



University of Piraeus University Guide



Welcome Message

Dear Students,

It is my pleasure to welcome you all to the University of Piraeus, one of the leading Academic Institutions in Greece.

In our University, research, academic knowledge and practice are combined in order to create the most appropriate conditions for our students to reach their full potential and become the leaders of tomorrow.

I wish you a fruitful stay in our country and in our University, full of life– changing and personality– shaping experience.

Prof. Pantelis Pantelidis,

Deputy Rector of the University of Piraeus



The premises of the University of Piraeus

- Central Building Karaoli & Dimitriou 80
- Tsamadou str, Building
- Lampraki 21 str, Building
- Androutsou str, Building
- Lampraki 126 str, Building
- Zeas str, Building

The History of the University of Piraeus

The University of Piraeus was founded as a "School of Industrial Studies" in 1938 by the Association of Industrialists and Craftsmen, in accordance with the Law N.5197/1931 and the A.N. 28/1936, in association with the Federation of Public Limited Companies Greece intending to provide economic, legal and technical education to industrial executives. In 1945 it was renamed to "Higher School of Industrial Studies" and its purpose was that of the systematic theoretical and practical training of administrators.

In 1949, the organization was complete (law 1245/49).

In 1958, it was renamed to Graduate School of Industrial studies of Piraeus.

From then on, courses last four years and degrees awarded are equal to those of other universities.

Since 1966, the school operates as a public entity.



A few words about the city of Piraeus

Piraeus is a city in the region of Attica and it has the largest port in Greece and one of the largest ports in Europe. The city of Piraeus is located approximately 10km from the city center of Athens the capital of Greece and it lies along of Saronic Gulf, the gulf includes the islands of Salamis, Aegina, Agistri, Poros, Hydra, Spetses.

Piraeus plays an important role in the Greek maritime industry, since it is the largest shipping center and commercial hub of Greece.



Registration Procedure

Before arrival

Students who have been selected by their home Institutions to study at the University of Piraeus as Erasmus+ exchange students have to send us the following:

- 1) Student Application form
- 2) Learning Agreement form
- 3) Housing Application form
- 4) European Health Insurance Card
- 5) Passport (photo) or identity card (photo)

The Student must have a certificate (letter of acceptance) from their Home University stating that they have been selected under the Erasmus+ program. This certificate is necessary for their registration.

Upon arrival, all incoming students are obliged to attend the Orientation Day which takes place at the University of Piraeus (exact dates will be announced). After that, they can be enrolled at the Department they have been accepted. The documents needed for the enrolment of exchange students at the Secretariat of their Department are the following:

- 1) Two (2) personal photographs
- 2) A copy of passport or identity card

The Department's Secretariat will provide students with the following:

- An academic ID card / Username & Password

The Secretariat of your Department will provide you a day after your registration a document with a username/password so you can issue your academic ID. The request of all students for their academic ID should be done via the



official website of the Ministry of Education in Greece (<https://academicid.minedu.gov.gr>)

You can also use the username & password for receiving for free the books offered for the courses selected.

You can also use this username & password for checking your data score and manage your registration at our university (<https://students.unipi.gr>)

- Booklet for recognition of study activities

The booklet is given from the student to the Professors in order to be filled in with the student's grades at the end of each semester. The booklet is unique and private and the student is obligated to keep it until the end of his Erasmus+ period. Then, the student has to return it to the International Relations Office.

Before Departure

- The student gives to the Department's Secretariat the Booklet for Recognition of study with the activities completed with the grades from all the courses.
- The student returns the identification card and the student card to the Department's Secretariat.
- After that: The Department Secretariat will provide to the student the Booklet of Recognition of Study Activities signed and stamped. In addition, the Transcript of Records should be sent to the International Office of student's sending institution within 5 weeks after the official departure of the student from the University of Piraeus.
- The International Relations Office will provide the students with a Departure Certificate.





Practical Information

Visa

For EU citizens' visa is not necessary to enter Greece. However, a valid passport is required. If you are a non EU citizen you must know that the maximum stay in Greece is 3 (three) months, 90 (ninety) days. Visitors wishing to prolong their stay are required to obtain Resident's Permit.

Those who will be staying in Greece for more than 3 months, according to Greek national law, must present themselves to the Municipal Office of their residence area and apply for a Residence Permit.

If you are not a citizen from the EU you are advised to contact the Greek Embassy or Consulate (<http://embassy.goabroad.com/embassies-of/Greece>) in your home country for entrance regulations prior to your departure.

If you are a student accepted through a student exchange program, you will need a student visa issued by the Greek embassy or council in your country of residence. To obtain this visa you will need a letter from the University which states the reason for your visit and the University's Restaurant

There is a student restaurant near the central building of the University of Piraeus where the student can have three meals per day without paying.

Address: 78, Tsamadou Str., Tel: +30 210 411 0389

Meals are provided at the Student Canteen to all undergraduate and post graduate students on a daily basis.

The Student Restaurant is open from 07:45 until 21:30 during the academic year and it has a 14-day break on Christmas and Easter vacations.

Opening hours: 07:45 - 09:10

(Breakfast)

12:00 - 15:30 (Lunch)

19:00 - 21:30 (Dinner)





Accommodation

The University of Piraeus is not able to provide student residence to its students.

However, the International Relations Office will provide help on finding accommodation for your stay as an Erasmus exchange student at our university.

The cost of living in Piraeus is approximately 250-350 euros per month.

It is advisable to book a hostel prior your arrival at Piraeus, and the International Relations Office will provide you a list of flats and available rooms in Piraeus and in the center of Athens.



Health Care

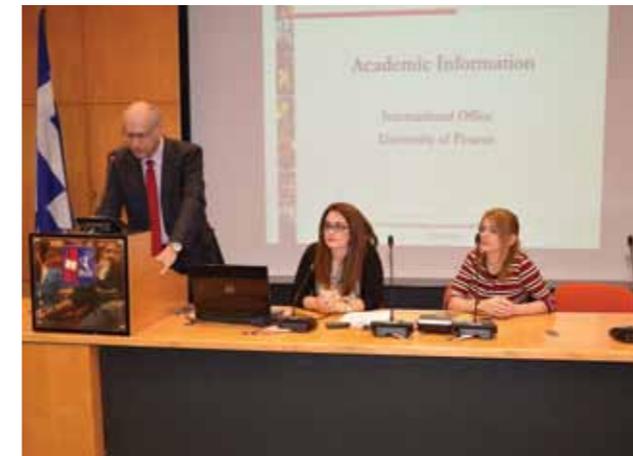
Erasmus EU exchange students must bring with them their European Health Card obtained from the health insurance carrier in their own country.

They should always carry it on them, along with their student I.D.

Please note that students are not insured for compensation against accidents, loss of personal possessions, against third parties, etc. In this case and for any other type of insurance policy they are advised to make their own arrangements, preferably before their departure.

For Erasmus students that could not obtain the European Health Card, a private health insurance is required. The registration procedure at our university would not be finalized without having a health insurance.

In case of an emergency, in the main building of the University of Piraeus (0 floor) there is a Health Room. Erasmus students, as all students, are entitled to use its services free of charge.





Counseling Center

The Counseling Center of Piraeus University (0 floor) offers specialized services to students. It appeals to students who find it difficult to deal with problems and resolve them, and those who need support in their decision to proceed with life choices.

The operating framework of the Counseling Center (SYKEPP) runs in three levels:

- a) advisory assistance and psychological support,
- b) research,
- c) social intervention



University Library

The Library of the University of Piraeus is at the second basement level of the main building and is open from 8:00 am to 8:00 pm every workday.

Members of the Library must know that access to the bookshelf area and photocopy machines is forbidden after 7:45 pm.

The basic services that library provides are as follows:

- Guiding and providing users bibliographic information
- Administration of ordering publications and audiovisual material
- Services on borrowing and Interlibrary Loan

You can borrow without a fee a book according to the terms of your study cycle (undergraduate, postgraduate, doctorate) using your student ID card.

Tel: +30 210 414 2039



Sports Activities

University of Piraeus offers facilities and services for sports activities: track and field, swimming, water polo, tennis, table tennis, shooting, chess, skiing, football, volleyball, basketball, and aerobics. The university is represented in all sports events scheduled by the coordinating sports committee for the Greek Universities.



Greek Language Lessons

Greek language courses, which will enable exchange students to understand and read the Greek language, are offered for free to Erasmus students who are registered at the University of Athens, by the Modern Greek Language Teaching Centre of our University.

Throughout the year there are three course sessions:

- Winter course: mid October-mid January
- Spring course: February-mid June
- Summer course: mid June-end July

For the enrolment in these courses students should submit to the Modern Greek Language Teaching Centre the following:

- 1) Two photographs
- 2) A photocopy of their student identification card.

Those interested should inform the International Relations Office of the University of Piraeus about their intention to attend Modern Greek the relevant fees are covered by our University budget as financial support to Erasmus motivated students.

For more information you can contact:

Modern Greek Language Teaching Center
University Campus Panepistimioupolis, Zographou tel. +30 210 727 7672,7971 fax. +30 210 727 7673
e-mail: info@greekcourses.uoa.gr
web-site: <http://www.greekcourses.uoa.gr>

PLEASE NOTE: The University of Piraeus will pay the courses for the Erasmus+ students that they are interested in learning Greek ONLY in the case of their successful pass of their final exams in the Greek language. Otherwise, the student will have to pay the tuition fee by himself/herself.



Information Meetings

Every semester the International Relations Office of the University of Piraeus organizes an Information Meeting for the Incoming Erasmus Students.

During this meeting you will get the chance to meet the members of the Office, learn useful info about life in Piraeus and in the University and meet the ESN UniPi and your fellow Erasmus Students.

After the trip there is traditionally a trip to Sounio, where the ancient temple of Poseidon is located, since the God of the Sea is the image in the badge of our University.

APPLICATION FORM FOR EXCHANGE STUDENTS – STUDIES ACADEMIC YEAR 20..../20....

STUDY ON THE BASIS OF:

- Erasmus+ Programme
- Bilateral Agreement
- Other (specify).....

PLEASE FILL IN CLEARLY – USE CAPITALS IF FILLED OTHER THAN ELECTRONICALLY

Sending institution

Name:	Full address:	
ERASMUS code:		
Departmental coordinator:	Name:	Fax:
	Telephone:	Email:
Institutional coordinator:	Name:	Fax:
	Telephone:	Email:



Student's personal data (to be completed by the student applying)

Family name:	
First name(s):	<input type="checkbox"/> male <input type="checkbox"/> female
Date of birth (dd-mm-yyyy):	Place of birth:
Country of birth:	Nationality:
Passport number:	Marital status: <input type="checkbox"/> married <input type="checkbox"/> single
Current address: (any correspondence, including the letter of acceptance will be sent to this address): Street & number:	Permanent address (if different):
	Street & number:
	Postal code & city:
	Country:
telephone no:	e-mail:

Previous education

Level of study: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral studies
For how many years have you been enrolled at home institution?
How many semesters have you completed prior to your departure abroad?
State briefly the reasons why you wish to study abroad

For which field of study do you wish to be enrolled at the University of Piraeus?

Faculty:
Field of study:

For which study period do you wish to be enrolled?

- Winter semester (October – January)
- Spring semester (February – June)
- Other
- Whole academic year (October – June)

I hereby declare that all information provided in this application form and the enclosures is correct:

Date, place:
Student's signature:

Please return this application with the enclosures:

- 3 copies of the proposed Learning Agreement
- Transcript of Record = i.e. an official list of courses you have attended so far at home university
- English Language Requirement Form for Exchange Students – see below
- Accommodation form (if university accommodation required)
- A copy of your passport/ID
- 3 photographs 35mm x 45mm (3,5 cm x 4,5 cm)

Please return this application with the enclosures:

University of Piraeus International Relations Office
 Dr. Christina Kontogoulidou, Head of IRO
 80, Karaoli & Dimitriou Str., 18534 Piraeus, Greece
 publ@unipi.gr
 + 30 210 414 2245, 2248 (tel), + 30 210 414 2347 (fax)

PLEASE NOTE: Only original applications will be processed.
 The application can be sent electronically, but the paper version has to follow as soon as possible.



ENGLISH LANGUAGE REQUIREMENT FORM FOR EXCHANGE STUDENTS

- form must be signed by the student and the responsible person (Erasmus faculty / institutional coordinator) at the partner university
- to be enclosed to the application form
- **in case, the student has acquired an official language certificate in English, please attach a photocopy of your certificate**

A good standard of English is required to become an exchange student at the University of Piraeus because teaching involves student participation, class discussion, project work and student presentation. It means that you must have a command of English equivalent minimum to the pass grade at B2 level (cf. European Framework of Languages). We ask you and your home university to document your English skills through this language requirement form.

To follow courses offered in English, your English skills must as a minimum compare to the below description (min. level B2). You have to:

- understand general and academic topics presented in English orally and in writing
- know a varied vocabulary which enables you to participate in conversations and discussions in English
- be able to comprehend contents and viewpoints presented in different types of English texts
- express your opinion in English both orally and in writing
- be able to present a known topic coherently and with details in fluent and mostly correct English

To be signed by the student:		To be signed by the home university:	
I hereby confirm that: <input type="checkbox"/> I have the above described English skills (min. level B2) <input type="checkbox"/> I do NOT have the above described English skills		We hereby confirm that: <input type="checkbox"/> our student has the above described English skills (min. level B2) <input type="checkbox"/> our student does NOT have the above described English skills	
Name of student:		Name of the signatory:	
		Title of the signatory:	
		Email of the signatory:	
		Email of the signatory:	
Date:	Signature:	Date:	Signature: Stamp

RESERVATION FOR ACCOMMODATION

If you wish to get help from the University of Piraeus on finding accommodation, please return this form along with your application to:

University of Piraeus, International Relations Office
 80, Karaoli & Dimitriou Str., 18534 Piraeus, Greece
 publ@unipi.gr
 + 30 210 414 2245, 2248 (tel), + 30 210 414 2347 (fax)

NAME AND SURNAME:		Student's preferences:	
Sex (Male/ Female): <input type="checkbox"/> M <input type="checkbox"/> F		NAME AND SURNAME:	
Address:		Private accommodation:	
Phone number:		Location:	
Date of arrival (dd/mm/yyyy):		<input type="checkbox"/> Single room	<input type="checkbox"/> Athens
Date of departure (dd/mm/yyyy):		<input type="checkbox"/> Double room	<input type="checkbox"/> Piraeus
Home University:		<input type="checkbox"/> Triple room	
		<input type="checkbox"/> Single room	
		Monthly available amount of money for the rent: €	
		Special requirements or assistance:	

Signature: Place and date:

PLEASE NOTE: The University of Piraeus is not able to provide student accommodation to its exchange students. However, after your arrival and your registration at our university, the International Relations Office will provide a list with apartments/flats for rent for your study period. The International Office responsibility in this matter is limited to putting in touch the applicants with the owners of private accommodations.

LEARNING AGREEMENT FOR STUDIES

The Student

First name (s)		First name (s)	
Date of birth		Nationality	
Sex [M/F]		Academic year	
Study cycle		Subject area, Code	
Phone		E-mail	

The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person name		Contact person e-mail / phone	

The Receiving Institution

Name	School of Economics, Business and International Studies	Faculty	School of Economics, Business and International Studies
Erasmus code (if applicable)	GPIREAS01	Department	Business Administration
Address	80, Karaoli & Dimitriou St., 185 34 Piraeus	Country, Country code	Greece, GR
Contact person name	Dr.Christina Kontogoulidou, Head of IRO	Contact person e-mail / phone	Tel :+30210 414 2245/2248 Fax : + 30 210 414 2347 Email : publ@unipi.gr

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]

Table A: Study programme abroad

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
			Total:

Web link to the course catalogue at the receiving institution describing the learning outcomes:

[Web link(s) to be provided.]

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad NB no one to one match with Table A is required. Where all credits in Table A are recognized as forming part of the program at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS credits
Total:			

If the student does not complete successfully some educational components, the following provisions will apply:

Language competence of the student
 The level of language competence in [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1 A2 B1 B2 C1 C2

II. RESPONSIBLE PERSONS

Responsible person in the sending institution:			
Name	Function	Phone number	E-mail
	Departmental Coordinator		

Responsible person in the receiving institution:			
Name	Function	Phone number	E-mail
Prof. V. Pekka - Oikonomou	Departmental Coordinator	+30 2104142348	vpekka@unipi.gr

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue. The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

<p>The student</p> <p>Student's signature</p> <p>Date:</p>	<p>The sending institution</p> <p>Responsible person's signature</p> <p>Date:</p>	<p>The receiving institution: UNIVERSITY OF PIRAEUS</p> <p>Responsible person's signature, Departmental Coordinator Prof. V.Pekka- Oikonomou</p> <p>Date:</p>
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**Section to be completed DURING THE MOBILITY****CHANGES TO THE ORIGINAL LEARNING AGREEMENT****I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

Table C: Exceptional changes to study programme abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:

Name:

Function:

Phone number:

E-mail:

New responsible person in the receiving institution:

Name:

Function:

Phone number:

E-mail:

III. COMMITMENT OF THE THREE PARTIES

The student, the sending institution and the receiving institution confirm that the proposed amendments to the Learning Agreement are approved.

The student

Student's signature or approval by e-mail

Date:

The sending institution

Responsible person's signature or approval by e-mail

Date:

The receiving institution

Responsible person's signature or approval by e-mail

Date:



<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
<p>A1) Previously selected educational component is not available at receiving institution</p> <p>A2) Component is in a different language than previously specified in the course catalogue</p> <p>A3) Timetable conflict</p> <p>A4) Other (please specify)</p>	<p>B1) Substituting a deleted component</p> <p>B2) Extending the mobility period</p> <p>B3) Other (please specify)</p>