	605II11	Innovation and Technology Management	SC - MM	6		
3	611M14	Organizational Management	SC - MM	6		
4	509M11	Labour Relations	SC - MM	6		
5	709O11	Business Planning & Entrepreneurship	SC - MM	6		
6	608O11	Managerial Economics	SC - EF	6		
7	715M11	Leadership & Change Management	SC - MM	6		
8	708O11	Regional Economic Development	SC - EF	6		

SPECIALIZATION "MARKETING" : ELECTIVE COURSES

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	605II11	E-Government	SC - MM	6		
2	711O11	Pricing	SC - EF	6		
3	706II11	Business Process Analysis and Design	SC - ISOS	6		
4	510M11	Tourist Marketing	SC - MM	6		

5	609M11	Advertisement	SC - MM	6		
6	612M14	Sales Management	SC - MM	6		
7	707Π11	Supply Chain Management	SC - ISOS	6		
8	714M11	Digital Marketing	SC - ISOS	6		

EF: Economics & 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:** xxx

** **PLACEMENT** (6 months) has been performed in company/ organization xxx, (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: Άριστα – Arista – Excellent
- 6,50- 8,49: Λίαν Καλώς – Lian Kalos – Very Good
- 5,0- 6,49: Καλώς – Kalos – Fair
- 0,0- 4,99: Κακώς – 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: “Καλώς” – “Kalos” – “Fair” (*example*)

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 “ΦΕΚ 218/τ.Α'/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 (ΦΕΚ 154/τ.Α'/25-7-97) and the Presidential Decree 340/98 (ΦΕΚ 228/τ.Α'/6-10-98), as they were modified by Law 2771/99 (ΦΕΚ 280/τ.Α'/16-12-99) and the article 17 of the Law 3470/2006 (ΦΕΚ 132/τ.Α'/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

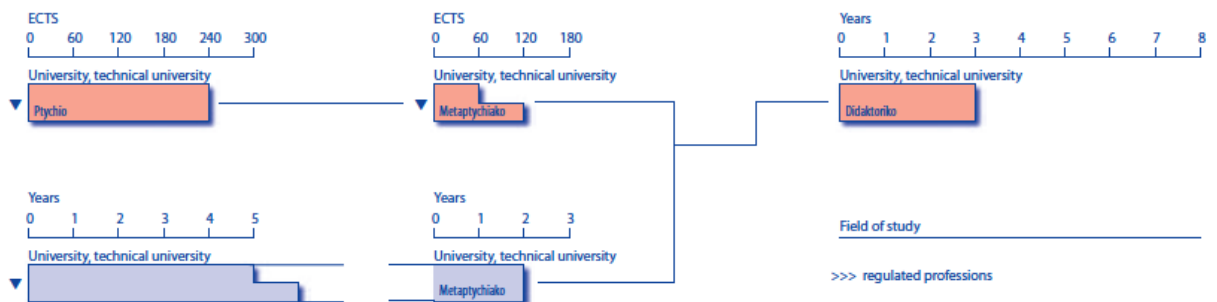
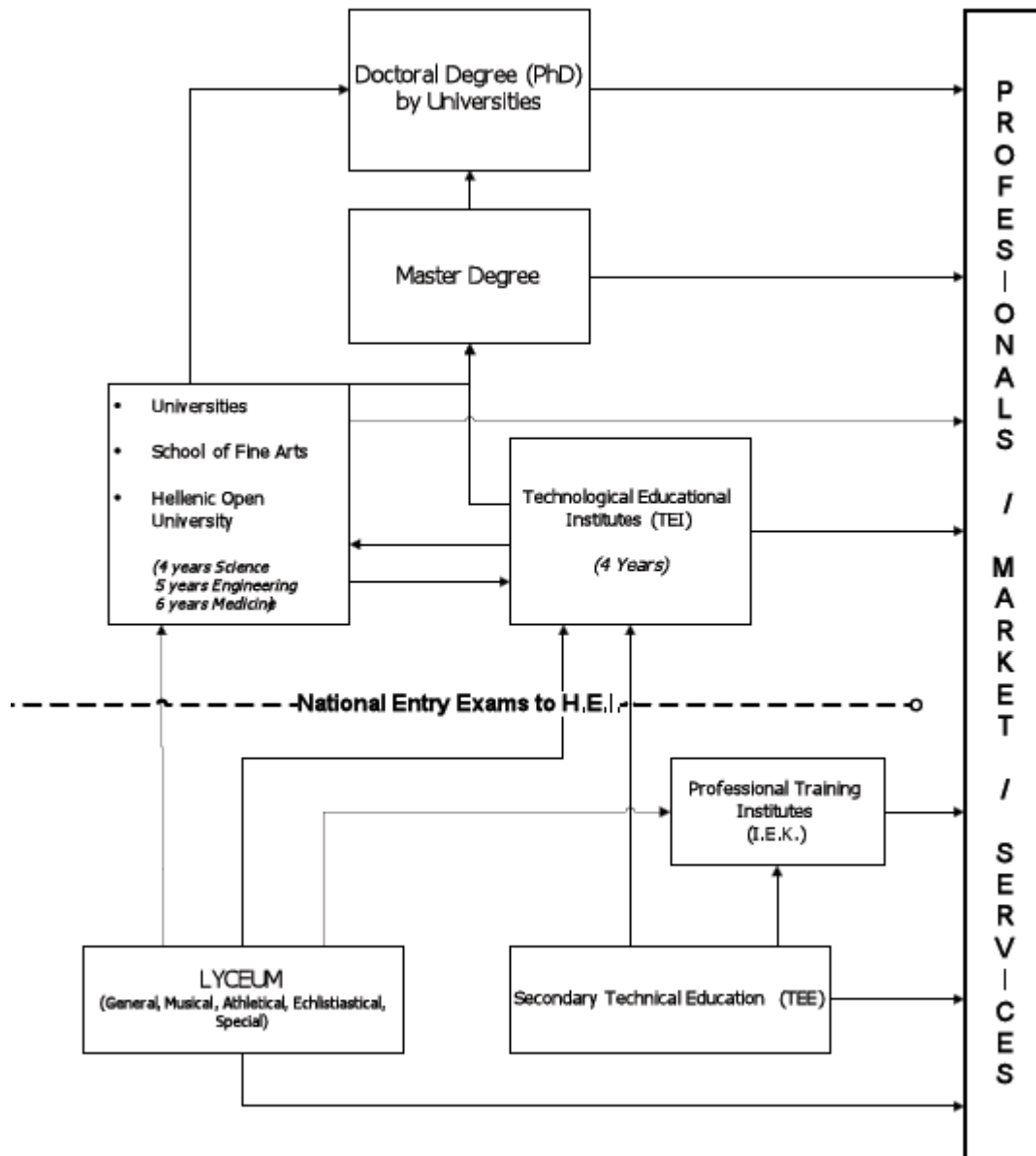
The National Council of Education (ESYP) is an independent advisory body regarding primary, secondary and tertiary education. The ESYP Board consists of representatives of a wide spectrum of educational, political and social partners. Among its competencies is to guarantee course validation and accreditation; 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 Diasfalisis Poiotitas 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).

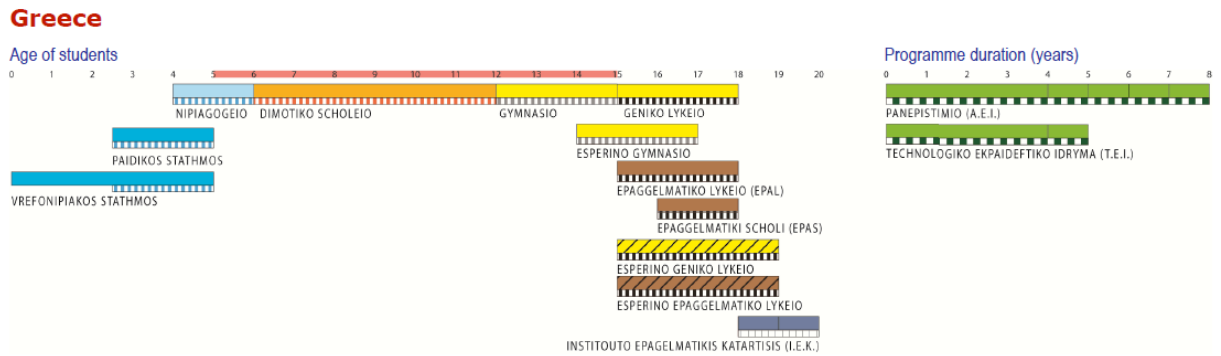
The Hellenic Organization of Academic Degrees Recognition and Information (DOATAP) is member of the ENIC/NARIC network (European Network of Information Centres and the National Academic Recognition Information Centre). It is the competent agency for the recognition of foreign academic degrees outside 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 an 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>.