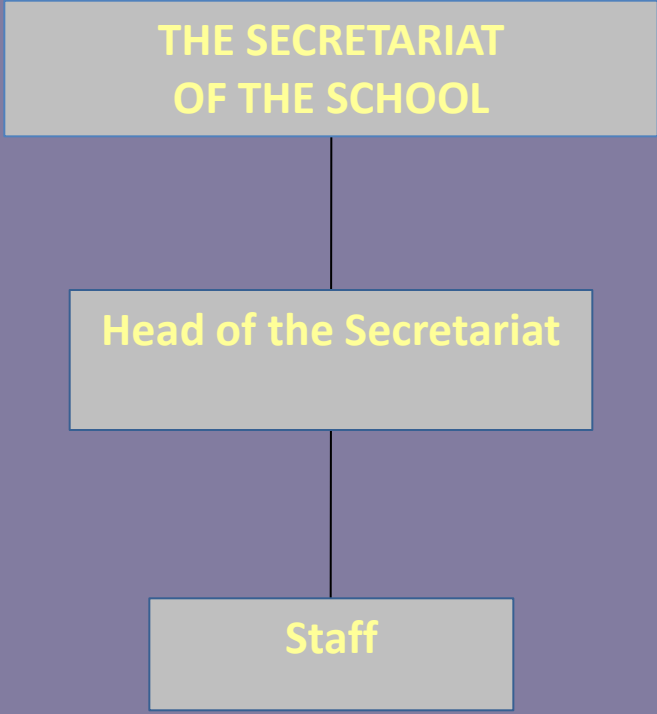




School of History and Archaeology Administration

Mrs Vassiliki Chachopoulou
Head of the Secretariat





September 2014

Rate

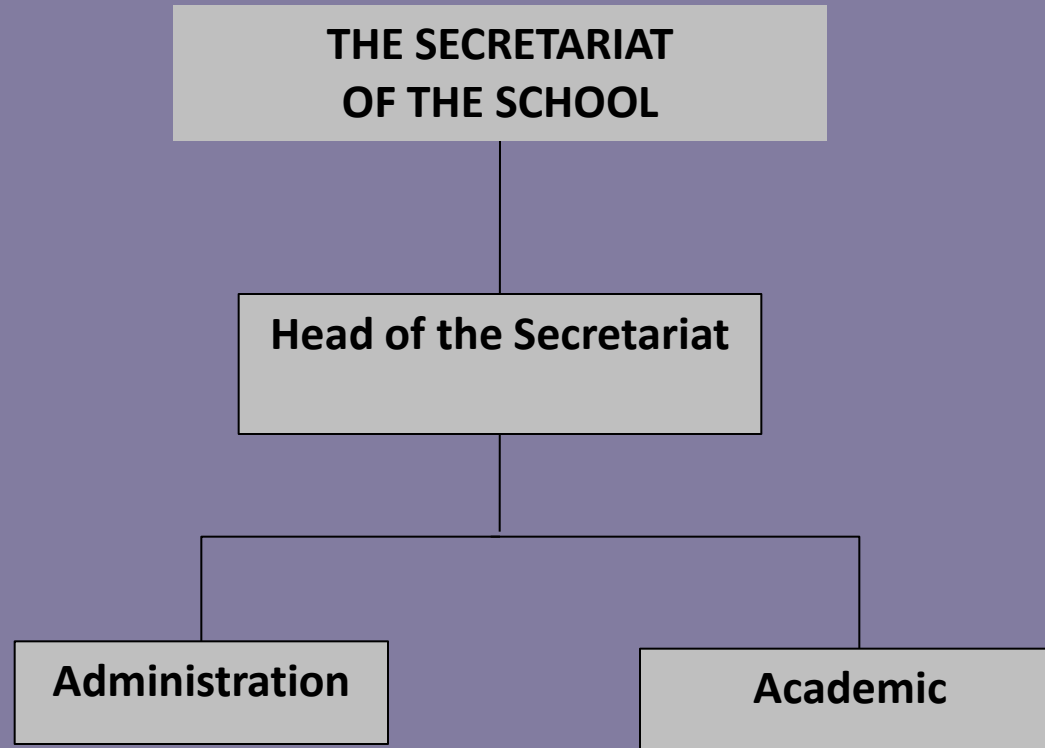
Administrative Staff	5
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Undergraduate Students	2249
Postgraduate Students	185
PhD Candidates	172
Total	2606
Teaching Staff	44

→ 1 / 521

→ 1 / 8.8





Head

Administration

- Legally responsible for administrative transactions stipulated by the Greek State
- Communication with other Schools, with the administrative services of AUTH, with Ministries, with Public Services
- Drawing up the regular budget of the School
- Protocol responsibilities and processing incoming documents



Head

Academic

- Legal advisor of the School
- General Staff Meeting of the School

Legal accreditation:

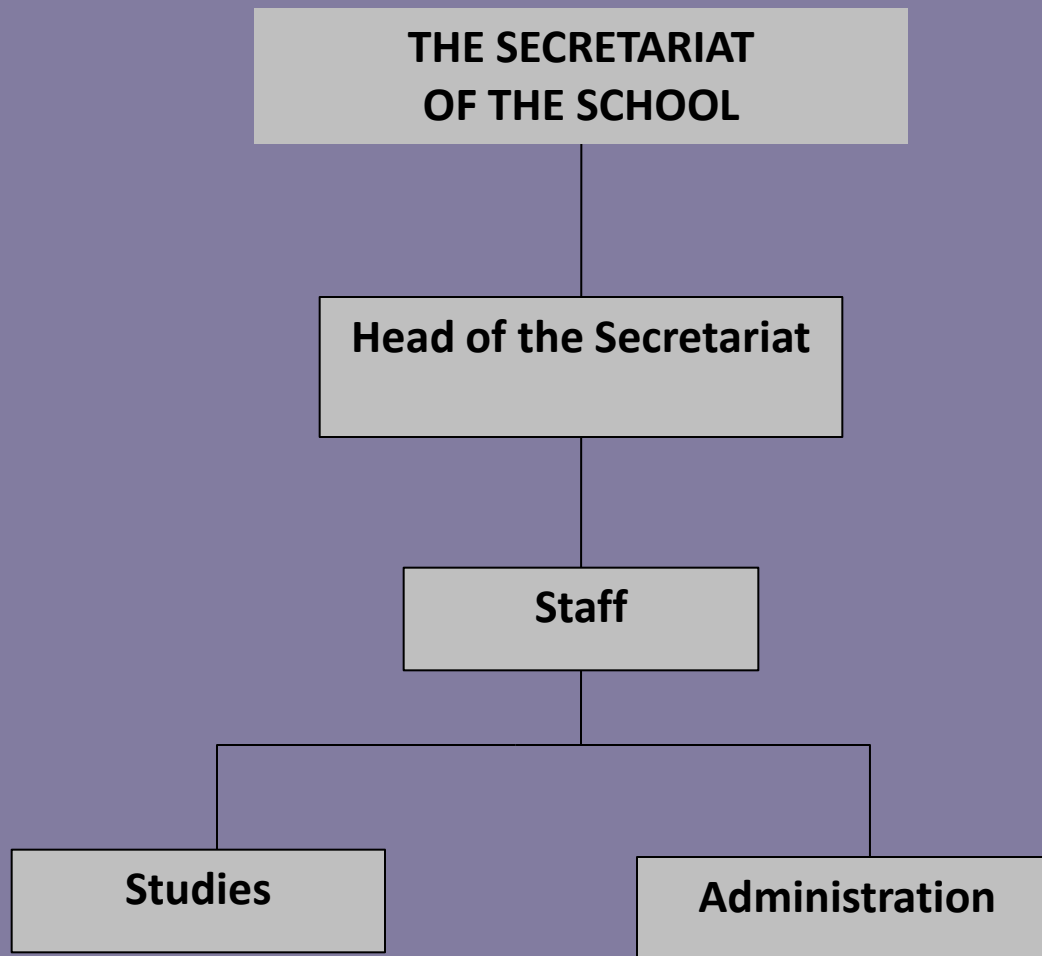
- Agenda
- Selection and progression of Teaching Staff
- Election of the Chair of the School
- Nomination of Emeriti Professors and Honorary Doctors

Sitting in the GSM

Keeping of minutes

- Sitting in the Committees of the School





Staff

Undergraduate Studies

▪ Enrollment of students

Incoming students

- National level examination
- Incoming students from other Greek Universities (requires the legal accreditation)

• Incoming Graduate students (requires the organization of examinations)

- Erasmus mobility students

▪ Following students' curriculum

- List of students per class
- Grades recording
- Graduation

▪ Issue of Certificates

- Degrees
- Students' ID (upon registration)
- Certification of studies (with ECTS credits)
- Diploma Supplement
- Learning agreements
- Transcript of records



Staff

Undergraduate Studies

Other tasks related to students

- Implementation of the national textbooks service

EVDOXOS

- Cooperation with the central authority for the recognition of foreign Degrees

- Production of the Study Guide

- Timetable of courses offered and examinations

- Administrative preparation of scholarships

- Students' Housing Subsidy

- Collaboration with the Statistical Service of the State

Personal contact hours, daily 12.00 to 13.00

Telephone service throughout opening hours

E-mail and fax messages also accepted

Graduates and public same as above



Staff

Postgraduate Studies

- Preparation of the exams for the selection of postgraduate students
- Following students' curriculum
- Nomination of PhDs



Staff

Administration

«Cl@rity» program (Diavgeia): Transparency and Openness Policies of the Greek Government

Uploading any decision and transaction of public entities on the Cl@rity websites

Each document is digitally signed and assigned a transaction unique number automatically by the system.

Internal – External Evaluation Procedure

Network Operations – Technological Support of the School Secretariat

Secretary Support (position vacant)

- Receiving incoming correspondence
- Distributing documents to internal departments and offices
- Responsible for the Secretary archives

