THE UNIVERSITY OF THE AEGEAN

SCHOOL OF MANAGEMENT SCIENCES

DEPARTMENT OF BUSINESS ADMINISTRATION

STUDY GUIDE

ACADEMIC YEAR
2015 - 2016
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I The University of the Aegean

1 Establishment & Development

The University of the Aegean was founded on March 20, 1984 under the Presidential Decree 83/1984, making real the vision of the great Greek mathematician C. Carathéodory. The University of the Aegean is an innovative institution in that it is dispersed over six islands in the Aegean Archipelago and its schools and departments offer study opportunities and interdisciplinary programs, catering to the complexity of current scientific knowledge.

The academic goal of the University is to develop new directions in the field of Higher Education, responding to the evolving demands of the modern world. Fields of studies such as the Environment, the Social Sciences, Business Sciences, the Natural Sciences, Information Technologies and Communications, Humanities, Greek and Mediterranean Studies constitute the main areas of focus.

In addition to providing modern education, the University focuses its activities on promoting and fostering basic and applied research with well-equipped laboratories. At the same time, the University attempts to contribute to the development of Greece as a whole and to the Aegean region in particular, turning the Aegean islands into a center of excellence in science and education.

Today, the University of the Aegean comprises five Schools, 17 Bachelor programs and 37 Postgraduate Study Programs, all operating on the islands of Lemnos, Lesvos, Chios, Samos, Rhodes and Syros.

Unit of Mytilene (Headquarters: Mytilene, Lesvos)

School of Social Sciences
• Department of Social Anthropology and History
• Department of Geography
• Department of Sociology
• Department of Cultural Technology and Communication

School of the Environment
• Department of Marine Sciences
• Department of Environmental Sciences

Unit of Chios (Headquarters: Chios, Chios)

School of Business
• Department of Business Administration
• Department of Shipping, Trade and Transport
• Department of Financial and Management Engineering
Unit of Samos (Headquarters: Karlovasi, Samos)

School of Sciences
• Department of Mathematics
  Track of Statistics and Actuarial-Financial Mathematics
  Track of Mathematics
• Department of Information and Communication Systems Engineering

Unit of Rhodes (Headquarters: Rhodes, Rhodes)

School of Humanities
• Department of Primary Education
• Department of Pre-School Education and Educational Design
• Department of Mediterranean Studies

Unit of Syros (Headquarters: Ermoúpolis, Syros)
Department of Product & Systems Design Engineering

Unit of Lemnos (Headquarters: Myrina, Lemnos)
Department of Food Science and Nutrition

2 Administration

The administration of the University is implemented by the Council of Administration, the Senate, and the Rector.

2.1 The Council of Administration

The Council of Administration consists of fifteen members. Nine members of the Council are internal members of the University, eight professors or associate professors and one student representative. Six members of the Council are external to the University. The Chairman of the Council is Professor Stavros Thomadakis, Professor Emeritus at the National and Kapodistrian University of Athens.

2.2 Senate

The Senate consists of the Rector, the Vice Rectors, the School Deans, the Chairmen of the Departments, a student representative from each department, two representatives of the post-graduate fellows, a representative of adjunct partners, a representative of the Specialized Educational Staff (SES), a representative of the Specialized Teaching Staff (STS), a representative of the Specialized Technical Laboratory Staff (STLS) and a representative of the Administrative Staff. Other members of the senate are representatives of Associate Professors, Assistant Professors and Lecturers in
proportion equal to one third (1/3) of the University Departments, which cannot be less than six (6) or more than the number of the University departments.

2.3 Rector

The Rector represents the University, calls the Rector's Council and the Senate and monitors the implementation of their decisions. The Rector is assisted by three Vice-Rectors, the Vice Rector of Research and Development, the Vice Rector of Academic Affairs and Quality Assurance and the Vice Rector of International Relations, Student Affairs and Alumni.

Rector of the University of the Aegean is Prof. Stefanos Gritzalis.  
Vice Rector of Academic Affairs and Quality Assurance is Assoc. Prof. Alexandra Bounia.  
Vice Rector of Research and Development is Prof. Amalia Polydoropoulou.  
Vice Rector of International Relations, Student Affairs and Alumni is Assoc. Prof. Spyridon Syropoulos.

The Administrative Services of the University of the Aegean are located at the following addresses:
• Mytilene:
  Lofos Panepistimiou (University Hill)
  Ktirio Dioikisis (Administration Building),
  81100 Mytilene, GREECE
  Tel: +302251036000 Fax: +302251036199
  Webpage: http://www.aegean.gr

Research Committee
Lofos Panepistimiou (University Hill) Ktirio Dioikisis (Administration Building)
81100 Mytilene GREECE
Tel: +302251036700 Fax: +302251036723

Property Management Corp
Lofos Panepistimiou (University Hill) Ktirio Dioikisis (Administration Building)
81100 Mytilene GREECE
Tel: +302251036750
II The School of Management Sciences (Business School)

The Business School has been operating in Chios since 1998, comprising the following departments:

• Business Administration  
• Shipping, Trade and Transport  
• Financial and Management Engineering

The aim of the Business School is the study and analysis of the external and internal environment of business enterprises, ensuring the search for, selection and application of the most appropriate and effective responses in business challenges. This aim is pursued through:

- provision for high quality training in all fields of management.  
- scientific research.  
- combining education and research with practical training through partnerships with industry and organizations.

Administration:
Bodies of the School are the General Assembly (GA), the Deanery and the Dean.

The Dean of the School of Business is Professor Ioannis Karkazis.

The General Assembly of the School is composed by the members of the General Assembly of each Department of the School.

The Deanery is composed of the Dean, the Chairmen of the Departments and one representative of the students.

Contact info:

School of Business,  
8 Michalon Str., 82132 Chios  
Secretariat: Ph.: +30 22710 35003  
Dean Sec.: Ph.: +30 22710 35001  
Fax: +30 22710 35099

1 Educational and Research Activities – Undergraduate Curricula

1.1 Department of Business Administration (BA)

The Department of Business Administration was the first department of the University of the Aegean to admit students at undergraduate level in the fall semester of the 1985-86 academic year. To date, the Department has awarded 1,465 Bachelor’s degrees, 747 Master’s degrees and 71 doctoral degrees.

The curriculum allows students to select modules according to their personal
preferences and career orientation. The curriculum’s streams are:

1. Accounting - Finance
2. Tourism
3. Management

Contact info:
8 Michalon Str, 821 32, Chios
Student Secretariat: +30 22710 35130
Fax: +30 22710 35199
E-mail: TDE_Gram_Foit@chios.aegean.gr
Web: http://www.ba.aegean.gr

1.2 Department of Shipping Trade and Transport

The Department of Shipping Trade and Transport was established in Chios as dictated by the mission statement of the University of the Aegean, the economics of the Aegean region and the long maritime tradition of Chios Island.

Providing valuable transport services in a timely and effective manner is crucial for the functioning of a country’s economy. Given today’s narrowing borders of the global economy, shipping does not only influence the local economic environment but the international one as well. When considering that trade demand is the main determining force in the international marketplace, transportation is an integral part of the world economy.

The Department offers a cognitive study program that combines management and business organization with shipping, transport and international trade. The program is offered at undergraduate and postgraduate levels, and at doctoral level as well.

Contact info:
Korai 1a, 821 32, Chios
Ph.: 22710 35211
Fax: +30 22710 35299
E-mail: TNEY_Gram_Foit@chios.aegean.gr

1.3 Department of Financial and Management Engineering (FME)

The Department of Financial and Management Engineering (FME) operates in the island of Chios. This department was established in the academic year 2000-2001 as part of the University’s School of Business. The rapid development of technology calls for executives capable of responding to all the technical, financial and administrative challenges that are emerging in today’s business environment. To be successful, today’s engineer needs a solid interdisciplinary background (science, engineering, mathematics, information systems, economics, business management and research). The Department of Financial and Management Engineering offers a five year program that addresses the following subject areas:

1. Financial Engineering
2. Engineering Management
1.4 Postgraduate Studies Programs (PSP)

The following four (5) Postgraduate Study Programs are currently offered at the School of Business:

- MSc in Tourism Planning, Management and Policy
- Master of Business Administration – MBA
- Executive MBA
- MSc in Shipping, Transport and International Trade
- MSc in New Technologies in Shipping and Transport
- MSc in Economics and Management for Engineers

1.4.1 Interdepartmental Program of Postgraduate Studies in Tourism Planning, Management and Policy

Since 1998, The Interdepartmental Program of Postgraduate Studies in Tourism Planning, Management and Policy has been operating within the Department of Business Administration, School of Business. It was the first Greek Graduate Program in the Tourism sector. It has been planned, organized and implemented through the combined efforts of the Schools of Business, Environment, Geography and Social Anthropology and History of the University of the Aegean. A Master's Degree is offered in the following areas:

1. Tourism Development Strategy
2. Hospitality Management

The objective of the program is to provide fundamental education and systematic training on various issues related to tourism and tourism development. The program offers an analysis of theoretical and empirical approaches of different disciplines such as Economics, Sociology, Social Anthropology, Business Administration, the Environment, Regional Development and Information and Marketing. The students gain the necessary theoretical background to understand the complexities and particularities of tourism, broaden their knowledge, sharpen their critical skills and develop an interdisciplinary perspective on tourism issues.
1.4.2 Master of Business Administration – MBA

The MBA is planned, organized and implemented by the Department of Business Administration. The program offers a Master of Science Degree (MSc) after a two-semester module program and one additional semester for dissertation. This graduate program is available for students wishing to follow any of the following three areas of specialization:

1. Auditing and Financial Analysis
2. Innovation and Entrepreneurship
3. Management

The program's objective is to provide a solid foundation in business management that will provide students with the knowledge and practical skills necessary to operate businesses, factories and institutions within Greece and Europe. Furthermore, the program promotes the development of high quality research while at the same time making links with the labor market and providing employment opportunities in private and public enterprises and organizations.

Contact info:
Master’s in Business Administration - MBA
54 Livanou Str, 821 32, Chios
Ph.: +30 22710 35120 & +30 22710 35122
Fax:+30 22710 35299
E-mail: medide_gram@chios.aegean.gr

1.4.3 Executive MBA

The executive MBA started operating in the 2015-2016 academic year. The first students will be enrolled in January 2016.

The Executive MBA provides knowledge, skills, techniques and management tools in order to shape business executives with profound scientific background. The Executive MBA employs modern educational methods and emphasizes on innovation and quality; it is oriented towards developing the culture which is essential in corporate leadership.

The Executive MBA is an intensive study program which lasts 12 months (it includes two semesters and the summer term) and it grants a Master's Degree in Business Administration for Executives, with the following areas of specialization:

1. Auditing - Corporate Governance
2. Management Science
3. Business Administration and Organization
4. Banking and Financial Engineering

Contact info:
Executive MBA
54 Livanou Str, 821 32, Chios
Ph.: +30 22710 35120 & +30 22710 35122
1.4.4 MSc in Shipping, Transport and International Trade
The Department of Shipping, Trade and Transport offers a Postgraduate Studies Program in Shipping, Transport and International Trade. Graduates are expected to be active in sectors such as shipping, transport & logistics, finance & law, trading and other sectors related to the internationally competitive sector of shipping. The Program offers four specialization tracks:

1. Management of Shipping Companies
2. Shipping, Entrepreneurship and Law
3. Intermodal Transport and New Technologies
4. International Economics and Finance

The program is intensive and its duration is one year (12 months). It includes two (2) taught semesters comprising three (3) course cycles. The first cycle lasts thirteen (13) weeks and the second and third ten (10) weeks. Summer session lectures and course seminars, educational visits are also included in the program; in order to complete the program successfully students are required to submit a dissertation.

1.4.5 MSc in New technologies in Shipping and Transport in collaboration with the Higher Technological Institute of Athens

The Department of Shipping Trade and Transport has co-founded the MSc in New technologies in Shipping and Transport in collaboration with the Higher Technological Institute of Athens.

The MSc in "New technologies in Shipping and Transport" aims at bridging the gap between the shipping industry and new technologies. Especially, its mission is to introduce modern information technology knowledge in shipping companies and in the management and operations of ships. In bridging the two, it allows either ship officers or shipping executives & IT - or related - engineers, to use new but also complex tools that computer and control systems' sciences offer towards a more efficient shipping industry operation.

This postgraduate degree leads to an MSc degree in New technologies in Shipping and Transport with two tracks:

1. Information systems & Management in Shipping and Transport
2. Technologies and Automation in Shipping and Transport

1.4.6 MSc in Economics and Management for Engineers

The Postgraduate Program in Financial and Management Engineering is a 12-month intensive program which provides students with systematic education and training in the diverse knowledge areas of technology, informatics, management and finance) aiming to strengthen their problem solving capabilities and competences. The Program maintains three specialization tracks:
1. Management Engineering,
2. Financial Engineering and

The program is implemented through a combination of standard and distance learning methods. Suitable candidates should hold an undergraduate degree (BSc) in engineering, science, economics, or management, from a University or Higher Education Institute.

Students who join the Program acquire a competitive advantage compared to graduates with a purely technical background. The advantage relates to their ability to process complex problems through analytical and synthetic thinking, and to their ability to combine knowledge from distinct areas (technology, informatics, management and finance) in order to produce integrated solutions. Graduates of the program are also trained to manage technology in a sustainable and rational manner, to minimize waste of resources (natural or economic), to maximize productivity and competitiveness by means of innovative technological improvements and to exploit new business opportunities which may contribute to job creation.

Furthermore, graduates with a technical background and employees in the public sector, have the opportunity to specialize in courses related to public administration, public finance, management of public investments, change management and reengineering.

1.5 Research Activity in the Department of Business Administration

Research activities concentrate on developing new knowledge that is beneficial for firms in the Aegean region while contributing to the improvement of enterprises and to the social and economic environment of that same region as a whole. Research is focused on:

- Economic theory
- Econometrics
- Management science
- Decision theory
- Technology and innovation management
- Operations research
- Production systems
- Tourism development and policy
- Quantitative methods
- Managerial accounting, auditing, taxation, costing
- Financial Management

1.6 Laboratories in the Department of Business Administration

1.6.1 Laboratory of Tourism Research and Studies (LTRS)

The Laboratory of Tourism Research and Studies was founded in 2000. It operates within the Department of Business Administration of the University of the Aegean and is located in the city of Chios.
The Laboratory expands on educational and research activities in Tourism science conducted by the Department of Business Administration and the Postgraduate Studies Program of Tourism Planning, Management and Policy.

The basic mission of LTRS is to meet the educational and research needs of both the Interdepartmental Postgraduate Program and the Department of Business Administration on issues and activities related to tourism. LTRS is actively involved with leading scholars and professionals in tourism, fusing state-of-the-art research in the tourism industry, running renowned academic journals, organizing conferences, seminars and workshops. Members of the LTRS produce and publish novel scientific in work in fields such as: tourism management, tourism economics, tourism and environment, tourism and culture, tourism and economic development, transportation in tourism and aviation, anthropology of tourism.

1.6.2 Laboratory of Logistics and Modeling of Operational Systems
The Laboratory was established to support the educational and research needs in the areas of Stochastic models, Markov Chains, Network Queueing Theory, Mathematical Programming, Optimization Methods, PETRI Networks, Disturbance Analysis, Quality Control, Reliability Theory, Simulation-Security-Systems Analysis and Design, Chain Management of Supply, Purchasing, Stock, Transportation and Distribution.

1.6.3 Growth Transformation & Value Engineering Laboratory (WAVE)
The Growth Transformation & Value Engineering (WAVE) Lab is a research-driven institute, focused on business transformation activities. It concerns itself with researching the phenomena, processes and methods of transforming enterprises, and applying insights in real-life business environments. Our aim is to generate new propositions and insightful points of view on today's complex market dynamics, capture them in multiple content vehicles and share them with our network of academic and business partners.

1.6.4 Quantitative Methods Laboratory (QM Lab)
QM Lab was founded in September 2003 at the Department of Business Administration at the University of the Aegean. Its objective is scientific research and development of methods and techniques that contribute to the effective and efficient management of today's organizations, operating in a changing and turbulent environment. The QMLab's main fields of research are:

- Statistical Analysis
- Regional Analysis,
- 3D printing (Additive manufacturing)
- Banking Operations
- Decision Making

1.6.5 Laboratory of Management, Communication and Innovative Education
The Laboratory of Management, Communication and Innovative Education was founded in 2015. It addresses educational and research needs in the fields of Business Administration and Organizational Communication. The Laboratory aims at producing innovative research in the field of strategic management and change management, participating in research projects in the area of the Laboratory’s field of expertise and
delivering novel educational services to the Department’s undergraduate and postgraduate students.

2 Communication with the Business and Social Environment

2.1 The Liaison Committee

The Liaison Committee acts as a liaison between the Department of Business Administration and the social and business environment by promoting communications and networking. The committee is composed of the teaching and research staff, students and representatives of various entities. It engages in various activities which primarily focus on the improvement of student training by combining theory and practice in the management and organization of businesses.

Areas of Activity:

• Internships for students.
• Lectures by business executives.
• Educational visits of students to businesses.
• Career Days.
• Collaboration with the School of Business in educational and research activities.
• Workshops in cooperation with the School and businesses.

Students may:

• Have hands-on experience, applying theory to practice.
• Gain experience and knowledge that will facilitate career orientation in the labor market.

Teaching and research staff can:

• Have the opportunity to work with executives of Greek companies from various industries.
• Have direct exposure to current trends and dynamics in the Greek and international business world.

Business Executives can:

• Network with students to develop future cooperation/employment choices.
• Seek assistance from the University’s School of Business faculty to resolve their own business issues.

2.1.1 Internship

The Liaison Committee pioneered an Internship program, the first of its kind in Greece. The program was established in 1985 and runs successfully to date. Interns are compensated directly by the company or entity by which they are occupied. For the duration of the internship period, students are counseled, monitored and evaluated by both the school and the business.
Internships may count as an elective module of the Department. The internship program is repeated annually. It begins on July 1st and ends on September 30th for undergraduate students. For graduate students, the internship program runs all year on a quarterly basis.

- 1st quarter: January 1 – March 31
- 2nd quarter: April 1 – June 30
- 3rd quarter: July 1 thru September 30
- 4th quarter: October 1 – December 31

2.1.2 Lectures by Corporate Managers

Business executives, distinguished professionals and prominent members of society are invited as guest lecturers. The lectures are not only addressed to students, but are also accessible to the community. They are related to issues of corporate governance and the overall economic and social environment.

2.1.3 Field Trips

The study program includes field trips to various businesses on the island and throughout the country. These trips are organized annually to provide the students with a better understanding of “theory into practice”. The program is published in the beginning of the spring semester of each academic year.

2.1.4 Career Days

The Department organizes Career Days in Chios where executives from various companies are invited to attend. Graduate students participate in planned interviews to explore future employment opportunities.

2.1.5 Cooperation with companies in educational and research activities

This cooperation is interactive and includes the training of managers by the Department, the completion of Master’s and Doctoral dissertations on issues of concern to certain enterprises, and cooperation in research programs.

2.1.6 Organization of Workshops

The Department organizes conferences where students, faculty and business leaders participate and exchange viewpoints on issues related to the cooperation of the University with businesses, the internship program and the work of the association committee as a whole and suggestions for improvements are made.

2.2 Career Office

The Career office is available to students and graduates seeking career opportunities in the public and private sectors. The office services and functions include:
• Providing profiles of various entities and companies in Greece and abroad as potential employers.
• Consulting on employment seeking, CVs and interviews.
• Keeping a database of biographical information of students and graduates of the University.
• Informing students on Postgraduate Studies Programs and scholarships internationally.
• Organizing workshops and seminars on issues of special interest

3 Infrastructure/Premises

The premises of the University of the Aegean are located in the center of the city of Chios and are easily accessible by public transport. Some of the buildings have been preserved and are reminiscent of the rich architecture and history of Chios Island. The University’s premises are being developed and improved thanks to wide support by the local community and other ongoing programs, aiming at expanding the existing infrastructure.

3.1 The Buildings

The Michaleion, at 8, Michalon Street (formerly Michaleion Orphanage). The 3069 square meters house the majority of the educational and administrative activities of the School. Included are 5 Lecture halls, the Auditorium, the General Assembly hall, the Library and Study room, 3 Computer centers, an Audio-visual foreign language laboratory, the Desktop publishing department, the Book binding and copying section, the Offices of the Faculty members, the Administrative Services offices, the Student Society office, etc.

Moreover, the Michaleion Building of the Business School hosts a tele-conference and tele-education room. The room is equipped with an interactive board, communication units, sound and image recording devices. The room provides the possibility of connection to the other islands where the University is located, as well as to teleconference infrastructures in Greece and abroad.

The Korai building at Argenti Street, next to the Korai Library (936 sq.m.), donated by the Chios City Council, houses the Department of Shipping, Trade and Transport.

The Karradeio building, at 54, M. Livanos street (1427 sq.m.), donated by the Women's Association "Friends of Chios Village", houses the Interdepartmental Program of Postgraduate Studies in Tourism Planning, Management and Policy. The building also houses the MBA. In the new wing of the building (13, Mantika Street) the following facilities are located: the students’ club hall and housing facilities to accommodate 22 faculty members.

The Department of Financial and Management Engineering is housed in three buildings; at 41 & 45 N. Kountouriotou Street and at 10, Asomaton Street. Measuring a total of 1900 square meters, the buildings include lecture halls, secretarial offices, faculty offices, conference rooms, computer centers, laboratories and student union offices.

Student housing (4200 sq.m) is built by the waterfront in the Tagma Despoti area, donated by the Holy Order of St. Panteleimon. Located just 3km from the city centre, the six buildings have a total of 179 dorm rooms with private bathrooms, shared
kitchens and common reception areas. Four additional buildings are being planned which will increase the housing capacity to 329 rooms.

The Auditorium of the School of Business.

3.2 The Library

The Library of the School of Business of the University of the Aegean is connected to the Central University Library. They operate under a common policy in processing library materials, planning and development and in strategy. The Central library is on-line with all locations of the University (Lesvos, Samos, Rhodes, Syros, Lemnos).

The book collection consists of approximately 33,500 volumes and 106 international periodicals/scientific journals. Library users have electronic access to journal titles and can order books or articles from other libraries in Greece or abroad through the National Documentation Centre. The books are classified according to the Dewey Decimal System, following the Anglo-American cataloguing rules and are indexed according to the subject headings of The Library of Congress.

There is a reading room equipped with copying and microfilm-microfiche machines and the general public may have access to the library. For further information, contact: Ph. +30 22710 35031.

3.3 The Computer Center

The original equipment was donated by the New York Chian Federation and is continuously updated and expanded. The Computer Centre supports the needs of the Computer Science curriculum and the research needs of faculty and doctoral candidates. All students of the Department have free access to the computer center. It is open daily from 9:00 am until 9:00 pm. For further information, contact: Ph. +30 22710 35182.

3.4 The Language Lab

The Language Lab supports the Business Schools’ English Language modules. It is used mainly for listening exercises and group discussion. The equipment was donated by the Sacred Order of Saint Panteleimon and consists of 24 student workstations, the teachers control console as well as a cabinet housing 24 audio source units.

3.5 Counseling Station of Psychological Support

The Counseling Station of Psychological Support operates in collaboration with the Center of Addiction Prevention and Advancement of Mental Health in Chios. This collaboration aims at supporting the students’ efforts to deal effectively with the problems which might appear during their student life. This collaboration makes personal counseling possible, so that students – in a context of acceptance and trust- can process issues like prolonged stress, difficulties in organizing their personal time, interpersonal relationships and problems such as addictions to internet and substances.
The Station also provides the possibility to participate in group meetings where, in a safe environment, the students have the possibility to approach issues of their everyday life. The Station also organizes scientific events related to mental health. All Services of the Station are offered free of charge to members of the academic community. The Station is located in 42 Rodokanaki Str, First Floor, in Chios. It operates Monday-Thursday 08:15-14:15 and Friday 08:15-14:00. During working hours, you can contact the Station’s psychologists –Stratos Tsoukaris and Marina Kyriakou- at +30 2271040704 and +30 22710 20838.
III  D.B.A.: Operation and Personnel

1  Historical Facts

The Department of Business Administration was the first department of the University of the Aegean. It first admitted undergraduate students during the academic year (1985-86) with seven faculty members, seven administrative employees and 103 first-year students. Four years later, in the fall of 1989, the Department awarded degrees to its first ten graduates. Since its official inauguration on October 30, 1985, the Department has awarded 1465 Bachelor’s degrees, 747 Master’s degrees and 71 doctoral degrees.

The Department has been served by faculty members who have moved on to other departments and universities in Greece. Among them are: P. Alexakis (University of Athens), T. Kouremenos (University of Piraeus), L. Laios (University of Piraeus), D. Papoulia (University of Athens), R. Panayotopoulos (University of Athens), S. Robolis (Panteion University), G. Zaharatos (University of Patras), I. Kehagias (Hellenic Open University), C. Papadopoulos (University of Macedonia), Olivia Kyriakidou (Athens University of Economics and Business), E. Mastromanolis (University of Athens) and L. Maroudas (University of Patras). Special mention should be made to the late George Tsotsis, who taught for eight consecutive years until his sudden death in September 1995.

In 2003, Dr. Stergios Babanasis was named the Department’s first Emeritus Professor.

In 2013, Professor John Tribe, Professor at the University of Surrey, was named the Department’s first Honorary Professor.

In 2014, Christopher Pissarides, Regius Professor at the University of London and the 2010 Nobel Laureate in Economics, was named Honorary Professor.

The Department’s innovative programs and practices have often been adopted by other departments of the University and by other Greek universities. Among them are:

- Summer Internship Programme (1986).
- Liaison Committee (1990),
  (Educational visits to companies in Greece and abroad - Weekly guest lectures)
- Tutors (1985)

2  Departmental Institutions

The administration of the Department is exercised by the General Assembly and the Chairman.

2.1  General Assembly
The General Assembly is composed of the faculty members and members of the Special Educational Staff. The undergraduate students are also entitled to participate in the General Assembly with one representative.

2.2 The Chairman

The Chairman of the D.B.A. is Professor Dimitrios Lagos and the Vice Chairman is Associate Professor Aristeidis Samitas. The Chairman is elected every two years. The Deputy Chairman is appointed by the Chairman. The Chairman’s primary responsibility is to:

1. Convene the General Assembly and the Board, prepare agendas and preside over meetings
2. Introduce the agenda items to the General Assembly
3. Oversee the activity of each member of the faculty
4. Ensure the implementation of the decisions made by the General Assembly and
5. Establish committees to deal with certain departmental tasks and to supervise the administrative services of the department.

3 The Academic Staff

Academic duties are performed by Professors, Associate Professors, Assistant Professors and Lecturers of the Department (hereinafter referred to as TRS - Faculty Members), the Specialized Teaching Staff (hereinafter mentioned as STS). The Academic Staff practice principles of academic freedom and are obligated to maintain and protect the rules of academic integrity.

3.1 Teaching and Research Staff Members (TRS)

The faculty members are elected and appointed according to their qualifications at four levels in the following hierarchical order: Professor, Associate Professor, Assistant Professor and Lecturer. Professors and Associate Professors hold permanent positions while Assistant Professors and Lecturers serve for a fixed tenure. Assistant Professors can become tenured faculty members upon meeting specified criteria. The work of TRS members includes educational duties, conducting research and administrative duties, as described below.

• The educational work includes teaching, academic lectures, organization and supervision of tutorials and workshops, supervising dissertations, testing and evaluating student performance, etc.

• The research duties include the study of selected scientific issues for the advancement of knowledge in specific fields of science, organization of scientific meetings (symposia, workshops, conferences etc), the publication of research findings in the form of scientific articles and monographs, and the supervision of doctoral theses. The research, either basic or applied, can be conducted either under funded projects, or independently.

• The administrative work mainly includes participation in decision making by the
University bodies and/or participation in the work of specialized committees or working groups established for promoting particular issues or projects.

The list of TRS members currently serving the Department is presented in the following table.

<table>
<thead>
<tr>
<th>Level</th>
<th>Name</th>
<th>Subject</th>
<th>Appointment in the DBA</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Professors</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lagos Dimitrios</td>
<td>Tourism, Economic-Tourism</td>
<td>2001 Tourism and Regional Development,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Management</td>
<td>Panteion University, 1997.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Konstantopoulos</td>
<td>Business Administration</td>
<td>2004 Mass media communication strategy,</td>
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<tr>
<td>Papatheodorou</td>
<td>Industrial and Spatial</td>
<td>2005 Industrial Economics–Economic Geography,</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Tourism</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andreas</td>
<td></td>
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</table>

**TRS Members**

*By rank and educational subject*
**Assistant Professors**

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
<th>Appointment</th>
<th>Academic Title</th>
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**Lecturers**

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
<th>Appointment</th>
<th>Academic Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zounta Stella</td>
<td>Accounting – Cost Accounting</td>
<td>2012</td>
<td>University of Patras</td>
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</table>

### 3.3 Specialized Teaching Staff (STS)

Members of the STS perform specialized educational duties which include the development of Business English materials and the teaching of Business English at the DBA.

<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
<th>Appointment</th>
<th>Academic Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soukas Georgios</td>
<td>Business English</td>
<td>1985</td>
<td>Master of Arts in Classics 1982,</td>
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<tr>
<td>Name</td>
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<tr>
<td>Tsatsaronis Georgios</td>
<td>Business English (ESP)</td>
<td>Master in Education- Teaching English to Speakers of Other Languages, 1983, Univ. of Maryland, U.S.A.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Pennsylvania State Univ, Master of Arts in Linguistics (English Language) 1985, New York Univ.</td>
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</tr>
</tbody>
</table>

4. **Administrative Services**

The Administrative services are headed by the Deputy Head Officer, currently Mr. Fotis Sidirofagis. Services at the Department are provided by:

- The Student Secretariat - (keeps student records, registers incoming students, issue certificates, makes up timetables and exam schedules and organizes the commencement).
- The Office of Student Affairs – (room & board, health care, scholarships, student loans, ordering and distribution of module books).
- Student Internships.

5. **Student Bodies**

5.1 **Student Society**

The Student Association of the D.B.A was founded in 1985 by students and is named after D. Glinos. Its main aim is to identify and solve problems faced by students throughout their studies. The Student Society’s Board of Directors is elected annually. It is composed of members who may represent students in various collective bodies, such as the University Senate, the General Assembly of the Department, and the National Student Union of Greece.

The Society is responsible for organizing various events and forming interest groups (i.e. basketball, theater, music, football, dancing, etc). The music group has participated in the World Music Meeting held in France. The basketball team participates in the local champion’s league and the Society runs its own radio station.

The Student Society office is located in the Michaleion building.

5.2 **Local A.I.E.S.E.C Committee**

AIESEC is the world's largest international student organization for young people whose primary concern is to help them discover and develop their skills and capabilities so that they will have a positive impact on society. AIESEC is a private non-profit
organization that is run entirely by students and recent graduates who have the opportunity to interact with students from around the world and participate in conferences organized by the local branch of AIESEC. Through the AIESEC exchange network, students can live and work in one of the 102 countries of the network for a duration of two months to one and a half (1.5) years.

Information on the local branch can be obtained at 8, Michalon Street, Chios. Tel: 2271035097, e-mail: aiesec@ba.aegean.gr, web site: www.aiesec.org/Greece.
The Curriculum at DBA

1 Aims of the Curriculum

Besides providing students with the essential theoretical knowledge and instilling in them discipline ethics and social responsibility, the curriculum of the Department primarily prepares students for professional career orientation. Graduates of the Department are also equipped with adequate practical experience which enables them to make a head start in the competitive world of the labor market. One of the strengths of the curriculum lies in the succession of modules offered and in the variety of combinations students can make to tailor the program to their individual perspectives and needs. The curriculum allows for the pursuit of the following goals:

- To provide extensive theoretical knowledge that will help the student understand the general problems encountered in various management positions.
- To enhance students communicative competency.
- To develop a scientific approach to module design, placing particular emphasis on quantitative methods and logical analysis.
- To prepare and raise awareness on social issues that students may encounter in the module of their professional career.
- To provide a solid foundation for students wishing to pursue postgraduate studies.

The undergraduate curriculum is based on the premise that modern enterprises face constant challenges in designing and implementing their activities. Today’s challenges are directly related to market globalization, the integration of European economies, the liberalization of international trade, the development of new technologies, the emergence of corporate social responsibility, the introduction of ethics issues in the business arena and the need for the coexistence of people and the natural environment.

The ever-changing modern enterprise requires constant revision and updating of the curriculum. The curriculum of the Department is designed to encourage active participation and to promote interdisciplinary approaches in three main areas:

- Interaction between theory and practice
- Up to date information on various areas of management allowing for specialization.
- To provide students with the opportunity to choose and design their own career path.

2 Graduation Requirements

240 units of European Credit Transfer System (ECTS) points are required to obtain a Degree in Business Administration.

• ECTS credits/units

The purpose of the European Credit Transfer System (ECTS) is to strengthen and facilitate academic recognitions procedures between collaborating institutions by using
standard recognition mechanisms. The ECTS provides a code of practice for the organization of academic recognition by enhancing curricular transparency and students' achievements. 5 ECTS units are assigned to each module at the Department; The undergraduate thesis is awarded 10 ECTS units. 30 ECTS are awarded each semester and 240 ECTS are required to attain a bachelor’s degree.

- **Individualized curriculum and general rules**
  Students must enroll in a certain number of required modules per semester but they may also choose an equal number of other modules. That is, when the required modules in a certain semester are six, students may choose six more modules, totaling a number of twelve per semester.

- **Learning Outcomes**

Upon completion of their studies students are expected to have acquired the following:

- A scientific approach to solving problems faced by enterprises in the modern world.
- Scientific tools and methods enabling them to cope effectively in a competitive market.
- The capability to pursue postgraduate studies.

3 **Module Categories:**

The Department of Business Administration offers its students a range of modules/modules which are divided into the following categories:

- Category A: Core Modules
- Category B: Prescribed Stream Modules
- Category C: Elective Stream Modules

- **First Cycle - Core Modules**


There are also two Business English modules and a non-credit Business English Lab module, all of which are offered in all semesters. A compulsory placement test in English places students either in the Business English Lab or in Business English A.

- **The Second and Third Cycles - Exploring Options**
Modules in the Second and Third Cycles (Category B & C) address the following:

1. The planning, structure and operation of enterprises by sector of business activity and depending on the type of ownership and control of an enterprise.
2. Functions, conditions, techniques and technologies of various enterprises.
3. The social, economic and legal aspects of the business environment.

### 4 Streams

Streams are composed of groups of modules, leading to the specialization of the student. Students must successfully complete at least 12 modules in the chosen stream. 6 modules are compulsory and 6 are elective. The students have the option to write an undergraduate thesis relevant to the chosen stream. Alternatively, should they opt not to write a thesis, the students can undertake two elective modules. To choose a stream, students must have completed at least 50% of the core modules. The Department offers five streams which are summarized below:

#### I. Management

Number of Modules: 12  
ECTS Credits: 60

Emphasis of study is given to methods of promotion and the marketing of products. The stream includes:

- 6 compulsory modules:  

- 6 elective modules, which are selected out of:  

#### II. Tourism

Number of Modules: 12  
ECTS Credits: 60

The Tourism stream include the following:

- 6 compulsory modules:
Tourism Marketing, Tourism Economics, Sociology of Tourism, Greek Tourism Development, Theoretical Approaches and Policies in Tourism.

- 6 elective modules which are to be selected out of:

### IV. Accounting - Finance

Number of Modules: 12
ECTS Credits: 60

The stream focuses on advanced methods and techniques in accounting and financial management. The stream includes:

- 6 compulsory modules:
  - Corporate Accounting, Auditing, Management Accounting, Risk Management, Money Credit and Banking, International Finance.
- 6 elective modules which are to be selected out of:

#### 5 Elective Modules

Apart from elective stream modules the student can take elective modules which are part of the international educational exchange program.
V Study Regulations

1 Academic Year - Semesters

The academic year begins on September 1 and ends on August 31st of the following year and there are two semesters, fall and spring. The fall semester begins in September and the spring semester ends in June. Each semester consists of at least 13 weeks and the exact dates are determined by the Senate of the University.

2 Registration and Attendance

• The New Student
Incoming students register at the beginning of the Fall Semester on dates announced by the Ministry of Education. Students must submit the required documentation in order to register. The registration of students who fall into other specific categories (transfer students etc) are required to submit supporting documents according to the respective provisions and deadlines that are announced in advance.

• Orientation Seminar
The welcoming of new students at the DBA is open to the entire university community and all interested parties. It takes place in the first week of the fall semester at the school auditorium in the form of a seminar. The orientation informs freshmen on key issues of their curriculum, life on the island, etc. Professors, administrators and representatives of the student society participate in the seminar and the discussion that follows. The orientation seminar encourages interaction among members of the university community and its agenda includes:

• Curriculum analysis and study regulations.
• Organization and operations of the Department and of the University as a whole.
• Detailed presentation of first semester modules.

• Module Registration
Students must register within two weeks of the start of the semester by submitting an electronic registration form in which they state the modules of their choice and the assessment method they prefer. Upon registering, students will be able to:

- Attend modules and laboratory sessions.
- Participate in examinations.
- Receive textbooks and class notes for the chosen modules.

Late registration is only possible by special approval of the General Assembly of the Department and cannot be permitted after the fourth week of the semester.
Changes are not allowed after the fourth week of the semester while failure to register on time will mean that students are automatically registered only in the required modules per semester.

• **The Curriculum**  
The Curriculum Program has been developed to meet the following objectives.

1. *Cognitive cohesion.*

   Knowledge is cumulative and its acquisition has to follow a certain pattern, moving from basic knowledge to more advanced. The curriculum makes provision of this process by offering modules in sequential order, moving from basic to advanced.

2. *The rational and balanced distribution of workload.*

Students are expected to allocate between 18 to 22 hours per week to attending lectures, tutorials or laboratory sessions. Students are also expected to allocate an equal amount of time for home study.

3. *Avoiding timetable conflicts.*

The curriculum timetable is drawn up so that timetable conflicts are reduced to a minimum.

4. *Evaluating student performance*

The curriculum allows for the ranking of students and their eligibility for scholarships and other benefits.

• **Individualizing Semester Program**  
Students can work out their own individual semester program based on the “n + n” formula (the student can enroll in double the number of modules that the study guide suggests for a particular semester). It is highly recommended that students consult with their academic advisor prior to finalizing their individual program.

• **Discontinuing a Module**

If fewer than 15 students register in or attend a specific module, the Department has the right to discontinue it six weeks after the beginning of the semester. Furthermore, if for any reason a module is taught for fewer than 13 weeks, it is considered completed.

• **Choosing a Stream**

Having successfully completed at least 50% of the core modules in the first two years of study, students must choose a stream of study at the beginning of the fifth semester. Students should be consulting their academic advisor regularly. Students may change their stream of study only once, no later than six months from initial enrollment, otherwise modules completed may only count as electives in the new stream.

• **The Undergraduate Thesis**
The undergraduate thesis is optional. Students who do not prepare a thesis must, instead, take two additional elective modules. The thesis is supervised by a faculty member, its subject should be related to the broader field of knowledge in the chosen stream and it should be written and graded by two faculty members in the last semester. Registration for the thesis can be made as early as the beginning of the seventh semester, subject to supervisor approval. The official submission of the thesis will be made after the successful completion of all required degree modules during the fall or spring semesters.

To ensure acceptance of the subject of the thesis, the student must begin the groundwork as early as possible. The thesis is submitted during examination periods and graded by the supervisor and another assessor that are appointed by the Head of the Department. The thesis carries ten ECTS credits, it is completed in one semester and may be extended for an additional six months. Other considerations for the drafting and presentation of the thesis are as follows.

1. If an extension is requested, the student must re-register.
2. Extension is allowed only once.
3. In exceptional cases, reregistration in the thesis can be examined by a three-member faculty committee that is appointed by the General Assembly of the Department.
4. A change of the thesis topic and/or a change of the supervisor are allowed once only.
5. Two printed copies of the thesis are required to be submitted to the Department along with another copy on CD-ROM (electronic format).

3 Student Performance

• Exams
Students are examined at the end of each semester in written form or orally. When students fail, students can resit exams during the re-examination period which is in September of each academic year. When students fail a compulsory core module twice, they have to repeat it. The grading scale is from 0 to 10. A score of five (5) or above is a passing grade. Rights and obligations for both examiners and examinees are included in the Examination Regulations of the DBA.

• Examination periods
There are three examination periods: January-February, June and September. The exam period lasts three to four weeks and the exact dates are established by the General Assembly of the Department annually. When students complete 4 years of study, if they have passed all their modules but one in any given examination period, they have the right to be reexamined in that particular module before the next scheduled commencement.

• Assessment Choices
Apart from the final exam, the department provides students with the opportunity to choose among various options of assessment i.e. mid-term exams, homework, projects, etc. Students choosing such options of assessment may be exempt from the final exam. The choice must be made at registration and cannot be changed after the fourth week from the beginning of the semester. If students fail a module, they may carry already marked work when they are reexamined.
4 Getting a Degree

• Conditions
Students can graduate from the DBA after completing at least seven semesters of full-time study. Transfer students, graduates of other universities etc. may be exempt from this requirement, depending on the number of transfer credits they receive. A minimum of 240 ECTS credits must be earned for the successful completion of the program. Of these credits:
• 170 ECTS credits must be earned in core modules (required modules).
• 60 ECTS credits in stream modules, 30 of which must be earned in the 6 compulsory stream modules and 6 from required elective modules.
• 10 ECTS credits are earned after successful completion of the undergraduate thesis. If students do not submit a thesis, they have to take to additional elective courses.

• Grading
The final degree grade is calculated as follows:
  • 3 credit modules are weighted by a factor of 1.
  • 4 or more credit modules are weighted by a factor of 2

The degree grade scale is as follows:
Good (marks 5-6.50)
Very good (marks 6.50-8.50)
Excellent (marks 8.50-10)

When students accumulate more than the 144 credits, they may leave out specific modules grades of their choosing by submitting a written request to the Department.

• Commencement Ceremony
The commencement ceremony is called “Kathomologisi” and it is held after each examination period on dates specified by the Rector Council. During the “kathomologisi” the graduate is sworn in before the Rector, the Dean, the Chairman of the Department and faculty members. Students cannot participate in the graduation ceremony and receive their degree certificate unless they have settled all their obligations to the University (financial, library, dormitory etc.).

Until the ceremony takes place, students can obtain a special certificate of study completion and a confirmed copy of their transcripts from the Secretariat.

5 Student Services

Students are provided with:

(a) Free medical care and hospitalization (available to all students). A health card is issued upon request.
(b) Free meals are provided to students who meet the catering criteria established by the Senate of the University. The student meal facility is located at Venizelou 90-93 and has been in operation since the academic year 2000-2001.

(c) Student housing in Chios is provided by 179 single rooms. Applications must be submitted from June 1st to June 15th for current students. For incoming students, applications must be submitted at registration. Selection criteria for student housing are based on a student’s individual and family financial situation, as well as the location of the permanent family residence. Student accommodation is governed by the Housing Rules of the University.

(d) Free textbooks and notes are provided.

(e) Reduced fare on public transport. A card is issued to students which entitles them to receive a 25-50% discount on ferries and a 50% discount on bus and rail transport to and from their place of residence.

The Regional Council of Student Affairs supervises and is responsible for the above services. The Regional Council is appointed by the Rector for a term of three years. The council is composed of a department head (president), two administrative officials responsible for student welfare issues and a representative of the student society (see Senate decision 50/14.05.02, th.4.2).

• Certificates of Study
Upon request, the following certificates are available:

- A certificate of study (for tax purposes).
- A certificate of attendance (confirming student enrollment).
- An official transcript (listing all completed modules and grades earned).
- A certificate for military service purposes.

Also, letters of recommendation/references are available from the Faculty upon request.

• Student’s Rights and Obligations
Student status is achieved when the student enrolls at the University and ends at graduation. Students are considered adults in terms of rights and obligations.

Student are entitled to the benefits mentioned above for six (6) years; that is four (4) years for the minimum time required to graduate, plus an additional (2) years.

• Scholarships and Awards
Students who excel in each academic year of study qualify for scholarships from the State Scholarship Foundation (IKY in Greek). In addition to scholarships, cash prizes from various sponsors are awarded.

The list of scholarship and award winners is prepared by the Secretariat of the Department, based on their GPA for each academic year of study. The regulations for these awards are established and monitored by the State Scholarship Foundation (IKY).
6 **Curriculum**

It applies to students admitted in the academic year 2015-2016 and thereafter.

**Core Modules (All Compulsory)**

<table>
<thead>
<tr>
<th>1st semester</th>
<th>ECTS</th>
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<tbody>
<tr>
<td>Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>Introduction to Economics</td>
<td>5</td>
</tr>
<tr>
<td>Introduction to Computer Science</td>
<td>5</td>
</tr>
<tr>
<td>Business Administration-Organization I</td>
<td>5</td>
</tr>
<tr>
<td>Introduction to Marketing</td>
<td>5</td>
</tr>
<tr>
<td>Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>Business English Lab</td>
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<table>
<thead>
<tr>
<th>2nd semester</th>
<th>ECTS</th>
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</thead>
<tbody>
<tr>
<td>Statistics I</td>
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<tr>
<td>Microeconomics I</td>
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</tr>
<tr>
<td>Technology and Innovation Management I</td>
<td>5</td>
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<tr>
<td>Sociology</td>
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<tr>
<td>Accounting II</td>
<td>5</td>
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<tr>
<td>Business Administration-Organization II</td>
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<tr>
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<table>
<thead>
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<tbody>
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<td>Microeconomics II</td>
<td>5</td>
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<tr>
<td>Introduction to Law</td>
<td>5</td>
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<tr>
<td>Operations Management I</td>
<td>5</td>
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<tr>
<td>Cost Accounting I</td>
<td>5</td>
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<tr>
<td>Business English I and/or Business English II</td>
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</tr>
<tr>
<td>4th semester</td>
<td>ECTS</td>
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<tr>
<td>--------------</td>
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</tr>
<tr>
<td>Financial management</td>
<td>5</td>
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<tr>
<td>Macroeconomics</td>
<td>5</td>
</tr>
<tr>
<td>Civil law</td>
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<tr>
<td>Introduction to Tourism</td>
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<tr>
<td>Financial Statement Analysis</td>
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<tr>
<td>Business English I and/or Business English II</td>
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<table>
<thead>
<tr>
<th>5th semester</th>
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<tbody>
<tr>
<td>Management Information Systems</td>
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<tr>
<td>Commercial Law</td>
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<td>Portfolio Management</td>
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<td>Prescribed stream module/ Elective stream module (Fall Semester)</td>
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</tr>
<tr>
<td>Prescribed stream module/ Elective stream module (Fall Semester)</td>
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<td>Prescribed stream module/ Elective stream module (Fall Semester)</td>
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<table>
<thead>
<tr>
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<tbody>
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<td>International Economics</td>
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<td>Operations Research</td>
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<td>Political Economy</td>
<td>5</td>
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<tr>
<td>Prescribed stream module/ Elective stream module (Spring Semester)</td>
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<tr>
<td>Prescribed stream module/ Elective Stream module (Spring Semester)</td>
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<td>Logistics</td>
<td>5</td>
</tr>
<tr>
<td>Data analysis</td>
<td>5</td>
</tr>
<tr>
<td>Prescribed stream modules / Elective Stream Module (Fall Semester)</td>
<td>-</td>
</tr>
<tr>
<td>Prescribed stream Module / Elective Stream Module (Fall Semester)</td>
<td>-</td>
</tr>
<tr>
<td>Prescribed Stream Module / Elective Stream Module (Fall Semester)</td>
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<table>
<thead>
<tr>
<th>8th semester</th>
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<tbody>
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<td>Operations Management II</td>
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<tr>
<td>Undergraduate Thesis</td>
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<tr>
<td>Prescribed stream modules / Elective Stream Module (Spring Semester)</td>
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</table>
Stream Modules

**Stream I: Management**

### Fall Semester Modules

**P (Prescribed Stream Module) - E (Elective Stream Module)**

<table>
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<tr>
<th>Course</th>
<th>Type</th>
<th>ECTS</th>
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</thead>
<tbody>
<tr>
<td>Technology and Innovation Management</td>
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<td>5</td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>P</td>
<td>5</td>
</tr>
<tr>
<td>Managerial Economics</td>
<td>E</td>
<td>5</td>
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<tr>
<td>Project Management</td>
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<tr>
<td>Industrial Economics</td>
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<tr>
<td>Applied Economics</td>
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<td>5</td>
</tr>
<tr>
<td>Introduction to Social Psychology</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Special Issues in Management Information Systems</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Principles of Programming and Solution of Business Problems</td>
<td>E</td>
<td>5</td>
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<tr>
<td>Evolution of Information and Communication Technologies</td>
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<td>5</td>
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<tr>
<td>Transportation Economics</td>
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<td>Methods of Social Research</td>
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<td>Special Topics in Quantitative Analysis</td>
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<td>Business Systems Simulation</td>
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<tr>
<td>Internship</td>
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### Spring semester modules

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<tr>
<td>Strategic Marketing Management</td>
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<td>Human Resource Management</td>
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<td>Management of Public Enterprises</td>
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<td>Market Research</td>
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<tr>
<td>Industrial Property</td>
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<tr>
<td>Quantitative Methods in Spatial Analysis</td>
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<tr>
<td>Consumer Behavior</td>
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<td>International Marketing</td>
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<td>New Technologies in Business Administration</td>
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<td>Information Organization and Management</td>
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<tr>
<td>Analysis and Design of Information Systems</td>
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<tr>
<td>Entrepreneurship</td>
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<td>Decision Theory and Game Theory</td>
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<td>Advertising and Promotion Strategies</td>
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<td>Academic Writing</td>
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**Stream II: Tourism**

### Fall Semester Modules

<table>
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<td>Tourism Sociology</td>
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<td>Tourism Law</td>
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<tr>
<td>Introduction to Social Psychology</td>
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<tr>
<td>Managing eService Operations</td>
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<tr>
<td>Methods of Social Research</td>
<td>E</td>
<td>5</td>
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<tr>
<td>Greek as Foreign Language</td>
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### Spring semester modules

<table>
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<tr>
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<tbody>
<tr>
<td>Theoretical Approaches and Policies in Tourism</td>
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<tr>
<td>Tourism Management</td>
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<tr>
<td>Economic and Natural Tourism Design</td>
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<td>5</td>
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<tr>
<td>Market Research</td>
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<tr>
<td>Regional Development</td>
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<td>Quantitative Methods in Spatial Analysis</td>
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<tr>
<td>Consumer Behavior</td>
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<td>5</td>
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<tr>
<td>Analysis and Design of Information Systems</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>E</td>
<td>5</td>
</tr>
<tr>
<td>Corporate Social Responsibility</td>
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**Stream III: Accounting and Finance**

### Fall Semester Modules

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<tbody>
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<tr>
<td>Management Accounting</td>
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<tr>
<td>Risk Management</td>
<td>P</td>
<td>5</td>
</tr>
<tr>
<td>International Accounting Standards</td>
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<td>5</td>
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<tr>
<td>Managing eService Operations</td>
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<tr>
<td>Financial Services Marketing</td>
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<tr>
<td>Banking Law</td>
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<td>Financial Derivatives</td>
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<tr>
<td>Managerial Economics</td>
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<td>Special Topics in Quantitative Analysis</td>
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<tr>
<td>Module</td>
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<tr>
<td>Internship</td>
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**Spring Semester Modules**

<table>
<thead>
<tr>
<th>Module</th>
<th>Mod</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Money Credit and Banking</td>
<td>P</td>
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<tr>
<td>International Finance</td>
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<tr>
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<tr>
<td>Cost Accounting II</td>
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<td>Group Accounting</td>
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<tr>
<td>Econometrics</td>
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<tr>
<td>Entrepreneurship</td>
<td>E</td>
<td>5</td>
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<tr>
<td>Decision Theory and Game Theory</td>
<td>E</td>
<td>5</td>
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<tr>
<td>Non Parametric Statistics</td>
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<td>Academic Writing</td>
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<td>5</td>
</tr>
<tr>
<td>Internship</td>
<td>E</td>
<td>5</td>
</tr>
</tbody>
</table>
6. International Educational Exchange

1. **International Student Exchange**

During the summer period students who do well in their studies and professors of the Department can participate in an International Student Exchange program which includes visits to universities abroad and field trips to enterprises in the country they visit. In return, the Department welcomes and hosts students and professors from universities in foreign countries.

2. **Erasmus+ Program**

The Erasmus+ program enables students to attend modules in participating universities abroad as well as do paying internships in enterprises abroad. Students participating in the Erasmus+ program receive a grant for one to two semesters and are exempt from tuition fees at the host institution. Students who successfully complete modules at the host university may apply for ECTS credits transfer (http://erasmus.aegean.gr).

Incoming students can enroll in modules which are taught in English, like Risk Management and Special Topics in Quantitative Analysis.

3. **Doctoral Studies, Ph.D.**

Graduate students can do a doctoral dissertation in fields related to the disciplines included in the undergraduate and post graduate study programs. The program admits Master degree holders from Greek universities or from equivalent universities to do doctoral studies in fields and subjects announced by the Department. In exceptional cases, graduates who do not hold a master degree can be admitted to the program if they have already done proven research work.

The selection of doctoral candidates is based on the evaluation of the documentation submitted as well as a personal interview. Selected students are required to submit a proposal which should include the following:

- Proposed Dissertation Topic
- Purpose Statement of the Dissertation
- Suggested methodology
- Suggested bibliography.

The minimum duration of the doctoral program cannot be less than three full calendar years. The candidate may request suspension of studies during the preparation of the dissertation. Each doctoral candidate has a three-member Advisory Committee which is responsible for guiding and supervising the candidate.

The candidate in cooperation with the advisory committee must submit an annual progress report presented to the entire faculty of the Department.

Candidates must participate in conferences, research programs, publications and offer assistance to faculty members. Upon completion, candidates present and defend their dissertation publicly, and the Examining Committee decides on the authenticity of the dissertation and its contribution to science.
The candidate is pronounced Doctor of Philosophy by the General Assembly of the Department.
A. Library Rules and Regulations

All members of the academic community as well as the general public can use the library.

Lending

1. Only members of the academic community of the University of the Aegean have the right to borrow from the library, presenting a valid library card.

2. The library supervisor, in special cases and at his discretion, can loan library materials to individuals who do not belong to the academic community. In these cases, the user’s ID card is withheld and the lending period cannot exceed one week.

3. Non-lendable Items:
   - Reference books
   - Periodicals
   - Audiovisual Material
   - High demand books
   - Material requiring maintenance
   - Doctoral dissertations, post-graduate theses, undergraduate theses
   - Rare material
   - New arrivals

4. Lending period for other library material:
   - Faculty and post-graduate students: 15 days
   - Undergraduate students and administrative staff: One week

   Lending period may be extended upon request.

   Special collections material not directly related to the study programs of the Department may be borrowed for longer periods.

   Lending time can also be decreased depending on demand.

   Visiting faculty and students can have access to library services.

5. Users may renew the lending time up to three times in one-week intervals, providing that the reading material has not been reserved by or asked for by another user. In exceptional cases, the library supervisor can recall any books that are in high demand.

6. Reservations can be made for any reading material.

7. When library material is retained or overdue, lending rights are suspended until it is returned.

8. A fine is imposed on any person that sets off the library’s security system when attempting to remove material from the library, without having first checked it out.
9. Undergraduate students, administrative, and technical staff may borrow up to three pieces of reading material at the same time, postgraduate students six and faculty eight.

10. If a user damages library material or loses it while it is in his/her possession, s/he must replace the material within 15 days.

**Reading Room**

11. Objects (briefcases, bags, etc.) should be left in the locker area upon entry to the library.

12. Readers should leave library material on the tables after use.

13. Smoking, mobile phones, food or drinks are not allowed in the library.

14. The opening hours of the library can vary and are scheduled based upon available personnel.

15. When the library closes for inventory, it notifies users three months in advance. During these three months, all users are required to return loaned material. Any material that is not returned within that time frame is considered lost and chargeable.
B. Examination Regulations

1. Introduction

Exam regulations are necessary for maintaining the integrity of the examination process.

2. Exam Preparation

2.1 The General Assembly of the Department sets the dates of the exam period. 2.2 The detailed examination schedule for winter and spring semesters is announced at least 15 days before the beginning of examinations.

2.3 The detailed schedule for the September examination period is announced by the end of the spring exam period.

3. Before the Exam

3.1 The examination rooms are opened by the examiner 15 minutes before the start of the exam.

3.2 Each examinee is expected to be present at least 15 minutes before the exam.

3.3 All responsible exam supervisors are required to be present at the Secretariat of the Department at least 15 minutes before the beginning of examination.

3.4 Supervisors are responsible for the sitting arrangement of the examinees.

3.5 Examinees are required to remove from their desks all books or any other material relevant to the exam.

4. Re-examination

When students are left with only one module in order to graduate, they may be re-examined right after the examination period in which they failed this particular module.

5. Examination Results

Grades are submitted within ten days of the end of the exam period.

Once the grades are announced, students may appeal their grade (only passing grades). In case of disagreement, students may refer the issue to a three-member committee within thirty days.

An exam archive may be available at the Library.

6. Duties and Obligations of Faculty- Examiners

Twenty days before the exams faculty examiners must announce the following:

- The examinable material
- Bibliographic references
- Exam type (oral, written, etc.)
The monitoring of the examinations is primarily the responsibility of the faculty. Each faculty member is required to proctor at least one other module besides the ones s/he has taught in any given semester. Postgraduate students assist faculty in monitoring the examinations.

If for any reason the examiner is absent on the day of the exam, the Department Head may ask another examiner to conduct the exam.

7. Duties and Obligations of Students-Examinees

Students must carry their ID card and present it upon request.

Students are responsible to conduct themselves appropriately and follow the instructions of exam supervisors.

8. Upholding Regulations and Exam Integrity

The General Assembly of the Department is responsible for upholding exam regulations and imposing sanctions when they are violated. Violations are considered by the General Assembly after the end of the exam period and before results are announced. The Student Society designates a student, who is not an examinee, to be in the examination room and make sure that exam regulations are observed.
C. Graduation oath

The graduation oath of the Business Administration Department is as follows:

“Holder as of today, of the Business Administration Degree of the University of the Aegean, I pledge before the Rector of the University and the Chairman of the Business Administration Department that I will exercise the rights and obligations of the Department Graduate with integrity, conscientiously and unprejudicedly. In my career I will always seek out knowledge, improve my professional expertise, contribute to and defend scientific truth, and pursue personal and societal progress. I will also avoid any unfair act, and adhere to the teachings that I received from the University of the Aegean, always aspiring to be useful to the Nation and the State.”