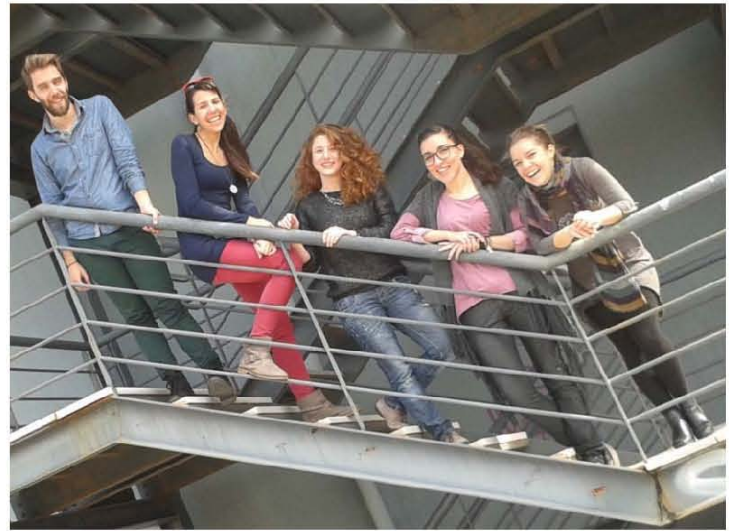




**Technical
University
of Crete**
www.tuc.gr



INFORMATION for INCOMING STUDENTS

Contact information:
e-mail: erasmus@isc.tuc.gr
<http://en.tuc.gr/erasmus-en.html>



Erasmus+





**ΠΟΛΥΤΕΧΝΕΙΟ
ΚΡΗΤΗΣ**

TECHNICAL UNIVERSITY OF CRETE

ERASMUS+ Programme

University Campus, Akrotiri, 731 00 Chania GREECE

Tel.: + 30 28210 37332, Fax: + 30 28210 37522

e-mail: erasmus@isc.tuc.gr,

<http://www.tuc.gr> <http://en.tuc.gr/erasmus-en.html>

Erasmus+ Programme– Student mobility

INFORMATION FOR INCOMING STUDENTS

TUC AT A GLANCE

The Technical University of Crete (<http://www.tuc.gr>) was founded in 1977 and admitted its first students in 1984. The Institution provides undergraduate and graduate studies in modern engineering fields. It is comprised of five Schools that grant engineering degrees upon completion of a five-year course.

- School of Production Engineering and Management (1984) www.dpem.tuc.gr
- School of Mineral Resources Engineering (1987) www.mred.tuc.gr
- School of Electronic and Computer Engineering (1990) www.ece.tuc.gr
- School of Environmental Engineering (1997) www.enveng.tuc.gr
- School of Architecture (2004-2005) www.arch.tuc.gr

The Campus is built on a panoramic location in Kounoupidiana, Akrotiri, 7 km northeast of the city of Chania, with a total area surface of 290 hectares. At the Campus you will find the University Halls of Residence, the University Restaurant and Cafeterias, the Library, the Information Systems Centre, (Computer Centre), the Network Operations Centre, the classrooms, lecture halls and laboratories and the faculty offices. The Erasmus Department is also located in the Akrotiri Area Campus.

The mission of the Technical University of Crete is to develop modern engineering specialties, to place emphasis on research in fields of advanced technology as well as to establish close cooperation with the industry and other production organizations in Greece. 57 laboratories with excellent equipment, high technology infrastructure and brilliant staff members and 129 faculty staff members with international academic careers testify to the high quality of the educational and research work conducted at the modern facilities of the campus. This profile ranks the Technical University of Crete amongst the most prominent research institutions in Greece.

Participation in the Erasmus+ programme-APPLICATION PROCEDURE

Students wishing to come to the Technical University of Crete, for their Erasmus studies, will have to be sure that their Institution has signed an Erasmus Inter-Institutional Agreement with TUC. Information may be found at the Erasmus Office of student's Home Institution. Students, who have been selected by their Home Institution to study at TUC as Erasmus exchange students, have to apply by use of the following steps:

Should download from the web site <http://en.tuc.gr/erasmus-en.html>

- (a) The Student Application Form (one original, signed & stamped by the Home Institution)
 - (b) The Learning Agreement Form (one original, signed & stamped by the Home Institution)
- and send together with documents [a +b]**
- (c) A Transcript of Records

- (d) An official proof of knowledge of the English language (*a qualification of the Common European Framework of Reference for Languages – at a minimum level of B2*)
- (e) Two passport size photos **no later than:**

June 1, for the Fall Semester
November 1, for the Spring Semester

to the following address:

**Technical University of Crete,
ERASMUS+ Department
University Campus, Chania 73100,
CRETE, GREECE
Att. Mrs Thelma MAVRIDOU**

e-mail: erasmus@isc.tuc.gr
<http://en.tuc.gr/erasmus-en.html>

PASSPORT- HEALTH INSURANCE

Students should submit upon arrival, a photocopy of their VALID passport (and of their visa should they originate from NON-European countries) as well as the EUROPEAN HEALTH INSURANCE CARD.

Students who fail to provide these documents will not be accepted at the University.

RESIDENCE PERMIT

NON EU-STUDENTS are advised to contact the Greek Embassy or Consulate in their country for entrance regulations prior to their departure and then to apply for a three-month student visa to Greece. These students will have to ask from the Erasmus Department of TUC an invitation letter prior their arrival in Greece.

ACADEMIC CREDIT SYSTEM – LEARNING AGREEMENT

The undergraduate programs of TUC have a total duration of ten semesters; the first nine semesters are allocated for coursework and the final semester for diploma thesis work. A total of 300 credits are required for the undergraduate degrees (i.e. 60 credits are attached to the workload of a full-time academic year). Following the suggested study plan according to the signed Learning Agreement, Erasmus students typically register for 6 or 7 courses per semester to a maximum of 30 credits – representing a typical workload for a full-time semester and corresponding to 22-35 instruction hours per week (tutorials and lab exercises included). Depending on the length of their stay, Erasmus students will accumulate 30 ECTS for one semester, 60 ECTS for the full academic year and 20 ECTS for a term/ trimester.

CLASSES

The teaching language in the Technical University of Crete is Greek. Erasmus students follow courses with the other international students where the instructor provides lectures/notes/bibliography in English. Students usually undertake projects and hand in

assignments to their Professors. They have regular meetings with them in order to get new guidelines and discuss the difficulties they might have.

In case a student wants to do part of his dissertation or thesis work, he/she has to find a Professor at the Receiving University (TUC) who will supervise his/her work. In this case, the Professors of both Institutions (Sending and Receiving) will need to be in contact during the whole Erasmus period. Prior to starting the course work, the professors must have agreed on the subject and the credits of the field work to be undertaken.

LANGUAGE REQUIRMENTS

Erasmus students must be fluent in spoken and written English. If English is not their native language, students must show evidence of their fluency in English. For this, an official proof of knowledge of the English language (*a qualification of the Common European Framework of Reference for Languages – at a minimum level of B2 or equivalent*) is needed.

In case a student wants to do part of his/her dissertation or research work, he/she has to agree with the supervisor at TUC, prior to starting the Erasmus period, on the working language. Apart of the Greek language, English, French, German and Italian are the foreign languages commonly used by members of the academic staff of TUC for research purposes.

GRADING SYSTEM /Transcript of Records

The grading scale ranges from zero to ten (0 to 10) where 0 is the lowest grade and 10 is the highest. A passing grade is five (5). The ranking is as following:

<u>EXCELLENT</u>	<u>8.5 to 10</u>
<u>VERY GOOD</u>	<u>6.5 to 8.49</u>
<u>GOOD</u>	<u>5 to 6.49</u>
<u>FAIL</u>	<u>0 to 4.99</u>

Transcripts of academic records of incoming mobile students for studies are issued by the Secretariat of each School and are provided directly to the sending institutions upon completion of students' mobility period.

REGISTRATION AT TUC

Once arrived in Chania, students must come to the Career Services Office/Erasmus Department of TUC for further instructions about registration at TUC.

Process of registration:

- students are supposed to go to the Secretariat of the receiving Department in order to complete registration process: please note that it is absolutely necessary to register upon arrival in Chania-otherwise students will not be able to take exams and have a final transcript. They should keep with them a photocopy of their VALID passport, one passport size photo and a copy of their Learning Agreement in order to register for the courses listed.
- Then they should register at the **Computer Center of TUC** which is located at the Campus, in order to get their student/account number.

STUDENT CARD

All Erasmus Students are issued a student card. Students should contact their Secretariat or the Erasmus Coordinator to help them with their **e-application**. In order to do the e-application students must already have their account number and password from the Computer Center of TUC. With this student card they get discounts on buses, ferries, etc (but not on airplanes). This Greek student card is only issued once, so it is recommended that students keep photocopies.

INTERNET FACILITIES /ICT Services

After their registration at the **Computer Centre**, students have free access to the Internet and print their assignments (up to 1000 pages) at the printers provided. More information on IT and Communications Services may be found at <http://www.tuc.gr/407.html>

UNIVERSITY RESTAURANT

Erasmus exchange students have **free meals** at the University Campus restaurant, for the period they are studying at the Technical University of Crete.

GREEK LANGUAGE COURSES

Once or twice a year, *(depending on the financial grants allocated to the University every academic year)* the Technical University of Crete offers a Greek Language and Culture course **free of charge** for its ERASMUS students. Depending on the level of the students, Greek language courses can be given to incoming students at both beginner and intermediate levels. The course does not give any ECTS credits.

The **1st Semester** course starts (approximately) at the end of October and finishes in the middle of January and the **2nd Semester** course starts (approximately) in the middle of March and finishes in the beginning of June.



THE LANGUAGE CENTRE

All mobile participants have free access to the Language Centre of TUC which provides on-line courses in English and German language. Please visit the Language Centre's web page at <http://www.tuc.gr/1118.html>

LIBRARY AND INFORMATION CENTRE <http://www.library.tuc.gr>

The Library and Information Centre is located at the main Campus of TUC, in a modern building especially designed to meet the growing needs of the university. The major core of the library's collection includes loan material. Exchange students may acquire a Library Card for free by showing their student card and can sign up as users.

ACADEMIC CALENDAR

The academic calendar at the Technical University of Crete consists of two semesters, the winter and the spring semester. Each semester lasts for a 13 week period, consisting of lectures and exercises and is followed by a 3 ½ or 4-week examination period, consisting in written and/or oral exams and/or the presentation of a brief thesis or project.

Academic Calendar 2013-2014	Winter semester	Winter Term 2013/2014 23/09/2013 - 10/01/2014 [Christmas holidays 23/12/2013 - 06/01/2014] Winter Examination Period 2013/2014 13/01/2014 - 31/01/2014
	Spring semester	Spring Term 2013/2014 3/02/2014 - 16/05/2014 [Easter holidays 14/04/2014 - 26/04/2014] Spring Examination Period 2013/2014 19/05/2014 - 4/06/2014

Each year the academic calendar for the next academic year is announced around the middle of June.

ACCOMMODATION

- The University Halls of Residence (on the Campus Premises) **cannot** accommodate the ERASMUS exchange students, because the number of rooms is insufficient for the Greek students themselves.
- Exchange students are accommodated at hotels/pensions/rooms for rent within the city of Chania, in single or double rooms. Prices range from 200 €- 400€ per month (single-double rooms).
- Students should inform the Erasmus Coordinator at the Career Services Office, about the dates of their arrival by e-mail, **at least two months in advance**.

*It is not mandatory for the Erasmus Department to find suitable accommodation for the incoming students. Students who **fail** to inform the Erasmus Department about the dates of their arrivals quite in advance will unfortunately have to find accommodation themselves.*

TRANSPORTATION

Students are entitled to a discount when travelling by public transportation means (buses, trains, ferries etc) in mainland Greece. The discount is valid all through the academic year by simple demonstration of the student card (pass). The student card is strictly personal for its

beneficiary. In case of loss, steal or damage of the pass for any reason, a new pass can be issued after the declaration to the competent Secretariat.

All students may buy a **monthly bus card**, and renew it every month. This card is valid for their journeys to the Campus of the Technical University of Crete, and it is valid for endless journeys. The cost of the card is 11 euros per month. Students have to show their Greek student card and give a passport size photo.

Students can buy the monthly card from:

KTEL (local bus company) office

KRIARI Street No 40, 4th floor¹

Furthermore, the Technical University of Crete concludes a special agreement with the local city bus association every year for the transportation of students, teaching and research staff members as well as administrative staff members by bus to and from the Akrotiri campus. Another aspect of the agreement between the University and the city bus association is the increase of the frequency of the bus service in rush hours in order to better serve the needs of the students travelling to and from the University campus.

¹ KRIARI Street, is located very close to HALIDON Street, at the square which is called PLATEIA 1866