



UNIVERSITY OF THESSALY

"MSc Entrepreneurship"

STUDY GUIDE

AE 2024-2025

SEPTEMBER 2023



University of Thessaly

"MSc Entrepreneurship"

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Data-Driven Management and Analytics (DDMA) within Smart Cities **Σφάλμα! Δεν έχει οριστεί σελιδοδείκτης.**

FOREWORD BY THE DIRECTOR

Dear students,

The Msc " **MSc Entrepreneurship** " is established in accordance with the provisions of Law 4957/2022, as amended and in force.

Our goal is to train scientists with knowledge and skills that will allow them to successfully meet the challenges of modern Greek and European administration and economy in a global economic environment that is evolving dynamically. At the same time we seek to contribute to the creation of socially aware citizens who will be able to face their professional life with a high sense of social responsibility.

In the Study Guide you can find detailed information about the content of the courses and the lecturers of the MSc as well as many useful instructions for your studies at the University of Thessaly.

On behalf of the teaching and administrative staff, we welcome you to the " **MSc Entrepreneurship** " c and wish you a fruitful and productive academic year. For our part, we will do our best to ensure that your period of study is creative, fruitful and full of positive experiences.

Professor Vasiliki Kazantzi

Director of the MSc



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THE UNIVERSITY OF THESSALY

ESTABLISHMENT AND ADMINISTRATION

The University of Thessaly was founded in 1984 (together with the University of the Aegean and the Ionian University) by Decree 83/1984 (FEK 31/tr.1o/20-3-1984), which was amended in 1985 by Decree 302/1985 (FEK 113/tr.1o/31-5-1985). The seat of the University of Thessaly is Volos. After the merger with the TEI of Thessaly and Sterea, the new University of Thessaly has 8 faculties and 37 departments and is the 3rd largest university in the country.

As a Higher Educational Institution, the University is a legal entity under public law with full self-government. It is supervised and subsidized by the State through the Ministry of Education and Religious Affairs. According to the institutional framework for higher education, the administration of the University is exercised by the Rector and the Senate.

The Senate of the University of Thessaly

The Senate is composed of :

1. the Rector, the Deans of the 8 Faculties and the Presidents of the 37 Departments.
2. representatives of students, postgraduate students and doctoral candidates.
3. a representative of the Special Education Staff (SEP)
4. a representative of the Special Teaching Staff (STS).
5. one representative of the Special Administrative Technical Staff (SAB).
6. one representative of the administrative staff.

ORGANISATION OF SCHOOLS AND DEPARTMENTS

School of Economics & Finance Administrative Sciences (Volos-Larisa)

- Department of Business Administration
- Department of Accounting and Finance
- Department of Economics

School of Humanities and Social Sciences (Volos)

- Department of Primary Education
- Department of Special Education
- Department of Early Childhood Education
- Department of Language and Intercultural Studies
- Department of History Archaeology and Social Anthropology
- Department of Culture and Creative Media and Industries

School of Agricultural Sciences (Volos-Larissa-Karditsa)

- Department of Agriculture, Fisheries and Aquatic Environment



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- Department of Plant Production and Rural Environment
- Department of Agriculture - Agrotechnology
- Department of Animal Production Science
- Department of Food Science and Nutrition

School of Engineering (Volos)

- Department of Architectural Engineering
- Department of Electrical and Computer Engineering
- Department of Urban Planning and Regional Development Engineering
- Department of Mechanical Engineering
- Department of Civil Engineering

School of Health Sciences (Larissa-Karditsa-Lamia)

- Department of Biochemistry and Biotechnology
- Department of Public and Unified Health
- Department of Medicine
- Department of Veterinary Medicine
- Department of Nursing
- Department of Physiotherapy

School of Physical Education, Sports and Dietetics (Trikala)

- Department of Dietetics and Nutrition
- Department of Physical Education and Sport Science

School of Sciences (Lamia)

- Department of Mathematics
- Department of Informatics and Telecommunications
- Department of Informatics with Applications in Biomedicine
- Department of Physics

Technology (Larissa-Karditsa)

- Department of Forestry, Wood Science and Design
- Department of Environment
- Department of Energy Systems
- Department of Digital Systems



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SERVICES OF THE UNIVERSITY

ADMINISTRATIVE SERVICES

The Administrative Services of the University of Thessaly are based in Volos and deal with budget, payroll, procurement, etc. Their main objective is the administrative and financial support for the proper functioning of the University of Thessaly and the provision of high quality services to the students of the institution (e.g. food, accommodation, health care, counselling, etc.).

More information on the website:

[HTTPS://WWW.UTH.GR/SCHETIKA/DIOIKESE/ADMINISTRATIVESERVICES](https://www.uth.gr/schetika/dioikese/administrativeservices)

TELEMATICS NETWORK CENTRE

The project of the Telematics Network of the University of Thessaly is the maintenance of a network supporting unified services that interconnects all the buildings of the University of Thessaly, in all the cities of Thessaly where the University has facilities, as well as the provision of high quality telephony, data and video services. Some of its services include user account creation (electronic identity and e-mail), software access and distribution, website hosting, etc.

More information on the website: [HTTPS://IT.UTH.GR](https://it.uth.gr)

INTERNATIONAL RELATIONS AND ERASMUS OFFICE

The Office of International Relations and Erasmus+ belongs to the Department of Cultural Exchanges and Public Relations of the University of Thessaly.

The Office provides information, guidance and mobility grants: a) to students, allowing them to spend part of their studies in another country, b) to students to undertake an internship in another country, and c) to lecturers, in order to promote the European dimension in studies.

More information on the website: [HTTP://ERASMUS.UTH.GR/GR/](http://erasmus.uth.gr/gr/)

EMPLOYMENT AND CAREER STRUCTURE (DASTA) OF THE UNIVERSITY OF THESSALY

DASTA is the main gateway of the University of Thessaly to the labour market. Its aim is to develop the strategy, vision and policies of the University of Thessaly for its connection with the labour market and the careers of its students. It coordinates the activities of the following structures:

- Innovation and Entrepreneurship Unit
- Internship Office



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- Liaison Office

More information on the website: [HTTP://DASTA.UTH.GR/](http://DASTA.UTH.GR/)

INNOVATION AND ENTREPRENEURSHIP UNIT (IEU)

The main objective of the Innovation and Entrepreneurship Unit (IEU) is to develop the entrepreneurial and innovative skills of the students of the University of Thessaly and to support them in undertaking entrepreneurial activities. For this purpose, the IEU implements activities such as: teaching entrepreneurship courses related to entrepreneurship and innovation, ensuring direct contact with the entrepreneurial community, lectures by well-known entrepreneurs, seminars and mentoring programmes, student entrepreneurial activities through specialised guides and tools and individual counselling.

INTERNSHIP OFFICE

The Internship Office of the University of Thessaly creates a channel of constant communication between the University of Thessaly and businesses and institutions of the public and private sector, for the integration of students in the productive system of the country and the better utilization of the knowledge they acquire at the University. The Head of the Department of Internship is Professor C. G. G. Iatridis.

More information on the website: [HTTP://PA.UTH.GR/](http://PA.UTH.GR/)

LIAISON OFFICE

The Liaison Office is funded by the European Union and the Greek State. This office provides information to graduates about possible positions in the labour market, as well as about the prospects for further education and specialisation by helping them to find postgraduate studies, scholarships, companies for the implementation of their internship, etc. The Office is located in the complex of Tsalapata, Giannitsa & Yannitsa. Lachanas, Volos.

More information on the website: [HTTP://WWW.CAREER.UTH.GR](http://WWW.CAREER.UTH.GR)

CENTRE FOR TRAINING AND LIFELONG LEARNING (KEDIBIM)

KEDIBIM's main objective is the design, organization and implementation of a series of integrated professional training and specialization programs in various cutting-edge scientific fields. On its website, an extensive list of new, innovative and competitive training courses in various fields of specialization of the University of Thessaly is presented.

More information about the available programmes at: [http:// learning.uth.gr/](http://learning.uth.gr/)

UNIVERSITY PUBLICATIONS



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University Publications was founded in 1998 with the aim of promoting and disseminating scientific knowledge and upgrading educational teaching.

- They encourage the writing of modern university publications in areas where the small size of the domestic market does not ensure the interest of publishers.
- They offer the possibility of intervention of the scientific potential of the University of Thessaloniki and other Educational Institutions by writing studies, monographs or the creation of periodical scientific publications on issues and areas of social, economic and technological interest.
- Produce teaching and educational material in printed and electronic form, such as notes, exercises, articles, research papers, which are distributed mainly to students.

More information on the website: [HTTP://press.uth.gr](http://press.uth.gr)

BOOKSTORE OF UNIVERSITY OF THESSALY PUBLICATIONS

The bookstore of the publications together with the gift and souvenir shop of the University of Thessaly have been operating since 2013 and are housed on the ground floor of the Tsirikis building, 145 Iasonos Street, Volos. Tel. 24210-74118.

More information on the website: [HTTPS://BOOKSHOP.UTH.GR/](https://bookshop.uth.gr/)

STUDENT CARE

The purpose of the Student Affairs office is to inform, organize and provide quality services on issues related mainly to food, housing and health care benefits, based on the current legislation.

More information about the services of Student Services at the website: [HTTPS://WWW.UTH.GR/ZOI/FOITITIKI-MERIMNA](https://www.uth.gr/zoi/foititiki-merimna)

STRUCTURE "ACCESS"

The Support Structure for Students with Disabilities and/or Educational Needs (SEN) aims to enhance the accessibility of students with disabilities to the services and facilities of the University. It provides needs recording and assessment, information and support services. To date, 148 students from all departments of the University of Thessaly are registered in "Access".

More information on the website: [HTTP://PROSVASI.UTH.GR/](http://prosvasi.uth.gr/)

STUDENT COUNSELLING SERVICE

The Student Counselling Service is implemented by the Laboratory of Psychology and Applications in Education. It provides psychological support and assistance services to students who request it.



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More information about the services and how to contact us at:
[HTTPS://WWW.UTH.GR/ZOI/YPOSTIRIXI/SYMBOYLEYTIKI](https://www.uth.gr/zoi/yPOSTIRIXI/SYMBOYLEYTIKI)

SPORTS AND CULTURAL ACTIVITIES

The students of the University of Thessaly can participate in various sports and/or cultural activities organized under the auspices of the University of Thessaly. For more information visit the website:

<https://www.uth.gr/zoi/politismos-athlitismos>

- Physical Education Office: aims to improve the physical fitness of students and to strengthen the spirit of teamwork through their participation in university sports teams and the promotion of fair play.
- Artistic groups: the theatre group of the University of Thessaly "Third Floor" gives students the opportunity to get to know the art of theatre, to work in groups and to discover their expressive potential through theatre play and improvisation.
- Music Ensembles: their aim is to promote the collective musical creation and musical culture of the students through vocal expression. Through their artistic activity through the realization of concerts, seminars, music publications, festivals, cultural exchanges, etc., they contribute to the active presence of the University of Thessaly in relation to culture.
- Choir of the University of Thessaly: the Choir of the University of Thessaly was founded in 2015, in Volos, where its headquarters are located. The choir's classes are made up of students and its activities include all the departments of the University from Volos, Larissa, Karditsa, Trikala and Lamia. In 2015 she started her artistic activities, which she continues consistently until today. The choir rehearses in the "Skouvaras" hall, on the mezzanine floor (building 3) of the coastal complex of the University of Thessaly.
- Student Internet Radio Station (yuth-radio.com): the station is mainly addressed to the students of the University of Thessaloniki, providing information, among other things, on student issues and events of the University of Thessaloniki. The operation of the station is carried out by students - members of the University of Thessaloniki.

LIBRARY

The Library of the University of Thessaly started operating in 1988. It is a single service, with its headquarters in Volos, where the Central Library is located, and branches in the five cities where there are Departments and Faculties of the University of Thessaly. The Library is responsible for ordering and managing books, scientific journals and databases. All transactions of the Library (loans, reservations, orders) are carried out through an automated computerized system. The book and journal catalogues and databases are available to users via the Internet. The Library functions as a lending library for students, faculty members and all interested researchers and scholars in the region.

Apart from members of the university community, all interested researchers, scholars and the general public of the region have the right to use the Library. In order to be issued with a Library user card, upon presentation of which users can borrow materials from the Library, prospective users must complete and submit the relevant application



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form together with a passport-type photograph. The user card can be used to borrow or search for material in all branches of the Library, regardless of the branch to which the application for the card was submitted. The submission of the application for user status means that the applicant accepts all the terms of the Library's Rules and Regulations.

The library needs of the students of the Department are covered by the Central Library of the University of Thessaly. All processes, such as borrowing, reservations, orders, for example, are carried out through the automated system of the Central Library in Volos.

For more information on the operation and services offered by the library of the University of Thessaloniki, please visit the website: [HTTP://WWW.LIB.UTH.GR/](http://www.lib.uth.gr/)

THE DEPARTMENT OF BUSINESS ADMINISTRATION

The Department of Business Administration (BBA) of the University of Thessaly (UTH) based in Larissa was established by Law 4589/2019 (Government Gazette A 13/29.01.2019, Article 22, paragraph 1d) and has been operating since September 2019. With its establishment, the Department of Business Administration joined the Faculty of Economics and Management Sciences of the University of Thessaloniki, which was also established by Law 4589/2019 (Government Gazette 13 A/29.01.2019, Article 21, paragraph 1bb). The aim of the curriculum of the Department of Business Administration of the University of Thessaloniki is to provide scientific knowledge on issues related to business administration. In this context, the Curriculum includes courses of both qualitative and quantitative approach, which enable graduates to analyze and understand the functioning of enterprises in the contemporary environment and to identify policies and practices that optimize their effectiveness and efficiency. Upon completion of their studies, students can work either as executives, business executives, public and non-profit organizations, or continue their studies at the postgraduate level.

The course of study at the Department lasts for eight semesters. The degree requires the successful completion of 36 compulsory courses, 4 elective courses and 4 foreign language courses, which together count for a total of 240 ECTS credits. In total, the Programme of Studies offers 54 courses covering the subject areas of Management, Marketing, Accounting and Finance, Information Technology, Quantitative Methods, Economic Analysis and Law. In each of the first four semesters, five compulsory courses are taught in each of the first four semesters, plus a foreign language. In each semester of the third and fourth year the student takes four compulsory courses and one elective course. In the elective procedure, four courses are offered in each semester of the third year and five courses in each semester of the fourth year. Alternatively, in the eighth semester, the student may prepare a Thesis instead of an elective course. The preparation of a thesis requires that the student has attended and successfully passed the Research Methods course in the seventh semester.

The Department of Business Administration of the University of Thessaly considers the knowledge of the English language essential and for this reason all students are required to register and attend English as a Foreign Language. Instead of English, students who hold at least a C1/C1 level English Language certificate have the possibility, if they wish, to register and attend French instead of English. Foreign Languages at the Department of Business Administration of the University of Thessaly are taught in four levels, in the first four semesters. Adequate



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attendance of all four levels is compulsory and the average of 4 grades is counted as one course in the calculation of the degree grade.

Address:Gaeopolis, Regional Road Larissa-Trikala, P.C. 41 110, Larissa

Telephone: +30 2410 684235

Email: g-de [at] uth [dot] gr

Website: [HTTP://DE.UTH.GR/](http://DE.UTH.GR/)

Members of the General Assembly of the Department of Business Administration

THE SECRETARIAT OF THE MSC

The MSc Secretariat is responsible for administrative, academic and student affairs. In particular:

Academic and Student Issues

Registration of students, transfers, compilation of student lists according to the declaration of course selection, maintenance of student records (grades, scholarships, diplomas, etc.) and issuing of certificates, etc.

Administrative and Research issues

Keeping records of faculty and staff members etc.

Secretariat of Postgraduate Studies:

Argyro Gerakopoulou 2410-684708, gerak@uth.gr

Information on study issues etc. is posted on the XPMS website - <http://smartcities.uth.gr/>

PURPOSE-OBJECTIVE

The aim of the XPMS is to cover the educational needs of the staff of local government organisations and, more generally, of those active in the ecosystems of smart cities. According to the United Nations Economic and Social Council's report on 'Smart Cities and Infrastructure', which studies future trends up to 2030, one of the five main challenges to be addressed in the implementation of smart city projects is related to gaps in staff knowledge and skills. It is therefore recommended that universities create new curricula or reform existing curricula to promote interdisciplinary learning in order to train smart city staff. In addition, modern needs have highlighted the need for urban resilience, which includes both natural disasters and pressures on the city ecosystem from health crises, etc.



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Therefore, this MSc, aims to study the challenges facing cities and the emerging opportunities, offering students not only an understanding of the problems for their digital transformation, but also the necessary knowledge required to design solutions, facilitate co-creation with citizens, use technologies and related tools, etc.

Therefore, the aim of the MSc is to prepare students for the design and development of smart cities. By obtaining the MSc, students will have acquired specialized knowledge of:

- the architecture of smart and resilient cities,
- platforms for the development of smart and resilient cities,
- the design requirements of green smart cities,
- the resilience of smart cities,
- designing smart and resilient cities projects using innovative methods,
- integrating the use of new technologies in smart cities,
- the design of business models and financing models, and
- the processing of smart city and resilient data using modern technological methods.

The objectives of the MSc "Smart and Resilient Cities" are to provide high quality education so that the graduates of the programme will be able to:

- understand the structure, function and architecture of a smart and resilient city,
- understand the design requirements of green smart cities,
- understand, propose solutions for designing the resilience of a smart city,
- design and implement smart city projects using innovative methods,
- be familiar with smart city development platforms,
- design and implement business models and financing solutions,
- be able to use modern technologies to implement advanced smart city solutions, and
- be able to collect and analyse smart city data using modern technological methods.

In addition, both from the content of the programme and from the methodology of approach, students will acquire the ability to develop soft-skills such as:

- effective communication with teachers and other participants,
- working in teams to achieve strategic objectives of organisations,
- technology project management,
- self-action and collective action (mainly through communication between participants).



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REGULATION OF THE POSTGRADUATE STUDIES PROGRAMME

TOPICS OF STUDY

The registration of students to the MSc of the University of Thessaly (UTH) is done by the MSc Secretariat through the information system of the Electronic Secretariat of the UTH (<https://euniversity.uth.gr/unistudent/> and <https://cas.uth.gr/>).

DURATION OF SEMESTER-STUDIES

The duration of study for the award of the MSc is three (3) semesters for full-time study and five (5) semesters for the part-time programme, of which the last semester is allocated for the preparation of the thesis.

For the full-time programme, the minimum duration for the award of the MSc is three (3) academic semesters and the maximum duration is five (5) academic semesters. Similarly, for the part-time programme, the minimum duration for the award of the Diploma of Postgraduate Studies is five (5) academic semesters and the maximum duration is seven (7) academic semesters.

In case of exceeding the maximum time limit of attendance, without a justified reason, the EPC may decide to remove the student from the PP.

Postgraduate students are required to attend the distance learning programme in accordance with the course programme. If there are serious reasons, up to 30% of the teaching hours per semester can be missed.

For the acquisition of the MSc, 75 ECTS: European Credit Transfer System credits are required, divided into 30 per semester and 30 for the thesis.

ACADEMIC CALENDAR

The academic year begins on 1 September and ends on 31 August of the following year. The teaching work of each academic year is divided into two semesters (winter and spring).

The courses of the winter semester start in the 1st 15th week of October and last 13 weeks. The teaching schedule is announced no later than the end of the first week of September.

Spring semester courses begin after the end of the winter semester exams and also last 13 weeks. The teaching schedule is announced no later than the end of the first week of February.

The academic calendar for each year is set by the Senate at least two months before the beginning of the academic year. By decision of the Assembly, the Department may modify the decision of the Senate according to its needs.



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COURSE MAKE-UPS

The lecturer may request a make-up of a course that he/she misses only due to a planned absence or illness. In this case, he/she submits a written request to the Director and the Coordinating Committee of the MSc and cooperates with them to find a classroom and a time to make up the class.

The time and place of the make-up must be communicated to students at least four (4) days prior to the class.

If the above procedure is not followed and the course is not made up, the lecturer is obliged to notify the MSc Secretariat in writing.

The make-up cannot coincide with another course in the same semester. Make-ups in the same course must be made on a day other than the day on which the course is normally taught and in any case may not precede or follow the course consecutively.

REGISTRATION AND RENEWAL OF REGISTRATION

Both the registration and the declaration of courses of the students in each semester are jointly necessary actions in order for the student to have an active presence in the Institution. The renewal of registration each semester is carried out by the MSc Secretariat through the information system of the ETH Electronic Secretariat (<https://euniversity.uth.gr/unistudent/> and <https://cas.uth.gr/>).

COURSE DECLARATION

The course registration is carried out every semester by the MSc Secretariat, in order to be able to attend and participate in the course examinations. The MSc Secretariat declares the courses of each semester according to the rules set by the MSc Programme of Studies.

Please note that the declaration of courses each semester is done through the above information system. Please note that students are only entitled to take examinations in courses that they have declared to attend during the semester in question.

SUSPENSION OF STUDIES

Students have the right to discontinue their studies, with a written request to the MSc Secretariat, for as many semesters, consecutive or not, as they wish, and in any case not more than the minimum number of semesters required for the award of a diploma according to the indicative curriculum. The application must indicate the exact period of suspension. These semesters do not count towards the above maximum duration of study. Students who suspend their studies as described above do not have student status for the entire period of suspension. After the end of the interruption, students are reinstated and rejoin the Department. In the meantime, students have the right, with a justified written request to the MSc Secretariat, to terminate their suspension at the beginning of each semester.



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DELETE

In case of absence or failure of a student, in the course review or in the review of the MPA, the matter is referred to the EPC, which recommends to the Assembly the final deletion of the student from the MSc, or the attendance of the same course. If the Assembly decides that the student should attend the same course and fails, then the student will be removed from the MSc, following a decision of the Assembly.

The student has the right to withdraw from the MSc after a written request to the Secretariat. The necessary forms for withdrawal are the following:

- Deletion Request Form
- Confirmation from the Student Residence and the Library of the Faculty of Engineering of the University of Thessaloniki, that there is no outstanding amount.
- Pass, Academic Identity Card and Health Card (whichever of them were issued) are returned to the MSc Secretariat.

SCORING SCALE

The performance of students in the courses is graded on a scale of 0-10, with a 10 being the pass mark and the minimum passing grade being 5. Grades are given in half-point increments. The ten-point grading scale followed for all courses is as follows:

8,50 - 10 : "Excellent"

7,00 - 8,49 : "Very well"

6,00 - 6,99 : "Good"

5,00 - 5,99 : "Sufficiently"

0,0 - 4,99 : "Unfortunately"

Regarding the degree of the Diploma and in accordance with the current regulations, the grade is on a 10-point scale with a pass mark of 10 and a minimum pass mark of 5.

The number of courses for the award of the Diploma is calculated as the total number of courses that the student has successfully completed in order to obtain 90 ECTS credits.

The grade of the MPA is the weighted average of the grades of the courses and the thesis based on the credit units assigned to each course and the thesis, as specified in the Y.A. Φ141/B3/2166 (Government Gazette 308 t.B'. 18.6.1987) according to the following formula (where the credit units replace the weighting factors of the Y.A.), and more specifically the mathematical formula is the following:

$$\beta = \frac{(\beta_{\delta} \times \pi_{\delta}) + \sum_{i=1}^N (\beta_i \times \pi_i)}{\pi_{\delta} + \sum_{i=1}^N (\pi_i)}$$

Where :

- N = number of courses
- β_i = course grade i



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- b_6 = postgraduate thesis grade
- p_6 = number of credits attributed to the MCE
- p_i = number of credits allocated to course i
- b = M.Sc. degree

In case of unsuccessful completion of the course, the student receives a certificate of attendance of the MSc (*according to the regulations of the University of Thessaly's Postgraduate Studies*).

ACADEMIC IDENTITY-PASS

For the issuance of an Academic Identity Card with an integrated Student Ticket (PASO), students submit their application online at the website <https://submit-academicid.minedu.gov.gr>. Thereafter, and once the application has been approved by the Secretariat, students can collect the special ticket voucher (pass) from a specific delivery point, which they will have selected when submitting their application. More information is available here: <https://ba.uth.gr/ακαδημαϊκή-ταυτότητα>.

CERTIFICATES

Applications for certificates shall be made through the information system. Through the same system, the student can monitor his/her card and consequently his/her progress. The student comes to the Secretariat of the Department, within the student service hours (in order to receive the certificates. The student service hours are posted on the MSc website.

The Secretariat of the Department issues the following certificates:

- Certificate of attendance, which confirms that the applicant is an active student.
- Certificate of analytical grades, indicating the student's progress in the courses taught.
- Certificate of Completion of Studies, for those who have fulfilled the obligations of the Programme of Studies, but have not been awarded the diploma.
- Copies of diplomas and certificates relating to graduation (transcripts) and suspension of studies.

ANNEX TO THE DIPLOMA

The University of Thessaly since June 2012 awards the Diploma Supplement to all graduates at undergraduate and postgraduate level and is a form of certification that the University of Thessaly applies the European ECTS system. The Diploma Supplement is automatically given to all without any application and is filled in with information on the characteristics of the study programme (e.g. the courses that one has successfully attended etc.), in Greek and English. The Diploma Supplement enables students to apply to any Greek or foreign university for a postgraduate programme without the need for any other official translation.

COMPLETION OF STUDIES-PROCLAMATION OF GRADUATES OF THE MSC



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The student completes his/her studies and is awarded the degree when he/she successfully passes the courses provided by the MSc Programme of Studies.

Upon completion of their studies, students must collect the following documents within a reasonable period of time:

- Confirmation from the Student Residence that there are no outstanding issues.
- A certificate from the Library of the School of Economics and Management Sciences (SODE) of the University of Thessaloniki, that he/she has delivered a copy of his/her thesis and that there is no pending work.
- Pass, Academic Identity Card are returned to the Secretariat of the Department.

Students apply for their Oath of Office at the Secretariat at a time announced on the Department's website, by submitting the following form:

- Oath of Office Application Form (provided by the Secretariat and available on the department's website)

The CNDE and, by extension, the MSc holds three inaugurations per year (one after the January examination, one after the June examination and one after the September examination).

STUDY GUIDE

The MSc must prepare its annual Study Guide which contains the detailed Programme of Studies, the individual courses for the diploma, the learning outcomes of the diploma and each course as well as other useful information. The Study Guide must be posted on the MSc website at the beginning of the academic year.

CURRICULUM ISSUES

Each course corresponds to a number of credits as the University of Thessaly follows the ECTS (European Credit and Accumulation Transfer System), which is followed in all European universities.

CURRICULUM

The aim of the MSc of the University of Thessaly is to provide knowledge on issues related to Business Administration. In this context, the curriculum includes courses of both qualitative and quantitative approach, which enable graduates to analyze and understand the operation of businesses in the modern environment and to identify policies and practices that optimize their effectiveness and efficiency.

STRUCTURE OF THE PROGRAMME OF STUDIES

The MSc has been developed in accordance with the quality assurance procedures provided in each case.

In order to obtain the MSc, students must attend and pass all courses, which are divided into two semesters (A and B) and complete the Postgraduate Diploma Thesis in the third semester. Attendance of the courses is compulsory.

The MSc consists of compulsory courses and optional compulsory courses. A total of 8 courses are offered.



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The compulsory courses are offered in 1^o and 2^o semester and 8 in total. Each semester of study is (13) full weeks of coursework and corresponds to a workload of 30 credit hours (ECTS).

The Master's thesis is compulsory for all students in the last semester of their studies and corresponds to 15 credit points (ECTS).

During their studies, postgraduate students are required to attend postgraduate courses, participate in all educational and research activities and complete a postgraduate thesis. The Programme of Studies is completed with the accumulation of 75 credit points (ECTS).

The detailed programme of studies of the MSc is attached as an annex to the existing regulation.

DIPLOMA THESIS

The thesis is carried out during the third semester of studies and requires the student's substantial employment for at least one regular semester of studies. The grade of the thesis will be included in the final degree grade with a weighting factor proportional to its importance.

ASSIGNMENT OF DISSERTATIONS.

Each postgraduate student prepares a postgraduate thesis as part of his/her obligations for the award of the Diploma of Postgraduate Studies. The postgraduate thesis may not be undertaken earlier than the end of the second semester of study.

The EPC, following the candidate's application, which includes the proposed title of the thesis, the proposed supervisor and the abstract of the proposed thesis, appoints the supervisor and constitutes the three-member examination committee for the approval of the thesis, one of whose members is the supervisor.

In order for the paper to be approved, the student must support it before the examination committee. The members of the committee must have the same or a related scientific discipline as the subject of the thesis. The design of the Master's Thesis of each student is the responsibility of the supervisor.

After the completion of the collection and processing of the sources or research data, the writing of the Master's Thesis follows.

The way of writing the Postgraduate Thesis of each Programme has specific specifications, is included in each Postgraduate Studies Regulation and is posted on the website of each MSc.

The content of the Master's Thesis should be on contemporary issues of science and should be compatible with the mission of the MSc, as defined in the introduction of this Regulation. Postgraduate students, in collaboration with their supervisors, are encouraged to present their research data at conferences and publish them in scientific journals.

THESIS DELIVERY PROCEDURE.

A thesis is considered completed when, after the supervisor's agreement, it is written and delivered to the supervisor.

After the completion of the writing of the Master's Thesis and after the agreement of the supervisor, the candidates deliver a copy of the thesis to the members of the Committee. When the Committee deems the thesis ready, it is



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publicly supported after an announcement by the Programme Secretariat, within a specific period of time, provided for by the Regulations for Postgraduate Studies of the Department's MSc. The language of writing of the Master's Thesis is specified in the regulations of the MSc. .

THESIS EVALUATION.

The final evaluation and assessment of the Master's Thesis is carried out by the Master's Thesis Evaluation Committee. The approval requires the unanimous opinion of two thirds (2/3) of the members of the Committee. The Master's Thesis is graded from zero (0) to ten (10), with a minimum passing grade of five (5). A grade >8.5 is given when the Master's Thesis has been published in a scientific conference, scientific report/chapter/book or scientific journal

The final grade of the thesis consists of the average of the three grades of the members of the examination committee.

In case the grade of a thesis is not acceptable, the student has the right to apply to the Department for either a change of topic or an extension of the time period for the thesis until the next examination period in order to improve it.

In case of rejection of the Master's Thesis, a new evaluation date is set by the AC, at least three (3) months after the first evaluation. In case of a second rejection, the candidate shall be removed from the MSc.

The approved Master's Thesis, after the completion of any corrections proposed by the Committee, is submitted to the library in one (1) copy in electronic form and posted on the Library's website. Under the responsibility of the Library of the University of Thessaloniki, an electronic database of the Postgraduate Theses of the University of Thessaloniki is created and published in the institutional repository of the University.

COPYRIGHT AND OTHER RIGHTS OF A THESIS.

The thesis is a product of cooperation between the student and the Professors or Lecturers who supervise its preparation at the University of Thessaloniki. These individuals also have the copyright to publish the results of the thesis in scientific journals. These publications shall comply with scientific ethics.

The costs for the preparation of the thesis are, as a rule, covered entirely by the U.T.H. The U.T., which finances the preparation of the thesis and is the employer of the professors of the faculty members participating in the thesis, has all rights to any economic benefits that may arise from commercial or other applications of the results of the thesis.

In special cases, with the approval of the Department, it is possible to finance part of a thesis from other sources, e.g. other national institutions, private companies. It is noted in any funding contract with the PI or the student that funding of theses does not create any rights for the funder or the student in any commercial or other application resulting from the theses. In conclusion, the funding of dissertations does not create rights to any commercial or other application arising from the dissertations.

Upon commencement of the thesis, the student signs a declaration of assignment of his/her rights to the U.T.H. Otherwise, the thesis is not considered legitimate and the thesis process does not continue.

CONDITIONS FOR OBTAINING A DIPLOMA

The Programme of Studies corresponds to a workload of 90 credits, which are distributed among the taught courses and the thesis. The Master's thesis is carried out in the last semester of their studies and corresponds to 30 credit hours (ECTS)



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90 credit hours are required to obtain the diploma.

TRANSITIONAL PROVISIONS

With regard to the examination of the courses of the previous Programmes of Studies of the Master of Science of the University of Thessaloniki, this is carried out on the basis of the relevant decisions of the Department.

CURRICULUM REVIEW

The revision of the Curriculum is based on the findings of the external and annual internal evaluation and according to the procedure provided for in the respective Senate Decision, which was approved following a recommendation of the Quality Assurance Unit (QAQM) of the U.T.H.

ORGANIZATION OF STUDIES OF THE DEPARTMENT

LEARNING OUTCOMES OF THE POSTGRADUATE PROGRAMME OF STUDIES

Learning Objectives

The objectives of the MSc are the following.

1. Understand the principles of smart city design and management: students will gain a comprehensive understanding of the concepts, technologies and methodologies that support the development of smart cities, including software development, IoT, artificial intelligence and big data analytics.
2. Students will develop research and analytical skills: They will gain skills in research methodologies and the ability to analyse and interpret data for smart city applications.
3. Students will improve their technical knowledge: They will understand the technical aspects of smart city infrastructure, including cloud computing, digital twins and smart city platforms.
4. Students will understand the concepts of smart city governance: they will understand the context of smart cities in the areas of policy development and implementation, governance and project financing, focusing on the development of sustainable and resilient urban environments.
5. Promoting social innovation and engagement: they will understand strategies for citizen participation and the concept of social innovation in the context of smart cities.
6. Implement security and privacy measures: They will gain expertise on data and citizen security and privacy in smart city environments.

Learning Outcomes

1. Software development and platforms: Students will have the ability to develop innovative software and use smart city platforms for urban management.



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2. Application of research methodology: Students will be able to apply appropriate research methodologies to analyze and solve complex problems in smart city environments.
3. Technical skills in IoT and cloud computing: Students will be proficient in the use of IoT and cloud computing technologies to enhance smart city infrastructure.
4. Policy and governance strategies: Students will be able to develop strategies for effective policy making and governance in smart cities, taking into account socio-economic and environmental aspects.
5. Social innovation techniques: Students will be able to apply techniques to promote social innovation and citizen participation in urban development projects.
6. Knowledge of the smart city economy: Students will be able to understand and analyse the economic aspects and financing models of smart cities.
7. AI and Big Data Management application skills: students will be able to use AI and Big Data analytics algorithms to optimise smart city operations and services.
8. Developing the resilience of cities: students will be able to assess and address internal and external influences that affect the resilience of the smart city.
9. Application of digital twins: Students will learn how to apply the knowledge of digital twins to the design and management of urban environments.
10. Green city initiatives: Students will learn how to develop and implement strategies to create green and sustainable smart cities.
11. Security and privacy protocols: Students will be able to design and implement protocols for data security and privacy protection in smart city systems.
12. Database management: students will be able to effectively use DDMA techniques in smart city environments.

These learning objectives and outcomes are designed to provide a comprehensive and multifaceted understanding of the aspects of smart and sustainable urban development, preparing students for the diverse challenges and opportunities in this field.

ELIGIBILITY TO TAKE PART IN THE EXAMINATION

Only students who are taking the corresponding course in their programme of study for the semester to which the current examination period corresponds are eligible to participate. Students are entitled to participate in the September examination period for the courses included in the course declarations for the two immediately preceding semesters.

At the beginning of each semester, the EPC of the MSc appoints the moderators of the courses. Two weeks before the course examination, the course leader(s) send the proposed topics to the MSc Secretariat to be forwarded to the moderator, who in turn proposes any comments one week before the examination).

The duties and obligations of lecturers, students and invigilators in the conduct of examinations are defined as follows:



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Preparation of the exams

- The examination periods are set by the Senate. Modification - which is made in due time and if there are reasons of necessity - can only be made by decision of the Department Assembly and approval of the Senate.
- The examination schedule is drawn up by the Department's Secretariat after consultation with the lecturers and is announced at least two weeks before the start of the examinations.
- The detailed schedule of the September examination period is announced at least three weeks before the beginning of the examination period.

Lecturers are required to be present at the examinations. If, for exceptional reasons, the lecturer in charge is absent, the examinations of a course may be held only if the President of the Department has taken a decision to this effect and another lecturer of the Department has been appointed as the person responsible for the examination procedure.

START OF THE EXAMS

The examiner in charge of the course must:

- Receive in good time from the secretariat the relevant file for the examination. The envelope shall include examination slips, list of examinees, mark table, etc. for each examination room of the course.
- To regulate the arrangement or rearrangement of the examinees in the rooms.
- To be present at the examination site throughout the examination.
- Before the distribution of the question papers, candidates must remove any aids other than those expressly provided for in the examination timetable.

CONDUCT OF THE EXAMINATIONS

The method of the examinations is determined in time by the examiner in charge of the course (written, oral, presentation of papers). At the beginning of the examination and immediately after the delivery of the subjects, candidates may, if they so wish, ask the examiner in charge of the course clarifying questions.

Students who have submitted in time a relevant document for a compulsory oral examination to the Secretariat, are examined by the responsible examiner during the written examination period of the course in another room within the same building where the examinations are held. The Secretariat must inform the examiners in writing in good time of the number of students being examined orally.

During the examination, the invigilators shall carry out their duties discreetly. Leaving the room during the examination and returning to continue the examination are generally prohibited. In exceptional circumstances, however, it may be permitted, at the discretion of the invigilators and under their supervision.

Tampering with the authenticity of the tests by collaborating between examinees or using methods of intercepting or copying answers is prohibited. In such cases, the invigilator must initial the candidates' papers, making a note of his/her observations on the first page of the test booklet and inform the examiner responsible. The student must leave the room by handing in his/her paper, which in such cases will be reset to zero.



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- Fifteen (15) minutes before the expiry of the time allowed for the examination, candidates will be notified that the time limit is about to expire.
- During the examination, it is not allowed to have less than two students in the room.
- As soon as the time limit set for the examination has expired, the invigilators must stop the examination and collect the papers.

When handing in the paper, each examinee signs the attendance sheet, after having his/her student identity card details checked by the invigilator.

The invigilators, in the presence of the examinee, shall cross out all gaps in the paper and initial the paper. After counting the papers, they shall countersign the attendance sheet and hand it to the invigilator together with the examinees' papers.

TERMINATION OF THE EXAMINATION

The examination may be interrupted only for reasons of force majeure that make it technically impossible for candidates to process their answers to the questions. Such an interruption is the responsibility of the examiner in charge.

In this case, the examination is cancelled and a re-examination is scheduled by the examiner in charge in cooperation with the secretariat immediately after the end of the current examination period.

An examination which is discontinued in accordance with the above shall be awarded to candidates who have handed in their papers.

CANCELLATION OF THE EXAMINATION

Cancellation of the examination may be decided by the examiner in charge and in case of proven leakage of the subjects after the decision of the Director of the MSc who sets the date and time for a new examination.

RESULTS OF THE EXAMS

The score is submitted electronically by the examiner in charge within an exclusive period of twenty (20) days from the examination.

Within a period of seven (7) days from the date of the announcement of the results of the course, each student who participated in the examination may request clarification of his/her performance by submitting a reasoned request to the examiner in charge.

The papers and questions are kept by the examiner for the next two years.

OBLIGATIONS OF THE EXAMINEES

Students-examinees are required to have their student ID card with them.

- During the written examination, each student is obliged to respect the conditions for the smooth conduct of the examination, avoiding any disturbances to the other examinees.
- Each student must follow the instructions of the supervisors.



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- In case the examinee is found guilty of cheating, his/her paper will be zeroed and the Course Supervisor may bring the matter to the Departmental Assembly for discussion.
- Any mobile electronic device must be switched off, otherwise it will be confiscated by the invigilators and returned at the end of the test.

STUDENT ISSUES

STUDENT STATUS

- Student status is acquired upon enrolment at the University and is automatically lost upon receiving the degree.
- During their studies, students are entitled to a range of student care benefits and facilities, as listed in the next subsection "Student care benefits".
- The student has the right to request a suspension of his/her studies for the period of time allowed by the legislation.
- The period of suspension of studies is not counted in the total time of study, neither as part of the calculation of the minimum time required to obtain the degree nor as part of the calculation of the maximum time required to maintain student care rights.

STUDENT CARE BENEFITS

- The University operates a Student Restaurant
- The University provides housing subsidies to students, in accordance with the applicable legislation.
- The University operates a Student Residence with accommodation for students with low financial participation.
- Students are issued a Special Ticket (pass) for their travel by public transport.
- Students are provided with free health care in accordance with current legislation.

More information is provided by the Student Affairs Department of the University of Thessaly:
<https://www.uth.gr/zoi/foititiki-merimna>

OPERATION OF COMPUTER LABORATORIES

RIGHT OF USE

- The use of the laboratories is only allowed to persons related to the academic community of the Department of Business Administration (students, faculty, doctoral candidates, adjunct faculty, and administrative staff). Persons not belonging to the above categories may exceptionally use the laboratories only with the permission of the person in charge of the laboratories.
- Laboratory equipment may not be used for commercial purposes or for anything that brings financial gain to the user.



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- Access to the Laboratory's computers is granted by the users with the use of a personal password (username, password).
- Student codes are deleted after one (1) month from the date of their swearing in. If for some students it is necessary to keep their code, this is possible upon request.
- The consumables (CDs, etc.) related to the use of the computer are not provided by the laboratory, but are the responsibility of each student.
- The laboratory provides permanent data storage space but it is recommended that you use memory sticks to store and transfer your data and work results. Data on the PC's local disks may be deleted without warning by the network administrator and/or accidentally and/or maliciously by someone else.

The suggested methodology for using memory sticks is as follows:

- the files we are interested in working on are copied from the memory stick to disk Z: (which each user will have exclusive access to)
- manipulate them as we wish (possibly changing their contents) and finally,
- copy them back to the memory stick for permanent storage (if their contents have changed!)
- this procedure ensures, under certain circumstances, the best response speed of the computer

ACCESS TO THE SYSTEM - PASSWORDS

Each user uses the username and password assigned to him/her by the Laboratory Manager to log in to the system.

The username and password are strictly personal and must not be disclosed to third parties. The reason is that someone knowing them may have access to our personal data and, in particular, may impersonate us in order to cause serious damage to the computer infrastructure and/or the services provided through it. The damage will unfortunately be charged to the user name and not to the natural person who caused it.

COMPUTER USE

- Users are not allowed to prevent the use of a PC they have used by setting a password ("terminal lock").
- After finishing their work, each user must shut down the computer in a normal way.
- Each user must ensure that the workstation is left clean and free of personal belongings and papers.
- No equipment may be moved to any other location within the laboratories, much less outside the laboratories.

Software installation - Computer configuration changes

- It is not allowed to install any software (applications, utilities, games, etc.) on the lab computers.
- It is not allowed to uninstall software or delete - move files present on the computers.
- You are allowed to change any settings on the computers, including changes to the position of icons, screen colours and desktop background, only in the interface of each user's password.



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- Only the administrator of the Labs has the right to install or uninstall software and change settings, delete - move files and users should contact him/her if there is a need.

USING THE PRINTER

Following a decision of the Departmental Assembly, the mode of operation of the printers is as follows:

- The laser printers are used only for printing student assignments and for printing information from the internet related to the department (e.g. information about other universities etc.).
- Do not use the printer to make a large number of copies.
- Printing of documents that are not related to the University and its activities (educational or otherwise) is not permitted.
- The printer must not be used as a photocopying machine, i.e. for making multiple copies of the same file (there is a special machine for this purpose).
- Each user should throw the printed pages that they do not need into the recycling bin.
- For printing particularly large files, we prefer times when the labs are not very busy so as not to tie up the printer for long periods of time and deprive other users of the ability to print.
- Personal prints (pictures, music, etc.) are not allowed.

NETWORK USE

Sending a group e-mail to all users of the University or to a group of students of a certain year is only allowed after the relevant instructions of the Labs administrator. Sending a group e-mail to all users of another institution or organisation may be considered as an action aimed at the malfunctioning of the system.

Any attempt to gain access to the computing resources of our university or any other institution or organization is not allowed without the relevant permission (unauthorized access).

No attempt to monitor the data traffic and network parameters of any system (operator or user) is allowed. Transmission over the network of software that may cause damage to the university's system, another entity, or another user is not permitted.

You may not use software that is intended to overload, malfunction or destroy other systems.

STUDENT CONDUCT - STUDENT OBLIGATIONS

- To keep the area clean and not to consume food, coffee and refreshments in the laboratory area. Smoking and listening to music (without headphones) is also prohibited.
- Respect the space, ensuring the smooth operation of the Laboratories.
- To use the materials of the Labs in moderation (computer time, prints).

Those who do not follow the rules of the Labs or the instructions of supervisors or Computer Center managers or who pose a potential security risk to the department's network will be permanently removed from the Labs and may be subject to further sanctions in case of recurrence.

SANCTIONS



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For the better operation of the Laboratory and for the safety of the facilities and equipment in the Department's premises, it is necessary to comply with the above regulations. Irresponsible behaviour and non-compliance with the operating conditions gives the responsible person the right to terminate access.

If a student is arrested or found to be in possession of Department property off the premises, he/she will be charged with the crime of theft and will be subject to the penalties imposed by law.

Particular attention should be paid to the good use of the equipment and the laboratory premises. Those responsible for the operation of the laboratory have the right to remove from users - students the right of use for a certain period of time if:

- i. Judge that their conduct is detrimental or dangerous to the equipment.
- ii. By their behaviour they harass their fellow workers.
- iii. Smoke, eat and throw garbage in the halls.
- iv. Move parts of a PC to another PC or outside the lab.

In case of violation of the above operating rules, the head of the laboratories has the right to remove from the users-students the right of access (account termination) for a certain period of time. In case of recurrence, they will be referred to the General Assembly of the Department.

THE LABORATORY SOFTWARE

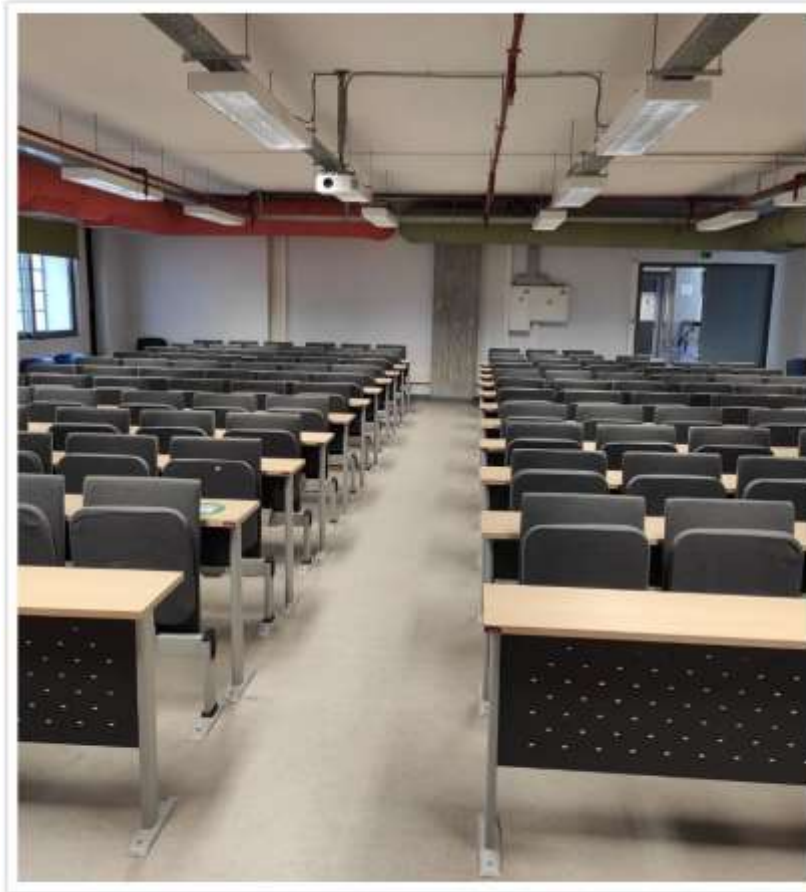
If necessary, for educational use, the installation of additional software is carried out after approval by the Laboratory Manager and under the care of the Administrator.

The support of the software for teaching is the responsibility of the faculty member or instructor in charge of the course in which the software is used.

It is forbidden to install any software package (even if provided free of charge) by any user! The contents of the disks of each machine are constantly checked and if files/programs created by the user are found, not only are they deleted without warning, but sanctions (such as locking the password) may be imposed on users! Violation of this restriction in particular can result in up to permanent loss of the lab password.



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CURRICULUM

The curriculum per semester is as follows:

Modules	Core (C) / Optional (E)	(ECTS)
1st Semester		
Business Strategy	C	10
Technological Strategy	O	10
Operations and Global Value Chain Management	O	10
Brand Management	O	10
ECTS:		30
2nd Semester		
Business Venture	C	10
Innovation and Technology Management	O	10
Products, Services and Systems Development	O	10
Individuals, Groups and Organizations Dynamics	O	10
Diploma Thesis	C	15
TOTAL ECTS:		75