



Panteion University of Social and
Political Sciences

Incoming Students
2018 -19



Information Guide

136, SYNGROU AV., 17671 KALLITHEA,
ATHENS-GREECE

www.panteion.gr

*Curated by: Alexandros Dampas – General Direction of Administrative/Economic Services
Angeliki Kardiakafiti – Department of International Relations and the European Union
Eirini Pitsouli – Department of International Relations and the European Union*

*Composed by: Eirini Pitsouli
Angeliki Kardiakafiti
Anna Pateraki*

Technical Assistance-Creative design: Eirini Pitsouli

In a nutshell...

Your link to Panteion University of Social and Political Sciences
Is the **Department of International Relations & European Union (IR&EU)**
Head of the Department: Angeliki Kardiakafiti
Information: A. Pateraki (outgoing students contact person)
E. Pitsouli (incoming students and staff contact person)
Address: 136, Syngrou Av., 17671 Kallithea – Greece, New building (groundfloor)
Email: erasmusecon@panteion.gr, Tel.: +30 210 920 1483/4/5 Fax: +30 210 9201485
Website: <http://erasmus.panteion.gr/index.php/programs/incoming-students>
Erasmus Code: G KALLITH02
Admission Hours: Tuesday-Wednesday-Thursday 10.00 to 13.00

Before your arrival at Panteion

1. Your **home university** needs to **nominate** you by **15-May-2018** or **15-Sep-2018**
see: DEADLINES [page 7], NOMINATION [page 7]
2. After your **nomination**, we forward to you by **email** our **info pack**
see: NOMINATION [page 7], PRELIMINARY DOCUMENTATION [page 8]
3. You send in your **application forms** and **documentation** by **15-Jul-2018** or **15-Nov-2018**
see: DEADLINES [page 7], PRELIMINARY DOCUMENTATION [page 8]
4. We **update** you on the actual **term dates** – also check our website
<http://erasmus.panteion.gr/index.php/programs/incoming-students> regularly!
see: STUDENT BENEFITS [page 6], ACADEMIC CALENDAR [page 7]

Upon your arrival at Panteion

5. Check in at IR&EU for your **registration** procedure at Panteion
see: REGISTRATION [page 8]
6. Meet your **Academic Coordinator** and confirm your **exchange study program**
see: ACADEMIC COORDINATOR APPOINTMENT [page 9]
7. Register for the **Greek Language Courses** (optional)
see: GREEK LANGUAGE COURSES [page 9]
- 8.

During your studies at Panteion

9. **Register** for your **selected courses** at the specified dates
see: COURSES REGISTRATION [page 10]

Before your departure

10. Check in at the **Library** and the IR&EU for your **departure documentation**
see: DEPARTURE DOCUMENTATION [page 13]
11. Make arrangements in order to obtain your **Transcript of Records**
see: TRANSCRIPT OF RECORDS [page 13]

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Erasmus+



Dear Erasmus Student,

Welcome to Panteion University of Social and Political Sciences!

We look forward to meeting you and helping you become adjusted to the student life of our university.

Panteion University of Social and Political Sciences, having over 80 years of history, is one of the oldest higher education institutions in Greece, with a great contribution to fostering and developing the social and political sciences. It is a University, firmly oriented towards the social nature of public higher education linking science and research to practical social activity with a view to maximising its contribution to society.

a. Academic Structure

Panteion University is composed of 4 Faculties divided into 9 Academic Departments offering undergraduate as well as postgraduate and doctoral studies:

1. Faculty of International Studies, Communication and Culture:

- Department of International, European and Area Studies
- Department of Communication, Media and Culture

2. Faculty of Political Sciences:

- Department of Political Science and History
- Department of Social Policy

3. Faculty of Economic Sciences and Public Administration:

- Department of Public Administration
- Department of Economic and Regional Development

4. Faculty of Social Sciences and Psychology:

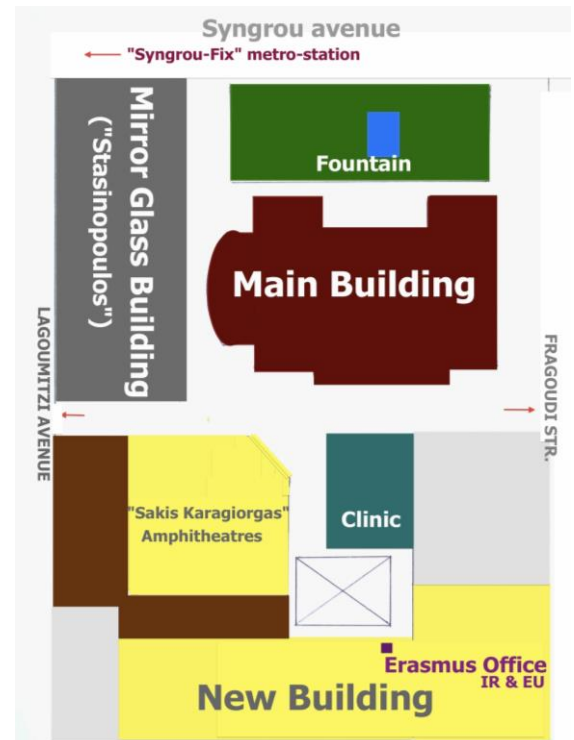
- Department of Sociology
- Department of Social Anthropology
- Department of Psychology

Also, under the auspices of Panteion University, operate:

- 3 University Institutes,
- several laboratories contributing to the enhancement of courses
- 22 research centres
- the Student Welfare Department
- the Health care service
- Career & Liaison Office
- the Library
- the Gym
- the Restaurant –Canteen

The basic Campus of Panteion University consists of three principal buildings:

- the Main (Administration) Building
- the New Building (Neoktisto Ktirio)
- M. Stasinopoulos Wing (Glass Mirror Building) while more buildings hosting professors' offices and seminar rooms are located in close proximity to the main campus.



b) The Department of International Relations and the European Union (IR&EU)

European and International mobility of Panteion University is implemented through its Department of International Relations and the European Union. The main tasks of the Department are the promotion and monitoring of inter-university agreements, the collection and diffusion of academic exchange programs and research opportunities, the coordination and administrative support of the University's European Educational Programs, especially in the framework of inter-institutional agreements, such as Erasmus, the organization of international meetings and expositions, etc.

Since 1987, founding year of Erasmus program, Panteion University -of the very first greek universities to join - has successfully participated in the program, now counting more than 280 bilateral agreements established with universities all over Europe aswell as Asia, Africa and America, facilitating student (studies-placement), administrative and teaching staff mobility.





Historical overview...

The history of Panteion University is the history of a creative, progressive course associated not only with the course of Higher Education and the development of the Social Sciences in Greece, but also with broader social transformation of the country.

Two men associated their names with the inception and the foundation of the School. One of them was a Cypriot, **Georgios S. Frangoudis** (1869-1939). The second was **Alexandros I. Pantos** (1888-1930) from Volos. Both of them studied law in Athens and then political science in Paris, albeit in different periods.

It was the École Libre des Sciences Politiques in Paris, where both men studied and as a free forum for scientific knowledge and expression, this School exerted a great influence on intellectuals. Even though the paths of these two men never crossed, they had a common vision, which was to establish a School of Political Sciences in Greece to the standards of that of Paris.

The former, Frangoudis, made this vision a life's work. The latter, Pantos, made the vision possible, as he donated virtually his entire estate for the foundation of a School of Political Sciences in Greece modelled on the École Libre des Sciences Politiques in Paris.

To promote his reformist ideas, Frangoudis established the Educational Renaissance Society in 1924, thus identifying the areas requiring reforms in education. To realise this goal, G. Frangoudis founded the School of Political Sciences through "Educational Renaissance".

On 2nd January **1927**, the President of the Republic Admiral, Pavlos Kountouriotis, laid the foundation stone of the main building which is today located at Syngrou Avenue.

Classes began officially on 18 November **1930** in the presence of the Prime Minister Eleftherios Venizelos. At the same time, Pantos' last wish, who died in June of 1930, was of decisive assistance. He wanted a School of Political Sciences to be founded with the bequest he left behind.

The bequest was merged with the Educational Renaissance building in **1931** to become the Panteios School of Political Sciences. Thus the common vision of the two men became a reality.

In **1937**, it was declared a Higher School of Political Sciences and henceforth operated as a public institution.

In **1939** the School was renamed Panteion Higher School of Political Sciences and Public Service officers.

By virtue of Law 540/43, the School reassumed its old name - Panteion Higher School of Political Science - under which it operated until 1989 and acquired the right to award doctoral degrees.

In **1951**, traditional university organisation was introduced into the School. Its Board of Governors was replaced by the Vice-Chancellor, the Senate and the General Assembly of the School's Academic Staff.

In **1963**, the duration of studies was extended to four years and the School's Departments were named Political Science and Public Administration.

After the reorganisation of higher education under Law 1268/82, in 1983 the School was split into three Departments (P.D. 462/83). These were:

- a) the Department of Political Science and International Studies,
- b) the Department of Public Administration and
- c) the Department of Sociology.

In **1989**, in accordance with P.D. 377/89, the School was renamed Panteion University of Social and Political Sciences and consisted of the following Departments:

1. Department of Political Science and International Studies
2. Department of Public Administration
3. Department of Sociology
4. Department of Urban and Regional Development
5. Department of Social Policy and Social Anthropology
6. Department of Communication and Media
7. Department of Psychology
8. General Department of Law

Then the Department of Political Science and International Studies was divided into two separate departments:

1. Political Science and History and 2. International and European Studies.

The Department of Urban and Regional Development was renamed Department of Economic and Regional Development and the Department of Communication and Media was renamed Department of Communication, Media and Culture.

The Department of Social Policy and Social Anthropology was also divided into two separate departments: Department of Social Policy and Department of Social Anthropology.

Finally, after 2012, following structural reforms, the 4 faculties were established.





Incoming Erasmus student benefits...

Towards the aim of facilitating the incoming students who have been selected to join Panteion University for their Erasmus studies experience, the following privileges have been secured for them:

1. Free of charge breakfast, lunch and dinner are offered at the student restaurant in close proximity to the university
2. Greek Language courses at the Modern Greek Language Teaching Centre of National and Kapodistrian University of Athens are funded by Panteion for incoming Erasmus students. If you are interested in taking them, you have to state it in your application form (see application procedures in the section "PRELIMINARY DOCUMENTATION"--[page 8]). For further important information and a detailed description of the procedure to be followed, please see "GREEK LANGUAGE COURSES"[page 9]
3. Student Card (Paso) is provided to students after submitting an online application: After their registration, the students are provided with a username and password so that they can access the "paso" application website. The Student card offers reduced ticket fares on Greek public transport, railways, and coastal shipping, as well as discount entrance fares or free of charge entrance to museums and cultural events. The students have to enter their personal data and to upload one photo and as soon as the card is ready, they are notified electronically by the Ministry of Education in order to receive it.

Important Deadlines...



Deadlines	Winter semester - Full Year	Spring semester
Nomination	15th May 2018	15th September
Application	15th July 2018	15th November

Our Academic Calendar dates are set during the summer months by the university Senate and are announced to you through email at that time. Approximately, the duration of each academic semester is as follows:

Winter Semester

Courses Period: early October to late January

Exams Period: end January to mid February

Spring Semester

Course Period: early February to late May

Exams Period: late May to mid June

Academic Calendar 2018-19

Winter semester	October to mid-February
Spring semester	early February to mid -June
National	28 October 2018
National	17 November 2018
Christmas Break	24 December to 6 January
Religious	30 January 2019
National	25 March 2019
Clean Monday (movable)	11 March 2019
Easter Break (movable)	22 April to 5 May 2019
Labor Day	1 May 2019
Holy Spirit Day (movable)	17 June 2019

You will need to follow the next few simple steps, so as to ensure your smooth transition between universities:

a. Before your arrival at Panteion...

Nomination

After your Erasmus selection for Panteion, your home university will have to nominate you to us through email (preferred) or fax, supplying us with your name, email address and further contact details, in order for us to consider your participation in our incoming students program and to send our informatory material to you through email. Please observe the relevant deadlines on page 7.

Our message will offer information on your academic coordinator and their contact details, the Department in which you will be registered at Panteion and guidance through the most important postings on our webpage, including courses selection (see "APPENDIX I: COURSES SELECTION" – page 14). Please read this information carefully, as you will need it to fill in your Learning Agreement and application forms.

Application-Preliminary Documentation

You are required to send by post by **15-Jul-2018** (for the winter semester or full year applicants) or by **15-Nov-2018** (for the spring semester applicants) the following documentation, duly filled in and endorsed by your home university's authorities:

- Application form – available on our website – (do not forget to mark your selection for the Greek Language Courses in the respective check box-in case you are interested). The Application form must be signed and stamped by your home-university coordinators (on field 2. Academic Information)
- Application for free meals –available on our website
- Learning Agreement – form as supplied to you by your home university –. This is your initial Learning Agreement, which you will have the opportunity to modify, if needed, after your arrival at Panteion. For full year applicants, separate Learning Agreement forms are required for each semester.
- Confirmation Letter from your home university that you have been selected as an Erasmus student for Panteion University, also stating your erasmus period duration
- Medical Insurance Certification (copy of your European Health Insurance Card – both sides – or other) covering you during your Erasmus period in Athens.
- Copy of your ID card – both sides – or Passport (the pages that contain your personal information details)
- Proof of B2 English knowledge according to CEFR
- Four (4) photographs (ID or passport type)

In case you are still unable to mail the above required documents close to our deadlines expiration, please ensure that you send by email (at erasmusecon@panteion.gr) scanned in attachment at least your Application form and state the actual time you will be ready to send in all your pending documents.

b. Upon your arrival at Panteion...

Registration

Your first step upon arrival should be to visit our Office in order for us to welcome you and enroll you in our electronic registry system. We will have informed you about the specific dates of the calendar of the forthcoming academic year, as soon as they are announced by the University (usually announced in mid July) and about the date that you should be at our office in order to be registered. Through this process we produce your registration certificates, which are handed to you in multiple copies to use for:

- 1) Your restaurant card for free meals, issued by our Student Welfare Department
- 2) Your student card ("Paso"), issued after you submit an on-line application, using a password and a username that you will be provided with in due course.
- 3) Your Library Card, issued by our Library
- 4) Your registration to the Greek Language Centre ['Greek Language Courses' page 9] (optional).

You will also be provided with a Certificate of Arrival which you can use as confirmation for your home university. Should your home university require a specific form for this purpose, do not forget to carry one on your registration date.

Academic Coordinator Appointment

As soon as you have completed your registration procedures, you will have to contact your Academic Coordinator, with whom you need to make an appointment in order to review and possibly revise your courses selection. Your Academic Coordinator can also help you in your contact with the professors whose courses you have selected and you should keep them informed of any academic issues you are dealing with (also see "ADMISSION HOURS" – b. Professors, page 10).

The contact details of your Academic Coordinator are provided to you in the body of our informative welcome message to you – please keep them handy!

Greek Language Courses [optional]

The Greek Language Courses offered by Panteion University to all Erasmus incoming students take place at the National and Kapodistrian University of Athens (UoA), namely the Modern Greek Language Teaching Centre. Erasmus incoming Students who are interested in enrolling for the Greek Language Courses, after their arrival in Athens and their registration at Panteion University, should visit the Modern Greek Language Teaching Centre at Panepistimioupoli (campus) Zografou, next to Faculty of Philosophy for their registration

(for transportation instructions, check: <http://en.greekcourses.uoa.gr/transportation-access.html>).

In order to register, students deposit the fees to the bank account of UoA and then submit the following documents to the Modern Greek Language Teaching Centre:

- the bank extract/receipt of deposit
- a photograph
- a photocopy of their passport
- a certificate of registration (or acceptance letter) at Panteion University.

The registration dates for each semester will be forwarded to you through email and announced in a separate posting on our website.

Students who successfully complete their Greek Language studies and pass the relevant exam, are granted 6 ECTS credits and are awarded a certificate issued by the Modern Greek Language Teaching Centre, which they submit to Panteion University along with the receipt of payment in order to be reimbursed.

Please, note that the fees will not be refunded in case of discontinuation of studies, cancellation or non-attendance of the lessons. In any case, if you decide to drop the lessons at a later stage, you need to submit your written resignation both to the Modern Greek Language Teaching Centre and to the Department of International Relations and European Union at Panteion.

For more information:

National and Kapodistrian University of Athens
Modern Greek Language Teaching Centre
(next to the School of Philosophy)
University Campus, 157 84 Zografou

Tel: +30 2107277672, & +30 2107277971

Fax: +30 2107277673
 E-mail: info@greekcourses.uoa.gr
 Web site: <http://en.greekcourses.uoa.gr/>

c. During your studies at Panteion...

Admission hours

a. International Relations & European Union Department (Erasmus Administration Office)

Students are admitted into our Department (also referred to as IR&EU) for any of their administrative issues and general assistance every Tuesday-Wednesday-Thursday, from 10:00 to 13:00. For urgent cases our office operates on weekdays from 08:30 to 14:30 and we have full day access to our email messages. You are kindly requested to check your emails on a daily basis and prefer email for your communication. Please, keep to the admission hours as announced. Frequent visiting of our website <http://erasmus.panteion.gr/index.php/programs/incoming-students> is strongly advised.

b. Professors

Without prior appointment, you may meet with your professors to discuss your progress and have their academic guidance, during their admission hours at their offices. Should you need to meet your professors urgently, you can try seeing them before or after their classes. Admission hours and courses timetables are available at the Secretariats of the Academic Departments and websites and can be provided to you by the IR&EU. You can also request an appointment with your professors through their email address. IR&EU provides you with their contact info. If you face any difficulties in finding your professors, you can ask for support at IR&EU. You are required to meet with your professors regularly, in order to check your progress and well organize the content of your study and your examination method.



c. Academic Department Secretariats

Details concerning study programs, timetables and professors' announcements are available at the Secretariat offices of each Academic Department. These are open to public every Tuesday from 10.00 to 13.00 but most critical information and announcements are posted on their websites and on their boards, just outside their offices, which are accessible every weekday until sundown.

Courses [Official Courses Registration]

Besides having included them in your Learning Agreement, you also have to register for your selected courses. For this purpose you will receive through email a relevant announcement during the first few weeks after your arrival. By the time the deadline set therein expires, you will need to have confirmed with your Panteion professors your attendance in their courses, included them in your Learning Agreement and advised us through email for your final selection (you will be requested to complete the courses registration application).

Following this procedure, you will receive an informative message confirming your registration in your selected courses.

Courses registration is compulsory so that your end of term grades can be included in your Transcript of Records.

Library



Panteion University Library and Information Service aims to cover, support and promote educational and research activities of Panteion academic community, while contributing to the fulfillment of the social role of the University. In order to achieve its purposes, the Library has fully automated its services and functions and develops print, electronic and digital collections as well as internet applications and services. The Library also participates in national and European networks aiming at a

more effective usage of available information resources.

All members of the academic community of the Panteion University have the right to use Library services provided they have a valid Library card. Open access collections and reading rooms are also available to external users who may search for print material and study at the reading rooms.

The library is located in the Main (administration) Building.

Opening Hours:

	Academic Terms	Summer Period
Mon-Fri	8.00-20.00	8.00-14.00
Sat-Sun	Closed	Closed

Contact Info:

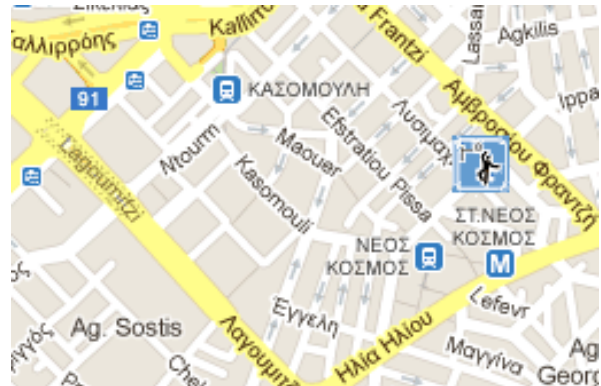
Tel. +30 2109201001
Fax. +30 2109248774
E-mail: libp@panteion.gr
Website: <http://www.library.panteion.gr/>

Sports Centre

You will have the opportunity to choose from a variety of sports and leisure activities offered at our Sports Centre, quite close to the University.

On <http://gym.panteion.gr/> you can find detailed information.

Ipponaktos 36,
Neos Kosmos
11744, Athens
Tel . + 30 210 902 5717
Fax. +30210902 5717
Email: gym@panteion.gr



Free Meals



Students are entitled to free of charge meals at the university canteen.

Serving Hours: 8.00 to 9.00 Breakfast

12.00 to 15.30 Lunch

18.00 to 20.30 Dinner

Weekends: 12.00 to 18.30

Address: 15, Lagoumitzi str. (opposite Panteion)

*The Canteen is closed on National Holidays, Christmas –Easter and summer break

Health Care Services

A health care clinic is situated on the ground floor of the New Building, offering first aid and consulting services as well as prescriptions, in collaboration with the Medical School of National and Kapodistrian University of Athens. The Clinic is open daily (except weekends) during morning hours.

d. Before your departure from Panteion...

Library Clearance

You will be required to request from the Library their written 'Clearance Confirmation'- a document stating that you have no pending items to return to the Library. This confirmation has to be submitted to the IR&EU Department and, without it, it will not be possible to have your Departure Documentation endorsed.

Departure Documentation

As close as possible to the date of your departure you are expected to visit the IR&EU Department in order to ensure there is no pendency in your file, take the original copies of the documentation you are entitled to and have your Departure Documentation endorsed. If your home university has supplied you with any specific departure confirmation form, you will need to have it at hand. Please note that endorsement of your Departure Documentation is not possible without the Library Clearance Confirmation, and fully endorsed Learning Agreements.

Transcript of Records

In order to obtain your Transcript of Records you need to submit to the IR&EU Department a relevant application, containing the postal address to which you wish to have it sent, in case it is not ready before your departure.

The official Transcript of Records is currently produced only in Greek and can be supplied only after all your grades have been announced by the professors and input in our electronic registry system. Students are also provided with a confirmation of their grades in English.

If this procedure has not been completed before your departure, you may request from each of your professors to supply you with a semi-official confirmation containing the grade and ECTS credits for each of your courses. Such evaluation forms may be obtained at the IR&EU Department.

We are at your disposal for any clarification needed.

Looking forward to welcoming you in Athens!





APPENDIX I: Courses selection...

Erasmus incoming students may select courses from all Panteion Academic Departments – but at least one course per semester has to be chosen from the Department in which the student will be registered.

The language of instruction is Greek, but some Departments offer courses in English or French, and all the courses are open to Erasmus incoming students as reading courses (bibliography is supplied to the student by the professor in a language common between them, most commonly English or French, and a study topic is set. The examination method can be through an essay, an oral or written exam and sometimes through a combination of methods). Some professors offer courses in English or French (or other) on an ad hoc basis, if their course is selected by a considerable number of Erasmus students.

You can find the study programs containing the courses offered by each Department on our website

<http://erasmus.panteion.gr/index.php/courses-selection> . Study programs may slightly change between academic years. The courses list is usually announced during summer months before the beginning of the academic year and the website is updated accordingly. Students are also notified via email.

Please note that you are required to fill in the course code of your selected courses in your Learning Agreement. The ECTS allocated to each course, the course code, and professors responsible are also mentioned in the courses list uploaded on our website. Full year students are requested to complete two separate learning agreements (one for each semester).

APPENDIX II: How to get there...

As soon as the definitive Academic Calendar is announced, you can begin your travel arrangements. It is important to note the announced Registration Date.

Transportation

ί. From the airport to Panteion:

You can be transported from the airport to the University through:

1) Metro

The airport is connected through metro line 3 (blue line). Tickets for the metro/bus/tram can be bought at the vending machines at all metro stations. A one-way ticket from the airport costs €10 (all other metro tickets cost €1,4 and after your registration in Panteion you will be eligible for the 50% student discount, so you will be able to buy the €0,70 worth tickets). You will need to change to line 2 (red line) at Syntagma, using the ticket bought at the airport. The drop-off stop for you is "SYNGROU-FIX" station, and you should come out using the exit to "Drakou str." At this point, you need to either catch a bus at the bus-stop right outside the Metro exit (all buses at this bus-stop will take you to Panteion, which is three stops away, as well as the trolley bus No 10) always using the same ticket (the fare lasts for 90 minutes) or a taxi, which should cost you no more than €3,20 on a normal traffic day.

2) Bus

Bus No X95 starts at the airport every 15 minutes and takes you to Syntagma Square, at the centre of Athens. The fare is €6,00 and the ticket is bought inside the bus. The ride to Syntagma Sq. lasts approx. 70 minutes.

From Syntagma Square you can take the metro (take care to buy a new ticket from the metro vending machine worth €1,4 and lasting for 90 minutes), directly line 2 (red line) this time and follow the directions as described in point 1 above.

3) Taxi

A taxi ride from the airport to Panteion should cost no more than € 40 and takes approximately 45 minutes on a normal traffic day.

Useful information on your transportation from the airport can also be found on their webpage

<http://www.aia.gr/traveler/access-and-transportation/transportation/public-transportation>

ίί. From the Center :

By Bus: (<http://www.oasa.gr/>)

040-10-106-126-136-137-550-A2-B2-E22-E90

Bus stop: "Panteion"

By Metro:

Line 2 (Red line)

Metro Station: "Syngrou-Fix"

By Tram:

Lines T4 Syntagma-SEF (Aristotelis)

T5 Syntagma –Asklepieio (Platonas)

Tram Station: "Syggrou-Fix"

By Trolley:

Lines 1, 5 stop "Paidiki Hara"

Line 15 stop "Koukaki"



APPENDIX III: Incoming Student Support...

For any information concerning your studies and stay while you are a Panteion Erasmus incoming student, you may contact the Department of International Relations & European Union (IR&EU), mainly through email at erasmusecon@panteion.gr and phone (+30 210 9201483, +30 210 9201484, +30 2109201485). Full contact details can be found on the 2nd page of this guide "IN A NUTSHELL".

If you are interested in applying for an Erasmus Placement at our University, you can contact erasmusecon@panteion.gr.

Erasmus Student Network – ESN Panteion



Currently, former Erasmus students form the Panteion Erasmus Students Association-Erasmus Student Network (ESN). You can visit the relevant website <http://panteion.esngreece.gr/> and find out about their activities and whereabouts. ESN office is located at DESKOI Building (Lagoumitzi and H. Trikoupi 1, behind Panteion) on the 2nd floor.

Members of the ESN Panteion can help out in showing you the way around the University and the city. You can contact them at esn.panteion@gmail.com.