



**HELLENIC REPUBLIC
TEI of CENTRAL MACEDONIA**

**FACULTY OF ADMINISTRATION AND ECONOMICS
DEPARTMENT OF ACCOUNTING AND FINANCE**

Terma Magnisias, 62124 – Serres - Greece– TEL.: (+30)2321049136 – FAX: (+30)2321049155 – <http://accounting.teiser.gr>

DIPLOMA SUPPLEMENT

This Diploma Supplement model was developed by the European Commission, the Council of Europe and the UNESCO/CEPES. The purpose of the Supplement is to provide sufficient and independent data so the international “transparency” and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.) are improved. It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. This supplement is free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections is provided. Wherever there is no information, an explanation is provided.

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- 1.1 Family name(s) : _____
1.2 Given name(s) : _____
1.3 Place, Country of birth: _____
1.4 Date of birth (day/month/year): _____
1.4 Student identification number or code: _____

2. INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of the qualification and (if applicable) the title conferred (in original language):
Bachelor’s Degree in Accounting and Finance (Ptychio Logistikis kai Crhmatooikonomikis)
2.2 Main field(s) of study for the qualification:
Accounting and Finance
2.3 Name and status of the awarding Institution (in the original language):
TEI of Central Macedonia – TEI Kentrikis Makedonias, Public Higher Education Institution – Dimosio Idryma Anotatis Ekpaideusis, Legal Entity of Public Right – Nomiko Prosopo Dimosiou Dikaiou.
2.4 Name and status of the institution (if different from 2.3) administering studies (in the original language):
As in 2.3
2.5 Language(s) of instruction / examination:
Greek

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

- 3.1 Level of qualification:
Undergraduate Studies - Bachelor’s Degree (1st Cycle of Studies)
3.2 Official length of the programme:
8 Semesters, 240 Credit Units (ECTS)
3.3 Access requirement(s):
Panhellenic entry examinations for the holders of the School-leaving Certificate (“Apolytirio”) or those who belong to special categories or have undertaken examinations under the classification system.

4. INFORMATION ON THE CONTENTS AND THE RESULTS GAINED

4.1 Mode of study:

Full-time education

4.2 Programme requirements:

Holder of the undergraduate degree becomes this candidate who studied for **(8)** semesters, completed his/her work placement (wherever it is required), was examined successfully on **(39)** number of courses - **(35)** number of obligatory courses and **(4)** number of optional ones - and submitted and defended successfully his/her Thesis. In order for a Bachelor's Degree to be awarded, **240** credit units ECTS are required.

Upon the completion of their study, the graduate has the necessary scientific knowledge in the fields of Economy and especially accounting and finance, and technological knowledge and skills to be active professionally in all areas of the Department's field, or as an executive accounting firms, organizations and services in the private and public sector, either as self-employed.

In particular, the graduate of the Department of Accounting and Finance TEI Central Macedonia has the ability to:
Maintain accounting books and records of all categories according to the tax legislation and International Accounting Standards (IAS).

Prepare and analyze financial statements and detailed statements, establish businesses and organizations budgets.

Apply principles and cost accounting and valuation methods, and finance and investment management, utilization of national and EU funds to finance them.

Prepare financial studies and provide financial advice.

Apply internal and external audit procedures and legislation related to accounting, tax, labor and commercial matters.

Be cognizant of modern applications of Information Science in Accounting and Finance and general Accounting Information Systems.

Interpret and analyze the accounting and financial data of enterprises and organizations in the broader domestic and international macroeconomic and microeconomic environment and prepare relevant reports and studies.

Utilize modern statistical and economic methods of study and research of issues related to accounting, organization and business management, production process, market research and their technological applications.

4.3 Programme details (e.g., modules or units studied) and the individual grades / marks / credits units obtained (if this information is available on an official transcript, this should be used here):

The courses on which the Bachelor's graduate was examined and got a "pass" or a passable grade are the following:

MODULE NAME	MODULE CODE	Hours per week	Credit Units	ECTS Credits	GRADE	Exam Period	ECTS Grading
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---

Title of the Undergraduate Thesis: _____ (The thesis was supported before three-member committee).

The Practical Training (6-month duration) took place at the COMPANY / ORGANISATION _____

ECTS grading follows the scheme:

ECTS grading	% of students who normally acquire this grade	Definitions
A	---	PASS
B	---	PASS
C	---	PASS
D	---	PASS
E	---	PASS
FX	---	FAIL
F	---	FAIL

The following sources were used to apply ECTS grading:

- Crocker, L. & Algina, J. (1986). "Introduction to classical and modern test theory." New York: Harcourt Brace Jovanovich College Publishers
- http://en.Wikipedia.org/wiki/Percintile_rank

4.4 Grading Scheme and, if available, grade distribution guidance:

According to the Studies Regulation of the Institution, the grading scale is from 1 to 10 and grades of a successful examination are considered those equal to or greater than 5. The final average grade of the diploma (or degree) is characterized as:

- a) "Excellent", for grades from 8.50 to 10
- b) "Very Good", for grades from 7.00 to 8.49
- c) "Good", for grades from 5.00 to 6.99

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

5. . INFORMATION ABOUT THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study:

The Bachelor's Degree offers the opportunity to its holder to acquire access to Postgraduate Studies

5.2 Professional status:

Holders of the Bachelor's Degree receive special permit to work as Accountants – Tax Specialists, according to P.D. 340/98, which was issued under Law 2517/97.

6. ADDITIONAL INFORMATION

6.1 Additional information:

No additional information

6.2 Further information sources:

<http://www.europa.eu.int>, the webpage of European Union educations issues

<http://www.ypepth.eu>, the webpage of the Greek Ministry of Education

7. CERTIFICATION OF THE SUPPLEMENT

7.1 Date: _____

7.2 Name and Signature: (by order of the President)

7.3 Capacity: The Head of the Department

7.4 Official seal:

8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM