

DEPARTMENT OF POLITICAL SCIENCE & PUBLIC ADMINISTRATION
ERASMUS/CIVIS STUDENT INFORMATION

Dear Erasmus/Civis students,

Welcome to the **Department of Political Science and Public Administration!**

Important and helpful information about your time as a student at the Department can be found below.

REGISTRATION

In order to register:

- E-mail a copy of your passport to:
Mr. Theodore Rizos thrizos@uoa.gr for Erasmus/Civis undergraduate students)
Ms. Maria Mitropoulou mmitrop@uoa.gr (for MA and PhD students)
- Include in the e-mail your father's and mother's first name, which are not usually mentioned on the passport.
- A separate photo is not necessary.

As soon as your registration is finalized, you will receive:

- an e-mail with your Student Registration Number, a Certificate of Registration and your Username and Password for all university platforms (“e-class” etc.) from Mr. Theodore Rizos thrizos@uoa.gr, if you are an undergraduate student.
- an e-mail with your Student Registration Number and a Certificate of Registration from Ms Maria Mitropoulou mmitrop@uoa.gr and **Upon request** from Ms. Evelyn Karakatsani an e-mail with your Username and Password for all university platforms, if you are an MA or PhD student.

ERASMUS CONTACT PERSONS

Academic issues: Associate Professor Ekavi Athanassopoulou, ekaviath@yahoo.gr, Academic Coordinator, responsible for authorizing the Learning Agreements and for academic advice.

Administrative issues:

- Mr. **Theodore Rizos**, (thrizos@uoa.gr), undergraduate Erasmus/Civis contact person in the Department's Secretariat, responsible for registration, grades, usernames/ passwords and other administrative issues.
- Ms. **Evelyn Karakatsani**, postgrad_see@pspa.uoa.gr, post-graduate Erasmus contact person, responsible for all MA programme issues and grades.
- Ms. **Maria Mitropoulou**, (mmitrop@uoa.gr), post-graduate and PHD Erasmus contact person, responsible for registration, grades and other administrative issues.
- Mr. **Spyridon Kloudas**, (spkloudas@uoa.gr) Central Erasmus office, responsible for the welcome ceremony, your certificates of arrival and departure, and other certificates that must be sent to your Home University.

CIVIS CONTACT PERSON

- Ms. Georgia Exintaveloni (gexintav@uoa.gr) Central Erasmus Office, is the contact person for incoming CIVIS students (for information on the welcome day, certificates of arrival and departure, etc).

COURSES' INFORMATION & ADMISSION

Registration with the Department of Political Science and Public Administration requires taking at least 3 of its courses per semester. ERASMUS students can also sign up for *courses taught in Greek*. In this case they are assigned work and are assessed individually by the course instructor.

Under-graduate

- i.) Courses of the **Department of Political Science & Public Administration** taught in **English**:
https://en.pspa.uoa.gr/undergraduate_studies/erasmus_civis_programmes/courses_of_the_department_taught_in_english/
- ii.) Courses of the **School of Economics and Political Science** offered in **English**:
https://en.pspa.uoa.gr/el/undergraduate_studies/erasmus_civis_programmes/courses_of_the_school_of_eps_taught_in_english/
- iii.) Description in English of most courses of the **Department of Political Science & Public Administration** taught in Greek, along with the names of their instructors:
https://en.pspa.uoa.gr/undergraduate_studies/curriculum/
- iv.) All contact details of the course instructors (by course and alphabetically) of the **Department of Political Science & Public Administration**: https://en.pspa.uoa.gr/academic_staff/and:
https://en.pspa.uoa.gr/academic_staff/alphabetical_index_of_the_academic_staff/

Post-graduate

Courses of the Master's Programme in "Southeast European Studies: Politics, History, Economics" (taught in English): <https://see.pspa.uoa.gr/erasmus/>

Post-graduate students can only take courses offered by the Master's Programme in "Southeast European Studies: Politics, History, Economics".

Admission to under-graduate and post-graduate courses is not guaranteed. Therefore, after you arrive, you must contact the instructors who teach the courses in which you are interested to request admission.

After you arrive, you may choose to modify your learning agreement (L.A.). This must be done online by week 4 of the semester at the latest and you must notify professor Athanassopoulou of this, so that your modified agreement can be authorized; otherwise, your registration will be invalid and you will not be eligible to receive the Transcript of Records when you complete your studies.

COURSES' SCHEDULE

Under-graduate

The schedule of all courses of the Department is partly available in English: https://www.pspa.uoa.gr/proptychiakes_spydes/programma_didaskalias/

If you wish to consult it, you can easily find the courses you are interested in **by their code numbers**.

Please note that you do NOT need the schedule of courses taught in Greek, as you will not be attending classes (unless you are fluent in Greek), and you will be in one-to-one cooperation with the instructor. Nevertheless, the schedule maybe helpful in case you want to get in contact with other fellow students or try your academic Greek!

The courses' schedules of the other Departments of the **School of Economics and Political Science** may be found at their sites:

- Department of Economics: <https://en.econ.uoa.gr/erasmus/>
- Department of Communication & Media Studies: <https://en.media.uoa.gr>
- Department of Turkish Studies and Contemporary Asian Studies: <http://en.turkmas.uoa.gr/>
- Department of Business Administration: <https://ba-en.uoa.gr>
- Department of Port Management and Shipping <https://www.pms.uoa.gr/?lang=en>

For additional info you have to contact their Erasmus contact persons at: <http://en.interel.uoa.gr/erasmus/erasmus-student-mobility/registration-procedures-id-card.html>

click at: [ERASMUS+ ADMINISTRATIVE STAFF AT THE SECRETARIATS OF DEPARTMENTS](#)

Post-graduate

The schedule of all courses of the Master's Programme in "Southeast European Studies: Politics, History, Economics" is available in English: <https://see.pspa.uoa.gr/erasmus/>

The winter semester runs from September until January. The spring semester runs from January until June.

GRADES

HOW DO I GET INFORMED ABOUT MY GRADES?

Under-graduates

You must request the instructors of your courses to directly e-mail the grades **to you** and keep the-mail messages which you will need for the completion of your Transcript of Records (see below). When you have gathered all your grades, "cc" them to professor Athanassopoulou ekaviath@yahoo.gr and to Mr Theodore Rizos thrizos@uoa.gr for ERASMUS/CIVIS undergraduate students.

Post-graduates

You will be informed about your grades by Ms Evelyin Karakatsani.

HOW DO I GET MY TRANSCRIPT OF RECORDS (ToR) AT THE END OF MY STUDIES?

Under-graduates

After **all** your exams have been completed and you have received **all** your grades, you must fill out the **Transcript of Records and e-mail it** to:

Prof Ekavi Athanssopoulou (ekaviath@yahoo.gr) to sign it. **In the same e-mail**, it is essential that you include the messages with your grades that you received from your instructors.

Prof Ekavi Athanassopoulou will forward the signed Transcript of Records to Mr. Theodore Rizos (thrizos@uoa.gr) to stamp it and return the document to you **signed and stamped**.

The Transcript of Records form for under-graduate students is available at: <http://en.interel.uoa.gr/erasmus/erasmus-student-mobility/going-back-home.html>.

HOW DO I GET MY TRANSCRIPT OF RECORDS (ToR) AT THE END OF MY STUDIES?

Post-graduates

After **all** your exams have been completed and you have received **all** your grades, you will receive the **Transcript of Records** from Ms. Maria Mitropoulou or Ms. Evelyn Karakatsani.

Please keep in mind that receiving the ToR requires you to return to the library any books that you borrowed during your visit.

Thank you for your co-operation!

Enjoy your study at our Department and the University of Athens.