

***WELCOME***

***TO THE ATHENS UNIVERSITY  
OF ECONOMICS AND BUSINESS***

***LLP/ERASMUS-ECTS  
INFORMATION GUIDE***

***FOR INCOMING STUDENTS***

***ATHENS 2008***

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## **WELCOME**

### ***From the Foreign Students' Advisor***

***Welcome to the Athens University of Economics and Business (AUEB) LLP/ERASMUS-ECTS Guide\**, that is addressed especially to European students, who intend to spend in the future a study period on educational programmes such as LLP/Erasmus, and other reciprocal exchanges at our Institution.**

***The main aim of this information guide is to provide details concerning the University and matters such as registration, accommodation, Greek language courses, student facilities and other issues related to your stay in Athens. We believe you will find it useful in preparing for your study visit to our University. It is obvious that all your questions could not be answered in one guide, but we hope that this information package will cover many of the queries you might have. Should you face any problems during your stay with us, please, do not hesitate to contact the International Relations Office and we will do with pleasure our best in order to help you.***

***We should like to encourage you to take full advantage of the valuable opportunity offered to you to participate in European Union's mobility programmes, to widen your horizons, enrich your knowledge and acquire new experience.***

***Very best wishes for an unforgettable study period at the Athens University of Economics and Business.***

***Katerina Galanaki  
Head of International Relations  
LLP/Erasmus-ECTS Institutional Coordinator***

***Athens, 2008***

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**\* With the support of the European Commission in the framework of LLP/Erasmus-ECTS Programme**

## **ANNOUNCEMENT TO ALL SOCRATES ERASMUS INCOMING STUDENTS 2008-2009**

The **Athens University of Economics and Business** welcomes you and wishes you a successful Erasmus study period and an unforgettable stay in Athens.

To avoid misunderstandings and unpleasant situations, you are kindly requested to take into consideration the following general internal rules of the University:

- 1. Your study programme should reflect the workload of 30 ECTS credits per semester and 60 per year. Study programmes with more or less credits are not accepted.*
- 2. The University offers a number of courses in English, forming thus an interdepartmental study programme with the support and contribution of academics from all its departments. The Erasmus students can choose from these courses and prepare appropriately their learning agreement before their arrival in Athens, ensuring academic recognition.*
- 3. The dates of the academic calendar must be respected. With reference to the exams, they take place on the same date, same hour and same subjects for all students. A re-exam (re-sit) – if needed – can be done in Athens (re-sit period of September) on the official re-exam dates. Exams by fax or e-mail are not accepted.*
- 4. The ECTS key documents – student application form, learning agreement and transcript of records – are sent to our University by our partner institutions' Erasmus Offices and not by the students as individuals. A proof of knowledge of English language is absolutely necessary to be attached.  
Submission deadline for both semesters of 2008-2009: MID JULY 2008.*
- 5. Each Erasmus student will receive the Erasmus Student Charter from his/her home institution before departure for the study period abroad. The Charter is a short information leaflet that promotes Erasmus students' awareness of their rights and obligations.  
[http://europa.eu.int/comm/education/programmes/socrates/erasmus/million/charter\\_en.html](http://europa.eu.int/comm/education/programmes/socrates/erasmus/million/charter_en.html)*

## **UNIT I: AUEB & ATHENS**

### **1.- GREECE: A Unique Beauty in The Mediterranean**

*Greece (Hellas), geographically belongs to the southeastern part of Europe and covers an area of 132.000 square kilometers. The country consists of the mainland Greece, that is Attic, Peloponese, Sterea Ellada, Thessaly, Epirus, Macedonia, Thrace, and the islands of Ionian and Aegean Seas. Its population is approximately 11 million inhabitants. Mild winters and warm summers are the main characteristics of weather conditions. It is not an exaggeration to point out that the sun shines in Greece for more than 3.000 hours all over the year.*

*Greece is well-known for its long and rich history throughout centuries, for the famous artists, architects, poets, writers and philosophers, for the Olympic Games, for its museums, its archaeological sites, its historic monuments.*

*Try to enjoy your stay in Greece and, be sure, this stay will certainly be an unforgettable experience.*

### **ATHENS: The City-Symbol of Freedom, Democracy, Civilization, Art and Culture**

*As an Erasmus student at the Athens University of Economics and Business you will have the chance to live in the capital of Greece, Athens, which took its name from Athena, the goddess of wisdom and knowledge. Acropolis with the miracle of architecture, Parthenon, dominates the town, bringing in mind Ancient Greece. A marvellous view of Athens is offered from the hill of Lycabettus with the picturesque chapel of Saint George.*

*Athens of today, with a population of approximately 4,5 million inhabitants, is a modern city, with crowded streets and squares,, quiet neighbourhoods, countless shops, art-galleries, music-halls, sports-centres, etc. Greek taverns and restaurants offer the famous “mezedes” with the tasteful “ouzo” and delicious specialities accompanied by “retsina”, the typical Greek wine. Theatres, cinemas, nightclubs, bars and discos provide many opportunities for entertainment.*

*Keep in mind that fun never stops in Athens before daylight.*

## **2.- The University – The Departments**

### **Historical Notes**

*The Athens University of Economics and Business (AUEB) was originally founded in 1920 under the name of Athens School of Commercial Studies. It was renamed in 1926 as the Athens School of Economics and Business Science, a name that was retained until 1989 when it assumed its present name, that is the Athens University of Economics and Business.*

*It is the third oldest Higher Education Institution in Greece and the oldest in the general fields of Economics and Business. Up to 1955 the School offered only one degree in the area of Economics and Commerce. In 1955 it started two programmes leading to two degrees: one in Economics and the other in Business Administration. In 1984 the School was divided into three Departments, namely the Department of Economics, the Department of Business Administration and the Department of Statistics & Informatics.*

*Today the structure of the University programmes is as follows:*

### **8-semester UNDERGRADUATE PROGRAMMES – 1<sup>st</sup> Cycle Degree Programmes**

- **Economics**
- **International and European Economic Studies**
- **Business Administration**
- **Marketing and Communication**
- **Computer Science**
- **Statistics**
- **Accounting and Finance**
- **Management and Technology**

### **POSTGRADUATE PROGRAMMES – 2<sup>nd</sup> Cycle Degree Programmes**

*A formal Master's programme in Economics was launched in 1978 and another one in Business Administration started in 1985. Today the University is running 18 different programmes at the postgraduate level, which are the following:*

#### **Classical Programmes**

- **M.Sc. in Economics**
- **Master in Business Administration (MBA)**
- **M.Sc. in International and European Economic Studies**
- **M.Sc. in Informatics**
- **M.Sc. in Statistics**
- **M.Sc. in Marketing & Communication**
- **M.Sc. in Human Resource Management**
- **International MBA Programme**
- **M.Sc. in Accounting and Finance**

### Executive Programmes

- *M.Sc. in Banking and Finance*
- *MBA for Executives*
- *International MBA Programme (part-time)*
- *M.Sc. in Marketing & Communication (part-time)*
- *MBA in TELECOMS*

### Programmes in collaboration with other Universities

- *Athens MBA (with Technical University of Athens)*
- *M.Sc. in Business Mathematics (with University of Athens)*
- *M.Sc. in Basic and Applied Cognitive Science (with University of Athens, Aristotle University of Thessaloniki, University of Ioannina and University of Piraeus)*
- *M.Sc. in Health Management and Administration (with University of Athens)*
  
- *Ph.D. in Economics (with University of Athens)- 3<sup>rd</sup> Cycle Degree Programme*

### Location

*The main site of the University is located at 76 Patission Street in the centre of Athens, near the National Archaeological Museum. One of its sides faces the Pedion Areos Park and the Panellinios Sports Club. Three more buildings in the neighbourhood cover the University's needs in offices and teaching rooms. One of them is located at 12 Kodrikton Street, another one is at 12 Derigny Street; the Research Centre is located a few blocks away, at 46 Kefallinias Street and the Centre of Postgraduate Studies at Evelpidon and Lefkados Street.*

### Organisation

*The Athens University of Economics and Business is a public University under the supervision of the Ministry of Education. Its main decision-making bodies are a) the Senate, b) the Rector's Council, and c) the Rector.*

### Degrees Awarded

*The eight departments of the Athens University of Economics and Business award degrees equivalent to a four-year BA or B.Sc. in the respective fields.*

*The postgraduate departments award Master's degrees.*

*Doctorates are awarded by each department upon the completion of a dissertation and its successful defence in public*

### **3.- Academic Calendar 2008-2009**

#### **Re-sit Examination period**

**September 2008**

#### **Fall Semester**

<b>Beginning of courses:</b>	<b>Wednesday</b>	<b>1 October 2008</b>
<b>Christmas Holidays:</b>	<b>Tuesday</b>	<b>23 December 2008</b>
<b>Christmas</b>	<b>Thursday</b>	<b>25 December 2008</b>
<b>Continuation of courses:</b>	<b>Wednesday</b>	<b>7 January 2009</b>
<b>End of courses:</b>	<b>Friday</b>	<b>16 January 2009</b>

#### **Examination period of January-February 2009**

<b>Beginning:</b>	<b>Monday</b>	<b>19 January 2009</b>
<b>End:</b>	<b>Friday</b>	<b>6 February 2009</b>

#### **Spring Semester**

<b>Beginning of courses:</b>	<b>Monday</b>	<b>9 February 2009</b>
<b>Easter Holidays:</b>	<b>Monday</b>	<b>13 April 2009</b>
<b>Easter</b>	<b>Sunday</b>	<b>19 April 2009</b>
<b>Continuation of courses:</b>	<b>Monday</b>	<b>27 April 2009</b>
<b>End of courses:</b>	<b>Friday</b>	<b>29 May 2009</b>

#### **Examination period of June 2009**

<b>Beginning:</b>	<b>Monday</b>	<b>1 June 2009</b>
<b>End:</b>	<b>Friday</b>	<b>30 June 2009</b>

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#### **Notice:**

**All Erasmus incoming students are kindly requested to take into consideration that the above dates *MUST* be respected (Erasmus Student Charter) according to internal regulations of the Athens University of Economics & Business.**

## **UNIT II: INTERNATIONAL RELATIONS AT AUEB**

### **1.- The International Relations Office**

*Inter-university cooperation is strongly supported and widely expanded. The Athens University of Economics and Business participates actively in more than 200 exchanges with higher education institutions in the framework of LLP/Erasmus programme.*

*The International Relations Office, established in 1989, has to carry out international cooperation matters. It is responsible for the management of the exchange programs concerning students and teaching staff mobility, as well as helping incoming and outgoing students in solving practical, administrative and educational matters during their study period.*

*Some of its main objectives refer to the following:*

- *European Union educational programs : LLP/ERASMUS-ECTS Programme – TEMPUS - LEONARDO Programme - Bilateral Agreements*
- *Participation in international student exhibitions*
- *Representation at international conferences and congresses*
- *Organization of seminars, educational visits and cultural meetings*
- *Promotion of the University abroad*
- *Creation of new cooperation with foreign higher education institutions*
- *Counseling to incoming and outgoing students*

*The University is member of the European Universities Association (EUA), of the Community of Mediterranean Universities (CUM), of the European Association for International Education (EAIE), of the Association of European Universities Public Relations and Information Officers (EUPRIO), etc.*

*In the context of TEMPUS Programme (PHARE and TACIS) our University is involved in several projects. Under this programme, members of our academic staff visit the partner institutions in order to give lectures mainly on topics of the scientific area of business, economics, management, marketing, statistics and computer science. Besides, they are of assistance to their colleagues to establish business schools, international management centres and MBA courses in their institutions. On the other hand, professors from the above universities visit our University and cooperate with their colleagues in corresponding scientific fields on curriculum development and joint research projects.*

*Furthermore, the Athens University of Economics and Business participates in the JEAN MONNET Programme, which has financed the establishment of a European Chair in Economics , another one in Law, a European Permanent Course in Political Science, etc.*

## **2.- Exchange Partners**

### **LLP/Erasmus Programme, Bilateral Agreements**

#### **Austria**

1. *Wirtschaftsuniversität Wien*
2. *Universität Wien*
3. *Universität Innsbruck*
4. *Universität Linz*

#### **Belgium**

1. *Université Catholique de Louvain*
2. *Universiteiten Fakulteiten Sint Ignatius Antwerpen*
3. *Université Gent*
4. *Université Libre de Bruxelles*
5. *Katholieke Universiteit Leuven*
6. *Faculte Universitaire Catholique de Mons*
7. *University of Liege - HEC, Liege*
8. *University of Limburg*
9. *EHSAL Europese Hogeschool Brussel*

#### **Bulgaria**

1. *Sofia University "St Kliment Ohridski"*
2. *Technical University of Sofia*

#### **Cyprus**

1. *University of Cyprus*

#### **Czech Republic**

1. *University of Economics – Prague*
2. *Charles University in Prague*
3. *Mendel University of Agriculture and Forestry - BRNO*

#### **Denmark**

1. *Copenhagen Business School*
2. *University of Aalborg*

#### **Finland**

1. *Swedish School of Economics and Business Administration, Helsinki*
2. *Helsinki School of Economics*
3. *University of Jyväskylä*
4. *Aabo Akademi University*
5. *University of Vaasa*
6. *University of Tampere*
7. *Lappeeranta University of Technology*

## ***France***

1. ***Universite Montpellier I***
2. ***ICN School of Management - Nancy***
3. ***Universite Paris X – Nanterre***
4. ***Universite Catholique de l'Ouest, Angers***
5. ***EUROMED Marseille – Ecole de Management***
6. ***Universite de Nice, Sophie-Antipolis***
7. ***Universite Louis Pasteur, Strasbourg I***
8. ***Universite Paris I, Pantheon-Sorbonne***
9. ***Universite Paris IX-Dauphine***
10. ***Universite Paris XII Val de Marne***
11. ***Universite de Pau et des Pays de l' Adour***
12. ***Universite Pierre Mendes France, Grenoble***
13. ***Universite Robert Schuman, Strasbourg III***
14. ***Ecole Superieure de Commerce de Bretagne, Brest***
15. ***Universite Paris XIII-Nord***
16. ***Universite Catholique de Lille***
17. ***Universite Catholique de Lille - IESEG***
18. ***Ecole Superieure de Commerce de Lille***
19. ***Conservatoire National des Arts et des Metiers***
20. ***Universite de Montpellier II***
21. ***Universite des Sciences Sociales, Toulouse I***
22. ***Universite de Rennes I***
23. ***Universite de Poitiers***
24. ***Universite Paul Cezanne***
25. ***Universite Pierre et Marie Curie***
26. ***Universite de Versailles et Saint Quenti-en Yvelines***
27. ***Groupe ESC Chambéry Savoie***
28. ***Groupe ESC Dijon - Bourgogne***
29. ***AUDENCIA Nantes Atlantique***
30. ***Groupe Ecole Superieure de Commerce de Grenoble***
31. ***Universite du Littoral Cote D'Opale - Dunkerque***
32. ***Universite d' Evry Val d'Essone, Paris***
33. ***Ecole Superieure de Commerce Amiens - Picardie***
34. ***Ecole Superieure de Commerce de Bordeaux***
35. ***Groupe ESSC Angers***
36. ***Universite du Droit et de la Sante de Lille***
37. ***Ecole Superieure de Commerce de Rennes***

## ***Germany***

1. ***Universitat Frankfurt am Main***
2. ***Universitat Mannheim***
3. ***Freie Universitat Berlin***
4. ***Universitat Leipzig***
5. ***Universitat Konstanz***
6. ***Universitat Paderborn***
7. ***Universitat Jena***
8. ***Universitat Giessen***
9. ***Universitat Gottingen***

10. *Universität Potsdam*
11. *Universität Hohenheim*
12. *Universität Dortmund*
13. *Universität Regensburg*
14. *University of Applied Sciences, Osnabrueck*
15. *University of Munich*
16. *Universität Augsburg*
17. *Universität Magdeburg*
18. *Universität Siegen*
19. *Humboldt Universität zu Berlin*
20. *Universität Trier*
21. *Fachhochschule für Wirtschaft Berlin*

### ***Hungary***

1. *Corvinus University of Budapest*

### ***Iceland***

1. *University of Reykjavik*

### ***Ireland***

1. *University of Limerick*
2. *University of Dublin - Trinity College*

### ***Italy***

1. *Università degli studi di Firenze*
2. *Università degli studi di Padova*
3. *Università degli studi di Roma "La Sapienza"*
4. *LUISS Guido Carli – Roma*
5. *Università degli studi di Bologna*
6. *Cattolica Università Sacro Cuore Milano*
7. *Università degli studi di Modena*
8. *Università degli studi di Siena*
9. *Università degli studi di Pavia*
10. *Università degli studi di Perugia*
11. *Università degli studi di Roma – Tor Vergata*
12. *Università degli studi di Roma III*
13. *Università degli studi di Venezia – Ca Foscari*
14. *Università degli studi di Lecce*
15. *Università Carlo Cattaneo – LIUC*

### ***Latvia***

1. *RISEBA – Riga International School of Economics and Business Administration*

### ***Lithuania***

1. *Vilniaus Universitetas*
2. *Kaunas University of Technology*

### ***3. Vytautas Magnus Universitates***

#### ***Malta***

- 1. University of Malta***

#### ***Netherlands***

- 1. Erasmus University of Rotterdam***
- 2. University of Tilburg***
- 3. Utrecht School of Economics***
- 4. Radboud University Nijmegen***
- 5. University of Amsterdam***
- 6. University of Groningen***
- 7. Hague Hogeschool***

#### ***Norway***

- 1. Norwegian School of Business Administration, Bergen***
- 2. Norwegian School of Management – BI***
- 3. Hogskolen I Agder***
- 4. Norwegian University of Science and Technology***

#### ***Poland***

- 1. Warsaw School of Economics***
- 2. Crakow University of Economics***
- 3. Technical University of Lodz***
- 4. University of Gdansk***
- 5. The Poznan University of Economics***
- 6. Leon Kozminski Academy of Entrepreneurship and Management***
- 7. Lazarski School of Commerce and Law in Warsaw***

#### ***Portugal***

- 1. Universidade de Coimbra***
- 2. Technical University of Lisbon***
- 3. Universidade de Lisboa***
- 4. Catolica Universidade Portuguesa***
- 5. Universidade Nova de Lisboa***
- 6. Universidade do Minho***

#### ***Romania***

- 1. University Alexander I. Cuza, Iasi***
- 2. University of Bucharest***

#### ***Slovakia***

- 1. Comenius University in Bratislav***
- 2. University Matej Bel, Banska Bystrica***

#### ***Slovenia***

## **1. Univerza V Mariborou**

### ***Spain***

- 1. *Universidad de Barcelona***
- 2. *Universidad de Deusto***
- 3. *Universidad de Cordoba***
- 4. *Universidad de Granada***
- 5. *Universidad Rey Juan Carlos***
- 6. *Universidad Alcala de Henares***
- 7. *Universidad de Seville***
- 8. *Universidad Rovira i Virgili***
- 9. *Universidad Autonoma de Barcelona***
- 10. *Universidad Politecnica de Catalunya***
- 11. *Universidad de Navarra***
- 12. *Publica Universidad de Navarra***
- 13. *Universidad de Salamanca***
- 14. *Universidad de Valencia***
- 15. *Universidad de Almeria***

### ***Sweden***

- 1. *Uppsala University***
- 2. *Goteborg University***
- 3. *University of Skovde***
- 4. *Lunds University***
- 5. *Swedish University of Agricultural Sciences***
- 6. *University of Umea***
- 7. *Vaxjo University***

### ***Switzerland***

- 1. *Universite de Lausanne***
- 2. *Universitat Bern***
- 3. *University St Gallen***
- 4. *Zurich University of Applied Sciences***

### ***United Kingdom***

- 1. *Lancaster University***
- 2. *University of Liverpool***
- 3. *University of Essex***
- 4. *University of Birmingham***
- 5. *University of Sheffield***
- 6. *University of Kent at Canterbury***
- 7. *University of Loughborough***
- 8. *University of Sussex***
- 9. *University College London***
- 10. *Kingston University***
- 11. *Birckbeck University***
- 12. *Queen Mary University London***

*In the academic year 2008-2009 approximately 450 outgoing and incoming students will participate in the above mentioned programs.*

### **UNIT III: STUDYING AT AUEB**

#### **1.- Registration – Student Card**

*Co-ordinators from partner institutions are kindly requested to send Erasmus students' applications by mid July 2008 for the academic year 2008-2009.*

*Students, upon arrival, should contact the International Relations Office in order to proceed to their registration at the relevant department of the University. To this aim, they should be provided with 6 photos, their passport or identity card and the European Card of Health Insurance.*

*The Secretariats of all departments are open every Monday and Wednesday from 12:00 - 14:00 and every Friday from 11:00 - 13:00.*

*There are no tuition fees.*

*In this point we should like to notice that NO STUDENT is accepted at our University as ERASMUS, unless his/her home institution has sent us the official documents (student application form, learning agreement, transcript of records), duly completed, signed and sealed by the authorised persons. A proof of knowledge of English language is absolutely necessary.*

*ERASMUS FREE MOVERS are not accepted to our University.*

#### **2.- Residence Permit**

*Erasmus students from European Union countries, who will spend a study period in Greece for more than 3 months are required to contact the International Relations Office for all related information.*

#### **Visa matters**

##### **INFORMATION ON EXTENSION OF VISA**

*The students are covered with the visa they have got before their arrival in Greece. This visa is valid for 3 months. To extend their stay in Athens they have to be addressed to the Municipality of their home address, submitting the following documents:*

- *Passport*
- *Copy of the passport page with the student visa*
- *2 color- photos*
- *Document showing payment of the amount of 146,74 EUR from the Public Cashier (Dimossio Tamio – Eforia)*
- *Certificate of Registration at the department of the host University.*

- *Certificate from their own university that they have an Erasmus grant with the exact amount of the grant. This document should be given to the Ministry of Foreign Affairs – Translation office – for an official Translation into Greek.*
- *Certificate proving that they have health insurance.*
- *Certificate of health from a Greek Public Hospital.*

*For students staying in Athens:  
MUNICIPALITY OF ATHENS  
70, Sofokleous Street (near Omonia Square)*

*Exchange students are advised to contact the Hellenic Embassy or Consulate at their country before departure, in order to check if they need a study-visa.*

### **3.- Accommodation – Living Expenses**

*Accommodation is offered to Erasmus students in private apartments near the University at reasonable prices (approx. 300 EUR). Members of the Erasmus Student Association take care and help incoming students in finding suitable housing. Erasmus students are invited to send their application for accommodation to the International Relations Office by the mid of July 2008 at the latest.*

*All Erasmus students can have three meals per day at 1.80 Euro at the University restaurant, which is open every day from 12.00 to 15.30 and from 19.00 to 21.30, incl. weekends.*

*The cost of living in Athens is approximately 700 EUR per month for all expenses.*

*Books (in Greek) are distributed to registered students free of charge by the Ministry of Education.*

### **4.- Health Insurance – European Card of Health Insurance**

*Erasmus students should have been provided with the European Card of Health Insurance from their home country. If this is not possible, the University will offer them the special health booklet (by the relevant secretariat) for free insurance covering medical and hospital expenses.*

*In the main building of the University there is a Health Room. Erasmus students, as all students, are entitled to use its services free of charge.*

### **5.- Teaching and Learning Methods**

*Teaching comprises basically lectures that are normally attended by around 50-150 students depending on the course (compulsory or optional). Besides, tutorials and seminars are offered and smaller groups of students attend them.*

*The lecture is formal and it is very important for the student to make notes that are helpful for further study.*

*In seminars and tutorials students can discuss a subject for which they should be well prepared before.*

*In some courses students have to write an essay on a topic chosen from a list given by the professor. Sometimes this essay is absolutely necessary for the evaluation of the work carried out by the student.*

### Assessment Methods

*The majority of courses are assessed by written or oral examination. Some courses are assessed by a combination of a dissertation and examinations, some others by coursework assignments and exams.*

### Local Grading System

*At the end of each semester there are written or oral exams. Also, during the semester there may be some tests and the requirement to write a paper. The grades run from zero to ten. The passing grades are from five to ten. The grades five and six are considered good, the grades seven and eight very good and the grades nine and ten excellent. Students who fail an exam in February and in June can re-sit in September.*

*When a student finishes all his/her exams, he/she obtains his/her degree. The grading scale of the degree offered, calculated by the average score of all the exams, is as follows:*

10	-	8,51	Excellent
8,50	-	6,51	Very Good
6,50	-	5,00	Good

### Examinations

*For courses taught during the Fall semester, the examination period is held between mid-January and mid-February.*

*For courses taught during the Spring semester, exams take place during June.*

*Re-sits for both semesters are held in September.*

## **6.- Teaching Language – Courses in English**

*Teaching language is Greek.*

*Taking into consideration that Greek is one of the less spoken languages in Europe and wishing to support student mobility, a number of courses are taught in English.*

*Incoming Erasmus students can be informed concerning our study programs and the possibilities offered to them, from the list of courses in English appearing at our website.*

## **7.- Modern Greek Language Courses**

*Students are expected to take exams in the courses they have chosen.*

*Nevertheless, the number of courses which are made available in English remains limited. It is therefore of utmost importance that ERASMUS students planning to study with us should be encouraged to study Modern Greek before their arrival and/or during their study period in Athens.*

*Modern Greek Language Courses are offered free of charge to incoming students by our University 2 times per week for 2 hours each time.*

*These courses are taught from October to mid-February (Winter course) or from mid-February to the end of May (Spring course).*

*Erasmus students are kindly requested to contact the International Relations Office for further relative details.*

*The relevant cost is covered by the University budget, as financial support to Erasmus motivated students.*

*It is recommended that Erasmus students, wishing to learn Modern Greek, should start one or two years prior to their departure. They are invited to contact the Hellenic Embassies (see Appendix I) abroad for further information concerning Modern Greek Language Centres.*

## **8.- Academic Recognition - ECTSsystem**

*ECTS(European Credit Transfer and Accumulation System) rules are applied at our University for academic recognition purposes.*

*ECTS was developed by the European Commission in order to provide common procedures to guarantee academic recognition of studies abroad. It offers a way of measuring and comparing learning achievements and transferring them from one institution to another. The system is based on the principle of mutual trust and confidence between the participating higher education institutions. The few rules of ECTS, concerning Information (on courses available), Agreement (between the home and host institutions) and the Use of Credits (to indicate student workload) are set to reinforce this mutual trust and confidence.*

*ECTS has been tested as a pilot project forming part of the Erasmus program (European Community Action Scheme for the Mobility of University Students) and now it is extended to all scientific subject areas and to all institutions wishing to apply the mechanism for academic recognition purposes.*

*ECTS credits present a value allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution, that is, lectures, practical work, seminars, private work -- in the library or at home -- and examinations or other assessment activities.*

*In ECTS, 60 credits represent the workload of a year of study; normally 30 credits are given for a semester and 20 credits for a trimester. It is important that no special courses are set up for ECTS purposes, but that all ECTS courses are mainstream courses of the participating institutions, as followed by home students under normal regulations.*

*Credits are awarded only when the course has been completed and all required examinations have been successfully taken.*

*The students participating in ECTS will receive full credit for all academic work successfully carried out at any of the ECTS partner institutions and they will be able to transfer these academic credits from one participating institution to another on the basis of prior agreement on the content of study programs abroad between students and the institutions involved.*

*When the student has successfully completed the study programme previously agreed between the home and the host institutions and returns to the home institution, credit transfer will take place and the student will continue the study program at the home institution without any loss of time or credit. If, on the other hand, the student decides to stay at the host institution and to take a degree there, he or she may have to adapt the study programme according to the legal, institutional and departmental rules in the host country, institution and department.*

#### **9.- International Student Identity Card (ISIC)**

*In order to get the ISIC a student can be addressed to “etos”, 1, Filellinon Street, Syntagma Square in Athens, tel.No. 210 3230483, 210 3225165 or at 53A Patisision Street, near the Athens University of Economics and Business, tel.No 210 5225805, 210 5222228. He/she must submit the Student Identity Card, 1 photo, Identity Card or Passport.*

*This card offers to students reduced prices to youth hostels, shops, theatres-tickets, museum entrance, bus, train and air-tickets, etc.*

#### **10.- Students with Special Needs**

*The University offers facilities for students with special needs and is willing to provide any available support.*

*Erasmus students with special needs are kindly requested to contact the International Relations Office for the necessary arrangements, well in advance of their arrival to Athens.*

## **UNIT IV: CENTRAL FACILITIES**

### **1.- The Computer Centre**

*The University's Computer Center is one of the largest and most advanced centers among Greek Universities. It is located on the third floor of the University's new building, which is situated at 3-9 Derigny Street and it covers an area of more than 700 square meters.*

*The Computer Center tailored for the research and teaching needs of the University community offers many hardware and software facilities.*

*Erasmus students, after their registration, can apply to the Computer Centre for free access and benefit from relevant facilities, such as Internet, e-mail address, etc.*

### **2.-The Library**

*The Library of the Athens University of Economics and Business is designed to serve the teaching and research needs of Faculty members and students. The catalogue database contains over 100.000 books and over 1.000 scientific journals, covering the areas of the eight Departments of the University which are: Economics, International and European Economic Studies, Business Administration, Marketing and Communication, Computer Science, Statistics, Accounting & Finance, and Management & Technology.*

*The Library offers modern services using a Library automation system, which covers all aspects of automation, including OPAC, SDI, acquisitions, bar-code-based lending, etc. All members of staff have access to the Library from their offices through the local area network as well as to the INTERNET.*

*The Library participates in a consortium for national and international inter-library loans. Thus, Library users have access to the libraries of the Centre for Planning and Economic Research, the Bank of Greece, the National Documentation Centre as well as to several libraries in Europe.*

*The Library is also open to researchers and students not associated with the University.*

### **3.- The Research Centre**

*The Research Centre was established in 1983. It aims at providing the institutional framework which would facilitate and, to some extent, support the research carried out by Faculty members, in the general fields of economics, management and computing with an emphasis on the study of the Greek economy and the Greek society in general.*

*Research at the Centre is carried out mainly by members of the academic staff of the University. Visiting scholars and short-term appointees may also engage in research activities. All research is undertaken with a view towards eventual publication in scholarly journals, discussion papers and monographs.*

#### **4.- The Career Office**

*The Career Office of the Athens University of Economics and Business has been a pioneer in the development of this service by being established in 1992. The career service intends to support students and graduates of our University in matters regarding career development and seeking of employment. The main aims of the office are:*

- *To provide a picture of the job market by offering a commentary on the trends which are emerging in the real market.*
- *To give advice on career planning*
- *To identify and promote new employment opportunities for students and graduates*
- *To help students to have their first contact with employees using a data-base tool which includes CVs and job advertisements*
- *To provide information about postgraduate studies and scholarships and endowments.*

*In addition, in order to ensure a well-prepared market entry, the Career Office is responsible to give advice on composing a resume, reference / accompanying letter, application etc. In this direction it organizes seminars for students in order to provide them with additional assets.*

*At the end of the academic year, every student can apply to the career office so as to find a part time or a summer job.*

*Finally, once a year the career office organizes the “career fair”; during this event a large number of big companies and over 500 students and graduates participate in discussions and real interviews with prospective employers after having submitted an application.*

#### **5.- The Erasmus Student Association**

*The Erasmus Student Association (E.S.A.) has been established with the initiative of the students of the Athens University of Economics and Business, who participated in Socrates/Erasmus Program. It is a member of the International Erasmus Student Network (E.S.N), which consists of more than one hundred associations from all over Europe.*

*E.S.A. was founded in 1992 and some of its main aims are the following:*

- *Advice and counseling to the students of our University, who intend to participate in the ERASMUS programme.*
- *The reception and housing of incoming ERASMUS students.*

- *The planning and implementation of seminars, conferences and social activities.*
- *The co-operation of E.S.A. with relevant associations in other countries and its active participation in the ERASMUS STUDENT NETWORK.*

*The office of the Erasmus Student Association is located next to the University building, Derigni Street, Tel. +30 210-8203248 and fax Nr: +30 210-8228419, e-mail address: esa@aueb.gr*

## **6.- Sports Centre**

*All students may participate in various athletic activities at the Panellinios Sports Club.*

*Sports, such as swimming, tennis, volleyball etc., are offered and students are supervised by the physical education professors of the University.*

## **USEFUL INFORMATION**

### **Currency**

*The monetary unit in Greece is the EURO.*

*Coins : 0,01, 0,02, 0,05, 0,10, 0,20, 0,50, 1, 2.*

*Notes : 5, 10, 20, 50, 100, 200, 500.*

*Banks are open from Monday to Friday (except official holidays).*

*Hours : 08.00-14.00*

### **Upon Arrival**

*There is a Bus Service (Bus No 095) from the "Eleftherios Venizelos" Airport to Central Athens - Syntagma. Buses leave from the Airport at regular intervals. The ticket costs approx. 3 Eur. and is valid for 24hs. All relative information can be found on our Web site.*

*Taxi fare from the Airport to Athens is approx. 25 Eur.*

### **Transport**

*The public transport system in Athens offers many possibilities. There is a great number of trolley-bus lines, 2 train lines, tramway and a metro. Victoria Station is the name of the metro-station for the Athens University of Economics and Business.*

*The ticket can be used on all buses and trolley-buses for one ride only. One has to buy the ticket beforehand at several kiosks all over Athens. A multiple-journey card can also be bought. It allows free journeys on buses, tramway, metro and trolley-buses for a month. Students possessing a special student transport card are entitled to a reduced fare.*

*Taxis in Athens are not very expensive.*

## **Public Holidays**

<i>1st January</i>	<i>(New Year's Day)</i>
<i>6th January</i>	<i>(Epiphany Day)</i>
<i>30th January</i>	<i>(only for Educational Institutions)</i>
<i>25th March</i>	<i>(National Holiday)</i>
<i>Greek Orthodox Easter Sunday, Easter Monday</i>	
<i>1st May</i>	<i>(Labor Day)</i>
<i>15th August</i>	<i>(Assumption of Virgin Mary)</i>
<i>28th October</i>	<i>(National Holiday)</i>
<i>17th November</i>	<i>(only for Educational Institutions)</i>
<i>25th December</i>	<i>(Christmas Day)</i>
<i>26th December</i>	<i>(Boxing Day)</i>

*Educational institutions have a two-week vacation at Christmas and a two-week vacation at Easter time.*

## **Culture and Leisure**

### **Museums and Art Galleries:**

*In the center of Athens:*

- *The National Archaeological Museum (44, Patission Str.)*
  - *The Acropolis Museum (On the hill of the Acropolis)*
  - *The Kerameikos Museum (148, Ermou Str.)*
  - *The Byzantine Museum (22, Vassilissis Sophias Ave.)*
  - *The Benaki Museum (on the corner of Vas.Sophias Ave & Koumbari Str.)*
  - *The Greek Folk Art Museum (17, Kidathineon Str.)*
  - *The National Historical Museum (13, Stadiou Str.)*
  - *The Museum of Cycladic and Ancient Greek Art (4, Neophytou Douka Str.)*
  - *The War Museum (on the corner of Vas.Sophias Ave & Rizari Str.)*
  - *The Museum of the City of Athens (7, Paparigopoulou Str.)*
  - *The Theatre Museum (50, Akadimias Str.)*
  - *The National Gallery and Alexander Soutzos Museum (50, Vas. Konstantinou Ave).*
  - *The Folk Art and Tradition Centre (6, Ang. Hatzimihali Str.)*
  - *The Municipal and Cultural Centre of Athens (50, Akadimias Str.).*
- There are also many art galleries throughout the city.*

*In Piraeus and the suburbs:*

- *The Piraeus Maritime Museum (Akti Themistokleous, Freatida)*
- *The Piraeus Archaeological Museum (31, Harilaou Trikoupi Str.)*
- *The Goulandris Museum of Natural History (13, Levidou Str., Kifissia).*

### **Places of Interest :**

#### *Archaeological sites in Athens:*

- *The Acropolis and the Parthenon*
- *The Theatre of Dionysus*
- *The Herod Atticus Odeum*
- *The Areios Pagos*
- *The Monument of Philopappus*
- *The Pnika Hill*
- *The Temple of Hephaestus of Theseion*
- *The Ancient Agora*
- *The Roman Agora*
- *Hadrian's Arch and the Temple of the Olympian Zeus*
- *The Kerameikos Cemetery.*

#### *Byzantine Monuments in Athens and its suburbs*

- *Byzantine Churches: Ag. Apostoli, Kapnikarea, Ag. Theodori etc.*
- *The Kessariani Monastery (11th century)*
- *The Dafni Monastery.*

#### *The Modern City of Athens*

- *The Tomb of the Unknown Soldier*
- *The House of Parliament*
- *The 3 Neoclassical Buildings of the Academy, the University of Athens, and the National Library*
- *Iliou Melathron (former home of archaeologist Schliemann)*
- *Sintagma Square*
- *Lycabettus Hill*
- *Plaka (old Athens, below the hill of the Acropolis)*
- *Monastiraki (flea market).*

#### *Public Libraries*

- *The National Library (32, Panepistimiou Str.), beside the University's Main Building*
- *The Greek Parliament Library (Sintagma Sq.)*
- *The "Benakios" Library (3, Anthimou Gazi Str.)*
- *The "Gennadios" Library (61, Souidias Str.)*
- *The Library of the National Institute of Research (48, Vas. Konstantinou Str.).*

#### *Religion – Churches of Various Denominations*

- *Greek Evangelical Church (Amalias Str.)*
- *St. Denis - Roman Catholic Cathedral (Panepistimiou Str.)*
- *St. Andrew's Protestant Church (end of Sina Str.)*
- *St. Paul's Anglican Cathedral (Amalias Str.)*
- *Synagogue (Melidoni Str.)*

#### *International Cultural Centres*

- *British Council (17, Filikis Etairias Sq.)*

- *French Institute* (31, Sina Str.)
- *Italian Institute* (47, Patission Str.)
- *Goethe Institute* (14-16, Omirou Str.)
- *Hellenic-American Union* (22, Massalias Str.)

### Entertainment

*In Athens - center of the artistic life in the country - the visitor can choose from among many theatres, the Opera House (Lyriki Skini) and numerous winter as well as open-air movie-theatres. Films are projected in the original version with Greek subtitles.*

*Athens prides itself on super-modern and perfectly equipped Mansion of Music (on the corner of Vassilissis Sophias Ave & 1, Kokkali Str.) where various performances - opera, theatre, concerts of classical and jazz music, ballet etc. - are held.*

*In Athens there is a wide choice of music-halls, discos and taverns.*

### Cultural Events

- \* *The Athens Festival is organised by the Hellenic Tourism Organisation. Performances are held at the Odeum of Herod Atticus from June to September. They include ancient drama, opera, ballet and concerts presented by Greek and foreign troupes.*
- \* *Folk Dances (Philopappus Theatre). From May to September.*
- \* *The Sound and Light Show at the Acropolis. From April to October.*
- \* *Theatre, Musical and Dance performances at the Lykabettus Hill Theatre (from June to September).*

*In summer time there are several other major festivals of similar concept in ancient theatres throughout Greece. The best known is the Epidaurus festival (from mid June to August); others are held in Dodoni (Epirus) and Patras.*

## **APPENDIX I**

### ***Hellenic Embassies in European Countries***

*Our Embassies abroad are willing to help you if you wish to learn Modern Greek one or two years before your departure to Athens. For this reason a list of Modern Greek Language Centres is available on request from our Embassies, which are the following:*

- Austria**  
*Telephone number: (00431) 5055791*  
*Fax number: 5056217*
- **Belgium**  
*Telephone number: (00322) 6481730, 6483302*  
*Fax number: 6474525*
- **Cyprus**  
*Telephone number: (003572) 441880-2, 511120*  
*Fax number: 511290*
- **Czech Republic**  
*Telephone number: (004202) 3121702, 3122756*  
*Fax number: 24311235*
- **Denmark**  
*Telephone number: (004533) 114533, 115139*  
*Fax number: 931646*
- **Finland**  
*Telephone number: (003589) 2781100-1*  
*Fax number: 2781200*
- **France**  
*Telephone number: (00331) 47237228*  
*Fax number: 47237385*
- **Germany**  
*Telephone number: (0049228) 83010*  
*Fax number: 353284*
- **Great Britain**  
*Telephone number: (0044171) 2293850*  
*Fax number: 2297221*
- **Hungary**  
*Telephone number: (00361) 3228004, 3228065*  
*Fax number: 3421934*

- **Ireland**  
Telephone number: (003531) 6767254-5  
Fax number: 6618892
- **Luxembourg**  
Telephone number: (00352) 445193-4  
Fax number: 450164
- **Netherlands**  
Telephone number: (003170) 3638700  
Fax number: 3563040
- **Norway**  
Telephone number: (004722) 442728, 431221  
Fax number: 560072
- **Spain**  
Telephone number: (003491) 5644653-5  
Fax number: 5644668
- **Sweden**  
Telephone number: (00468) 6637577, 6608860  
Fax number: 6605470

### **Hellenic Consulates in European Countries:**

#### **BELGIUM**

##### **Gande**

Telephone number: (00329) 2340325

Fax number: 2334431

#### **FRANCE**

##### **Grenoble**

Telephone number: (00334) 76473923

Fax number: 76473776

##### **Dunkerque**

Telephone number: (00333) 28667048

Fax number: 28634226

##### **La Rochelle**

Telephone number: (00335) 46003000

Fax number: 46003000

##### **Lille**

Telephone number: (00333) 20527480

Fax number: 20527004

Lyon

Telephone number: (00334) 78894669

Fax number: 72442244

Bordeaux

Telephone number: (00335) 57870475

Fax number: 56792229

Nantes

Telephone number: (00332) 40730236

Fax number: 40718907

Nice

Telephone number: (00334) 93862622

Fax number: 93862622

Reims

Telephone number: (00333) 26472556

Rouen Cedex

Telephone number: (00332) 35898181

Strasburg

Telephone number: (00333) 88362406

FINLAND

Turku

Telephone number: (003582) 2394940

Fax number: 2394940

GERMANY

Nuremberg

Telephone number: (0049911) 1422200

Fax number: 1424160

GREAT BRITAIN

Glasgow

Telephone number: (0044141) 3340360

Edinburgh

Telephone number: (0044131) 2261309

Fax number: 2204281

Southampton

Telephone number: (00441703) 225585

Fax number: 339631

## ITALY

### Perugia

Telephone number: (003975) 5735140, 5736145

Fax number: 5721810

### Trieste

Telephone number: (003940) 363834

Fax number: 363822

### Firenze

Telephone number: (003955) 2381482

Fax number: 2381482

## NETHERLANDS

### Amsterdam

Telephone number: (003120) 6243671

Fax number: 6243671

## NORWAY

### Kristiansand

Telephone number: (0047380) 24446

Fax number: 24451

## POLAND

### Gdansk

Telephone number: (0058) 534223

Fax number: 534690

Mobile phone: 090636848

## PORTUGAL

### Funchal (Madeira)

Telephone number: (0035191) 233347

Fax number: 227790

### Porto

Telephone number: (003512) 6094698

Fax number: 6090961

## SPAIN

### Valencia

Telephone number: (00346) 3302638

Fax number: 3310725

### Bilbao

Telephone number: (00344) 4239739

Fax number: 4248192

### San Sebastian

Telephone number: (003443) 424109

Fax number: 429097

Sevilla

Telephone number: (003454) 419000

Fax number: 417152

SWEDEN

Malmö

Telephone number: (004640) 6110226

Fax number: 6111036

**Embassies of European Countries in Athens**

- Austria , Tel. Nr. 210 8211036
- Belgium, Tel. Nr. 210 3617088
- Bulgaria, Tel.Nr. 210 6748105
- Croatia, Tel.Nr. 210 6777033
- Cyprus, Tel.Nr. 210 7232727
- Czech Republic, Tel.Nr. 210 6713755
- Denmark, Tel.Nr. 210 3608315
- Finland, Tel.Nr. 210 7519795
- France, Tel.Nr.210 3391000
- Germany, Tel.Nr.210 7275111
- Hungary, Tel.Nr.210 6725337
- Ireland, Tel.Nr. 210 7232771
- Italy, Tel.Nr. 210 3617260
- Luxembourg, Tel.Nr. 210 3643958
- Netherlands, Tel.Nr. 210 7239701
- Norway, Tel.Nr. 210 7246173
- Poland, Tel.Nr. 210 6716917
- Portugal, Tel. Nr. 210 7290096
- Romania, Tel.Nr.210 6718020
- Slovakia, Tel.Nr.210 6775682
- Spain, Tel.Nr. 210 7214885
- Sweden, Tel.Nr. 210 7290422
- Switzerland, Tel.Nr. 210 7230364
- United Kingdom, Tel.Nr. 210 7236211
- Yugoslavia, Tel.Nr. 210 7774344

## APPENDIX II

### USEFUL ADDRESSES AND TELEPHONES

- *First Aid Station*..... *Tel: 166*
- *Holiday and Night Duty Hospitals*.....*Tel.:106*
- *Holiday and Night Doctors*.....*Tel. 105*
- *Athens Night Duty Pharmacies*.....*Tel. 107*
- *Police Flying Squad*..... *Tel: 100*
- *Fire Squad*..... *Tel: 199*
- *Aliens Bureau: 173, Alexandras Ave*..... *Tel: 2106411746*
- *ELPA road assistance*..... *Tel: 104*
- *ELPA tourist information*..... *Tel: 174*
- *Athens Traffic Police Headquarters, Ag. Konstantinou Str.,*  
*Tel: 2105230111*
- *K.A.T. Hospital for Road and other Accidents,*  
*2, Nikis Str., Kifissia*..... *Tel: 2108014411*
- *Poisoning Cases Centre*..... *Tel: 2107793777*
- *Hellenic Tourism Organisation, 2, Amerikis Str.*..... *Tel: 2103223111*
- *Tourist Police*.....*Tel. 171*
- *Counseling Centre for AIDS*.....*Tel. 2107222222*
- *Find a telephone nr from the Telecommunications Service Tel. 11888*