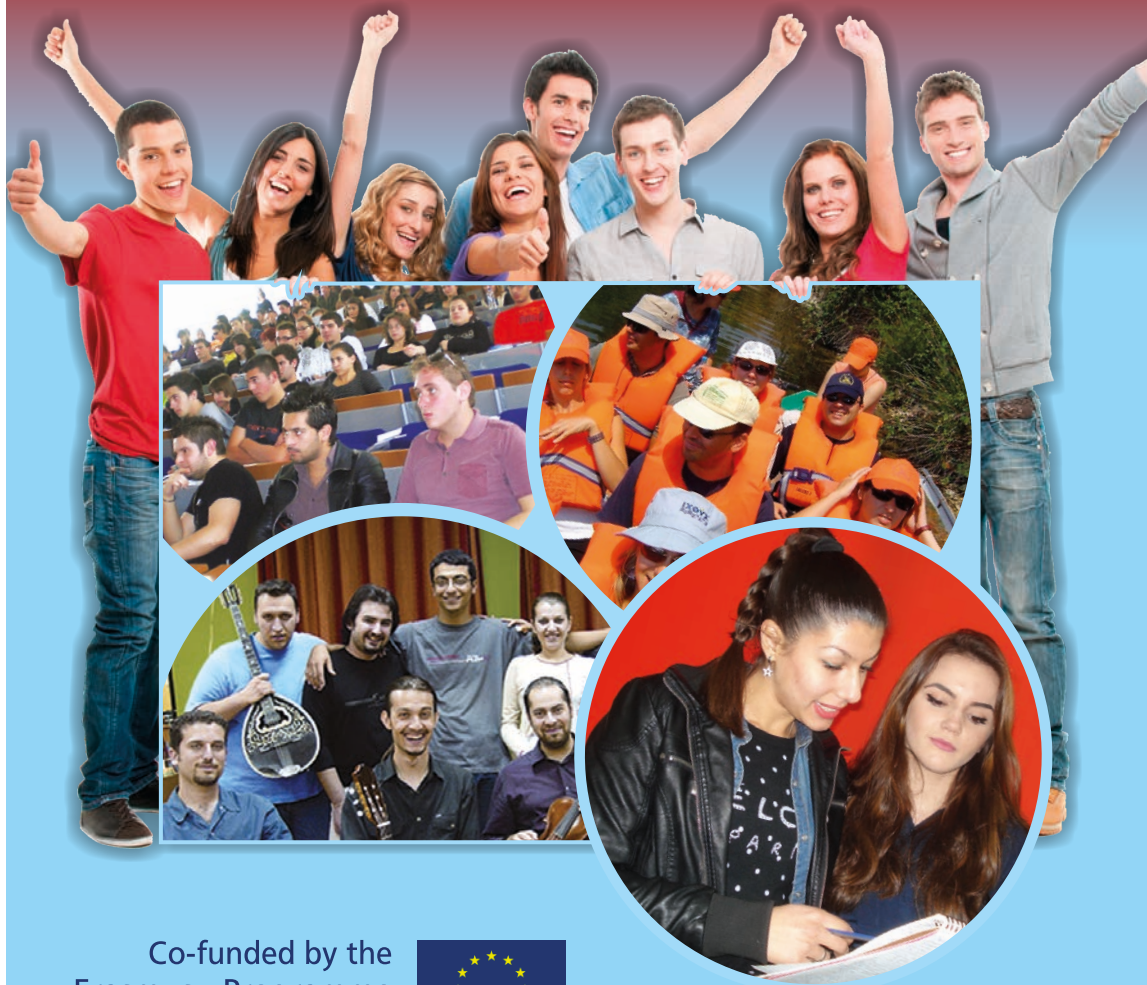




TECHNOLOGICAL EDUCATIONAL INSTITUTE  
of EPIRUS

# ERASMUS GUIDE



Co-funded by the  
Erasmus+ Programme  
of the European Union





## Welcome to the Technological Educational Institute of Epirus

The Technological Educational Institute of Epirus (TEIEP) is a Public Higher Education Institution. TEIEP offers eight undergraduate and seven postgraduate programmes in the fields of Agriculture and Food Technology, Computer Engineering, Health, Speech and Language Therapy, Early Childhood Care and Education, Economics and Management, Traditional Music, Applied Foreign Languages.

Following a dynamic course since the first years of its establishment, TEIEP has attained and constantly cultivates a high level of production and dissemination of knowledge, offering its members - students, professors, and administrative staff - an academic environment full of life and creativity.

Our vision is to maintain a leading position nationally, providing high level educational programmes and elaborating innovative research, responding successfully to the challenges of our times.

Our international strategy aims at providing students with international competences through their degree programs, supporting and incorporating best practices, developing and implementing an international dimension in all degree level curricula, providing quality and international skills in all curricula for all students, improving staff members' international qualifications, generating of leadership and participating in international projects in cooperation with key partners.

With steady progress, TEIEP confirms its profile as an innovative and pioneering regional Institution of applied research and innovation, with an international orientation.

We hope you will find the information in this guide informative and helpful. The personnel of the Erasmus Office will be a constant reference for you throughout your stay in our Institution.

Professor Dr. Evripides Glavas  
President





## INCOMING STUDENTS FOR STUDIES

### Step 1: Submit Your Application

As soon as your University has sent to the Erasmus Office of T.E.I. of Epirus a Nomination Letter stating that you are an Erasmus exchange student, you have to submit: a) the Application Form, b) the Transcript of Records, c) the Learning Agreement, d) the Certificate of Greek/English Knowledge and e) the Application for Accommodation by 20 June if coming for the winter semester or by 20 November if coming for the spring semester.

Your application can be sent by e-mail.

At the end of the process you are going to receive from us a Letter of Acceptance.

### Step 2: Report Your Arrival

A. The first thing you should do is to report your arrival to Erasmus Office of T.E.I. of Epirus in order to get the Certification of Arrival properly signed and stamped.

B. Then, in order to get the card called "passo" (pass), which gives students discount for all land or maritime transportation means in Greece, you should:

1. Receive username and password by Host Department

Secretary

2. Enter to <http://paso.minedu.gov.gr>

3. Complete the form (upload a coloured photo and choose the collection point)

4. Receive the passo card from the collection point after a notification via mail or sms

C. You are entitled to free dining by indicating your pass at the students' restaurant.

D. You can have free access to the Library of TEI of Epirus.

E. You can have free Internet access at the TEI of Epirus.

### Step 3: The End of Your Study Period

Before leaving TEI of Epirus:

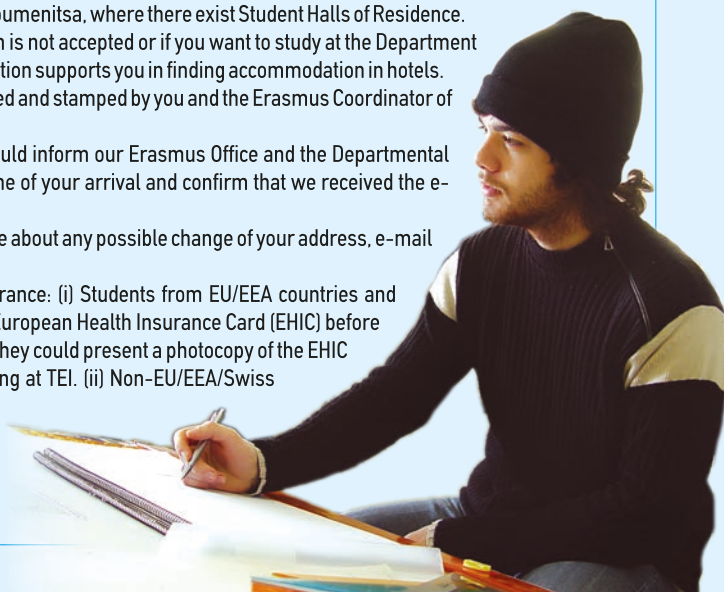
- you should ask the Erasmus Office to fill, sign and stamp the Confirmation of Study period

- you should ask your Departmental Coordinator to issue the Transcript of Records. In case the Transcript of Records has not been issued before your departure, it will be sent to your University at a later stage.

- you should submit a Written Report on your experience during your stay at TEI of Epirus, which would help us to have feedback on our services.

## Tips

- You only need to send the Application for Accommodation if you are coming to study at the Departments of TEIEP located in Arta, Ioannina and Igoumenitsa, where there exist Student Halls of Residence.
- If your application for accommodation is not accepted or if you want to study at the Department of TEI located in Preveza, then our Institution supports you in finding accommodation in hotels.
- Send the above documents fully signed and stamped by you and the Erasmus Coordinator of your home University.
- Ten days before your arrival you should inform our Erasmus Office and the Departmental Coordinator about the exact day and time of your arrival and confirm that we received the e-mail.
- You should inform our Erasmus Office about any possible change of your address, e-mail or phone number.
- Make sure you have got Health Insurance: (i) Students from EU/EEA countries and from Switzerland must issue the valid European Health Insurance Card (EHIC) before coming to Greece. It would be helpful if they could present a photocopy of the EHIC card at our Erasmus Office when arriving at TEI. (ii) Non-EU/EEA/Swiss Students should issue private health insurance or travel insurance for the period of their Erasmus studies, covering emergency medical treatment.



## GRADING SYSTEM

ECTS grade	mark	Descriptor (Greek)	Descriptor (English)
A	9-10	ΑΡΙΣΤΑ	EXCELLENT
B	8	ΛΙΑΝ ΚΑΛΩΣ	VERY GOOD
C	7	ΚΑΛΩΣ	GOOD
D	6	ΙΚΑΝΟΠΟΙΗΤΙΚΑ	SATISFACTORY
E	5	ΕΠΑΡΚΩΣ	SUFFICIENT (PASSING GRADE)
F	0-4	ΑΠΟΤΥΧΙΑ	FAIL

## ACCOMMODATION - RESTAURANTS

### Accommodation

Access to free accommodation is provided to all the financially weakest students. Certain residencies are also reserved mainly for exchange students (i.e. Erasmus) and all requests for accommodation are satisfied on a first-come, first-served, space-available basis.

### Halls of Residence

The Hall of Residence is the place to create strong bonds of friendship, to meet people from different backgrounds and cultures and to enjoy the sense of community.

In Arta and Ioannina there is one Hall of Residence in which Erasmus students can stay free of charge. Accommodation is mixed, with a number of standard rooms (with shared bathroom facilities) or en-suite rooms. The majority of rooms are single-study bedrooms, although there are some shared rooms, especially in Arta.

In Preveza and Igoumenitsa students can find flats at very reasonable prices since both towns are summer resorts and there are plenty of flats for rent for the rest of the year. Erasmus students get any possible help so as to get a proper flat.

*More information concerning accommodation can be provided on request*



### Restaurants

Citizens of the European Union Member States (whether academics, students or staff) visiting the TEIEP for a short time are provided with free access to the student restaurants.

The student restaurants provide meals to exchange students on a full-board (breakfast, lunch, dinner) daily basis. The restaurants are open daily between 1st September and 5th July, and have a 14-day break over Christmas and Easter Vacations.

In Arta and Preveza the student restaurants are located in the city center. In Ioannina and Igoumenitsa the student restaurant is conveniently located on campus.

*We wish you  
a wonderful Erasmus experience!*

## Tips ■ ■ ■ ■

- Your Departmental Coordinator is the first person for you to contact
- Remember to take from your home Institution the document "Certification of Arrival" which we are going to sign and stamp



## Tips ■ ■ ■ ■

- Remember to take from your home Institution the document "Confirmation of Study period" which we are going to sign and stamp
- Please, help us to improve our services by filling in the proposal Questionnaire



**INCOMING STAFF** If you work for another European University and you are interested in an Erasmus Staff Exchange (teaching or training) at the TEI of Epirus, then the following information should help you in applying for an exchange with us.

### INSTRUCTIONS FOR ACADEMIC STAFF

#### a. Expression of Interest

First identify the department you would like to have an exchange with. Call or email the relevant professor, including a CV, to show your area of expertise and how an exchange would benefit both institutions.

#### b. Confirmation

The department will consider how the visit fits with their plan of work and academic timetables. If the department is happy to host you and you have found a suitable time, the department will need to work with the Institutional Erasmus Coordinator of TEI of Epirus to sign the Erasmus agreement (if it does not already exist). The agreement must be signed by both institutions before the exchange commences.

#### c. Preparation

Check with your home institution which documents they will need to verify your exchange. These can include a teaching plan, expenses sheets, a mobility agreement etc. Work with the hosting department in TEI of Epirus on the teaching programme. The mobility agreement and the teaching programme should be forwarded to Erasmus Office of TEIEP. Finalize your travel dates with your departmental contact. Visiting staff usually make their own arrangements for travel and accommodation but the TEI of Epirus can offer some recommendations on local hotels.

#### d. Your Visit

We hope this will be enjoyable as well as challenging. You should spend the majority of your time on teaching at the host department. A visit to the International Office is not mandatory, however the team is available to discuss a specific inter-institutional agreement and to sign any documentation you need. In this case, please email us ([erasmus@teiep.gr](mailto:erasmus@teiep.gr)) to set up a meeting.

#### e. After the visit

Submit travel expenses and any final reports to your institution. Make further contact with your host department, to offer their staff the prospect of visiting you in return.

### INSTRUCTIONS FOR ADMINISTRATIVE STAFF

#### a. Expression of Interest

First identify the department or staff member you would like to have an exchange with. Call or email the relevant office, including a CV, to show your area of expertise and how an exchange would benefit both universities.

#### b. Confirmation

The department will consider how the visit fits with their plan of work and academic timetables. If the department is happy to host you and you have found a suitable time, the staff member will need to inform our Erasmus Office about this exchange.

#### c. Preparation

Check with your home university which documents they will need to verify your exchange. These can include a training plan, expenses sheets, a mobility agreement etc. Work with the hosting department in TEIEP on the training programme. The mobility agreement and the training programme should be forwarded to Erasmus Office of TEIEP.

Finalize your travel dates with your departmental contact. Visiting staff usually make their own arrangements for travel and accommodation but the TEI of Epirus can offer recommendations on local hotels.

#### d. Your Visit

We hope this will be enjoyable as well as challenging. You should spend the majority of your time on training at the host department. A visit to the International Office is not mandatory, however the team is available to discuss a specific bilateral agreement and to sign any documentation you need. Please email us ([erasmus@teiep.gr](mailto:erasmus@teiep.gr)) to set up a meeting.

#### e. After the visit

Submit travel expenses and any final reports to your institutions. Make further contact with your host department, to offer their staff the prospect of visiting you in return.





## INFORMATION FOR DISABLED PERSONS

Our Institution provides equal access for students with different abilities and requirements, accessible services and assistive technologies, such as:

- Access to the facilities of the Institute
- Access to educational material (printed and/ or electronic)
- Access to study notes, tasks and written exams
- Access to information, the internet content and applications
- Access to interpersonal communication with the members of the academic community



## PARTNER INSTITUTIONS

According to Erasmus Terms and Conditions, an Inter-Institutional Agreement must be in place between institutions, before student and teacher mobility can take place. Both institutions must also be holders of the Erasmus University Charter.

The TEI of Epirus is proud to be a holder of the Erasmus University Charter and our Erasmus Policy Statement outlines our commitment to the Erasmus Programme.

Institutional Erasmus Code: G ARTA01  
Erasmus Charter Number:  
29125-LA-1-2014-1-GR-E4AKA1-ECHE



## INSTRUCTIONS FOR NOMINATED STUDENTS

The International Office (Coordinator) of each partner institution should inform us for the nominated students to study at the TEI of Epirus. We require the student's:

- Full name
- Home address
- Contact telephone number
- Email address
- Study Area/ Department
- Duration of the Stay

All nominations should be sent by email to the Erasmus Office, TEI of Epirus.

It is essential that we have the email address of each nominee, as we will be sending information to the student by email.

Please note that we need to have the nomination no later than June 1st for students applying for the autumn semester, and November 1st for students applying for the spring semester.



## FUTURE PARTNER INSTITUTIONS

If you are interested in starting a cooperation with TEI of Epirus in the framework of the Erasmus+ programme, please, check the proposal agreement, fill in the necessary information about your Institution and please send us a signed and stamped version via e-mail.

Since we can sign an agreement for more than one Department of our Institution, please feel free to add in the agreement, the departments and subject areas that have the same or similar study programmes with your departments.

*We are looking forward to starting a successful cooperation between our institutions. Thank you very much!*



## ACADEMIC CALENDAR / NATIONAL HOLIDAYS

### ACADEMIC CALENDAR

- **September:** Resit Examinations
- **October to January:** Winter Semester (examination period included)
- **February to June:** Spring Semester (examination period included)

### NATIONAL HOLIDAYS

- **October 28th:** National Anniversary (Starting day of 2nd World War in Greece)
- **November 17th:** Anniversary of Athens Polytechnic Students Uprising
- **December 24th to January 7th:** Christmas and New Year Vacation
- **January 17th:** Religious Anniversary (St. Georgios) – Ioannina
- **January 30th:** Religious Anniversary – Celebration of

All Sciences

- **February 10th:** Religious Anniversary – (St. Charalambos) - Preveza
- **February 21st:** National Anniversary (Independence Day) – Ioannina
- **March 11th:** Religious Anniversary (St. Theodora) – Arta
- **March 25th:** National Anniversary (Greek Independence Day) - Religious Anniversary (Annunciation of Christ)
- **February/March (date varies):** Pure / Ash Monday (Greek Orthodox: Clean Monday)
- **March 30th:** Religious Anniversary (St. Donatos) – Igoumenitsa
- **April/May (date varies):** 2-week Easter Vacation
- **May 1st:** May Day/Labor Day
- **June (date varies):** Whit Monday/Pentecost Monday / Monday of the Holy Spirit



# CONTACT

## **Institutional Erasmus Co-ordinator**

Dr. Ioannis Ganas, Associate Professor  
Deputy President  
TEI of Epirus Erasmus Office  
Building A', Kostakioi  
GR 471 32, Arta

## **DEPARTMENTAL COORDINATORS**

### **DEPARTMENT OF ACCOUNTING AND FINANCE**

Dept. Coordinator: Pappa Paraskevi  
Phone : +30 26820 50561  
e-mail: pvpappa@teiep.gr

### **DEPARTMENT OF BUSINESS ADMINISTRATION**

Dept. Coordinator: Karra Anastasia  
Phone : +30 26650 49861  
e-mail: tkarra@teiep.gr

### **DEPARTMENT OF NURSING**

Dept. Coordinator: Mantzoukas Stefanos  
Phone : +30 26510 50775  
e-mail: smantzoukas@ioa.teiep.gr

### **DEPARTMENT OF SPEECH & LANGUAGE THERAPY**

Dept. Coordinator: Toki Eugenia  
Phone : +30 26510 50720  
e-mail: toki@ioa.teiep.gr

### **DEPARTMENT OF EARLY CHILDHOOD CARE AND EDUCATION**

Dept. Coordinator: Karavida Vasiliki  
Phone : +30 26510 50736  
e-mail: vkar@ioa.teiep.gr

### **DEPARTMENT OF COMPUTER ENGINEERING**

Dept. Coordinator: Stylios Chrysostomos  
Phone : +30 26810 50351  
e-mail: stylios@teiep.gr

## **DEPARTMENT OF AGRICULTURAL TECHNOLOGY**

Dept. Coordinator : Petropoulos Nikolaos  
Phone : +30 26810 50226  
e-mail: npetro@teiep.gr

## **DEPARTMENT OF TRADITIONAL MUSIC**

Dept. Coordinator: Aspasia Theodosiou  
Phone : +30 26810 50540  
e-mail: theodosiou@teiep.gr



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## **Erasmus Office**

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Fax: +30 26810 50549  
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<http://erasmus.teiep.gr/en/>

