
	<p>TECHNOLOGICAL EDUCATIONAL INSTITUTE (T.E.I.) OF ATHENS</p> <p>SCHOOL OF MANAGEMENT AND ECONOMICS DEPARTMENT OF BUSINESS ADMINISTRATION</p>	
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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

- 1.1 Family name(s):
- 1.2 Given name(s):
- 1.3 Date of birth (*day/month/year*):
- 1.3.1 Place of birth:
- 1.3.2 Country: **GRC**.....
- 1.4 Student identification code or number (*if available*):

2. INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of qualification and (*if applicable*) title conferred (*in original language*):
Ptychio (Degree)
- 2.2 Main field(s) of study for the qualification:
Business Administration
- 2.3 Name and status of awarding institution (*in original language*):

**Technologiko Ekpedeytiko Idrima (T.E.I.) Athens,
a State Institution of Higher Education**

2.4 Name and status of institution (if different from 2.3) administering studies (in original language):

As above.

2.5 Language(s) of instruction/examination:

Greek

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of qualification:

Undergraduate (240 ECTS)

Level 5A (classification on the ISCED / UNESCO system)

3.2 Official length of programme:

Duration in years: 4 years (8 semesters)

Weeks per semester: 13 (thirteen)

ECTS Course Credits: 240

Workload (WL): 6.000 hours (240 credits X 25 WL/CREDIT)

Placement: 6 months at the 8th semester of studies

3.3 Access requirements:

1. Certificate of Upper Secondary Education (Lyceum) and
2. National (Pan Hellenic) entrance examinations.

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study:

Full-time

4.2 Programme requirements:

Students receive their degree when:

- (i) They have successfully completed their compulsory courses, mandatory electives, as well as any optional courses of the undergraduate curriculum;
- (ii) Their graduation project (dissertation) has been successfully approved completed and examined;
- (iii) They have successfully completed their Industrial Placement (practical training)
- (iv) They have completed four (4) academic years of study, and have accumulated 240 ECTS credits from (i), (ii) and (iii) above.

4.3 Programme details: (e.g. Modules or units studied), and the individual grades /marks /credits obtained:

I.CORE MODULES (C)

No.	Course ID	Course Title	Semester	ECTS Course Credits	Grades
1.	A.1010	Introduction to Management	1ST	4,4	
2.	A.1020	Introduction to Computer Information Systems	1ST	4,0	
3.	A.1030	Quantitative Methods in Business Administration	1ST	5,7	
4.	A.1040	Microeconomics	1ST	5,7	
5.	A.1050	Financial Mathematics	1ST	4,4	
6.	A.1060	Financial Accounting	1ST	5,8	
7	B.2010	Business Law	2ND	5,5	
8.	B.2020	Macroeconomics	2ND	5,5	
9.	B.2030	Organizational Behavior	2ND	4,1	
10.	B.2040	Business Statistics	2ND	5,2	
11	C.3030	Managerial Economics	3RD	5,7	
		TOTAL		56	

**II. MODULES OF ADMINISTRATION, ECONOMICS, LEGISLATION AND HUMANITIES
(A.E.L.H.)**

No.	Course ID	Course Title	Semester	ECTS Course Credits	Grades
1	C.3050	Money-Banking and Financial Organizations	3RD	5,7	
2	D.4020	Entrepreneurship and Management of Innovation	4TH	4,75	
3	G.7020	Technological Policy and Economic Development	7TH	6,50	
		TOTAL		16,95	

III. SPECIAL MODULES (S)

No.	Course ID	Course Title	Semester	ECTS Course Credits	Grades
1	B.2050	Financial Applications of Computer Information System	2ND	4,2	
2	B2060	Managerial Accounting	2ND	5,5	
3	C.3010	Accounting Information Systems	3RD	4,9	
4	C.3020	Database Management	3RD	4,0	
5	C.3040	Business Law II	3RD	5,7	
6	C.3060	Management Information Systems (M.I.S.)	3RD	4,0	
7	Δ.4010	Human Resource Management	4TH	5,65	
8	Δ.4030	E-Commerce	4TH	4,45	
9	Δ.4040	Organizational Behavior II	4TH	4,75	

Diploma Supplement

No.	Course ID	Course Title	Semester	ECTS Course Credits	Grades
10	Δ.4050	Taxation Accounting	4TH	4,75	
11	Δ.4060	Financial Management	4TH	5,65	
12	E.5010	Principles of Marketing	5TH	4,5	
13	E.5020	Production and Operations Management	5TH	4,5	
14	E.5030	Business Communication	5TH	4,5	
15	E.5040	Business Process Reengineering	5TH	4,5	
16	ΣΤ.6010	International Economic Relations	6TH	6,5	
17	ΣΤ.6020	Operations Research	6TH	6,5	
18	ΣΤ.6030	Business Terminology	6TH	4,0	
19	Z.7010	Business Ethics and Practices	7TH	8,5	
20	Z.7030	Student's Seminars: special topics in management, economics and research methodology	7TH	6,5	
		TOTAL		103,55	

III. SPECIALISATION MODULES (SC)

No.	Course ID	Course Title	Semester	ECTS Course Credits	Grades
1	E.5051	Supply Chain Management - Logistics	5TH	6,0	
2	E.5061	Project Management	5TH	6,0	
3	E.5052	Financial Statement Analysis	5TH	6,0	
4	E.5062	Special Topics in Finance	5TH	6,0	
5	ΣΤ.6041	International Management and Strategy	6TH	6,5	
6	ΣΤ.6051	Total Quality Management	6TH	6,5	
7	ΣΤ.6042	European Economic Integration	6TH	6,5	
8	ΣΤ.6052	Investment Analysis	6TH	6,5	
9	Z.7051 ^A	Customer Relationship Management – CRM	7TH	8,5	
10	Z.7051 ^B	Strategic Management	7TH	8,5	
11	Z.7052 ^A	Athens Stock Exchange	7TH	8,5	
12	Z.7052 ^B	Stock market and Money market analysis	7TH	8,5	
13	H.801	Dissertation(*)	8TH	10	
14	H.802	Professional Training Practice - Placement (**)	8TH	20	(¹)
		Total(According to student electives (***)		114	

(*) **Dissertation Title:** « _____
 « _____ »

(**) **The Placement (6 months) took place in the enterprise / organization**

« _____ »

(¹): Indicative grade

(*)The total requirements as far as courses, Dissertation, Training Practice concern for awarding bachelor degree in Business Administration with the equivalent credits per modules are as follow:**

Modules	Number of courses	ECTS
1. CORE MODULES (C)	11	56,00
2. MODULES OF ADMINISTRATION, ECONOMICS, LEGISLATION AND HUMANITIES (A.E.L.H.)	3	16,95
3. SPECIAL MODULES (S)	20	114,00
4. SPECIALIZATION MODULES (SC)	5	23,05
5.DISSERTATION	1	10,00
6. PROFESSIONAL TRAINING PRACTICE - Placement	1	20,00
TOTAL	text-align: center;">41	text-align: center;">240

4.4 Grading Scheme and if available, grade distribution guidance:

The grading scheme is based on the scale of one to ten as follows:

8.50 – 10.00:	«Excellent»
6.50 – 8.49:	«Very Good»
5.00 – 6.49:	«Good»
4.00 – 4.99:	«Insufficient»
0.00 – 3.99:	«Fail»

The minimum pass mark is 5.0 (five). For more information:www.teiath.gr

4.5 Overall classification of the qualification (in original language):

“ _____ ”

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study:

The degree of the Department gives access to postgraduate studies leading to an award of a postgraduate degree of specialization or a doctorate degree.

5.2 Professional status (if applicable):

The Department's graduate academic and professional title is «Graduate of Business Administration Department of Technological Educational Institute of Athens». The professional rights of the Graduate of Business Administration Department are stated in the Presidential Decree No. 514 / Official Gazette: FEK 218/B/04-10-1989. Upon completion of the program of study, the graduates of the Department of Business Administration of Management and Economics School of Technological Educational Institute of Athens have acquired knowledge and practical experience necessary to successfully serve the following professional fields:

Diploma Supplement

1. Graduates of Business Administration Department, based on specialized scientific and technical knowledge, work either in cooperation with other scientists, or as stand-alone business executives of various activities in the private and public sector.
2. In these fields and in the corresponding sub-fields, the Department's graduates have the following responsibilities among others:
 - I. Studying, designing the firm's business plan
 - II. Planning and organizing budget procedures
 - III. Planning, organizing, directing and controlling of administrative activities of enterprises
 - IV. Analyzing human behavior problems in the operational area.
 - V. Motion compensation systems work and employee involvement in operation and financial result of the company, in combination with productivity problems
 - VI. Proposing staffing procedures to the firm related to human resources
 - VII. Analyzing production systems and processes and general management issues of production
 - VIII. Analyzing problems of financial management
 - IX. Assisting in the organization and functioning of the accounting department of the company
3. Graduates of the Business Administration department develop across the administrative hierarchy of the related areas of specialization.
4. Graduates of the Business Administration department, work in all levels of education in accordance with existing legislation.
5. Graduates of the Business Administration department work also as members of research teams on their expertise.

6. ADDITIONAL INFORMATION

6.1 Additional information:

A. Moreover, the student has successfully attended the following free elective courses and has received the indicated grades:

FREE ELECTIVE COURSES

No.	Course ID	Module Title	Semester	ECTS Course Credits	Grades
1					
2					
3					
4					
5					
6					
7					
8					
9					
		Total(According to student electives)			

B. The following officially organized by the department of seminars where attended by the graduate.

A/A	Seminar Code	Seminar Title
1		
2		
3		
4		

C. Within the context of LLP-ERASMUS the graduate has attended the courses appeared in the following table along with their respective grades and ECTS

TERTIARY INSTITUTION: FACULTY:..... DEPARTMENT: FROM: ---/--/----- TO: ----/--/-----

Diploma Supplement

The Course :	Is equivalent with the course:	ECTS Course Credits	Grades

6.2 Further information sources:

Website of the Ministry of Education: www.minedu.gov.gr

Website of TEI of Athens www.teiath.gr

Website of the Department of Business Administration:
http://www.teiath.gr/sdo/de/home_page/default.htm

Website of the Public Relations and Information Office: <http://www.career.teiath.gr/>

Address

**TECHNOLOGICAL EDUCATIONAL INSTITUTE (T.E.I.) OF ATHENS
AGIOU SPYRIDONOS, GR-12210, EGALEO – ATHENS, GREECE**

7. CERTIFICATION OF THE SUPPLEMENT

Date:

The Secretary of Department

The Head of Department

Official Stamp

THE PRESIDENT OF TEI OF ATHENS

8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

(i) Structure

According to the Framework Law (2007), higher education consists of two parallel sectors: the University sector (Universities, Polytechnics, Fine Arts Schools, the Open University) and the Technological sector (Technological Education Institutions (TEI) and the School of Pedagogic and Technological Education).

The same law regulates issues concerning governance of higher education along the general lines of increased participation, greater transparency, accountability and increased autonomy.

There are also State Non-university Tertiary Institutes offering vocationally oriented courses of shorter duration (2 to 3 years) which operate under the authority of other Ministries.

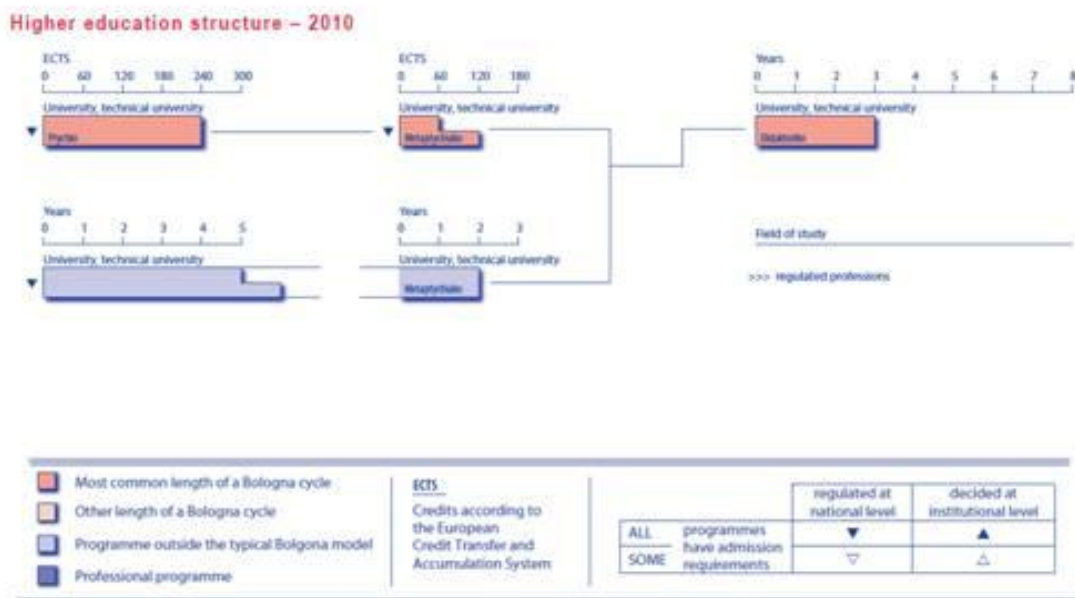
(ii) Access

Entrance to the various Schools of the **Universities (Panepistimio)** and **Technological Education Institutions (Technologiko Ekpaideftiko Idryma – TEI)** depends on the general score obtained by Lyceum graduates on the Certificate, as described above (Section 5.iv), on the number of available places (*numerus clausus*) and on the candidates' ranked preferences among schools and sections.

(iii) Qualifications

Students who successfully complete their studies in universities and TEI are awarded a *Ptychio* (first cycle degree). First cycle programmes last from four years for most fields to five years for engineering and certain other applied science fields and six years for medicine. The *Ptychio* leads to employment or further study at the post-graduate level that includes the one year second cycle leading to the second degree, *Metaptychiako Diploma Eidikefsis* – equivalent to the *Master's* degree – and the third cycle leading to the doctorate degree, *Didaktoriko Diploma*.

Recent legislation on quality assurance in Higher Education, the Credit Transfer System and the Diploma Supplement defines the framework and criteria for evaluation of university departments and for certification of student degrees. These measures aim at promoting student mobility and contributing to the creation of a European Higher Education Area.



<http://www.eurydice.org>

http://www.eurydice.org/Eurybase/frameset_eurybase.html

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