



**KAVALA INSTITUTE OF TECHNOLOGY  
SCHOOL OF BUSINESS AND ECONOMICS  
DEPARTMENT OF BUSINESS ADMINISTRATION**

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**DIPLOMA SUPPLEMENT**

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*This Diploma Supplement follows the model 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-judgements, 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.*

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**1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION**

- 1.1 Family name(s):** KETSERIDOU  
**1.2 Given name(s):** OFELIA ALEXANDRA  
**1.3 Date of Birth (day/month/year):** 14-1-1990  
**1.4 Student identification number or code (if available):** 4780

**2. INFORMATION IDENTIFYING THE QUALIFICATION**

- 2.1 Name of qualification and (if applicable) title conferred (in original language):**  
Ptychio - Πτυχίο  
**2.2 Main field(s) of study for the qualification:**  
BUSINESS ADMINISTRATION  
**2.3 Name and status of awarding institution:**  
Kavala Institute of Technology  
Technologiko Ekpaideftiko Idryma - Public Institution of Higher Education  
**2.4 Name and status of institution administering studies:**  
as 2.3  
**2.5 Language(s) of instruction/ examination:**  
Greek

**3. INFORMATION ON THE LEVEL OF QUALIFICATION**

- 3.1 Level of qualification:**  
Undergraduate  
**3.2 Official length of programme:**  
Duration : 4 years (8 semesters)  
ECTS credits : 240  
**3.3 Access requirements:**
  - Apolytirio (certificate) from Lykeion (High School - Secondary Education) and Pan-Hellenic entrance examinations (second attempt), or
  - Apolytirio (certificate) from Technical Vocational Educational Schools (High School - Secondary Education) and Pan-Hellenic entrance examinations, or
  - Special Categories (like: rate of disability 5%, athletes and Cypriots students).

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

- 4.1 Mode of study:**  
Full-time attendance



## 4.2 Programme requirements:

Students graduate after having successfully accumulated 240 ECTS credits

Upon completion of the studies, the graduates acquire the necessary scientific and technological knowledge, skills and competences on the field of Business Administration and are able to:

- Apply modern scientific and technological methods on business organization, administration and function, both on operational and strategic level
- Deal with business research, development and topics in economics and finance
- To be familiar with all state of the art computer applications and promote the use of management information systems
- Elaborate studies of strategic and functional business programming and control
- Design business plans and evaluate investments and viability studies
- To be fully aware of the current legislation and assist businesses in making appropriate strategic decisions.

For more information: <http://abd.teikav.edu.gr>



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

The subjects in which the above mentioned student has been examined and got passing grades as well as the subjects for which the student has received recognition or exemption, are the following:

Code	Subject Title	Grade	Examination Period	ECTS
HY0300	INFORMATION TECHNOLOGY	7.9 seven,nine	JAN. 2011 EXAM	4.0
AO1201	FINANCIAL ACCOUNTING I	6.5 six,five	JAN. 2010 EXAM	5.0
MA0401	MATHEMATICS-QUANTITATIVE METHODS FOR BUSINESS ADMINISTRATION	7.0 seven,zero	JAN. 2011 EXAM	5.0
OI3100	MICROECONOMICS	5.0 five,zero	FEBR. 2010 EXAM	5.0
ΣΤ0300	INTRODUCTION TO BUSINESS STATISTICS	5.0 five,zero	JAN. 2010 EXAM	6.0
ΔΕ0000	MANAGEMENT IN PRIVATE AND PUBLIC SECTOR	5.0 five,zero	SEPT. 2011 EXAM	5.0
ΔΙ0301	COMMERCIAL LAW	5.0 five,zero	JUNE 2011 EXAM	6.0
ΔΙ0401	LABOUR LAW	8.0 eight,zero	JUNE 2011 EXAM	6.0
ΔΙ0501	EUROPEAN INTEGRATION	6.0 six,zero	FEBR. 2010 EXAM	4.0
HY0400	DATA BASE MANAGEMENT	7.6 seven,six	JUNE 2011 EXAM	4.0
AO1202	FINANCIAL ACCOUNTING II	5.0 five,zero	SEPT. 2011 EXAM	6.0
OI3203		5.0 five,zero	JUNE 2011 EXAM	4.0
ΓΕ1600	HUMAN RESOURCE MANAGEMENT	6.0 six,zero	JAN. 2011 EXAM	5.0
HY0500	MANAGEMENT INFORMATION SYSTEMS	7.8 seven,eight	JUNE 2009 EXAM	5.0
AO1401	MANAGEMENT ACCOUNTING I	7.0 seven,zero	JAN. 2011 EXAM	5.0
MK4000	MARKETING PRINCIPLES	7.0 seven,zero	JUNE 2009 EXAM	5.0
ΓΕ2200	ENTERPRENEURSHIP -CREATIVITY	6.0 six,zero	JAN. 2012 EXAM	5.0
ΔΕ4000	SUPPLY CHAIN MANAGEMENT	8.0 eight,zero	JAN. 2011 EXAM	5.0
ΔΕ4001	PRODUCTION & OPERATIONS MANAGEMENT	6.8 six,eight	JAN. 2011 EXAM	6.0
XP4001	FINANCIAL MANAGEMENT	7.0 seven,zero	JUNE 2009 EXAM	6.0
ΓΕ2800	CONSUMER BEHAVIOUR	10.0 ten,zero	JUNE 2011 EXAM	5.0
ΓΕ4000	TAXATION LAW	9.0 nine,zero	JUNE 2009 EXAM	8.0
AO1402	MANAGEMENT ACCOUNTING II	7.8 seven,eight	JUNE 2011 EXAM	5.0
ΓΕ1900	ENGLISH TERMINOLOGY	8.0 eight,zero	JAN. 2012 EXAM	7.0
OI3300	INTERNATIONAL ECONOMIC RELATIONS	7.0 seven,zero	JAN. 2012 EXAM	5.0
ΣΤ0400	BUSINESS STATISTICS (SAMPLING)	6.5 six,five	JAN. 2011 EXAM	6.0
ΓΕ1800	ORGANIZATIONAL BEHAVIOUR	6.0 six,zero	JAN. 2012 EXAM	6.0
ΔΕ1700	STRATEGIC MANAGEMENT	6.0 six,zero	JAN. 2011 EXAM	6.0
ΓΕ3401	CORPORATE RESPONSIBILITY & BUSINESS ETHICS	8.0 eight,zero	JUNE 2011 EXAM	5.0
ΓΕ3900	INNOVATION MANAGEMENT	8.5 eight,five	JUNE 2011 EXAM	5.0
ΓΕ3202	TOTAL QUALITY MANAGEMENT - QUALITY CONTROL	9.0 nine,zero	JUNE 2011 EXAM	5.0
ΣΤ1Α-ΓΕ3301	HOSPITALITY & RECREATION MANAGEMENT	10.0 ten,zero	JUNE 2011 EXAM	5.0
ΣΤ2Α-ΔΕ1801	COMMUNICATION & ADVERTISEMENT	10.0 ten,zero	JUNE 2011 EXAM	5.0
OI3400-1	FEASIBILITY STUDIES	5.0 five,zero	SEPT. 2011 EXAM	5.0
ΓΕ2601	FOUNDATION OF SCHOLARSHIP-RESEARCH METHODS	6.5 six,five	JAN. 2011 EXAM	6.0
ΓΕ1801	KNOWLEDGE MANAGEMENT	7.5 seven,five	JAN. 2011 EXAM	6.0



Code	Subject Title	Grade		Examination Period		ECTS
ΓΕ1802	PROJECT MANAGEMENT	5.0	five,zero	SEPT.	2010	EXAM 6.0
Z2B-MK4001	SERVICE MARKETING (TOURISM MARKETING)	10.0	ten,zero	JAN.	2011	EXAM 6.0
Z2A- XP3400	FINANCIAL MODELLING	9.0	nine,zero	JAN.	2011	EXAM 6.0
ΓΕ0023	INTERNSHIP	Succ.		13-5-2013		10.0
ΓΕ0024	DISSERTATION	9.00	nine,zero	17/5/2013		EXAM 20.0
ΠΡ0901	ELECTRONIC COMMUNICATION - COMMERCE	7.0	seven,zero	JUNE	2011	EXAM 0.0
ΠΡ1802	SPORTS MANAGEMENT	6.0	six,zero	JUNE	2011	EXAM 0.0
ΠΡ2901	MARKET RESEARCH	9.6	nine,six	JAN.	2011	EXAM 0.0
	TOTAL ECTS CREDITS					240.0

The column ECTS Credits presents the credits that correspond to each subject

Subjects with no ECTS Credits are not included in prerequisites for receiving the degree

Subjects with grade and 0.0 ECTS Credits are optional and are not incorporated in the final degree

Subject EXEMPTION is applied when a student carries the ECTS from previously completed studies

Subjects' codes are in Greek due to the database design

Title of thesis: «COMPARISON OF PROVIDED SERVICES BETWEEN PRIVATE AND PUBLIC GREEK HOSPITALS.»

The internship has been conducted at CHAMBER OF KAVALA

Intership is evaluated either 'Successfully' or 'Fail'. The Succ. refers to 'Successfully'

#### 4.4 Grading scheme and, if applicable, grade distribution guidance:

According to the Institution's Internal Regulations, the grading system falls into the 0-10 scale as follows:

8.5-10 : Excellent

6.5-8.49 : Very Good

5.0-6.49 : Good

0.0-4.99 : Fail

At least a grade of 5.0 is required for the successful completion of a course.  
For more information: <http://abd.teikav.edu.gr>

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

Grade Average: 7.32 - Very Good - seven and thirty two hundredths.

### 5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

#### 5.1 Access to further study:

Access to Postgraduate studies

#### 5.2 Professional status (if applicable) :

According to the Greek law 514/1989 (official gazette, issue A', no. 218/5-10-1989):

- The holders of a BSc or BA from the Business Administration departments of the Greek Technological Education Institutes (TEI) are equipped with the scientific knowledge and all capabilities, know-how and techniques required for a managerial position at the private or public sector.
- More analytically, they have the knowledge and the ability to:
  - Identify the best location for a business to start its operations
  - Plan, organize, lead, coordinate and control all operations of an organization.
  - Analyze and solve any problem of human behaviour at the organization.
  - Propose such reward and control systems as well as successful workers' participation systems that lead to continuous innovation and improve the productivity and long term profitability of an organization.
  - Organize all necessary processes for human resource programming and selection.
  - Analyze any production system and manage the production process of an organization.
  - Analyze and solve any financial problem faced by the organization.
- They are eligible for promotion at any managerial level of a private or public organization.
- They can be occupied as teachers or lecturers to all levels of education according to the Greek law in force. They could also be occupied as members of a research team of their speciality.
- Finally, they can practice the profession of "Tax Expert - Accountant" of level C (where, A=the highest level and C=the lowest level). They could reach level B after two years of work at level C and successful passing of specialised exams set



by the Economic Chamber of Greece, the official body for issuing the professional licence of "Tax Expert - Accountant". Responsible for the issuing of the licence of 'Accountant and Tax-Expert' is the Economic Chamber of Greece.

For more information: <http://abd.teikav.edu.gr>

## 6. ADDITIONAL INFORMATION

### 6.1 Additional information:

Graduates are entitled to sit in exams for professional certificates  
Erasmus placement :  
Distinctions / Awards:

### 6.2 Further information sources:

- TEI of Kavala, dept. of Business Administration: <http://abd.teikav.edu.gr>
- Hellenic Ministry of Education, Lifelong Learning and Religious Affairs: <http://www.minedu.gov.gr>
- ENIC (European Network of Information Centers in the European Region) and NARIC (National Academic Recognition Information Centers in the European Union): <http://www.enic-naric.net/index.aspx?c=Greece>
- Hellenic NARIC (DOATAP): <http://www.doatap.gr/en/index.php>
- State Scholarship Foundation: <http://www.iky.gr/IKY/portal/en>

Department of Business Administration address:

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Telephone: 0030-2510-462189 and -190  
Fax: 0030-2510-462186

## 7. CERTIFICATION OF THE DIPLOMA SUPPLEMENT

7.1 Date: 20/5/2013

7.2 Name and Signature:

Professor Athanasios Mitropoulos

7.3 Capacity:

President

7.4 Official stamp or seal:

ΑΘΑΝΑΣΙΟΣ ΜΗΤΡΟΠΟΥΛΟΣ



## 8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

(i) Structure

According to law 2916/2001, higher education consists of two parallel sectors: the University sector (Universities, Polytechnics, Fine Arts Schools and the Open University) and the Technological sector (Technological Education Institutions/TEIs and the School of Pedagogic and Technological Education).

The law 3549/2007 regulates issues concerning governance of higher education along the general lines of increased participation, transparency, accountability and increased autonomy.

The establishment of the International University of Greece aims at facilitating student mobility and increasing the number of places offered in higher education, especially to foreign students. This University will also offer distance learning courses.

The Hellenic Open University provides distance undergraduate and postgraduate education and adult education by developing and using appropriate educational materials and teaching methods.

There are also State Non-university Tertiary Institutes, such as the Higher Ecclesiastical School or the Merchant Marine Academies, 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 (subsection 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 at Universities and TEIs 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 define 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.

(iv) Ongoing reforms and policy initiatives

Concerning the higher education, wide reforms take place regarding higher education and the Bologna Process. Law 3794/2009 harmonized the operation of the university and technological sectors of higher education and put at the same level Universities and Technological Education Institutions (TEIs)

[http://eacea.ec.europa.eu/education/eurydice/documents/eurybase/national\\_summary\\_sheets/047\\_EL\\_EN.pdf](http://eacea.ec.europa.eu/education/eurydice/documents/eurybase/national_summary_sheets/047_EL_EN.pdf)

As a consequence of the classification of the education institutes, a title (school-leaving, certificate, degree etc.) is compulsory for the student at each education level in order to continue to the next.

A detailed description of the Greek Education System is offered in:

·EURYBA ([http://www.eurydice.org/Eurybase/frameset\\_eurybase.html](http://www.eurydice.org/Eurybase/frameset_eurybase.html)) and

·EURYDICE (<http://www.eurydice.org>) database of the European Education Systems

