



## TECHNOLOGICAL EDUCATION INSTITUTE OF CENTRAL MACEDONIA

### SCHOOL OF ADMINISTRATION AND ECONOMICS

#### DEPARTMENT OF BUSINESS ADMINISTRATION POSTGRADUATE PROGRAM IN BUSINESS ADMINISTRATION

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

Protocol Number:  
Serres, date

### 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:

μ ( ) – Metaptychiako Diploma  
Eidikefsis sti Dioikisi Epichiriseon - Master in Business Administration

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

Business Administration, with specialization in: a) business administration (MBA), b) information systems, c) cost accounting and auditing.

##### 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  
State Technological Higher Education Institution; state recognized.

##### 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:

Master's degree, Technological Higher Education Institution, Second Cycle of the National Qualifications Framework for Higher Education, Level 7 EQF.

#### 3.2 OFFICIAL LENGTH OF PROGRAM:

- Length in years: 1,5 (3 semesters)
- Weeks per year: 32 weeks of full-time studies in total (26 tutorial weeks plus 6 examination weeks)
- Credits ECTS: 90
- Total workload: 2700
- Practice:

#### 3.3 ADMISSION REQUIREMENT(S):

- Diploma ("Ptychio") of Higher Education (1st cycle degree) or equivalent degree recognized by the Hellenic Organization of Academic Degrees Recognition and Information (DOATAP) in the fields of administration, economics, engineering or other.
- Certified knowledge of the english language (level B2)

The main entry requirements are:

- Degree of undergraduate studies in the fields of administration, economics, engineering.
- Second undergraduate or a postgraduate degree.
- Professional experience related to business administration.
- Scientific or research experience.

### 4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

#### 4.1 MODE OF STUDY:

Full- Time

#### 4.2 PROGRAM REQUIREMENTS:

To obtain the Master of Business Administration degree the student is required to accumulate 90 credit points, according to the European Credit Transfer and Accumulation System - European Credit Transfer System (ECTS), by participating in the educational processes of the Graduate Program, as they are described in the Study Program and the Study Regulations. In particular, the student should:

- have attended and have been successfully evaluated in all the compulsory and elective courses (6 and 4 respectively, that is 10 in total), accumulating 60 credits ECTS.
- have completed and successfully defended before the evaluation committee the master thesis (30 credits ECTS).

The Program prepares students for effective careers in the management of business enterprises and other organizations. The curriculum enables students develop the conceptual, technical and operational knowledge and skills that are necessary for a successful career in business management. The graduates learn modern tools of business analysis and develop analytical and synthetic skills that improve their capacity for critical thinking and effective decision-making.

Upon successful completion of the Program, the graduates are able to demonstrate a wide range of cognitive and intellectual skills in the broad range of areas of business and management, as well as personal and interpersonal skills, together with techniques specific to business and management. With these qualifications at hand, graduates are able to work as experts and business managers in a variety of operations in private companies and state 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	Managerial Economics	CS	6		
2	102	Business Decision Making	CS	6		
3	103	Marketing and Sales Management	CS	6		
4	104	Human Resource Management and Organisational behaviour	CS	6		
5	105	Accounting	CS	6		
Total				30		

##### 2ND SEMESTER

No	Code	Course Title	Course Type	ECTS	Grade	Remarks
1	201	Operations Management	CS	6		
2	202	Elective 1	CSCS ()	6		
3	203	Elective 2	CSCS ()	6		
4	204	Elective 3	CSCS ()	6		

5	205	Elective 4	CSCS ()	6		
Total				30		

### 3RD SEMESTER

No	Code	Course Type	ECTS	Grade	Remarks
1	301	Thesis*	30		
Total				30	

CS: Compulsory Course – SCSC (A): Selected Compulsory Specialization Course – SCSC(B): Selected Compulsory Specialization Course – TH: Thesis

\* TITLE OF THESIS: ...

#### 4.4 GRADING 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 total grade of the MBA degree awarded derives as the weighted average of the marks multiplied by the number of ECTS in each course.

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 MBA Program are eligible to continue to third-cycle (doctoral) studies.

#### 5.2 PROFESSIONAL STATUS:

The MBA degree demonstrates specialized scientific and practical / professional knowledge in the field of business administration. There is no specific professional status for the public or the private sector.

### 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 Postgraduate Program

The Director  
of the Postgraduate Program

(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*

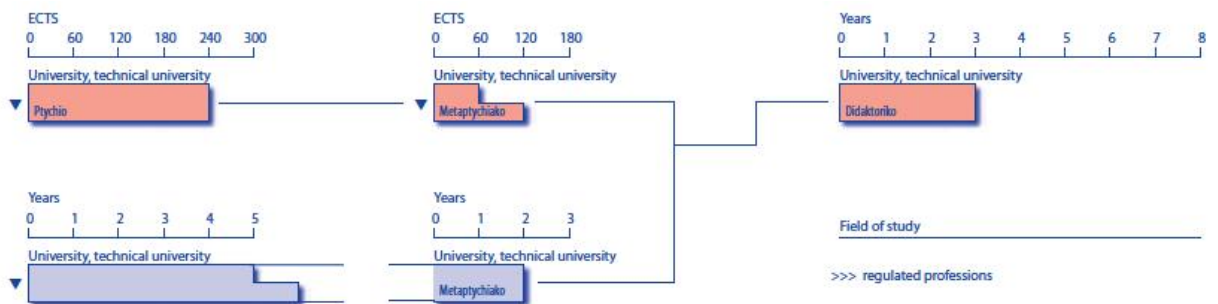
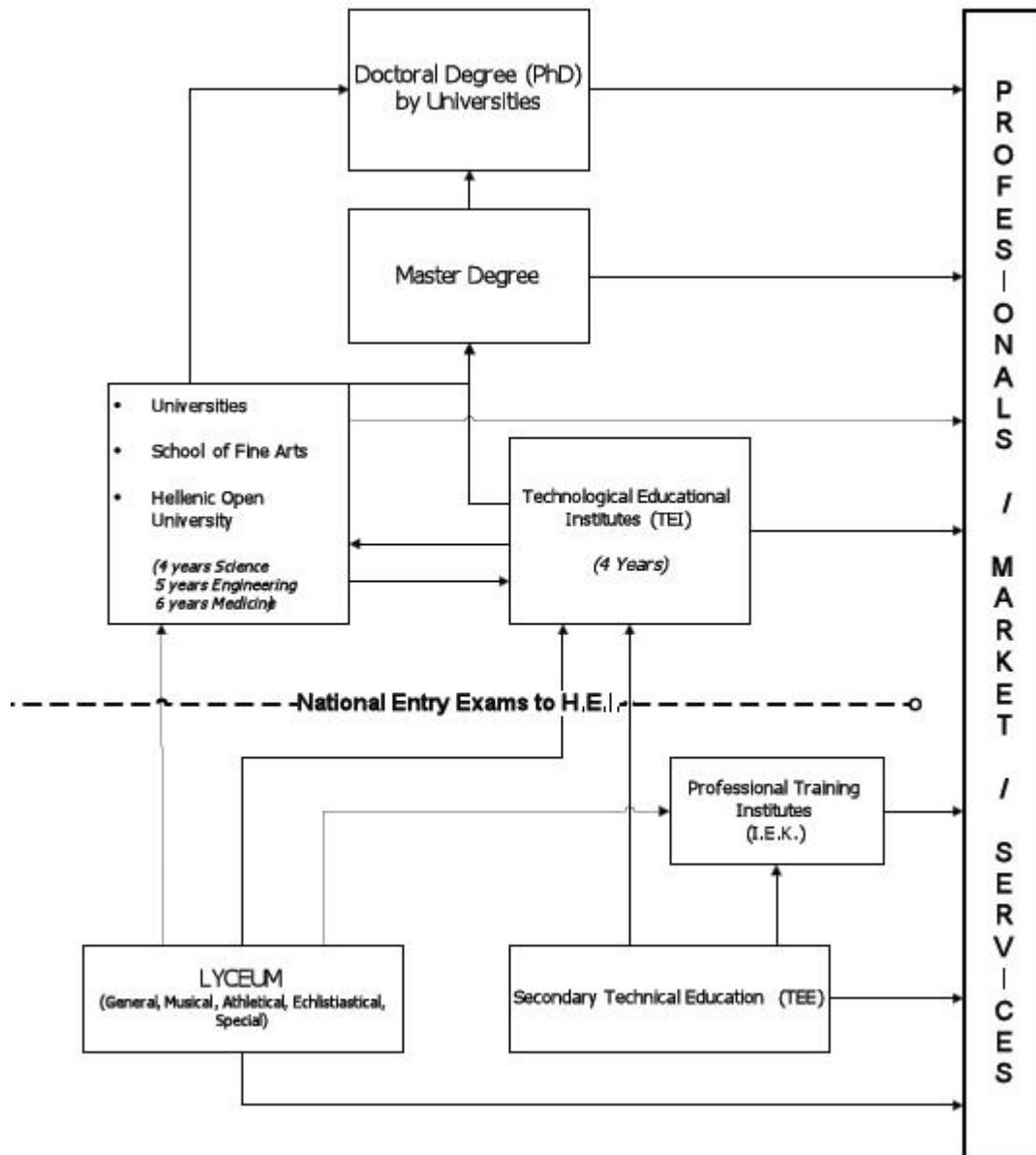
The National Council of Education (ESYP) is an independent advisory body regarding primary, secondary and tertiary education. The ESYP Board consists of representatives of a wide spectrum of educational, political and social partners. Among its competencies is to guarantee course validation and accreditation;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

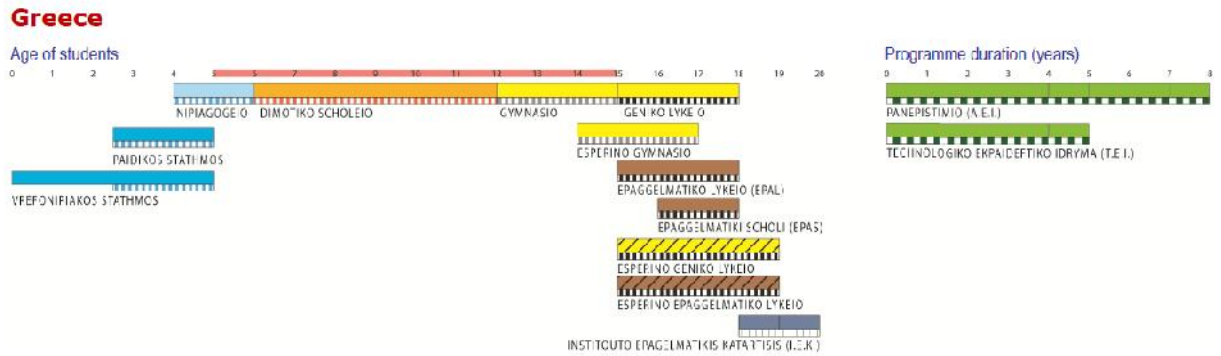
The Hellenic Organization of Academic Degrees Recognition and Information (DOATAP) is member of the ENIC/NARIC network (European Network of Information Centres and the National Academic Recognition Information Centre). It is the competent agency for the recognition of foreign academic degrees outside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