



**UNIVERSITY OF THE AEGEAN**  
**SCHOOL OF BUSINESS**

DEPARTMENT OF FINANCIAL AND MANAGEMENT  
ENGINEERING

STUDENT GUIDE

ACADEMIC YEAR

2015-2016

Chios, September 2015

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**Useful Information****Department of Financial and Management Engineering**

Postal address: 41, Admiral Kountouriotou Str., 82100 Chios

Tel.: +30-22710-35400

Fax: +30-22710-35419

E-mail: [fme@aegean.gr](mailto:fme@aegean.gr)Webpage: <http://www.aegean.gr>

Head of the Department, Mr. Georgios Liagouras, Associate Professor: ☎ 2271035401

Head of Postgraduate Program, Professor Mr. Georgios Dounias: ☎ 2271035421

Head of Administration Services, Mrs Despoina Monogioudi: ☎ +30-22710-35402

Secretary to the Head of the Department: ☎ +30-22710-35403, ✉ [TMOD\\_Gram\\_Proedr@chios.aegean.gr](mailto:TMOD_Gram_Proedr@chios.aegean.gr)Secretary of the Undergraduate Program: ☎ +30-22710-35411, 35430, 35414 ✉ [TMOD\\_gram\\_foit@aegean.gr](mailto:TMOD_gram_foit@aegean.gr)Secretary of the Postgraduate Program: ☎ +30-22710-35422, ✉ [odim\\_gram@chios.aegean.gr](mailto:odim_gram@chios.aegean.gr)Internships' Office: ☎ +30-22710-35419, ✉ [TMOD\\_Prakt\\_Askisi@chios.aegean.gr](mailto:TMOD_Prakt_Askisi@chios.aegean.gr)Computer Centre (Help Desk): ☎ +30-22710-35440, ✉ [gmelekos@fme.aegean.gr](mailto:gmelekos@fme.aegean.gr)Student Affairs Office: ☎ +30-22710-35025, ✉ [merimna@chios.aegean.gr](mailto:merimna@chios.aegean.gr)

Counseling Centre: ☎ +30-22710-40704 &amp; 22710-20838

Students' Association: ☎ +30-22710-35491, ✉ [fsyllogos@fme.aegean.gr](mailto:fsyllogos@fme.aegean.gr)

## **Foundation and Development**

The University of the Aegean was founded on the 20<sup>th</sup> of March, in 1984, under the Presidential Decree 83/1984. The administration headquarters of the University are located in Mytilene, while its various academic and research activities are distributed on five islands of the Aegean complex, thus establishing the Aegean as a Network- University.

The University academic goals include the development and promotion of innovative disciplines and curricula in selected fields of Higher Education in accordance with the state of the art requirements of the contemporary Greek and global community.

Besides its dedication to educational schemes of excellence, the University of the Aegean focuses on the promotion of both fundamental and applied research. Its unique geographic distribution contributes significantly to the social and financial development of the Aegean region.

Today, the University is home to 5 Schools, 16 Departments and 28 Postgraduate Study Programs.

- **On the island of Lesbos**

### SCHOOL OF SOCIAL SCIENCES

Department of Social Anthropology and History

Department of Geography

Department of Sociology

Department of Cultural Technology and Communications

### SCHOOL OF THE ENVIRONMENT

Department of Environment

Department of Marine Sciences

Department of Food and Nutrition Sciences (based on the island of Lemnos)

- **On the island of Chios**

### SCHOOL OF BUSINESS

Department of Business Administration

Department of Shipping, Trade, and Transport

**Department of Financial and Management Engineering**

**Department of Financial and Management Engineering**

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- **On the island of Samos**

## SCHOOL OF SCIENCES

Department of Mathematics

- Track in Mathematics
- Track in Statistics and Actuarial – Financial Mathematics

Department of Information and Communication Systems Engineering

Department of Product and Systems Design Engineering (based in Ermoupolis, Syros)

- **On the island of Rhodes**

## SCHOOL OF HUMANITIES

Department of Primary Education

Department of Pre-school Education and Educational Design

Department of Mediterranean Studies

**Academic Authorities**

The administration and management of the University is conducted by the Council, the Rector, and the Senate.

**The Council**

The Council of the University of Aegean consists of fifteen members, according to Law 4009/11 (Government Gazette (GG) 195 A/6-9-11) as amended by Law 4076/12 (GG 159 A/10-8-12 ).

Nine out of the fifteen Council members are internal members of the Institution. More specifically, eight members are full professors or associate professors and one member is a student representative. The remaining six members are external to the University.

The Rector participates, without voting rights, to the Council Meetings. A representative of each category of staff may participate, without voting rights, to Council Meetings when issues related to the relevant category of staff are included in the agenda.

**The Rector**

The Rector represents and manages the University, assembles the Senate and tends to the implementation of its decisions. In his duties, the Rector is assisted by three Vice-Rectors.

The **Rector** of the University of the Aegean is Professor Stefanos Gritzalis

The **Vice Rector of Research and Development** is Professor Amalia Polydoropoulou

The **Vice Rector of Academic Affairs and Quality Assurance** is Associate Professor Alexandra Bounia

The **Vice Rector of International Relations, Student Affairs and Alumni** is Associate Professor Spyros Syropoulos

**The Senate**

According to Law 4009/11 (GG 195 A/6-9-11), as amended by Laws 4076/12 (GG 159 A/10-8-12) and 4115/13 (GG 24A / 30-01-2013) the Senate is composed of

- the Rector of the University,
- the Deans of the Schools,
- the Heads of Departments (up to two Department Heads per School). They have a two-year, non-renewable, term in service that switches among Schools until all Departments of a School participate to the scheme. A decision by the Rector, issued once, defines the way that Heads of Departments are appointed to the Senate.
- one representative of each student group (undergraduates, postgraduates, and PhD students)
- one representative of the Special Scientific and Teaching Staff (E.E.D.I.P.), the Special Technical Staff (E.T.E.P.), and the administrative staff. The representative has a two-year term in service and may participate to the Senate with a voting right, should matters that concern his staff category are included in the agenda.

The exact composition and the number of members with voting rights in the Senate, as well as any other matter that is relevant to the implementation of the above, are provided in the Organisation and the Formal Rules of Conduct of the University. The Rector's Deputies and the University Registrar may be present at the Senate meetings, without voting rights.

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 Company  
Lofos Panepistimiou (University Hill)  
Ktirio Dioikisis (Administration Building)

**Department of Financial and Management Engineering**

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81100 Mytilene  
GREECE  
Tel: +302251036750

- Chios Dept. of Business Administration  
8 Michalon St.,  
82100 Chios  
GREECE  
Tel: +302271035000  
Tel: +302271035111  
Fax: +302271035099  
E-mail: sofB@chios.aegean.gr

Dept. of Shipping Trade and Transport  
2A Korai St.,  
82100 Chios  
GREECE  
Tel: +302271035200  
Tel: +302271035264  
Fax: +302271035299  
E-mail: stt@aegean.gr

Dept. of Financial and Management Engineering  
41 Kountouriotou Str.  
82100 Chios  
GREECE  
Tel.: +30 - 2271 0 35400  
Tel.: +30 - 2271 0 35411  
Fax: +30 - 2271 0 35499  
E-mail: fme@aegean.gr

- Samos Karlovasi,  
83200 Samos  
GREECE  
Tel: +30 - 2273 0 82010



**Department of Financial and Management Engineering**

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Fax: +30 - 2273 0 82009

E-mail: [sofS@samos.aegean.gr](mailto:sofS@samos.aegean.gr)

- Rhodes Dimokratias Ave.,  
85100 Rhodes  
GREECE  
Tel.: +30 - 2241 0 99000  
Fax: +30 - 2241 0 99099  
E-mail: [sofHMS@rhodes.aegean.gr](mailto:sofHMS@rhodes.aegean.gr)
  
- Syros Ermoupolis,  
84100 Syros  
GREECE  
Tel.: +30 - 22810 97000,  
Fax: +30 - 22810 97009  
E-mail: [dpsd@syros.aegean.gr](mailto:dpsd@syros.aegean.gr)
  
- Lemnos 2 Mitropolitou Ioakeim Str.,  
81400 Myrina Lemnos  
GREECE  
Tel.: +30 - 22540 29915  
Fax: +30 - 22540 29914
  
- Athens University of the Aegean  
Athens Office  
30, Voulgaroktonou St,  
Athens 11472  
GREECE  
Tel.: +30 -2106492000  
Fax: +30 - 2106492099

**THE SCHOOL OF BUSINESS**

The School of Business was founded in 2000 and comprises the following Departments:

- The Department of Business Administration
- The Department of Shipping, Trade and Transport
- The Department of Financial and Management Engineering.

Among the School's primary objectives is the study and analysis of data collected from the Organizations' external and internal environment so that the most suitable and efficient solutions for business management can be selected and implemented. The School aims to achieve its objectives by:

- Offering quality courses in business administration subject areas.
- Conducting and supervising research in business-related areas.
- Combining education and applied research with hands-on experience through collaboration with various businesses and organizations.

The decision-making bodies of the School are the General Assembly, the Deanery and the Dean. The Deanery coordinates the School's functions and activities. The Dean of the Faculty of Management for the academic years 2014-2015 is Professor Ioannis Karkazis.

## **Academic Activities**

### **The Department of Business Administration (BA)**

The Department of Business Administration is the oldest Department of the University of Aegean. The first undergraduate students were admitted in 1985 and a substantial number of Bachelor and PhD degrees have been awarded since then. The Department's curriculum offers students the opportunity to choose courses from a wide range of subjects enabling them to tailor the program to their personal interests and career intentions. The Department offers the following tracks:

- Accounting and Finances
- Tourism
- Management

### **The Department of Shipping, Trade, and Transport (STTP)**

The Department of Shipping Trade and Transport (S.T.T) has been established over 15 years ago. Its foundation was one of the first priorities of the University of the Aegean due to the economic characteristics of the Aegean region in general and of the shipping tradition of Chios island in particular. The Department focuses on the study and analysis of the internal and external environment of the units of production and administration which are active in the complex field of Transport and Trade and especially in Shipping, as well as on the research on, and selection and application of, the most suitable and efficient solutions for the management of such units. The duration of the Undergraduate Program is 4 years.

The mission of the Department of Shipping, Trade and Transport is to promote high quality teaching and research, excelling in the international academic community, while inspired by the values and tradition of the world-leading maritime Aegean environment and Europe.

**Department of Financial and Management Engineering**

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**The Department of Financial and Management Engineering (FME)<sup>1</sup>**

The Department of Financial and Management Engineering was established in response to the demands for a new generation of engineers qualified to meet the challenges of the new economy and able to conduct research and create know-how in the following areas:

- Financial Engineering
- Engineering Management

The above sectors constitute fields where demand for a new type of Engineer has been growing. The globalization of markets and the growth of a service economy call for executives who are able not only to comprehend and assess the current technological developments but also to implement, promote and manage them in order to achieve best results.

The Department of Financial and Management Engineering aspires to cover market demands for versatile executives whose technical skills would be embedded in a solid financial and managerial background.

The duration of the studies is five years.

**Postgraduate Studies at the School of Business**

Scientific and technological developments should be included first and foremost at the postgraduate level of studies. The School of Business upgrades and modernizes its educational content through the development of postgraduate programs, equivalent to Master of Science (MSc).

The first postgraduate programs of the Business Faculty were established in the academic year 1998-1999. Today there are four programs running at the School:

- Financial and Management Engineering
- Tourism Planning, Management and Policy
- Shipping, Trading and Transport
- Business Administration
- Executive MBA
- New technologies in Shipping and Transport

**MSc in Economics and Management for Engineers**

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

- a) Management Engineering,
- b) Financial Engineering and
- c) Economics and Management for Public Administration

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.

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<sup>1</sup> The Department of Financial and Management Engineering and that of Shipping, Trade and Transport were established in the context of the second European Support Framework Program, namely, the *Operational Program of Education and Primary Vocational Training* of the Ministry of Education. The Program was supported by the European Union and financed by the European Regional Development Fund (ERDF) and the European Social Fund (ESF).

**Department of Financial and Management Engineering**

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In order to complete the program, students are required to successfully attend nine (9) courses offered in two cycles and prepare a dissertation thesis.

Every year, more than 20 distinguished scientists and researchers, faculty members, visiting professors and hands-on practitioners from Greece and abroad, teach at the Postgraduate Program. Part of the lectures and curriculum are delivered in English. Attendance is compulsory. Two exam sessions take place every academic year. The program can be extended to three academic years (with only a small addition to the regular fees) so as to allow executives and professionals from various strata to attend it.

The MSc Program in Financial and Management Engineering provides for:

- The constant evaluation of tutors and students
- A Status Report issued at the end of each educational period by the Director of the Program
- The organization of lectures by leading professionals and executives from the industry

Graduates who obtain the Postgraduate's Degree can pursue their studies in order to obtain a PhD. in Financial and Management Engineering.

Students who join the Program acquire a competitive advantage compared to graduates of a simple technical background. The advantage relates to their ability to process complex problems using analytical and synthetic thinking, their awareness of the multifaceted nature of problems and 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 of 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.

**MSc 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:

- Strategic Tourism Development
- 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.

**MSc in Shipping, Trade and Transport**

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:

**Department of Financial and Management Engineering**

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- Management of Shipping Companies
- Shipping, Entrepreneurship and Law
- Intermodal Transport and New Technologies
- 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 second and third last ten (10) weeks. Summer session lectures and course seminars, educational visits, and practical training are also included in the program and students are required to submit a dissertation in order to complete the program successfully.

**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:

- Auditing and Financial Analysis
- Innovation and Entrepreneurship
- 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.

**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:

- Auditing - Corporate Governance
- Management Science
- Business Administration and Organization
- Banking and Financial Engineering

**New technologies in Shipping and Transport**

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 Piraeus.

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

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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:

- Information systems & Management in Shipping and Transport
- Technologies and Automation in Shipping and Transport

**Ph.D Programs at the School of Business**

The School of Business offers Ph.D. programs in scientific fields supported by the respective Departments. The detailed requirements for the award of a Ph.D are specified by the relevant legislative framework and are included in the Student Guide.

**Infrastructure****The Buildings**

- The *Michaleion* building (3.069 m<sup>2</sup>) is located at 8, Michalon Str. (formerly the Michaleion orphanage) and hosts the headquarters of the main educational and administrative operations of the Faculty. It includes 5 classrooms (2 lecture rooms, 3 tutorial rooms), one conference room, the Library, the Reading Room, 2 Computer Centers, an Audiovisual Laboratory for Foreign Language Teaching, a photocopy area, teaching and administrative staff offices, the Student's Union offices etc. The Faculty's modern amphitheatre is also located at the same address.
- The *Adamantios Korais building A* (936 m<sup>2</sup>) is located at Korai Str., and is adjacent to the Korais Library. It was conceded to the Faculty by the Municipal Authorities of Chios and is home to the Department of Shipping, Trade and Transport, the Postgraduate Study Program, the Institute of Continuous Education and Training of the University of the Aegean and the research activities of the Faculty. It consists of 2 classrooms/conference rooms, faculty and administration offices, a computer center, labs and a Reading Room.
- The *Kountouriotou building* at the junction of 22 Kountouriotou Str. and Proiou Str. hosts the activities of the Postgraduate Studies Program of the Shipping, Trade and Transport Department, and comprises two classrooms, the Registry, faculty and doctoral students' offices, a computer center and a Reading Room.
- The *Karradeio Building* (1.427 m<sup>2</sup>) is located at 13 Mantika Street and was donated to the University by the Women's Association "Friends of the Chios' Village". It houses the Postgraduate Study Program "Tourism Planning, Management and Policy", the Student's Union. Currently under renovation. It will house additional office space for the faculty and staff.
- The **FME Complex** of the Department of Financial Management Engineering, which includes two building blocks situated at 41 and 45, Kountouriotou Street (surface: 1900 m<sup>2</sup>).
- **The Student Dormitories** (4200 m<sup>2</sup>) was bequeathed to the University by the Holy Order of Saint Panteleimon. They are located near the coastal zone, at a 5 minutes distance from the center of town. They consist of 6 newly constructed buildings, offering 179 single bedrooms with en-suite bathrooms and a number of communal rooms and kitchens. In the future, 4 more buildings are going to be constructed, increasing the complex's capacity to 329 rooms.

- The *Tampakika complex* (16.329 m<sup>2</sup>) was acquired by the University in 2002 and was formerly an old tannery. It is situated at the Chios-Kardamyla coastal road and in the future it is expected to host the campus of the School of Business.

### **The Library**

The Library of the School of Business is a branch of the Main Library of the University.

All library functions are supported by an automated information system operating in a network environment, which contains the Library collection of all 5 branches (Lesvos, Samos, Rhodes, Chios, Syros). Material is requested by and delivered at the Main Library, whereas the bibliographic processing is the responsibility of the peripheral branches which are also responsible for their respective collections.

The library stock consists of 27.739 volumes and 106 Greek and foreign scientific titles covering the needs of all the scientific areas pertaining to the School. Furthermore, the library collection is constantly enriched and updated with the addition of new books and periodicals that correspond to the scientific needs of the new Departments.

The collections are classified according to the D.D.C (Dewey Decimal Classification) system, the Anglo-American Cataloguing Rules 2, while subject headings are assigned according to the Library of Congress subject headings.

Library users are able to conduct a bibliographic search by using the library webpage where a point for accessing and managing electronic journals included in the catalogue of subscription services is also available. The Library material is entered in the Online Public Access Catalogue (OPAC) which users can search via OPAC terminals located within the Library. It is equally possible to order articles and benefit from interlibrary loans at a national and international scale via the National Centre of Documentation (EKT).

The library hosts a Reading Room, a photocopying area and audiovisual and microfilm facilities. A tele-surveillance system, an automatic fire detection mechanism and an advanced security systems guarantee safety and security.

All students, the academic and administrative staff and the general public can have access to the Library. Borrowing rights are granted to holders of the Library Card according to its Rules and Regulations.

### **The Computer Centre**

The Faculty of Management has a number of Computer Rooms whose equipment is systematically maintained and upgraded by the Computer Centre. The Computer Rooms facilitate standard teaching activities and courses which need computer support as well as the research needs of faculty and students from all departments of the School.

In addition, the School maintains a videoconferencing room, fully equipped with interactive whiteboard, communication facilities, image and sound capture devices etc. The room supports teleconference sessions with other islands of the University and with similar infrastructure abroad. The room enables the electronic attendance of lectures - courses by students at the University, and also the transmission of corresponding audiovisual course curriculum to other Departments of the University.

## **Student Support Services**

The School of Business offers the following services to students:

- The Student Registry, which offers admissions, registration services, issue of transcripts and certificates, planning of courses' and exams' timetable, preparation of graduation ceremonies, etc. Each Department maintains its own Student Registry.
- The Student Welfare Office dealing with a wide range of practical issues such as accommodation, meals, medical care, scholarships, grants and student loans as well as the distribution of educational material.
- The Counseling and Psychological Support Centre
- The Employment and Career Centre and its underlying Units
- The Student Internship Program.

### **Student Welfare Office**

Students of the School of Management are entitled to the following services:

- Free medical and hospital care : health card issued at the request of the student.
- Right to free meals granted to students based on the economic status of the students themselves and/or their families. For non- beneficiary students meals are provided at a small charge. The University operates a student restaurant.
- Right to housing. In Chios, there are student housing facilities with a capacity of 179 single rooms. Applications for accommodation in student residences are submitted on 01-20 June. First-year students should submit their application by the end of the respective registration period, according to the dates specified by the Ministry of Education and Religious Affairs. The main selection criteria for accommodation in student residences is the economic situation of students and/or their families as well as the place of permanent residence of their families .
- Free textbooks and notes in accordance with GG. 957/30.06.10 .
- Reduced fare on public transport through the issue of a student card. The card offers 25-50% discount in coastal shipping, and 50% discount in urban and regional transport to and from the place of residence of the student.

The above are supervised by the Regional Council of Student Welfare, which is established by a Rector's Decree . It consists of one Head of Department from the School of Business and its lawful deputy, two administrators and one student representative. The service period for the members and the Secretary of the Board runs for three years.

### **The Counseling and Psychological Support Centre**

The Counselling and Psychological Support Centre of the School of Businss operates in partnership with the Centre for Addiction Prevention and Promotion of Mental Health of Chios. Its aim is to support students to effectively deal with psychological problems that may arise during the student life. Such a cooperation offers students the possibility of individual counseling in a climate of acceptance and trust so that-students can deal with pressing matters such as prolonged stress, problems in time management, interpersonal relations, communication problems in peer groups and addictions. The Centre also provides opportunity for group meetings where students have the opportunity to approach various issues of everyday life. All the services of the Prevention Centre are offered free to members of the academic community. The Chios Prevention Center is located at Rodokanakis 42, 1<sup>st</sup> floor, in the city of Chios. Hours and days of operation are:

Monday - Thursday: 08: 15-14: 15

Friday: 08: 15-14: 00.



### **The Employment and Career Centre**

The Employment and Career of the University of the Aegean (DASTA) (<http://dasta.aegean.gr/>) is a relatively new Institution at the University established under the Operational Programme " Education and Lifelong Learning" (2007-2013) and funded by the European Union (European Social Fund ) and National Resources. DASTA has an "Umbrella" structure, which comprises the Liaison Office, the Student Internship Services and the Innovation and Entrepreneurship Unit. DASTA services are addressed to all undergraduates, postgraduates and recent graduates of the University of the Aegean.

DASTA and its underlying Units provide for the following:

- Identify and communicate available jobs from the public and private sector.
- Search and form partnerships with public and private organizations to support new jobs for our graduates and internship positions for our students.
- Inform students about Postgraduate Study Programs and opportunities for funding their postgraduate studies (Scholarships, grants, etc.).
- Organize industry specific meetings and events with companies from every sector aiming to better prepare the students and/or young graduates of the University to set up their future career in business
- Set up of "Career Day" events where students and young graduates get in contact with company executives who inform them about the situation in the labor market, the types of qualifications and skills required, the working conditions, etc. In addition, the executives help the students identify opportunities for placements, work experience, internships etc. During these days interviews for personnel selection can also be conducted.
- Announce meetings, conferences and seminars organized by other agencies in the country.
- Communicate the results of surveys conducted by the Liaison Office, regarding the absorption of the University's graduates in the labor market.
- Raise the awareness among young graduates of innovation and entrepreneurship as a major alternative employment option.
- Help students develop a basic set of skills and competencies relevant to entrepreneurship through the introduction of an Entrepreneurship course.
- Connect with the business world through visits to selected companies, open seminars and lectures by young entrepreneurs

The Liaison Office hosts a Career and Skills Development Service which supports students in their curriculum vitae (CV), the cover letters, application checking, reference letters, and tailored mock interviews.

### **The Student Internship Program**

The internship program places students in remunerated positions for specific time periods (usually 6-8 weeks) during the course of their studies. This ground-breaking practice was first implemented by the School of Business ten years ago aiming to:

- Provide students with the opportunity to come in contact with the business and professional world and to combine the theoretical education they have received during their studies with hands-on experience.
- Provide students with insights from a broad spectrum of businesses (inter-branch and inter-sector internships) as well as the individual constituents of each business.
- Allow students to come in contact with state-of the-art forms of business organization in various industrial contexts.
- To facilitate the graduates' future assimilation into the workforce and to make long-term career planning easier for them

Internships are integrated into the curriculum of each Department and run under the supervision and guidance of faculty members. Students who wish to participate must timely submit an electronic application. Deadlines are

**Department of Financial and Management Engineering**

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set by the Program's Secretariat. Positions are assigned under the supervision of the program's coordinator (usually a faculty member) in accordance with the candidate's academic performance, his/her preferences and his/her prior assignments. Once the internship placement is concluded, students carry out a project, the topic of which is set by the supervising professor and concerns the host organization, the students' duties in it and the knowledge and experience obtained.

Once the Internship is completed, interns write a status report in which they describe in detail their duties during the placement. The report must be signed by the employer as well as the supervising faculty member.

**International Internship Program – ERASMUS+ Placements**

The University of the Aegean and the Departments of Business School gives the opportunity to the students of the University to work and train abroad for the period 2014-2020, participating in the new European Union Funding Program for the education, training, youth and sports.

Since 2007, the European Erasmus Program enables students to spend a placement (traineeship/internship) period in an enterprise or organization in another participating country. To this purpose, students are awarded an Erasmus grant to help cover their travel and accommodation expenses. The receiving enterprise or organization is selected by the student in accordance with his/her scientific specialty. Host organizations for student placements can be enterprises, research and training centers, NGOs and Universities. Every student receives a training agreement regarding the specific activities he/she will perform during the placement period. The agreement must be endorsed both by the home University and the host organization. The period of placement varies from 3 to 12 months.

Students who are interested in mobility programs for placements are encouraged to contact the Erasmus Office at their Institution or visit the Program's website at <http://erasmus.aegean.gr/en/content/incoming-placement-students>.

## THE DEPARTMENT OF FINANCIAL AND MANAGEMENT ENGINEERING

### Description

Graduates of the Department of Financial and Management Engineering are meant to respond to the growing demand for a new generation of engineers who combine technical skills with a solid financial and managerial background and who are qualified to meet the challenges of a rapidly changing economy in the following areas:

- Financial Engineering
- Management Engineering

### Decision-Making Bodies

The Department's decision-making bodies are the Head of the Department and the General Assembly.

#### **General Assembly**

The Department's General Assembly consists of 15 academic faculty members, one member that belongs to the Scientific and Technical Personnel, one representative of the undergraduate and one representative of the postgraduate students.

Academic work (teaching and research) is carried out by academic faculty members and adjunct faculty members. In the course of their duties, faculty members are protected by the principle of academic freedom and must comply to the rules of academic behavior and conduct.

#### **Faculty Members of the Department of Financial and Management Engineering**

No	Academic Level	Name	Area of Expertise
1	Full Professor	Ioannis Gkialas	Physics
2	Full Professor	Aristophanes Dimakis	Mathematics for Engineers
3	Full Professor	George Dounias	Management and Decision Making for Engineers
4	Full Professor	Ioannis Minis	Engineering Science
5	Full Professor	Agapios Platis	Applied Operational Research
6	Associate Professor	Nikolaos Ampazis	Computer Science
7	Associate Professor	Anastasia Constantelou	Innovation Management
8	Associate Professor	Spyridon Golfinopoulos	Environmental Quality Technology Management
9	Associate Professor	Petros Kavassalis	Informatics

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10	Associate Professor	George Liagouras	Economic Analysis
12	Associate Professor	Konstantinos Papageorgiou	Experimental Physics
13	Associate Professor	Michail Glykas	Operations Management
14	Assistant Professor (tenured)	Dimosthenis Drivaliaris	Applied Mathematical Analysis
15	Lecturer	Nikolaos Alexopoulos	Materials' Science and Engineering
16	Lecturer	Vasilios Koutras	Stochastic Modeling

**Adjunct Faculty Members:**

<b>Adjunct Faculty Members at Department of Financial and Management Engineering</b>		
<b>Name</b>	<b>Area of Expertise</b>	<b>Education</b>
Vasiliki Fourmouzi	Theoretical and Applied Microeconomics	◆Phd, Department of Economics, University of Crete
Kostantinos Karamatsoukis	Stochastic Dynamic Programming	◆PhD, Department of Financial and Management Engineering, University of the Aegean
Georgios Maris	European Economy Policy	◆Department of Political Science and International Relations, University of the Peloponnese
Efstathios Stathoukos	Accounting and Finance	◆MBA "Master of Business Administration" Graduate School of Management, State University of New York at Buffalo USA.
Panagiotis Vasilakis	Management Systems for Engineers	◆ PhD, Informatics Institute, Foundation for Research and Technology, Technical University of Crete.
Evangelos Vasileiou	Mathematic Optimization and Statistical Methods with applications in Finance and Management	◆PhD, Section of Mathematics – Computer Science, Department of Economics, National and Kapodistrian University of Athens.
Panagiotis Xidonas	Financial Engineering	◆PhD, School of Electrical and Computer Engineering, National Technical University of Athens
Vasileios Zeibekis	Supply Chain Management	◆PhD, Department of Management Science and Technology, Athens University of Economics and Business.

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<b>Special Laboratory and Teaching Personnel of the School of Business offering services to the Department of Financial and Management Engineering</b>			
<b>Name</b>	<b>Area of Expertise</b>	<b>Year of entry at the School of Business.</b>	<b>Education</b>
Anna Kyriakaki	Tourism Development, Business Administration	2014	<ul style="list-style-type: none"> <li>• Doctor of Philosophy in Tourism, University of the Aegean</li> <li>• Master Degree in Tourism Planning, Management and Policy, University of the Aegean</li> <li>• Bachelor degree in Business Administration, University of the Aegean</li> </ul>
Evangelos Mennis	Quantitative Methods and Liability for Information Systems	2014	<ul style="list-style-type: none"> <li>• Ph.D. in maritime systems reliability</li> <li>• MSc in the object «Shipping, Trade and Transport»</li> <li>• Bachelor degree in Business Administration, University of the Aegean</li> </ul>
Penelopi Michalakopoulou	Business Communication	2003	<ul style="list-style-type: none"> <li>• Department of Language and Literature, Linguistic Sector</li> <li>• Master in Applied Linguistics, University of Athens, 1998</li> </ul>

<b>Special Laboratory Technical Staff, Department of Financial and Management Engineering</b>		
<b>Name</b>	<b>Laboratory.</b>	<b>Education</b>
Lemonia Amygdalou	Laboratory of Structural Design, Production and Operations Systems	<ul style="list-style-type: none"> <li>• Technological Education Institute of Piraeus</li> <li>• Postgraduate Diploma, Economics and Management for Engineers, University of the Aegean</li> </ul>

## **Facilities**

The Department maintains two main buildings in the centre of the city of Chios, located at 41 and 45 Kountouriotou Str. Students of the Department can also use the facilities of the Library and the Computer Centre of the School of Business

- Library of the School of Business, 8 Michalon Str., 82 100, Chios, Tel.: 22710-35030, 35031, e-mail: [lib-chios@aegean.gr](mailto:lib-chios@aegean.gr).
- Computer Centre, School of Business, 8 Michalon Str., 82 100, Chios Tel.: 22710-35166 , e-mail: [helpdesk@aegean.gr](mailto:helpdesk@aegean.gr) .

### **Computer Cluster**

The Department maintains a computer cluster, which is used for experiments that require enhanced computational performance. The cluster's performance is of 110Gflops, 28 Gb RAM and 1.5 TB hard. The Cluster is registered in the following webpage: <http://www.rocksclusters.org/rocks-register/>, rank 1381. The Cluster's computational force is deployed to process complex data for PhDs and Diploma Theses. It is also employed for the CERN and HELICON experiments. Students who wish to obtain more information can contact the Department's IT Office (tel +30-2271-35440)

For any other information concerning the Computer Labs students can contact the Regional Computer Centre of the School of Business, tel +30-22710-35166 (Help Desk Chios).

### **Research Laboratories**

- Laboratory of Decision and Management Engineering (GG 1947/30.12.2005) (Director: Professor George Dounias).
- Design, Operations and Production Systems Laboratory (GG 1814/01.09.2009) (Director: Professor Ioannis Minis)

In addition, the Department host the following laboratories:

- "Applied Physics and Computational Sciences Lab" (Head: Professor Ioannis Gkialas)
- "Environmental Quality and Technology". (Head: Spyridon Golfinopoulos, Assoc. Professor)
- "Information Management". (Head: Petros Kavassalis, Assoc. Professor).
- "Reliability Engineering". (Head: Professor Agapios Platis)
- "Intelligent Data Exploration and Analysis Laboratory" (Head: Nikolaos Ampazis, Assoc. Professor)

**THE ACADEMIC CURRICULUM****Scope of Studies**

The Financial and Management Engineer responds to the pressing demands that developments in technology and the economy have created in modern enterprises. His/her main activities involve project and operations management, the management of complex techno-economic systems, the management of business processes through information systems and the use of financial engineering tools for modeling and resolving problems. The Financial and Management Engineer, either as a freelancer or as a business executive, has the analytical and technical skills to decide upon a case after assessing the current situation (static view), predicting different scenarios for future developments (dynamic view), and taking into consideration the economic dimension of the issues involved.

**Curriculum Objectives**

The Department's Curriculum was compiled with a view to integrate in a balanced way core scientific subjects necessary for the knowledge profile of the financial and management engineer. The creative vision out of which the Department was born is reflected in the Department's curriculum. The latter was inspired by comparable curricula that exist in similar Departments all over the world while taking into account the specificities of the Greek Economy. Thus, an effort was made to cover evenly knowledge and skills in science-engineering, mathematics, physics and information technology, all of which resulted in a robust program of core courses providing students with strong engineering foundations. Also, the Department maintains a strong interdisciplinary profile which equips FME graduates' with a competitive advantage over the "traditional" engineering specializations.

**Curriculum Description**

The Department's 5-year undergraduate curriculum consists of 55 courses at least, of which:

- 41 are core courses (compulsory) taught during the first three and a half years of study to all tracks;
- 7 (seven) are compulsory track courses mainly taught during the fourth year of studies, relevant to the specialization area chosen by the student;
- 3 (three) are elective courses targeting further specialization within the framework of a specific track.
- 4 (four) are general electives selected from a group of courses allowing for the development of creativity and skills essential to Financial and Management Engineers.
- A Diploma Thesis is undertaken during the final year of studies (9<sup>th</sup>&10<sup>th</sup> semesters).

The Department's curriculum also includes an internship program, which allows students to earn credits while gaining "hands on" professional experience in a business or research environment.

**Tracks, Specialization, and Future Career Opportunities**

The Department of Financial Management Engineering, offers two specialization tracks:

- Financial engineering
- Engineering Management

***Tracks******Track 1: Financial Engineering***

Students who choose Financial Engineering will specialize in fields related to:

- General operations and market behavior of financial products

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- Key techniques of Portfolio Management and optimum return of financial investments
- Risk management and high-risk investments
- Synthesis, behavior, and return of typical and new financial products
- Determination of attractive buying and selling prices of negotiable financial products
- Timeline analysis, financial forecast, modeling, analysis and design of stochastic processes, monitoring complex and dynamic economic and financial systems
- Currency equivalents, special banking services, principles of actuarial and insurance products

***Track 2: Engineering Management***

Students who choose Engineering Management will specialize in fields related to:

- Programming and control of production process, supplies control, resource programming, computerized design and manufacturing of products, the location of production plants, and in-house regional planning.
- Technical and financial management of projects.
- Use of the supply chain and logistics.
- Decision-making in technical or management systems, private and public enterprises, and industrial organizations.
- Development and application of quality control systems in production and service industries.
- Strategic management and planning, quality systems, accreditation systems, financial assessment, elaboration of business and marketing plans etc.
- Change and innovation management, business process engineering and restructuring
- Cost-benefit and techno-economic analysis,
- Design and development of e-business applications and business intelligence systems

The track descriptions are meant to be indicative but not inclusive or restricted to the aforementioned areas. The curriculum allows students to select (as elective) courses from all tracks enabling the FME graduates to shape their individual professional profile. All FME graduates will be able to seek employment in the following fields:

- Cost analysis, budget control
- Studies of environmental ramifications of industrial and financial systems
- Information technology services including programming, networks and data bases, installation of integrated information systems and new technological applications
- Feasibility analysis of information technology projects
- Scientific analysis, classification and processing of data and information
- General financial, social, economic, organizational and business studies of the industry as described in the Presidential Decree 541/78 concerning the Engineers' Professional Register.



## Indicative Curriculum

FALL SEMESTER		SPRING SEMESTER	
1st Semester	ECTS	2nd Semester	ECTS
1. Mathematical Analysis I	6	1. Linear Algebra	6
2. Physics I Physics and Metrics Labs	6	2. Physics II Physics and Metrics Labs	6
3. Introduction to Systems' Design - Tutorials	6	3. Introduction to Informatics (Laboratory)	4,5
4. Introduction to Economic Theories	6	4. Statics Labs	4,5
5. Chemistry	6	5. Macroeconomics	4,5
		6. Probabilities Tutorial	4,5
3rd Semester	ECTS	4th Semester	ECTS
1. Mathematical Analysis II	6	1. Differential Equations	6
2. Computer Programming Labs	6	2. Databases Labs	6
3. Applied Microeconomics	4,5	3 Statistics Labs	4,5
4. Introduction to Management	4,5	4. Engineering Materials	4,5
5. Thermodynamics	4,5	<b>Compulsory Selection (1 out of 2)</b>	
6. Strength of Materials - Labs	4,5	5.1 Environmental Engineering	4,5
		5.2 Chemical Technology	4,5
		<b>Compulsory Selection (1 out of 2)</b>	
		6.1 Transport Phenomena (Fluids- Heat)	4,5
		6.2 Dynamics and Kinematics	4,5
5th Semester	ECTS	6th Semester	ECTS
1. Probability Models	5	1. Operations Research I Tutorials	5
2. Automatic Control Systems	5	2. Financial Analysis	5
3. Financial Accounting and Financial Statement Analysis	5	3. Programming with Matlab – A Laboratory Course	5
4. Project Management	5	4. Industrial Organisation and Game Theory	5
5 Business Applications of Information Systems	5	5. Strategic Management	5
6. Econometrics	5	6. Data Analysis	5
7th Semester	ECTS	8th Semester	ECTS
1. Simulation	5	1. Human Resources Management	5
2. Cost Accounting	5	2. Marketing	5
3. Decision Analysis and Knowledge Engineering	5		
4. Technology and Innovation Management	5		
Track Courses: 2	10	Track Courses: 4	20
9th Semester	ECTS	10th Semester	ECTS
1. Track Courses & General Electives: 6	30	1. Track Courses & General Electives: 2	10
		2. Diploma Thesis	20

## Department of Financial and Management Engineering

## Track Courses

## Track I: Financial Engineering

FALL SEMESTER		SPRING SEMESTER	
Compulsory Courses	ECTS	Compulsory Courses	ECTS
1. International Macroeconomics and Finance (7 <sup>th</sup> Semester)	5	1. Portfolio Management (8 <sup>th</sup> Semester)	5
2. Bank Services and Financial Products (7 <sup>th</sup> Semester)	5	2. Derivatives and New Financial Products (8 <sup>th</sup> Semester)	5
3. Financial Risk Analysis and Management (9 <sup>th</sup> Semester)	5	3. Business Evaluation Techniques – Mergers and Acquisitions (8 <sup>th</sup> Semester)	5
		4. Stochastic Models (8 <sup>th</sup> Semester)	5
Elective Courses		Elective Courses	
1. Operations Research II (9 <sup>th</sup> Semester)	5	1. Cost-Benefit Analysis and Investment Decisions (8 <sup>th</sup> Semester)	5
2. Financial Econometrics (9 <sup>th</sup> Semester)	5		

## Track II: Engineering Management

FALL SEMESTER		SPRING SEMESTER	
Compulsory Courses	ECTS	Compulsory Courses	ECTS
1. Operations Research II (7 <sup>th</sup> Semester)	5	1. Logistics Management (8 <sup>th</sup> Semester)	5
2. Modeling, Analysis and Design of Stochastic Systems (7 <sup>th</sup> Semester)	5	2. Production Systems (8 <sup>th</sup> Semester)	5
3. Operations Management (9 <sup>th</sup> Semester)	5	3. Quality Systems (8 <sup>th</sup> Semester)	5
		4. Cost-Benefit Analysis and Investment Decisions (8 <sup>th</sup> Semester)	5
Elective Courses		Elective Courses	
1. Environmental Systems Design and Implementation (9 <sup>th</sup> Semester)	5	1. Systems Reliability (10 <sup>th</sup> Semester)	5
2. Business Process Management Systems (9 <sup>th</sup> Semester)	5	2. E-business and the Management of the Networked Enterprise (10 <sup>th</sup> Semester)	5

## General Electives\*1

FALL SEMESTER		SPRING SEMESTER	
9 <sup>th</sup> SEMESTER	ECTS	10 <sup>th</sup> SEMESTER	ECTS
1. Web Application Development	5	1. Negotiations	5
2. Production Processes	5	2. Computer Networks and Communications	5
3. Business Communication	5	3. Market Research*2	5
4. Energy Systems: Theory and Applications*4	5	4. Entrepreneurship	5
5. Marketing of Services *3	5	5. Applied Statistics *2	5
6. Corporate Accounting*2	5	6. Consumer Behavior *2	5
7. Non-Parametric Statistics *2	5	7. International Marketing *2	5
8. Combined Transport*3	5	8. Demand Analysis *3	5
9. Venture Finance*4	5	9. Decision Making in Transport*3	5
10. Contract Administration, Technical Works Law and Legislation *4	5	10. Security and Reliability in E-Commerce *3	5
11. Electricals – Electronics *4	5	11. Business Game *4	5
12. Actuarial Science and Insurance	5	12. Economics of Technology *4	5

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Products *4			
13. Risk Analysis *4	5	13. Financial Scenarios Simulation *4	5
14. Algorithms and Advanced Programming Techniques *4	5	14. Employee Relations*4	5
15. Internship Program *5	5	15. Internship Program *5	5

\*1 Students who have chosen a specific track may choose courses from the other track as General Electives (GE)

\*2 This course is offered by the Department of Business Administration. The course outline can be found at the Student Guide of the Department of Business Administration ([www.ba.aegean.gr](http://www.ba.aegean.gr)).

\*3 This course is offered by the Department of Shipping, Trade and Transport. The course outline can be found at the Student Guide of the Department of Shipping, Trade and Transport (<http://www.stt.aegean.gr/el/proptixiakes-spoudes/programma-spoudon.html>).

\*4 These courses will not be available during the academic year 2015-2016

\*5 The Internship Program is considered as a General Elective course if the student participates in the Program at least twice during the course of his studies and prepares project work under the supervision of a tutor.

**For a detailed outline of each course, please visit the Department's website at <http://www.fme.aegean.gr/en/courses>**

## **Academic Regulations**

### **Academic Year– Study Semesters**

The academic year begins officially on September 1<sup>st</sup> and ends on August 31<sup>st</sup> of each year. Each academic year is comprised of two semesters, fall and spring. Every year, the Academic calendar is set by the University Senate.

Each semester includes 13 full teaching weeks.

### **Registration and Attendance**

#### **Initial Registration**

Student enrollment begins with the initial registration. Freshmen register at the beginning of the fall semester, in the course of the registration period applied to all Higher Educational Establishments as determined annually by the Ministry of Education and Religion and announced in the daily Press. Registration is considered complete when all necessary documents have been submitted.

Students in special categories (i.e. on transfer or graduates enlisted from other departments) are required to submit related documents specified by relevant regulatory provisions, within a specified timeframe.

#### **Welcome Seminar**

Freshmen are welcomed to the Department in a free entrance special orientation seminar which lasts a whole day and becomes the meeting point of the whole academic community. It usually takes place during the first week of the Fall Semester, is organized by the Department and is open to all incoming first year students but also to other students and the general public.

During the seminar, students get acquainted with the university, the Department's curriculum and study program, the available services, policies and procedures, and life conditions on the island. The first year students meet with the student body and have the opportunity to interact with faculty and administrators. The seminar aims to inform students about:

- The Department, its curriculum and regulations.
- The key elements of the structure and function of the Department within the University
- The analytic description of first semester courses
- An open discussion of issues of student, academic and professional interest, in which freshmen, students, professors and alumni are all invited to contribute

For all the above issues special presentations are made by the professors, administrative staff and representatives of the Students' Association, followed by an open discussion.

#### **The Academic Advisor**

The Academic Advisors are designated by the Department's General Assembly in the first and second semesters. Each instructor may be appointed as academic advisor for up to 15 students. The Academic Advisors offer support to students so that the latter can meet the requirements of student life and their academic obligations. They also assist students with course scheduling, and long-range academic planning, always taking into account their individual interests and potential. Students may turn to their advisors for assistance when general difficulties are encountered or problems arise during their academic career.

Advisors meet with students, either individually or in groups, at a regular basis, and no less than twice a semester. The meetings can take place on or off campus by arrangement with the interested parties.

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An Academic Advisor's obligations include:

- helping students put together a personal syllabus combining specialization course and electives
- helping them to realize their academic potential by following their inclinations and directing them towards suitable tracks
- guiding students in course scheduling, track selection, long-range academic planning, decisions pertaining to the topic of their diploma thesis, etc.
- assisting students in professional career orientation based on their individual interests
- providing information about studies abroad, postgraduate programs, and scholarship programs
- informing students about seminars, courses outside the University Curriculum, and research programs which will complement the students' scientific orientation facilitating contact with the University authorities when necessary

**Registration to Courses**

Within the first two weeks of a semester, during a period specified by the Deanery, students must submit to the Department's Academic Registry the courses they wish to attend for that semester. *If a student fails to register for two consecutive semesters, he/she is automatically deleted from the Department's and the School's Registry.* Both the registration and declaration of courses in each semester are necessary steps to ensure the student is an active member of the University community.

Registration allows students to:

- attend courses and participate in labs
- take part in course examinations
- receive textbooks and notes.

By submitting the Registration Form a student puts together his/her personal syllabus. Students select courses in cooperation with their Academic Advisor following the indicative semester's curriculum. **The maximum number of courses students can register for is  $n+6$ , where  $n$  represents the number of courses on the indicative curriculum for the year in question.** In essence, this means that a student can distribute the six additional courses over the year. For example, a student can attend 4 extra courses during the fall semester and 2 courses during the spring semester in an academic year. In the final year of studies,  $n$  equals 12. From the sixth year on, students can take up as many courses as they want.

Late registration will be allowed only under special circumstances provided that a relevant request form has been submitted to the General Assembly. The latter will decide upon the matter by the end of the fourth week after beginning of the semester.

Failure to submit the Registration Form will automatically signify the students' exclusion from the semester exams.

**Registration to Tracks**

When the first three years of study have been successfully completed, students must select their track.

Track selection and completion, upon the students' graduation and by means of his/her analytic transcript indicates which scientific specialization the student decided to focus on. Track selection is crucial in that it should correspond to the students' individual interests and aptitudes as well as to their academic and career potential. Academic Advisors should be consulted when choosing a track.

The successful completion of a minimum of 20 core courses from a total of 35 taught at the first three years of studies is prerequisite for track registration.

Students who registered in the academic years 2000-2001, 2001-2002 and 2002-2003 can benefit from transitional clauses concerning the prerequisites.

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Track selection and eventual track reorientation take place during the biannual course registration. Track change is only allowed once; students should pass all courses included in the set of the new track. Courses common between the old and the new track are included in the GPA, but the ones which do not correspond to the new track can only be added as extra credits in the degree.

Students are free to register in courses belonging to tracks different from their chosen one, but the courses in question are not meant to replace others in the General Elective Category of the Indicative Program of Studies. Such courses can only be considered as "Additional General Electives".

Students are free to register for more than the minimum four General Elective courses required and, in the event of successful completion of all of them, to choose for inclusion in the GPA the ones where they obtained the highest scores.

**Diploma Thesis**

The preparation of a diploma thesis is a compulsory requirement for all students for the successful completion of their studies at the FME Department. The grade received accounts for 15% of the final grade of their Diploma.

**1. Undertaking and completing a Diploma Thesis**

A student may undertake a Diploma thesis if he/she has up to seven (7) pending courses and he/she runs at least the 9th semester of his/her studies at the FME Department. The student selects a topic in co-operation with a professor interested in supervising the students' work.

Once the topic is chosen, the student fills in a form specifying the topic and three faculty members that will consist the thesis' examination committee. The proposed faculty members have to confirm their participation to the committee by sending a confirmatory e-mail to Student Registry or by signing the thesis form. The student submits the form to the Student Registry for approval by the Department's General Assembly.

The starting date for a Diploma thesis is considered to be the date of the topic's approval by the Department's General Assembly.

Should a student wish to change topic and supervisor, the procedure to be followed is the same as the one described above. Should a student wish to change only the topic of his thesis, the procedure followed is the same as the one described above, but the time limitations as described in Sections 2 & 3 below, apply.

**2. Completion of the Diploma Thesis**

A diploma thesis must be completed within 12 months of its initial approval by the Department's General Assembly. If a student fails to complete his/her thesis within the specific time frame set by the Department, then he/she should undertake a new thesis with a new topic and a new supervisor. Students whose theses' topics have been approved by the Department's General Assembly by the end of January 2016 have to complete their theses by the end of the Winter examination period of Academic Year 2016-17.

The Diploma thesis can be written in Greek or in English language (with an Abstract in English or in Greek respectively).

**3. Presentation of a Diploma Thesis**

A student is allowed to present his/her Diploma thesis orally as long as the following conditions apply: (a) He/she has up to two (2) pending courses for the completion of his/her studies; (b) he is at least in the 10th semester of his/her studies; (c) the thesis' topic has been approved by the Department's General Assembly at least two (2) months prior to the oral presentation and (d) the student has received the approval of his/her supervisor regarding the amount and quality of the work.

The oral presentation of a Thesis is public and takes place at University premises. The supervisor informs the Student Registry about the completion of the thesis and the Registry makes a public announcement for the oral presentation at least one week prior to the event.

Diploma theses may be orally examined at any time between 01/09/20xx and 31/07/20xx and are graded in a scale from 5 to 10.

## **Performance Reports**

### Examination Periods

There are three examination periods: January-February, June, and September. The duration of the exam period is two weeks minimum for the January-February and June sessions, and three weeks minimum for the re-sit session in September. The Academic calendar is announced by the University well before the beginning of each academic year.

If the student is left with only one course pending for graduation, he/she is given the right to be re-examined in an ad-hoc exam immediately after the end of the official examination period. A relevant written request form must be submitted and the examining professor must be contracted prior to the new examination date. No ad-hoc examination can be scheduled, unless the Registry confirms that the students' pending obligation is limited to only one course.

## **Examinations**

The assessment procedure is an integral part of the educational process. It is ongoing and is deployed throughout the semester.

The course instructor is solely and entirely responsible for selecting the most suitable evaluation procedures, as well as assigning grades, and announcing the results. Specifics concerning the manner of evaluation are determined by each instructor at the beginning of the semester and described in the course syllabus submitted to the General Assembly.

The assessment procedure is concluded by the students' participation in the specific semester's examination session. Students successfully complete a course when they receive a minimum pass mark of five out of ten.

Students who fail in course examinations can be re-sit the exams in the September session of the same year. For core courses in the curriculum, failure in the September session signals the students' obligation to re-sit exam in the next semester they are available.

The right to a re-sit exam is granted to students only during the September examination period. The final mark for the course is the one obtained during the last examination. Students who wish to re-sit the exams in another academic semester should include the course(s) in question in their Registration form, as specified by the n+6 formula, and sit the exams in the January or June exam session as well. Students who finally decide not to do repeat exam have to notify the Registry that they wish to retain earlier (passing) grades.

The exam schedule is determined by the Students' Administration Office in cooperation with a representative from the Students Union. Details concerning rules and conditions, duties, obligations and requirements of professors and students as well as the announcement of results are included in the Examination Regulations of the Faculty.

## **Maximum duration of studies**

According to the Department's indicative course program and pursuant to article 14, Law no 3549/07 the maximum duration of studies in the Undergraduate Program must not exceed the minimum number of semesters necessary for the completion of the studies plus 4 additional semesters. For students of the Department of Financial and Management Engineering, the maximum duration of studies is set to fourteen (14) semesters. For students who have been registered at the Department prior to academic year 2011 - 2012 transitional provisions as set out in Article 80 N.4009 / 11 apply.

## Diploma Award's Requirements

Upon the completion of ten semesters and the successful completion of all curriculum requirements, students are considered as graduates. The only exception to this rule concerns students who have entered the Department following special provisions (e.g. students transferred from other Universities/Departments, after placement tests, or graduates from other University Departments, etc.).

In order to complete their studies, students should collect at least 300 ECTS.

## Grade of Diploma

The grade of diploma is determined as the weighted average of the Diploma Thesis (15%) and the Grade Point Average (GPA) of courses (85%).

The GPA is calculated as the mean of the grades a student earned in all successfully examined courses. The weighting coefficients are determined by the Ministry of Education.

The Diploma certifies the successful completion of studies. The GPA is printed on the Diploma and is denoted by the terms "Good", "Very Good" and "Excellent" corresponding to the following scale 5.00 – 6.49, 6.50 - 8.49, and 8.50 – 10 respectively.

Students, who have obtained more credits than necessary to fulfill graduation requirements, may request in writing the exemption of one or more course grades in the calculation of the final GPA. From 2015 onwards, additional course taken may also appear in the Diploma Supplement.

## Graduation

The graduation ceremony is scheduled after the conclusion of the examination period on dates set by the Rector's Office. Graduation is a formal ceremony in which a graduate pledges to uphold his dedication to science and to the holding principles of the Institution.

Students must participate in the graduation ceremony in order to receive their diploma. Participation is granted upon submission of the relevant request form and verification by the Library and the Dormitories that all accounts have been settled. Until then, students can obtain from the Academic Registry certification of their graduation and their transcripts' record.

## Certification of Studies

By submitting relevant applications, students can receive the following certificates:

- *Certificate of enrollment*, confirming students' registration for the semester.
- *Transcript of records*, confirming the courses passed and the grades received.
- *Certificate for use in the Military Service*, confirming place and date of initial registration, semesters attended, and examination periods attended.

## Students' rights and obligations

The student identity is obtained with first enrollment and is valid until graduation. To all intents and purposes, students are considered as responsible adults.

Every student must comply with the Student Welfare rights as stipulated above, for a time period equal to the minimum duration of his/her studies plus two more years (i.e. for seven years).

## Scholarships and Awards

Scholarships are granted by the Foundation for Public Scholarships (IKY) to students who are at the top of their class. In addition, students who distinguish for their academic performance may be awarded individual, privately-funded grants by various sponsors (businesses, organization, individuals).



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The list of eligible candidates in order of succession is compiled by the Registry. It is based on the student's GPA corresponding to the Indicative Program of Studies in accordance with the Rules and Regulations (article 40 of law no 4186/2013) of Undergraduate Studies Scholarships of the Foundation for Public Scholarships (IKY)

**International Student Exchange Programs**

The Department's International Student Exchange program is ruled by the reciprocity principle and refers to the Erasmus+ Program for the period 2014-2020.

The program enables the exchange of students within Europe and internationally. Erasmus+ students register for courses in the cooperating institute for one semester. Tuition fees are waived and credits can be transferred, provided the courses obtained at the Host Institution have similar learning outcomes to equivalent courses at the Home Institution.

For a detailed description of entry requirements and the enrolling process, please consult the University's webpage <http://erasmus.aegean.gr/en/>.

**General Info**

The Postgraduate Program in Financial & Management Engineering is a 12 month degree awarding Program that teaches students a set of methodologies, tools, and techniques lying at the intersection between technology, economics, finance and management.

The program awards a Postgraduate Degree in Financial & Management Engineering specializing in:

- Financial Engineering,
- Management Engineering, and
- Economics and Management for Public Administration

All students attend core courses related to management principles, strategic management, accounting and financial management. Students attending the financial engineering track, specialize in courses related to financial mathematics, international finance and international macroeconomics, financial econometrics, decision engineering principles, financial market simulation and dynamics of financial markets. Students attending the management engineering track, specialize in courses related to OR, MIS, HR, decision engineering principles, operations and production management, supply chain & logistics and project & risk management. Students attending the Economics and Management for Public Administration track, specialize in courses related to Management Information Systems (MIS), Human Resource Management, international macroeconomics, public administration, public finance, management of public investments and Change Management & Reengineering.

**Courses**

The program of studies consists of nine (9) compulsory courses offered in two study periods (autumn and spring period), and a Diploma Thesis elaborated through the summer months. Autumn term courses and one spring course are equivalent to 6 ECTS and spring term courses are equivalent to 8 ECTS, while the Diploma Thesis is equivalent to 15 ECTS. Each student has to collect 75 ECTS points in order to successfully complete the program.

The program is implemented through a combination of standard and distance learning methods.

Each course includes:

- a) some intensive lectures (approximately 20% of the total course schedule), taking place in the island of Chios at the beginning of each term period (November and March),
- b) e-learning methods, with the aid of a special platform that supports the educational process during the teaching periods and
- (c) a final teaching and examination period, taking place in the island of Chios (approximately another 20% of the course schedule).

Attendance and participation in any kind of educational activities, such as tasks, exercises, etc., is mandatory.

Participation to courses is obligatory for students and they have to attend at least 60% of the teaching hours of each course, in order to be eligible to participate to the final exams.

## Department of Financial and Management Engineering

		Courses	ECTS
WINTER SEMESTER	Financial Engineering	Strategic Management for Engineers	6
		Managerial Accounting & Financial Management	6
		International Macroeconomics	6
		International Finance: Institutions and Markets	6
		Financial Mathematics	6
	Management Engineering	Strategic Management for Engineers	6
		Managerial Accounting & Financial Management	6
		Management of Information Systems	6
		Human Resource Management	6
		Operations Research	6
	Economics and Management for Public Administration	Strategic Management for Engineers	6
		Managerial Accounting & Financial Management	6
		International Macroeconomics	6
		Management of Information Systems	6
		Human Resource Management	6
	<b>ECTS per semester</b>	30	
SPRING SEMESTER	Financial Engineering	Computational Methods for Decision Making	6
		Financial Econometrics	8
		Simulation of Financial Markets	8
		Dynamics of Financial Markets	8
	Management Engineering	Computational Methods for Decision Making	6
		Operations and Production Management	8
		Supply Chain Management	8
		Project & Risk Management	8
	Economics and Management for Public Administration	Public Administration (State-Institutions-Governance)	6
		Public Finance - Economic and Fiscal Policy	8

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		Management of Public Investments and Public Projects	8
		Change Management - Reorganization (Reengineering)- Reforms	8
		<b>ECTS per semester</b>	30
Diploma Thesis			15
<b>Total ECTS</b>			75

**Exams**

The final examination for the winter period courses takes place during February and for the spring period during June of each year. There is a second examination period for those students that failed during the main period, which takes place each September of the year.

**Scholarships**

At the end of each academic year a ranking of the graduate students takes place according to their achievements, and scholarships as well as distinctions are delivered to the first three students in ranking for each specialization stream. The average marks obtained in the program courses during the first exam period are considered for the final ranking, as well as the mark of the Diploma Thesis, if the Thesis was successfully completed no later than the deadline set in the beginning of the academic year (usually 15th of October). Students who fail to pass any of the courses of the program during the first exam period, lose the right to participate to the scholarships and distinctions delivered.

**Admission requirements**

The program accepts candidate graduates from Faculties of Engineering, Science, Economics and Management, as well as related degrees and specializations.

The program accepts a maximum of 60 students per year divided into three specialization tracks, (1) financial engineering, (2) management engineering and (3) economics and management for public administration.

The selection process is made according to the diploma degree of each candidate (specialization, performance and time to obtain the degree), as well as according to the performance of each candidate to an interview process against a committee of professors of the program. Professional experience is taken into account in the final evaluation of each candidate, as well as previously published research. Fluent knowledge of English language is necessary, as a number of lectures are taught in English from foreign professors and invited speakers.

**Cost and duration**

Registration to the Postgraduate Program in Financial and Management Engineering requires fees of 3800 Euros, divided into four specific payment deadlines. The maximum attendance time spent from a student in the program cannot exceed three (3) years, after which the student is discarded permanently. Failure in a course after the two exam periods of the first year requires new registration in the course followed by an additional fee of 450 Euros.

**Evaluation**

The postgraduate program is subjected to detailed annual evaluation through properly designed questionnaires for each course and instructor. Results are published annually in the annual evaluation report of the Department of Financial and Management Engineering.

**Doctoral Diploma (Ph.D.) Studies**

A Ph.D, or Doctoral Diploma (D.D) is an academic qualification which certifies the substantial contribution of its holder to the enhancement and development of current scientific areas of study and the in-depth understanding of the scientific area under investigation. It also testifies that an original and innovative thesis was elaborated in this context. The FME Department Doctoral Studies Program is a source of academic prestige and international academic excellence and contributes to the qualitative and quantitative development of its scientific production

During their doctoral studies, doctoral candidates are involved in an in-depth literature review and assessment of the topic and a formulation of the research questions and hypotheses to be pursued. They also gather research data, elaborate and analyze them. The Doctoral Thesis is conceived as a substantial contribution to the corpus of scientific knowledge and its originality and scientific tenor is certified by its publication (partially or as whole) in reviewed scientific journals and/or presentations in international conferences.

**Admission requirements**

Doctoral candidates should hold an undergraduate degree and a “Masters” degree in an academic field within the Department’ radius of scientific interests. Applications for enrolment can be submitted to the Department’s Registry throughout the academic year. Prior to the application, a contact of the candidate with Professors of the Department in mandatory, in order to reach to a research topic of mutual interest.

Applications must enclose the following:

1. Hard copy of an application form in which are specified the topic, the Supervising Professor and the other two members constituting the three-member Supervising Team. Applications must enclose the special form of consent, filled in by the member of the Teaching and Research Faculty of the Department who will supervise the thesis (Note: only Assistant Professors, Associate Professors, and Professors are qualified to supervise Doctoral Thesis.)
2. A copy of the applicant's Bachelor degree.
3. A copy of the applicant's Master's degree.
4. Copies of the applicant’s official transcripts (undergraduate studies).
5. Copies of the applicant’s official transcripts (postgraduate studies).
6. The applicant’s detailed CV.
7. A report stating the applicant’s research interests and scientific priorities.
8. Certificates of Proficiency of at least one Foreign Language (necessary for the exploration of international bibliography).
9. Two recommendation letters from teaching faculty members of Higher Education or Technological Institutes which the applicant has attended.
10. Copies of the applicant's projects undertaken in the context of undergraduate or postgraduate studies programs.
11. Copies of the applicant's reviewed articles (if any) published in scientific journals or in the Proceedings of international conferences. Copies of eventual research monographs. Evidence of academic distinction or scholarships.
12. A concise research proposal ratified by the Supervisor including, the topic, the research objectives, goals and aims, the proposed research methodology, an indicative bibliography, and the anticipated results.

**Duration**

The minimum duration of the PhD program for holders of a Postgraduate Degree is three years.

## PhD Programme

Upon enrolment and within the time limits set by the Department's Internal Regulation, doctoral candidates are expected to submit a detailed and comprehensive research proposal analyzing the topic, the proposed research methodology, an in-depth literature review of past research, anticipated results and a plan of future research. Also, the applicant in collaboration with the three members Supervising Committee fixes the final formulation of the dissertation topic. The detailed research proposal must be approved by the Supervising Committee. Changes in the Dissertation title and topic can only occur after the first year of the doctoral program and following a fully substantiated report filed by the Supervisor.

To obtain the doctoral degree (DD) doctoral candidates have to perform the following steps:

- Submission of the research in the form of a PhD dissertation, supervised by faculty member
- Presentation of a final report summarizing the research before a three member supervisory committee
- Attendance of a *viva voce* public examination in presence of the extended (seven member) supervisory committee and any other interested party of the academic community

Also, once every year, doctoral candidates must

- Defend the scientific and research scope of their area of study, the necessity of the dissertation as profiled by an extensive literature review, the methodology employed, the anticipated results and a future time schedule of the thesis completion. The defense takes place in a public oral examination session in presence of the three-member supervising committee and every other interested member of the academic community
- Submit a detailed written report on the progress of their work to the Department's Registry and receive an official progress report from the three-member supervisory committee.

As a general rule, in order to successfully complete the doctoral studies program, the FME doctoral candidates are expected to publish segments of their research in peer reviewed academic journals, books, proceedings and/or at international workshops and conferences.

The three-member advisory committee guides the doctoral candidate, supervises his/her progress, and is responsible for certifying the successful completion of educational, research and scientific work prior to the dissertation writing. When the dissertation is completed, the doctoral candidate submits it to the supervising faculty members and asks the Special General Assembly to set a date for his/her *viva voce* examination.

The research area of the dissertation must be clearly defined from the very start, but specific details concerning the title can be left open until the dissertation's submission to the Supervising Committee.

Doctoral thesis are evaluated and judged by a seven-member examining committee which consists of the Key Supervisor of the thesis, the other two members of the Three Member Committee and four more members. The Special General Assembly decides in which language the doctoral dissertation will be written. If the language is not Greek, the candidate is under the obligation to submit an extended summary in Greek providing a sufficient and in depth analysis of his/her research work.

A minimum of one month prior to his/her final oral defense, the doctoral candidate should submit 9 (nine) hard copies of the dissertation to the Secretariat. The Secretariat assigns them a registration number and delivers seven of them to the seven member Supervisory Committee. The other two copies are reserved for the Research and Teaching Faculty members of the Department. All seven members of the extended committee should give their consent before the *viva voce* examination is agreed upon.

The Head of the Department formally convenes the Committee within a month after the submission of the dissertation. The time and place of the defense is set and its public nature asserted. The invitation is made public in the Department, and specifies that the defense is open to any interested party. At least five members of the seven member Committee must be present to ratify the *viva voce* examination.

The *viva voce* examination consists of candidates presenting and defending their thesis before an examination committee and the public. Candidates answer relevant questions and then, everyone but the Committee retires, so that the latter can deliberate privately to evaluate the thesis' originality and contribution to the advancement of

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science. The Examination Committee approves the doctoral thesis by vote and a minimum of five votes is necessary for it to be considered successfully completed. Also the Committee assigns by a majority vote a distinction to the thesis ("Good", "Very good", "Excellent"). At the end of the examination procedure the minutes are signed by all Committee members. They must be submitted to the Special General Assembly of the Department (in an ordinary session) for candidates to be awarded their Doctoral Degrees.

The Examination Committee retains the right to ask for corrections or clarifications of the submitted thesis up to six months after the examination procedure. The final version of the minutes is signed by all the members present whereas a special document is attached to the thesis, bearing the signatures of the committee members who voted for it.

**Obligations and rights**

The formal obligations of the doctoral candidates include

- Oversee the exams as supervisors in all three official examination periods and/or in every other instance deemed necessary
- Performing joint supervision of undergraduate dissertations, monitoring laboratory work and delivering lecturers under the guidance of their Supervisor.

In the event of repeated failure to meet their formal obligations, candidates will have to leave the Doctoral Program.

A doctoral candidate may be dismissed from the Graduate program at the discretion of the Special General Assembly should one of the following occurs: he/she is making little or no progress with his/her research or has ceased to conduct research altogether or has not successfully met the formal obligations set by the Department or has failed to carry out his/her teaching assistant tasks or does not collaborate with the Supervising Committee or has acted in ways against academic integrity and honesty.

The intellectual rights of Doctoral Dissertations are asserted by relevant Special General Assembly decisions. Plagiarism in published work or during doctoral dissertation composition and academic dishonesty in any form are severely sanctioned. Doctoral candidates are required to submit an affidavit to the Registry specifying that they assert ownership of their own work, that they have properly acknowledged the source of ideas which are not their own, that they have indicated paraphrases or ideas or verbatim expressions not their own in the appropriate academic manner and that the work undertaken was carried out in the context of the specific doctoral program only.

It is possible to revoke or annul a doctoral title, if its award is proven a posteriori invalid or illegal; the Special General Assembly can introduce the motion and the General Assembly can ratify it by a majority of 3/4. It is also possible for a Doctoral Candidate to ask for his/her own dismissal. Postgraduate students and Doctoral Candidates who have no other medical cover can benefit from the Undergraduate students free medical coverage and hospitalization as they are specified in the relevant healthcare provisions. Student loans for doctoral candidates are stipulated by the regulations related laws. Scholarships, fellowships and grants for doctoral students are decided upon by the Special General Assembly. Doctoral candidates have access to the Department's libraries and university facilities, laboratories etc. for as long as they conduct their doctoral thesis research.

**Students Associations****The Student Union**

The Student Union deals with administrative and educational issues that concern students. The student body elects the Administrative Council for the Association each academic year. The Council consists of 9 members who represent the student body in the Senate, the Department's General Assembly, the National Student Union of Greece, etc.

The Student Union organizes cultural activities through various events including sports such as basketball and soccer, and entertainments such as theatre music and dance performances.

For further information, contact The Department's Student Association: ☎ 2271035491 ✉ [fsyllogos@fme.aegean.gr](mailto:fsyllogos@fme.aegean.gr)

**International Student Associations****A.I.E.S.E.C.****IDENTITY**

AIIESEC is the world's largest non-profit organization operated by students with a commitment to international understanding and co-operation. It was founded in 1948, and has operated in Greece since 1956 and at the University of the Aegean since 1994.

**NETWORK**

AIIESEC. is a global network of 30,000 members across 5 continents, in 83 countries, at about 800 universities worldwide. In Greece the following universities have AIIESEC sections:

- The University of Economics of Athens
- The University of Pireaus
- The National Kapodistriako University of Athens
- The University of Macedonia
- The Aristotelio University of Thessaloniki
- The University of the Aegean

**MISSION**

The AIIESEC facilitates the international exchange of students and recent graduates in paid traineeship schemes or as volunteers for a non-profit organization. Recent graduates and students in their 3<sup>rd</sup>, 4<sup>th</sup>, and senior year of studies may participate for a period of 2 months up to 18 months.

To join AIIESEC or for further information on the international exchange program contact:

AIIESEC

Michalio Building, Basement

☎: 2271035097

✉: [aiesec@ba.aegean.gr](mailto:aiesec@ba.aegean.gr)

web page: [www.aiesec.gr](http://www.aiesec.gr)

[www.aiesec.org](http://www.aiesec.org)



**ESTIEM LG Chios**

**ESTIEM** (European Students of Industrial Engineering and Management) is a non-profit, non-governmental and non-political student organisation that connects European students that combine technological understanding with management skills. The goal of this organisation is to establish and foster relations between students across Europe and support them in their professional and personal development. As of April 2015, the ESTIEM network counts over 64 .000 members that are registered in 79 universities of 31 countries.

LG Chios is a full member since 2009

Past Activities of Local Group Chios:

- Activity Week (June 2008)
- Local Qualification TIMES (October 2009)
- Activity Week Reloaded (June 2009)
- Seminar "What is ESTIEM?" (April 2011)
- LG Exchange between Chios-Istanbul Technical University (July 2011)
- Seminar "What is ESTIEM?" (November 2012)
- Local Meetings 2012-2013 -Europe 3D Greece (October 2012)
- LG Exchange between Chios-Aachen (April 2013)
- Student Guide Coordination Meeting (March 2014)
- LG Exchange between Chios-Gothenburg (May 2015)
- Mediterranean Regional Coordination Meeting (July 2015)

Website: <https://estiemchios.wordpress.com/>

Official ESTIEM website: [www.estiem.org](http://www.estiem.org)

Facebook Official Account of LG Chios : <https://www.facebook.com/ESTIEM-LG-Chios-122982027793874/?fref=ts>

Instagram: <https://www.instagram.com/estiemchios/>

More information :

[evadovletoglou@yahoo.gr](mailto:evadovletoglou@yahoo.gr)

[estiemchios@gmail.com](mailto:estiemchios@gmail.com)

ESTIEM website: [www.estiem.org](http://www.estiem.org)

## **Library Regulations**

Admission to and use of the Library is available to all University staff and students as well as the general public, provided that they abide by current library regulations. All natural bodies or legal entities with a dependent relationship to the University and all matriculated students are members of the University.

- Users entering the library are required to store all personal effects not required for the purpose of using the library (folders, bags etc.) in the area designated by the Library staff.
- All used or recently returned library material must be left on library desks for Library staff to reshelve. Library users must refrain from reshelving books themselves. Reshelving is exclusively the Librarians' duty.
- You are not allowed to bring food or drinks into the Library. You are asked to refrain from holding conversations in the Library and mobile phones should be switched off. Smoking is strictly prohibited.
- The library opening hours are set by the Library Service and are subject to staff availability.
- The Library conducts a Library Collection Inventory once a year. The Library Service posts an announcement of the dates that the Library shall be closed for this purpose. Borrowers are responsible for returning their loans on or before the specified deadline
- Any library material not returned before the deadline shall be considered lost, the library user in question will be held responsible and the appropriate penalty shall be applied.

The Library material is entered in the on-line Union Catalogue (OPAC or Online Public Access Catalogue). There are two ways of searching the Union Catalogue: a) by using one of the OPAC terminals which are located in the Library b) via the University of the Aegean Library Website [www.lib.aegean.gr](http://www.lib.aegean.gr) from any workstation with an internet connection.

The Union catalogue is consistent with the Library structure, i.e. users can search the sub-catalogue of a specific Branch or the Union Catalogue which contains the Library collection of all 5 branches. The OPAC interface may be displayed in Greek or English. By selecting the language of your preference you will be connected to the Library catalogue.

### **Services**

#### **A. Loans**

All staff and students of the University of the Aegean have the right to check-out library material. Borrowers are required to register and receive a library card in order to be granted the borrowing privilege. Loss of the Library Card must be reported to the Circulation/Reference Desk without delay.

Reference Only materials cannot be borrowed. The category includes:

- a) Reference books
- b) Journal issues
- c) Audiovisual material
- d) Closed reserve books. Certain books which are in heavy demand, may be placed on closed reserve for a limited period of time (term or semester), at the Librarian's discretion or Instructor's request to provide access to all students enrolled in the specific course
- e) Material that is damaged and is withdrawn in order to be repaired.
- f) Doctoral Theses.
- g) Rare material
- h) Items "in process"

The *loan period* that applies for all other library material is as follows:

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Undergraduate students: 1 week

Postgraduate students and Academic and Administrative Staff: 15 days.

The *Loan Quotas* (i.e. the maximum number of books in any period that a borrower may have on loan to him/her at one time) are as follows:

Undergraduate students	3
Postgraduate students	6
Academic Staff	8

The Library allows up to 2 *renewals* - for one week each - provided no holds have been placed by other borrowers. In exceptional circumstances the Librarian may make a recall if a book is in heavy demand.

Any user requiring material that is checked out may place an item on "*hold*" by contacting the circulation desk so that he/she will be next in line to check it out after it has been returned. Once returned, the item placed on hold shall remain in the library for 12 hours for the first in line to check it out. If the item is not checked out by the first in line within these 12 hours, the next in line may check out the item and so forth.

Borrowers, who repeatedly keep books past their due date and/or exceed the loan period according to loan records, may face a suspension of their borrowing privileges for a period of six months, by decision of the Library Branch Committee.

Borrowers are responsible for returning their items on or before the due date. An overdue fine calculable immediately from the day following the date due will be charged for all categories of borrowers.

The rates for overdue books are set by the Central Administrative Unit Committee at the beginning of each academic year.

Students who do not settle their library fines and fail to return all their loans will not be cleared for reception of exam results reports, withdrawal or graduation.

Leaving the Library without charging out an item/part of an item and either deliberately or not deliberately concealing it is considered an offence and the appropriate fine will be charged.

Borrowers shall be held responsible for any loss, mutilation, damage or disfigurement by writing or other marks of Library material(s) used within the Library of checked out and shall replace the material(s) within 15 days and pay up the appropriate fine.

Library users who are held responsible for the mutilation, damage, disfigurement or loss of library material(s) will be charged accordingly.

Special Borrowing Regulations:

Students and instructors visiting the University within the framework of inter-university exchange programs are granted borrowing privileges similar to those of students and academic staff of the University of the Aegean for the period of their stay.

The Librarian shall have the discretion either according to his/her own judgment or in agreement with the academic staff, to restrict the loan period for books in heavy demand. Overdue return will be treated as an overdue and is liable to a fine which is twice as much as the normal fine.

Under exceptional circumstances, library users who are not members of the University may be granted permission by the Librarian to borrow books and other Library material. Items can be borrowed by submitting the borrower's identity card which is retained by the Library over the loan period which shall not exceed one week.

## **B. Intralibrary Loans**

Intralibrary loan enables library users of the University of the Aegean to borrow material which belongs to the collection of any of the Library's five Branches (Mytilene, Chios, Rhodes, Samos, Syros).

### Loan Procedure – Reservation

Borrowers who have unpaid fines or unreturned library material are not entitled to place a request for interlibrary loan. Furthermore borrowers wishing to make use of this service must be active Patrons. The patron may request an item from another library branch by filling out a printed Interlibrary Loan Request Form at the Circulation/Reference Desk. The item is charged to the Library Branch from which the item is requested.

The item is delivered to the Library Branch that placed the request on behalf of the patron and the latter must go to the Library in order to collect it.

The item on loan is dispatched to the Library by mail and the service is paid for by the Library. If the Interlibrary loan borrower requires express delivery he/she will have to come to the library in order to pay for the courier service and collect the item.

The loan quota applies for interlibrary loan also, i.e. the maximum total number of books a patron can check out at any given time is the total number of all books charged to the patron's account (on interlibrary loan or and regular loan).

### Restrictions - Exceptions

Interlibrary loan is not possible in the case of "For Reference Only" Library material specified in the present regulations, that is, reference books, journals, dissertations and doctoral theses as well as damaged, rare material and items that have been placed on open reserve for use only within the library for the term or semester.

Reserve materials are given a shorter loan period for a limited period of time (one term or semester) usually at the request of the instructor, to provide access to all students enrolled in a specific course. These items are not available for interlibrary loan.

The Librarian maintains the right to make interlibrary loans items for a period of 4 days in order for the Library Branch to which the item is delivered to place them on reserve (use within the Library premises).

### Loss and Damage

Borrowers shall be held responsible for any loss, mutilation, damage or disfigurement by writing or other marks and shall be required to pay the full cost of replacing or repairing such materials. The same regulations apply for interlibrary loan as does for regular loans

## **C. Procedure for Placing an Online Request for an Article Located through the National Network of Scientific and Technological Libraries**

Co-operation with the National Documentation Centre (N.D.C.), enables the Library to provide its Users with the following services:

- Ordering articles from scientific journals located in other Greek libraries\_(photocopy)
- Ordering documents form abroad.

*Procedure:* The user locates the article required, fills in the ordering form provided at the Issue Desk providing the bibliographical details (title of periodical, author and title of article, year, volume/part, page numbers, ISSN), ID information of the person placing the order as well as contact information so that the Library can notify the user when the request has arrived.

The library staff responsible for inter-library loans place the request on-line to the Library member of the National Network of Scientific and Technological Libraries that has the specific article in its collection. The article is sent to the Library by post in the form of photocopies which the user can keep. On average it takes about 15 days for the article to arrive. Once the Library receives the article, the user whose information is on the request

form is notified by the Library Staff to come by the Library in order pay for the order cost and pick up the document requested.

The online ordering of articles is paid for by the User at a fixed price set by the National Documentation Centre (see Tariffs).

## **Examination Regulations**

### **1. Introduction**

The regulations for examinations set the rules and conditions governing all examination periods. The regulations determine the duties, obligations and requirements of professors, students, and administrative staff in the context of the examination session. They guarantee the following:

- equal opportunities to all examinees.
- conditions of noble rivalry befitting university students and future scientists
- individual and scholarly dignity for professors, students and administrative staff as individuals and as an academic entity.
- and finally, as a direct consequence of all the aforementioned, a sound academic reputation of the University during this crucial stage of educational process

### **2. Preparation**

2.1. The duration and exact dates of all examination periods are specified in the Academic Year Program approved by the General Assembly at the onset of each academic year. The General Assembly determines whether the program needs modifications or not.

2.2. The exam program for the fall and spring semesters is announced at least 15 days before the beginning of the examination period.

2.3. The September exam session program is announced at the end of the spring semester examination period.

2.4. The detailed program includes:

- Dates
- Time and place
- Relevant information
- Necessary provisions
- Names of Examining Professors
- Duration

### **3. The Onset of the Examination Period**

3.1. Classrooms to be used for examinations remain closed. They are only opened by the examining professor 15 minutes before the beginning of the exam.

3.2. Examinees should arrive at the classroom at least 15 minutes before the scheduled time.

3.3. The examining professor and supervisors assigned for each course should arrive at least 15 minutes prior to the onset of the exam. They are expected to do the following:

- Gather necessary paperwork, documents and materials (examination paper, list of examinees, etc.) from the Administrative offices.
- Seat students appropriately at the professor's and proctor's discretion.

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3.4. Any change in the seating arrangements during the examination is at the professor's and proctor's discretion.

3.5. Before the exam papers are distributed, the Examiners must check that all books and notes are removed from the students' desks with the exception of those explicitly referred to in the analytic exam program.

3.6. The exams papers must:

- be adequate in number
- list the examiner's name, course information and examination period.

3.7. Care should be taken that exam topics meant to be read loud are audible by all students and especially by those who may have hearing impediments.

3.8. Care should be taken that exam topics meant to be read by students are visible and legible from every post in the exam room and stay on the board throughout the duration of the exam, unless different procedures are required (and have been previously communicated to the students).

**4. The Examination Procedure**

4.1. The examination begins with the distribution of the exams or by writing the exam topic on the board.

4.2. Examinees may ask question after they have read the topics.

4.3. Leaving the classroom and then returning to continue taking the exam is forbidden. The examiner and the proctors may exercise discretion in allowing students to do so under special circumstances.

4.4. Copying from students or other forms of cheating are forbidden. Proctors have a choice between initialing the exam copy of students considered to be copying or cheating, or taking the students' exams and informing them that they have failed.

4.5. Proctors should fulfill their duties discreetly allowing students to concentrate; they maintain the right to re-seat individual students.

4.6. Examinees are to be informed 15 minutes prior to the conclusion of the exam.

4.7. Examinees hand in their exam copies at the end and sign the roll sheet. Proctors must confirm the student's identification, cross out all empty sections and initial the exams in view of the examinee. Proctors count the exam papers and hand them in to the examining professor. Necessary paperwork is completed and given to the Secretariat.

**5. Examination Interruption**

5.1. Only under extreme circumstances that hinder examinees' concentration, cause commotion, stress, or render completing the exam impossible the exam may be interrupted, with the mutual consent of the examiner, proctors, and student representative (if available). An ad hoc committee consisting of the proctors, the Professor conducting the exams and the representative of the students' is convened to decide upon the matter.

5.2. In such cases, a re-examination is scheduled during the current examination period. The General Assembly determines if the re-examination can be scheduled outside the examination period.

5.3. Examinees having completed the exam need not re-sit it. The examining professor maintains the right to accept the sections of the exams completed by the students and modify the re-sit exam.

**6. Examination Cancellation**

6.1. An exam can be cancelled if the examinees had previous knowledge of the topics or failed due to proven accountability of the examining professor or proctors.

6.2. The General Assembly decides upon such matters after a report by the Department's President or the

Administrative Council. The exam is then re-scheduled.

## **7. Exam Participation Rights**

7.1. The FME students who have registered in the courses during any given semester can then take the courses' exams. During the September examination period, students may participate in exams for courses they had registered for during the two preceding semesters.

7.2. Students may justify their absence from an exam due to serious reasons (e.g. health problems). Students may participate in supplementary exams with the written consent of the examining professor and the approval of the Head of the Department.

7.3. In such cases, and given the Head's consent, students can be examined individually in view of guaranteeing equal chances to all.

## **8. Supplementary Examination Sessions for Graduating Students**

If a graduating student has only one course to pass to fulfill curriculum requirements for graduation, he/she is entitled to sit an additional examination after the scheduled examination period.

The procedure is initiated by the student as a relevant application must be submitted to the Secretariat. Verification must be carried out that it is indeed his/her last course to be examined. Exam scheduling is then agreed upon with the examining professor.

Upon completion of the exam organized by the Secretariat in collaboration with the responsible member of the Faculty, an additional score form is filled in and attached to the results of the corresponding exam period.

Also, pursuant to the Ministerial Decree no 160 (Institutional Framework concerning the Operation of Universities, no220/03.11.2008) Chapter 7, article 37 § 3, "Students who have attended the necessary minimum number of semesters and the necessary minimum number of courses or modules for graduation can participate in all the exam sessions where said courses are examined, regardless of semester."

## **9. Exam Results**

9.1. Professors are under the obligation to submit grades within 15 working days after the conclusion of the examination period. A report is then to be presented to the General Assembly about the examination procedure including statistical analysis of students' attendance and results.

9.2. Students have the right to discuss their exam performance with the professor on scheduled dates posted along with the results. No third party is privy to this information unless he/she has a written consent form by the student in question.

9.3. If the explanations offered by the professor are deemed unsatisfactory and the proper application is submitted within 30 days of the grades' announcements, students have the right to refer the matter to a committee comprised of the President, Vice-President and the examining professor.

9.4. Examining professors submit the students' exam copies to the Secretariat 30 days after the grades are announced.

9.5. A file of exam topics may be compiled with the help of the administrative staff.

## **10. Examiner's Duties and Obligations**

10.1. 20 days before the end of the semester the examiners should inform the Secretariat about the 4 consecutive days period during which the exam of their courses is to be scheduled.

10.2. Examiners must announce 20 days before the end of the semester the following:

- Material to be examined

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- Bibliography
- Manner of examination (oral, written)
- Materials needed during the exam

10.3. Proctoring exams is the teaching faculty's responsibility. Instructors are required to proctor at least two exams other than their own.

10.4. Postgraduate students and doctoral students may assist professors in proctoring exams in accordance with the instructions received from the latter.

10.5. If the examining professor is absent due to extenuating circumstances, the exam may be conducted under the supervision of a designated instructor with the consent of the President.

**11. Examinee's Duties and Obligations**

11.1. Examinees must carry their academic identification card for inspection by the proctors before and during the exam.

11.2. Examinees should follow examination procedures, so as not to disturb other examinees.

11.3. Examinees must comply with proctors in regards to the seating arrangement during the exam.

**12. Abiding by the Regulations**

12.1. The General Assembly is responsible for the interpretation and the general adherence to examination regulations.

12.2. Violations, misinterpretations, objections and sanctions are to be decided upon by the General Assembly.

12.3. Objections may be oral in the course of the exam, upon which the relevant document is completed and signed by the student representative and proctors, or in written form submitted by any student, faculty member, or administrative staff member. Objections are decided upon after the conclusion of the examination period and before the grades are announced.

12.4. Appeals are accepted only in the time span between one meeting of the General Assembly and the next.

12.5. The President or the Administrative Council of the Department can, if deemed necessary, propose sanctions to the applicable decision-making bodies.

12.6. The issue may be furthered by appealing to the General Assembly.

12.7. The Student Association designates a student representative for each exam. The list of representatives is submitted to the Secretariat before the examination schedule is posted. The student representative may exercise rights only if he/she is present in the classroom from the onset of the exam. The representative's mission is to contribute to the adherence of the examination regulation in the spirit of cooperation and responsibility.