



**ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΠΕΛΟΠΟΝΝΗΣΟΥ**  
UNIVERSITY *of the* PELOPONNESE

**ΠΑΝΕΠΙΣΤΗΜΙΟ ΠΕΛΟΠΟΝΝΗΣΟΥ**  
**ΣΧΟΛΗ ΔΙΟΙΚΗΣΗΣ**  
**ΤΜΗΜΑ ΛΟΓΙΣΤΙΚΗΣ ΚΑΙ ΧΡΗΜΑΤΟΟΙΚΟΝΟΜΙΚΗΣ**

**POSTGRADUATE STUDIES PROGRAMME GUIDE**  
**EXECUTIVE MBA IN FINANCIAL PLANNING**  
**(ΔΙΟΙΚΗΣΗ & ΧΡΗΜΑΤΟΟΙΚΟΝΟΜΙΚΟΣ**  
**ΣΧΕΔΙΑΣΜΟΣ ΓΙΑ ΣΤΕΛΕΧΗ ΔΗΜΟΣΙΟΥ &**  
**ΙΔΙΩΤΙΚΟΥ ΤΟΜΕΑ)**

## **Kalamata 2023**

### **PART ONE**

### **INFORMATION ABOUT THE FOUNDATION**

#### **1. Name and Contact Details**

The University of Peloponnese, Rectorate of the University of Peloponnese

Erithrou Stavrou 28 & Kariotaki, 22131, Tripoli

Tripoli: [www.uop.gr](http://www.uop.gr)

#### **2. Academic Principles**

The Rectorate Authorities of the University consists of the Rector and the Vice-Rectors as follows:

##### **2.1. The Rector**

Professor Athanasios Katsis

##### **2.2. Vice-rectors**

###### **Vice-Rector for "Academic and Student Affairs"**

Professor Mavreas Konstantinos

###### **Vice-Rector "Finance and e-Government"**

Professor Tzirtzilakis Efstratios

###### **Vice-Rector for "Administrative Affairs, International Relations and Extroversion"**

Professor Hatzigianni Efthalia

### **3. General description and mission of the Foundation**

The University of Peloponnese was founded to support the country's social, intellectual, cultural, and economic development. Its headquarters are located in the city of Tripoli, but it is developed in a total of six (6) cities (Tripoli, Corinth, Nafplio, Sparta, Kalamata, and Patras). It consists of nine (9) Faculties and twenty-two (22) Departments.

The emblem of the University of Peloponnese is Pelops on a chariot.

In its international relations, the University of Peloponnese's name is "The University of Peloponnese" (UoP).

The mission of the University of Peloponnese is to contribute to the progress of human civilization, by producing new knowledge in collaboration with the wider scientific community, domestic and international, and by fully training its students through modern teaching methods. The University of Peloponnese aspires to transform the educational process into an experiential experience of scientific deepening and research research, focusing on people. It utilizes the capabilities and skills of its teachers, students, and researchers to achieve its goals while encouraging scientific dialogue.

### **4. Establishment-Establishment of Schools**

The University of Peloponnese was established by Presidential Decree 13/2000. Its operation was inaugurated on September 20, 2002.

According to Law 4610/2019, the following Faculties operate at the University of Peloponnese:

1. Faculty of Economics and Technology (Tripoli)
2. Faculty of Health Sciences (Tripoli)
3. School of Humanities and Cultural Studies (Kalamata)
4. School of Agriculture and Food (Kalamata)
5. School of Management (Kalamata)
6. Faculty of Social and Political Sciences (Corinth)
7. School of Fine Arts (Nafplio)
8. School of Human Movement and Quality of Life Sciences (Sparta)
9. School of Engineering (Patras)

## **5. Institutional ECTS Coordinator**

The Coordinator of the European Credit Accumulation and Transfer System (ECTS) of the institution is the respective President of the Quality Assurance Unit (MODIP), who ensures the institution's compliance with the principles and rules of ECTS, supervises their observance and implementation, and is responsible for the full recognition and transfer of credits.

## **6. Information about the Department of Accounting and Finance**

The Department of Accounting and Finance (original name at the time of its establishment - Department of Auditing and Insurance Operations - ELASE) was founded by presidential decree 200/1999 (179 A ) and began operating during the academic year 1999 - 2000, as part of the School of Management and Economics of the TEI of Peloponnese (TEI of Kalamata at that time), along with the existing departments of Management of Health and Welfare Units and Administration of Local Government Units. The department aimed to create specialized executives in the fields of management and management of Financial, Insurance, and Audit services.

The curriculum that was formed with the establishment of the department, was adapted to the data and requirements of the time, with emphasis not only on theory but also on the application of the theoretical knowledge acquired, providing students with the necessary skills for their professional career in the private or public sector. More specifically, the curriculum of the department included the following courses.

After the renaming of the department to "Finance and Auditing" in 2003, the competent bodies of the department, considering the need for its evolution by the requirements of the ever-changing market, began 2012, a series of corrective actions about the courses offered in the curriculum. An effort was made so that these changes do not affect the proper functioning of the department and are unambiguous, so as not to confuse students. Therefore, as part of the effort to modernize the department, it was decided to have two cycles of changes, to achieve a smooth transition for students. The first cycle entered into force from the academic year 2012-2013 aimed to intervene in some distortions that had been created in the curriculum of the department, with the existence, for example, of a fairly significant number of insurance courses, without these being accompanied by the existence of a relevant subject (after the renaming of

the department from ELASE to HRIME). The second cycle of changes was implemented in the academic year 2013-2014, to correspond to the renaming of the department from "Finance and Auditing" to "Accounting and Finance" based on the implementation of the "Athena Plan in Higher Education" (P.D.91 / 5-6-2013-Government Gazette A' 131).

With the recent Law 4610/2019 (Government Gazette A' 70 / 07-05-2019) the Department of Accounting and Finance (based in Kalamata) joined the University of Peloponnese and belongs to the School of Management together with the Department of Business and Organization Administration.

## **7. Department Staff**

The human resources of the department consist of members of teaching and research staff and specifically of professors, associate professors, assistant professors, and lecturers with rich scientific, teaching, and administrative work. The department's staff also includes EDIP members as well as administrative staff.

### **7.1. Academic staff**

#### **4.1.1. Faculty members**

##### Professors

Giakoumatos Stefanos, e-mail: stefanos@go.uop.gr

Makris Elias, e-mail: i.makris@go.uop.gr

Stavrogiannis Stavros, e-mail: [s.stavroyiannis@go.uop.gr](mailto:s.stavroyiannis@go.uop.gr)

##### Associate Professors

Nikolaidis Vasileios, e-mail: v.nikolaidis@go.uop.gr

Spiliopoulos Odysseas, e-mail: o.spiliopoulos@go.uop.gr

##### Assistant Professors

Agoraki Maria-Eleni, e-mail: m.agoraki@go.uop.gr

Giannopoulos Vasileios, e-mail: v.giannopoulos@go.uop.gr

University of Peloponnese, Department of Accounting and Finance

Babalos Vasileios, e-mail: v.babalos@go.uop.gr

Νικολόπουλος Σωτήριος, e-mail: s.nikolopoulos@go.uop.gr

### Lecturers

Lygitsos Alexandros, e-mail: a.lygitsos@go.uop.gr

Μαυριδόγλου Γεωργιος, e-mail: g.e.mavridoglou@go.uop.gr

#### **4.1.2. Laboratory Teaching Staff**

Baketea Stavroula, e-mail: s.mpaketea@go.uop.gr

Συρμαλόγλου Αδαμάντιος, e-mail: a.syrmaloglou@go.uop.gr

#### **4.2. Administrative staff**

Bessis Georgios, e-mail: g.bessis@go.uop.gr

Kostriva Eirini, e-mail: e-kostriva@go.uop.gr

Secretary, e-mail: e-mba@go.uop.gr

## **PART TWO**

### **POSTGRADUATE PROGRAM "MASTER IN BUSINESS ADMINISTRATION & FINANCIAL PLANNING FOR PUBLIC & PRIVATE SECTOR EXECUTIVES"**

#### **1. Structure of the Postgraduate Program**

Since the academic year 2019-2020, the Department of Accounting and Finance of the School of Management of the University of Peloponnese has been organizing and operating a Postgraduate Program entitled: "Master in Business Administration and Financial Planning for Public and Private Sector Executives / Executive MBA in Financial Planning", under the provisions of this decision and the provisions of Law 4485/2017 (A1114) as amended and in force.

#### **2. Object-Purpose**

The Postgraduate Program of the Department of Accounting and Finance of the University of Peloponnese aims to provide specialized knowledge at postgraduate level to graduates of higher education in the field of Business Administration and Financial Planning. In particular, the program aims to meet the needs of the labor market by promoting knowledge and developing the appropriate skills and abilities related to the organization, management, and operation of Enterprises of the private and public sectors, as well as the acquisition of specialized knowledge about the optimal financial strategy of each corporate unit, from finding sources of funding to creating a comprehensive and workable financial planning.

#### **3. Postgraduate Degrees**

The MSc awards a Master's Degree in Business Administration and Financial Planning for Public and Private Sector Executives/"Executive MBA in Financial Planning".

#### **4. Postgraduate Admission Process**

##### ***4.1. Notice/call for expressions of interest***

The Department, on dates set by the Assembly, proceeds to a call for expressions of interest for the next academic year of operation of the Postgraduate Program.

The call shall indicate the conditions of admission, categories of graduates and number of entrants, method of admission, selection criteria, etc., the deadlines for the submission of applications as well as the supporting documents required.

In case the method of admission requires a written examination, the procedure for conducting it should be fully determined: the number and syllabus of the subjects to be examined, the examination dates as well as the way of grading. Applications along with the necessary supporting documents are submitted to the Secretariat of the Department of Accounting & Finance either in printed or electronic form.

#### ***4.2 Submission of applications - Supporting documents***

Candidates' applications must be accompanied by the required supporting documents by the notice.

Necessary supporting documents are:

1. Application form
2. Curriculum vitae detailing the candidate's studies, as well as the candidate's educational, professional, research, and writing activities.
3. Copy of degree/diploma or certificate of completion of AEI studies or copy of the certificate of equivalence of the competent body, according to the applicable provisions, for those coming from foreign schools \*.
4. Transcript of degree.
5. Publications in peer-reviewed journals, if any.
6. Where available, copies of published papers in scientific journals or conference proceedings.
7. Evidence of professional or research activity, if any.
8. Two-sided photocopy of the identity card.
9. Letters of recommendation (two or more) from faculty members or an employer (in sealed envelopes).
10. Certificate of good knowledge of the English language (B2). If the degree has been issued by a Greek institution, a clear photocopy of it is sufficient. If it has been issued by a foreign institution, it must be certified, by the provisions of the applicable legislation.\*\*



11. If available, a copy of a national Postgraduate Degree or a copy of a certificate of equivalence of the competent body, by the applicable provisions, for those coming from foreign schools.
12. If available, certificates of work experience after obtaining the degree (for employees in the private sector) or service status (for employees in the public sector)

\*"Graduate" students may also apply by attaching the transcript of seven (7) semesters of study, provided that they submit by October 15th or the next working day, if it is a public holiday, their degree, or a certificate of successful completion of studies.

\*\* For the certification of language proficiency, the scale, the language qualifications, and the method of proof determined by ASEP the applicable at the time of submission of the application, are adopted.

In case of non-possession of a language qualification, the Selection Committee conducts examinations, through which the candidate's ability to meet the requirements of the MSc is documented.

It is noted that the Assembly of the Department may, by decision, specify/modify the above supporting documents. The decision should be posted on the website of the MSc.

#### ***4.3 Criterias of choice***

The selection of the entrants is based on the criteria (maximum number of points 1000):

1. Degree grade multiplied by 25 points.
2. Certified knowledge of a foreign language: excellent 100 credits, very good 75 credits, good knowledge 50 credits.
3. Possession of a Master's Degree: Doctoral Degree 150 credits, Master's Degree 100 credits (only the higher degree is credited).
4. Professional experience related to the subject of the MSc: 5 credits per month with a maximum of 5 years.
5. Grades in undergraduate courses, which are relevant to the subject of the Postgraduate Program: up to 25 credits.
6. Performance in the Diploma Thesis, where this is provided for in the first cycle of studies: up to 25 credits.

7. Interview: up to 150 points.

The Selection Committee at the interview:

- (a) assesses the ability to think analytically and synthesize knowledge;
- (b) assess the clarity of professional objectives and career motivation.
- (c) evaluates the candidate's ability to respond to the learning process of the Program.
- (d) examine the relevant research or professional activity of the candidate.
- (e) evaluate the letters of recommendation sent.
- (f) evaluates the information indicated in the candidate's curriculum vitae (knowledge of a second foreign language, etc.).

The above selection criteria may be modified by the decision of the Assembly of the Department and are announced on the website of the MSc.

#### ***4.4 Selection procedure***

Based on the established criteria, the Selection Committee draws up the Evaluation Table of the candidates and submits it to the Assembly for approval.

Especially:

1. The Selection Committee initially draws up a complete list of those who have applied.
2. It rejects candidates who do not meet the minimum formal criteria according to Law 4485/2017.
3. It invites the candidates to an interview which is carried out by the members of the relevant Selection Committee.
4. It ranks the candidates and suggests the final selection.
5. It draws up the final selection table. The final list of successful candidates is approved and validated by the Assembly of the Department and is posted on the Department's website.
6. In the event of a tie between the candidate students, those who are tied with the last successful candidate are admitted as supernumeraries.

At the end of the evaluation, a list of candidates is drawn up based on the ranking order. Successful candidates are informed by the Secretariat and are invited to register with the Postgraduate Program within 10 days. Postgraduate

students are enrolled in the Secretariat of the Department upon presentation of the necessary supporting documents. In case of refusal of registration, after the above deadline, the first, second, and so on runners-up are called.

### **5. Duration of studies and acquisition of the Master's Degree**

The duration of the Postgraduate Program is set at three (3) semesters of study. The first (A) and second (B) semesters include the teaching (combination of lectures and workshops, written assignments/exercises, and examinations) of specialized cognitive subjects. The third (C) includes the elaboration of the postgraduate dissertation. The MSc may also be offered as a Part-Time program with a duration of (6) semesters of study.

### **6. Study curriculum**

Regarding the program of study of the MSc, the following applies:

1. The MSc starts in the winter semester of each academic year. By the decision of the Assembly of the Department, the spring semester may begin.
2. To obtain the eMBA, a successful examination in all courses of the program of study, the successful elaboration of the postgraduate dissertation, and the accumulation of 90 credit units (ECTS) are required.
3. In the first semester, the Curriculum includes four (4) compulsory courses of 7.5 ECTS which correspond to 30 ECTS.  
In the second semester, the Curriculum includes two (2) compulsory courses of 7.5 ECTS and two (2) elective courses (out of five (5) offered) of 7.5 ECTS which in total correspond to 30 ECTS.  
Finally, the third semester includes the elaboration of a Diploma Thesis/Postgraduate Thesis which corresponds to 30 ECTS.

The curriculum is as follows:

Table of courses per semester:			
<b>FIRST SEMESTER</b>			
CODE	COURSE TITLE	ΧΑΡΑΚΤΗΡΙΣΜΟΣ ΜΑΘΗΜΑΤΟΣ	ECTS
MBA01	Statistics for Business and Organization Executives	Mandatory	7,5
MBA02		Mandatory	7,5
	General Principles of Management – Strategic Management		
MBA03	Specific Issues of European Union Law (Internal Market)	Mandatory	7,5
MBA04	Administrative Economics	Mandatory	7,5
<b>TOTAL CREDIT UNITS OF THE FIRST SEMESTER</b>			<b>30</b>
<b>SECOND SEMESTER</b>			
CODE	COURSE TITLE	ΧΑΡΑΚΤΗΡΙΣΜΟΣ ΜΑΘΗΜΑΤΟΣ	ECTS
MBA05	Human Resources Management – Organizational Behavior & Conflict Management	Mandatory	7,5
MBA06	General Principles of Accounting	Mandatory	7,5
and a choice of two of the following courses			
MBA07	Operations Research and Decision Making	Elective	7,5
MBA08	Special Issues of Public Law	Elective	7,5
MBA09	Financial Statement Analysis for Financial Decision Making	Elective	7,5
MBA10	Financial Statement Analysis for Financial Decision Making	Elective	7,5
MBA11	Financial Statement Analysis for Financial Decision Making	Elective	7,5
<b>TOTAL CREDIT UNITS OF THE SECOND SEMESTER</b>			<b>30</b>
<b>THIRD SEMESTER</b>			
CODE	COURSE TITLE	ΧΑΡΑΚΤΗΡΙΣΜΟΣ ΜΑΘΗΜΑΤΟΣ	ECTS
MBADISS	Εκπόνηση Μεταπτυχιακής Διπλωματικής Εργασίας	Υποχρεωτικό	30
<b>ΣΥΝΟΛΟ ΠΙΣΤΩΤΙΚΩΝ ΜΟΝΑΔΩΝ Γ' ΕΞΑΜΗΝΟΥ</b>			<b>30</b>

By decision of the competent bodies, the course schedule may be modified and redistributed between semesters.

Courses are taught using flexible training methods. In this context, the eMBA takes advantage of new technologies in order to allow employees and students residing far from the headquarters of the MSc (Kalamata) the opportunity to participate in the program, introducing the student to the logic of modern online collaboration tools.

The eMBA uses a modern distance learning platform and provides complete educational material for all weeks of teaching. In detail, every educational week the student has access to:

- on the slides of the weekly material
- in a video that is analyzed in detail part of the material that is considered difficult to understand for the student
- Indicative questions and answers for understanding the material
- Questions with multiple choice of answers for self-assessment of the student

There is also a scheduled meeting every week (in person and/or via teleconference), during which the instructor presents the theory and resolves students' questions on the weekly material.

In addition, each semester and per course, the student must prepare and deliver 2 Written Assignments (WA). The assignments are graded out of 10 and the student must collect at least 10 in all two assignments in order to be eligible to participate in the final examination of the course. For this reason, out of the total weekly courses, 2 courses will focus on deepening and preparation (MEP) where instructions and directions for the successful completion of written assignments will be given.

The final examination and, if the instructor decides, the intermediate examination are mandatorily written and always take place with the personal presence of the examinee.

The progress check exams (i.e. the final exam and if the teacher decides and the intermediate exam) are mandatory written and are always held with the personal presence of the examinee.

## **7. Number of Students**

The number of students admitted to the MSc for the acquisition of a BMI is set at a maximum of 60 people per year. The exact number of entrants for each academic year is determined by a decision of the Assembly of the Department.

## **8. Continuing Education**

The Postgraduate Program can prepare continuing education programs in accordance with the applicable provisions.

## **9. Operation of Postgraduate Programs**

Postgraduate students have the privileges, facilities, and obligations of undergraduate students, until the expiration, if any, granted extension of the study, which are defined by the applicable legal provisions.

Postgraduate students are obliged to attend the lectures, lectures, and other activities provided for each course. At the beginning of each academic year, the assembly of the department decides the minimum attendance limit for each course. In case the student does not cover the minimum attendance then he will have to attend the course again with the payment of the corresponding tuition fees.

The courses are taught during the weekend and the language of instruction is Greek.

At the beginning of each academic semester, and before the beginning of the courses, the following are determined and posted on the website of the Postgraduate Program:

- the dates of registration of students, as well as the procedure for registering the courses that will be selected in each semester
- the timetable of the period, which includes the days and hours of instruction of the courses, the dates of other events or obligations, the start and end dates of the teaching periods, the dates of delivery of written assignments (GIs), examination periods, holidays, etc.

All educational activities (e.g., teaching, assignments and examination of courses, assignment, and examination of postgraduate theses) take place within the time frame of the annual academic calendar set by the Senate.

The examination periods are for the winter and spring semesters, as well as the repeat examination period for September and, are identical to the examination periods of the undergraduate programs of study, as defined each time in the Academic Calendar of the Institution.

If a student fails a course, he/ she may be re-examined in this course at the

(repeated) examination or period in September.

In case of failure in the repeat examination, then the student is obliged to re-register and attend the course from the beginning once again and to be re-examined within the next academic year, provided that the maximum duration of the course as defined in article 7.1 of the Regulation of Studies is respected. In particular, the student may be examined, upon application, by a three-member committee of faculty members of the School, who have the same or related subject matter as the course under examination and are appointed by the Assembly of the Department. The teacher in charge of the examination of the course is excluded from the committee. If the student does not submit an application within 15 days from the date of announcement of the score in the examination, or if he fails the examination by the three-member committee, then it is proposed to permanently remove him from the postgraduate program.

Postgraduate students admitted to the MSc are obliged to:

- The courses of the curriculum are followed regularly and continuously.
- submit within the prescribed deadlines the required assignments for each course,
- arrive on the scheduled dates of the exams

## **10. Disciplinary sanctions**

Any kind of copying in the assignments, the final examination, or the dissertation, inappropriate behavior in general, and other similar behaviors constitute serious offenses that are referred to the Coordinating Committee to be examined and to make a recommendation to the Assembly of the Department for taking measures.

## **11. Examinations and student grades**

The evaluation of student's performance in each course is done through examinations that can be written, oral, laboratory, compulsory/optional assignments, multiple choice questions, or any combination of these.

The evaluation and grading of each course is the sole responsibility of the teacher. The evaluation criteria are clearly defined, and communicated at the beginning of the academic semester by the instructor (person in

charge/coordinator) of the course and are also listed in the description form of each course, according to the ECTS standard (syllabus), which is posted on the website of the Postgraduate Program.

The final grade of each course is derived from the total performance of the student in specific areas (e.g. written assignments, exams) according to the instructions provided by the instructor at the beginning of the semester. The minimum acceptable course grade is five (5.00), out of ten (10.00).

The final grade is submitted within 20 days of the completion of the last assessment activity.

## **12. Evaluation of Courses and Teachers**

At the end of each semester, the courses and teachers are evaluated, electronically, by the postgraduate students in accordance with the procedures established by the Institution under the supervision of the Quality Assurance Unit (MODIP).

The evaluation of the courses is done through the integrated Information System of MODIP. This system is connected to the electronic secretariat system of the Institution and each student can evaluate from any computer the courses he has declared while maintaining his anonymity. Students are notified by the secretariat of the Postgraduate Program about the start and end time of the evaluation period and receive detailed instructions on how to conduct it, and the duration of the evaluation period is two weeks. The evaluation form covers the course at least in terms of content, teaching style, and teaching materials.

The O.E.A. of the Department has access to the integrated Information System of MODIP. statistics for the evaluation of the courses he/she processes and then submits a recommendation to the competent bodies. The results of the evaluations are also communicated to the Coordinating Committee for processing. At the same time, MODIP. processes the results of the previous evaluation periods and the relevant statistical data are posted on the website of the MODIP.

The results of the evaluation are communicated to the Director of the MSc, to the OMEAA of the Department and to each teacher separately.



### **13. Elaboration of a master's thesis**

In the third (3rd) semester of the Program, the elaboration of the postgraduate dissertation is foreseen.

The postgraduate student has the right to submit a subject, provided that he/she has completed all the courses of the first two (2) semesters. Submits an application stating the proposed title of the dissertation, and the proposed supervisor and attach a summary of the proposed thesis, to the Secretariat of the Postgraduate Program.

The Coordinating Committee, following the application of the interested party, which states the proposed title of the dissertation, the proposed supervisor and attaches a summary of the proposed thesis, appoints its supervisor and establishes the three-member examination committee for the approval of the thesis, one of the members of which is the supervisor.

The other two members of the Three-Member Examination Committee may be from all categories of teachers who have undertaken teaching work at the Postgraduate Program by article 36 of Law 4485/2017. Each teacher of the Postgraduate Program may undertake the supervision of up to ten (10) dissertations per year.

In exceptional cases of objective inability to exercise supervisory duties for a long period or the existence of another important reason, the Coordinating Committee, assessing the circumstances, may, upon justification of its decision, replace the supervisor or Member of the Three-Member Examination Committee.

By the decision of the Assembly of the Department posted on the website of the Postgraduate Program, the detailed specifications of the postgraduate dissertations (e.g. cover, line spacing, font, etc.) are determined.

The language for writing the MSc thesis can be Greek or English.

For the thesis to be approved, the postgraduate student must defend it before the Three-Member Examination Committee.

After the end of the writing period of the Postgraduate Diploma Thesis and after the agreement of the supervisor, students deliver electronically or in print a copy of it to the members of the Examination Committee. It should be noted that the submission of the Postgraduate Diploma Thesis to the members of the Committee should take place at least 15 days before the beginning of the

presentation period. Otherwise, the members of the Selection Board may refer the examination to a subsequent examination period. In any case, the examination of the Postgraduate Diploma Thesis must be successfully done within the maximum time limit of studies provided, otherwise, the student is deleted.

Postgraduate students support their Diploma Thesis publicly. The date of the support is announced by the Secretariat of the Postgraduate Program. The Diploma Thesis is examined by a three-member Examination Committee, in which the supervisor and two other teachers of the Postgraduate Program participate. For the approval of the Diploma Thesis, the consent of at least two members of the Committee is required. After its examination and approval, the corrected final version of the Diploma Thesis is submitted by the candidate in electronic form in four copies and two CDs to the Secretariat of the Postgraduate Program.

In case of negative judgment, the candidate is given two (2) months to make corrections by the observations of the Selection Board. In case of a new negative judgment, the student is permanently deleted.

Postgraduate dissertations, if approved by the examination committee, must be posted in the Institutional Repository.

## **14. Management of Postgraduate Programs**

For the organization and operation of the Postgraduate Program, the competent bodies/committees are:

### **14.1 Senate**

The Senate is the competent body for academic, administrative, organizational and financial issues of the Postgraduate Program. and exercises those responsibilities relating to the Postgraduate Programmes which are not specifically assigned by law to other bodies.

More specifically, the Senate of the Higher Education Institution (HEI) has the following responsibilities:

- a) approves the establishment of a Postgraduate Studies Program (MSc) or the amendment of the decision establishing the Postgraduate Program,
- b) approves the extension of the duration of the operation of the Postgraduate Programmes,
- d) decides to abolish the Postgraduate Programmes offered by the HEI.

#### **14.2 Postgraduate Studies Committee**

The Committee for Postgraduate Studies (E.M.S.) is established by decision of the Senate following a proposal by the Deans of the Faculties of the Institution. The Postgraduate Studies Committee consists of one (1) member of the Teaching Research Staff (T.E.P.) from each School of the HEI, one (1) member coming from the categories of members of Special Educational Staff (E.E.P.), Laboratory Teaching Staff (E.D.I.P.), and Special Technical Laboratory Staff (E.T.E.P.) of the HEI and the Vice-Rector, who is responsible for academic issues, as President. The Committee for Postgraduate Studies has the responsibilities provided for in paragraph 2 of article 792 of the law.4957/2022. The members of the Committee have experience in organizing and participating in second cycle study programs. The term of office of the Committee is two (2) academic years.

The responsibilities of the H.M.S. are:

- a) the submission of an opinion to the Senate of PAPEL for the establishment of new Postgraduate Programs or the modification of the already operating Postgraduate Programs, after evaluating the requests of the Assemblies of the Departments for the establishment of new Postgraduate Programs, the relevant feasibility and viability reports and the costing of the operation of the Postgraduate Program, as well as their referral, if the recommendation is not sufficiently justified or the accompanying reports are not complete,
- b) the preparation of a draft Regulation for second and third cycle programs of study of the HEI and its submission to the Senate,
- c) the elaboration of a model draft Regulation for the operation of the Postgraduate Program,
- d) the control of compliance with the Regulations of the Postgraduate Programs,
- e) the monitoring of the implementation of the legislation, the Regulation and the decisions of the governing bodies of the HEI by the Postgraduate Programmes,
- (f) monitoring the implementation of the procedure for exemption from the obligation to pay tuition fees;
- g) any other responsibility defined by the Rules of Procedure of the Foundation.

#### **14.3 Assembly of the Department**

The Assembly of the Department is responsible for the organization, administration and management of the Postgraduate Program and in particular:

- a) make recommendations to the Senate through the E.M.S.
  1. the necessity of establishing / amending the decision establishing the Postgraduate Program, as well as the extension of the duration of the Postgraduate Program,
  2. the Rules of Procedure of the Postgraduate Program as well as any issues referred to in paragraphs (a) to (p) of para. 3 and 4 of article 80 of Law 4957/2022 (A' 141).
- b) establishes Committees for the evaluation of the applications of prospective postgraduate students and approves their enrollment in the Postgraduate Program,
- c) assigns the teaching work to the teachers of the Postgraduate Program,
- d) establishes examination committees for the examination of postgraduate students' dissertations and appoints the supervisor per thesis,
- e) ascertains the successful completion of studies, in order to be awarded the title of the Postgraduate Program,
- f) approves the report of the Postgraduate Program,
- g) may assign auxiliary teaching work in the context of courses of the Postgraduate Program to doctoral candidates of the Department, under the supervision of a teacher of the Postgraduate Program,
- h) approves the invitation of Visiting Professors to meet the teaching needs of the Postgraduate Program, upon the recommendation of the S.E.,
- i) exercise any other competence provided for by the provisions of Law 4957/2022 (A' 141),

By decision of the Assembly of the Department, the responsibilities of per. b) and d) may be transferred to the S.C. of the Postgraduate Program.

#### **14.4 Coordinating Committee (S.E.)**

The Coordinating Committee consists of the Director of the Postgraduate Program and four (4) members of the Teaching and Research Staff of the Department, who have a related subject to that of the Postgraduate Program and undertake teaching work in the Postgraduate Program. The S.E. is responsible for monitoring and coordinating the operation of the program and in particular:

- a) prepares the initial annual budget of the Postgraduate Program and its amendments, provided that the Postgraduate Program allocates resources by article

84 of the Law. 4957/2022, and recommends its approval to the Research Committee of the Special Account for Research Funds (ELKE),

b) prepares the report of the program and recommends its approval to the Assembly of the Department,

c) approves the conduct of expenses of the Postgraduate Program,

d) approves the granting of scholarships, whether contributory or not, by the provisions of the decision establishing the Postgraduate Program and the Regulation of postgraduate and doctoral studies,

e) recommends to the Assembly of the Department the distribution of teaching work, as well as the assignment of teaching work to the categories of teachers of article 83 of the law. 4957/2022,

f) recommends to the Assembly of the Department the invitation of Visiting Professors to meet the teaching needs of the Postgraduate Program,

g) prepares a plan for the modification of the curriculum, which it submits to the Assembly of the Department,

h) recommends to the Assembly of the Department the redistribution of courses between academic semesters, as well as issues related to the qualitative upgrade of the curriculum.

#### **14.5 The Director of the Postgraduate Program**

The Director of the Postgraduate Program comes from the faculty members of the Department as a priority professor or associate professor and is appointed by the decision of the Assembly of the Department for a two-year term, with the possibility of renewal without limitation.

The Director of the Postgraduate Program has the following responsibilities:

a) presides over the S.E. as well as draws up the agenda and convenes its meetings,

b) proposes the issues related to the organization and operation of the Postgraduate Program to the Assembly of the Department,

c) recommends to the S.E. and the other bodies of the Postgraduate Program and the HEI issues related to the effective operation of the Postgraduate Program,

d) is the Scientific Coordinator of the program by article 234 of the law. 4957/2022 and exercises the corresponding powers,

e) monitors the implementation of the decisions of the bodies of the Postgraduate Program and the Internal Regulation of postgraduate and doctoral programs of

study, as well as the monitoring of the implementation of the budget of the Postgraduate Program,

f) exercises any other competence, which is defined in the decision establishing the Postgraduate Program.

#### **14.6 Examination/Selection Committee for Postgraduate Candidates**

The Committee consists of at least three faculty members of the Department and is appointed by the decision of the Assembly of the Department.

The Commission shall be responsible for:

- Evaluation of all submitted supporting documents, by the applicable legislation and academic criteria.
- Check language proficiency.
- Conducting face-to-face interviews, where applicable.

The final ranking of the Candidates based on the list of criteria of the program and the proposal for the selection of Candidates based on this ranking are submitted for validation to the Assembly of the Department.

#### **15. Teaching Staff**

The Postgraduate Program employs as teaching staff faculty members of the Department of Accounting and Finance and other departments of the University of Peloponnese or other departments of domestic Universities, as well as other categories of teachers by the applicable provisions. The assignment of teaching is made by the decision of the Assembly of the Department.

By decisions of the Assembly and by the applicable legislation, the specific conditions and the procedure for invitations from the country or abroad are defined, as well as the specific terms of employment and any issue related to visiting teachers. Also, in the same way, the specific terms and conditions for the participation of emeritus professors or non-attached faculty members in postgraduate programs are defined.

#### **16. Administrative support of Postgraduate Programs**

The Secretariat operates with an experienced employee who handles current issues at administrative, academic and financial level, in order to ensure its uninterrupted

operation. The work concerns the teaching staff, the students, the program, the contacts with the collaborating services and institutions as well as to undertake the public relations and the events of the program.

More specifically, at an academic level, it deals with student registration, the operation of the electronic secretariat, the maintenance of a printed and electronic file, the granting of certificates, certificates and degrees, the communication and information of students about the operation of the Program. At an administrative and financial level, it deals with the observance of the minutes of the Coordinating Committee of the MSc, the drafting of the teachers' budgets and contracts, the purchase of services or materials in relation to the needs of the program.

The Secretariat of the MSc may recruit employees with an employment relationship with an IDOX or a project contract, provided that the own resources of the program from which their remuneration will be paid are sufficient. The position reports to the Director of the MSc.

The employee of the Secretariat is recruited with objective and fair procedures by the Coordinating Committee of the MSc, the Assembly of the Department of the postgraduate program through the Research Committee of the University of Peloponnese. The minimum qualifications required are: (a) possession of a first-cycle university degree from a national or foreign equivalent institution, (b) knowledge of a foreign language of English or French, (c) possession of a master's degree (relevant to education) and (d) relevant administrative (work) experience in Postgraduate Programs. The Assembly of the Department decides on the additional qualifications.

### **17. Parallel educational and research activities**

The Postgraduate Program may also undertake parallel educational and research activities such as (a) organization of conferences, workshops, lectures, and symposia, (b) operation of fast-paced educational programs of general or specialized nature, (c) in-house training of executives, (d) publication of books, notes, monographs, special studies, etc., (e) undertaking of research programs, etc.

### **18. Financial resources**

The funding of the MSc may come from:

- a) the budget of the HEI and its affiliated bodies (article 43, Law 4485/2017),
- b) the budget of the Ministry of Education, Research and Religious Affairs,

- c) donations, benefits, bequests, and all kinds of sponsorships of public sector bodies, as defined in paragraph (a) of para. 1 of article 14 of law 4270/2014 (A' 143), or the private sector,
- (d) resources from research programs;
- (e) resources from programs of the European Union or other international organizations;
- f) part of the revenues of the Special Accounts for Research Funds (ELKE) of HEIs,
- g) tuition fees, paid by the participants in the Postgraduate Program of € 3,500,
- (h) any other lawful source.

### **19. Tuition fees**

Postgraduate students are required to pay tuition fees. The amount of the prescribed tuition fees for the entire program is set at € 3,500.

It is possible to pay them in installments on the dates specified by the Secretariat. The payment of the tuition fees is made to the Special Account for Research Funds (ELKE) which is responsible for their management.

According to article 86 of Law 4828/2022, a prerequisite for the granting of the right to free study due to economic or social criteria is the fulfillment of conditions of excellence during the first cycle of studies, which corresponds at least to the possession of a grade equal to or greater than seven and a half with excellent at ten (7.5/10), otherwise, this criterion is applied proportionally according to the respective evaluation scale, if the degree presented has been awarded by a foreign institution. In this case, the student of the Postgraduate Program who meets the criteria as mentioned in Law 4828/2022 has the right to free study.

The application for exemption of tuition fees is submitted by the interested party to the Secretariat of the Postgraduate Program after the completion of the selection process of the students. The examination of the criteria for exemption from tuition fees is carried out by the Assembly of the Department and a reasoned decision is issued on the acceptance or rejection of the application. The financial status of a candidate is in no way a reason for not being selected for a Postgraduate Program. The possibility of exemption from the obligation



to pay tuition fees is provided exclusively for studying in one (1) Postgraduate Program organized by a domestic HEI.

The total number of students studying free of charge may not exceed the number corresponding to thirty percent (30%) of the total enrolled students per academic year. If the number of beneficiaries of the exemption exceeds the percentage hereof, the beneficiaries shall be selected in descending order until the number is reached.

## **20. Consecration**

The consecration and award of the Diplomas of Postgraduate Studies (D.M.S.) take place in public in a special ceremony before the Rector's Authorities and the President of the Department. If the consecration and award of the Postgraduate Diplomas take place at the same time as the award of the degrees of the first cycle of studies of the Department, then during the ceremony the graduates of the Postgraduate Program precede the graduates of the Department. The names of the graduates are approved by the Assembly of the Department which certifies the successful completion of the course to be awarded the D.M.S. The type of D.M.S. follows the standards of the University of Peloponnese.

## **21. Financial management of the Postgraduate Program**

The revenues of the MSc are managed by the ELKE of the University of Peloponnese and are distributed as follows:

(a) Seventy percent (70%) of the total revenues for operating expenses of the program which are divided into costs of teaching, administrative and technical support, travel, equipment, software, consumables, scholarships to postgraduate students, and other expenses. The compensation costs of the regular teaching, technical and administrative staff of the Institutions concern work that exceeds their legal obligations.

b) Thirty percent (30%) of the total revenues to cover the operating expenses of the Institution, with priority given to covering the needs of postgraduate programs that operate without tuition fees.

The above allocation does not apply in the case of donation, bequest, or sponsorship for a specific purpose, as well as for government grants.

The Department must annually publish, by posting on its website, a statement of revenues - expenses, indicating the distribution of expenses per category, and in particular the number of tuition fees, the fees of the teachers of the Postgraduate Program, and the number of teachers who received them.

## **22. Logistics**

The Postgraduate Program operates at the premises of the Department of Accounting and Finance of the University of Peloponnese with the existing equipment that is sufficient for the needs of the program.

The Department is housed in modern building facilities located in Antikalamos (within walking distance from Kalamata). These facilities adequately cover the educational and scientific needs of the department as it has:

1. Seven (7) classrooms and four (4) auditoriums in which teachers have the opportunity to use supervisory and other teaching aids, such as projectors, and sound and microphone installations. Also at the disposal of the Department, there are two (2) multipurpose rooms and a central amphitheater used for the organization of workshops, seminars, and conferences.
2. Six (6) educational computer laboratories are used for the laboratory training of students but also in the context of the wider educational and administrative operation of the Department. The laboratories have a permanent internet connection.
3. Students of the department can use specialized Enterprise Resource Management (ERP) software, statistical and econometric analysis software (SPSS, Limdep, etc.) as well as the business data database (ICAP Data. Prisma), accessed from the computers of the laboratories and the library.
4. Conference room with state-of-the-art equipment for the general meetings of the department.
5. A modern library, that is a member of the network of Greek academic libraries (Heal-link). Its collection of Greek and foreign book titles, as well as scientific journals, is sufficient.

### **23. Transitional provisions**

Any issues not regulated in this decision will be regulated by the Postgraduate Studies Regulation and the competent bodies, by the legislation.