

ΠΑΝΕΠΙΣΤΗΜΙΟ  
ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ

**A8. Οδηγός  
Σπουδών του ΠΜΣ  
«Δημόσια  
Διοίκηση» στην  
αγγλική γλώσσα**



**ΜΟΔΙΠ**

ΜΟΝΑΔΑ ΔΙΑΣΦΑΛΙΣΗΣ ΠΟΙΟΤΗΤΑΣ  
ΠΑΝΕΠΙΣΤΗΜΙΟ ΔΥΤΙΚΗΣ ΜΑΚΕΔΟΝΙΑΣ

**STUDY GUIDE**  
**«MSc in Public Administration»**

**KASTORIA 2025**



UNIVERSITY OF  
WESTERN MACEDONIA

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# **A. University of Western Macedonia**

## **1. Historic Overview**

The University of Western Macedonia was founded in 2003 by Presidential Decree No. 92/11-4-2003. Its headquarters was in Kozani. With the decision F.120.61/132/61865/B2/25.6.2003 by the Minister of Education and Religious Affairs, Mr. Petros Efthymiou, the first members of the Interim Governing Committee were appointed. In 2015, the first elections were held to elect a Rector, marking the autonomous operation of the University of Western Macedonia. In its initial form, it operated in two cities, Kozani and Florina, with 3 Schools and 6 Departments.

With Law 4610/2019 (Government Gazette 70/A/07.05.2019), the University of Western Macedonia merged with the Technological Educational Institute of Western Macedonia, which consisted of 5 Schools and 11 Departments. The headquarters of the institution was in Kozani, in the Koila area, where one of the university campuses is located.

In its new form, the University of Western Macedonia operates with 7 Schools and 21 Departments, which are spread across 5 cities in the Western Macedonia Region. In 2016, the contract for the construction of the new university campus in the Active Urban Development Zone (ZEP) in Kozani was signed, and it was completed in 2022. The new campus houses the University's Rectorate, Administrative Services, 3 departments of the Polytechnic School, and the Library.

## **2. Structure**

The Schools and Departments of the University of Western Macedonia are distributed across five cities in the Western Macedonia Region (Kozani, Florina, Kastoria, Grebne, Ptolemaida). The central campus is located in the ZEP area of Kozani and houses the University's Rectorate, administrative services, 3 out of the 5 departments of the Polytechnic School, and the library. The campus located in the Koila area houses the School of Economics, 2 departments of the Polytechnic School, a library, and the university gymnasium. On the same site, there is the student dormitory and one of the two student restaurants in the city.

The headquarters of the Polytechnic School is in Kozani. The Departments of Mechanical Engineering, Electrical Engineering, Computer Engineering, and Chemical Engineering operate in the new campus in the ZEP area. The Department of Mineral Resources Engineering and the Department of Product and Systems Design Engineering operate in the campus in the Koila area of Kozani. All departments are equipped with modern laboratory facilities where cutting-edge research is conducted.

The School of Economics consists of 7 departments, 4 of which—Department of Accounting and Finance, Department of International and European Economic Studies, Department of Regional and Cross-border Development, and Department of Administrative Science and Technology—are located in Kozani. The Department of Business Administration and the Department of Statistics and Insurance Science operate in Grebne, at the 6th km of the Old National Road between Grebne and Kozani, while the Department of Economic Sciences is located in Kastoria (Furka area). Student restaurants operate in all three cities where departments of the School are located, and student dormitories are found in the cities of Grebne and Kozani.

The city of Florina hosts the Schools of Social and Human Sciences, Fine Arts, and Agricultural Sciences. The School of Social and Human Sciences (3rd km of Florina-Niki Road) consists of 4 departments, with the Department of Primary Education, the Department of Preschool Education, and the Department of Psychology located in Florina, while the Department of Communication and Digital Media is in Kastoria (Furka area). Within the building of the School, there is a student restaurant and the library. The School of Agricultural Sciences is based in the university farm in Florina. In this area, there is the neoclassical administration building of the School, the central building, the student dormitory, and the student restaurant, the library, and sports facilities.

The facilities of the Department of Fine and Applied Arts of the School of Fine Arts are located at the 3rd km of the Florina-Niki National Road. The School also has laboratory and exhibition spaces in the village of Psarades in Prespa. The new building complex of the School is to be constructed within the existing university campus in Florina and is currently in the bidding phase.

The School of Natural Sciences is based in Kastoria (Furka area) and consists of 2 departments: the Department of Mathematics and the Department of Informatics. Within the university premises, there is also a student restaurant.

The headquarters of the School of Health Sciences is in Ptolemaida. The facilities are located in the KEPSTE area, where the Departments of Midwifery and Occupational Therapy operate.

Student restaurants operate in all the cities where there are departments of the University of Western Macedonia. Specifically, there are 2 in Kozani (one in the campus at Koila and one at Konstantinopoleos Street 20), 2 in Florina (one in the building of the School of Social and Human Sciences and one in the facilities of the School of Agricultural Sciences), within the university premises in Kastoria, in Grebne, and in Ptolemaida. Student dormitories are available in the Kozani campus, in Grebne, and in Florina.

### **3. Vision, Mission and Values of the University**

#### **3.1. The Vision**

The vision that underpins the strategic plan of the University of Western Macedonia is its development into a prominent institution of reference for Greek and European science and culture. Based on excellence, academic completeness, and the knowledge generated within it, the University envisions achieving a high position in global university rankings, while simultaneously becoming an institution that provides substantial support for economic, social, and cultural creation at both local and national levels.

Within the framework of its vision, the University of Western Macedonia:

- Seeks excellence in education, research, and innovation by attracting, supporting, and utilizing new researchers, academic teachers, and administrative staff who are distinguished for their scientific interest, professional integrity, and significant scientific activity.
- Aims, through modern study programs that promote basic and applied research, as well as outward-looking scientific action, to establish itself as an academic institution with prospects, while also aiming for social benefit and being based on democratic ideals such as meritocracy and the independence of ideas and science.
- Promises to contribute, through knowledge, scientific thought, and creation, to the prosperity, social progress, and culture of the national and European space, particularly in the Balkans region.

#### **3.2. The Mission**

The mission of the University of Western Macedonia is to promote and establish knowledge and progress both for the academic community and for society, which is sought to be achieved through its dynamic, reliable, and contemporary functions.

Specifically, the mission of the University of Western Macedonia refers to the following three thematic pillars:

1. **Education-Research-Culture**, which includes:

- The development and implementation of Study Programs in fields that address topics beneficial for the sustainable development of Western Macedonia, Greece, and the broader Balkan and European region. The focus of these programs is to equip students with knowledge, critical thinking, and ethics, aiming for their personal fulfillment, a successful professional career, and social recognition.
  - Substantial support and enhancement of scientific research and innovation, so that through their results and outward-looking orientation, the University's presence is consolidated on the international stage.
  - The promotion of academic and scientific culture and the respect for scientific independence and ethics.
2. **Economy-Development**, which includes:
- A significant contribution to solving local and national developmental issues, as well as in regional development planning.
  - The development of an entrepreneurial culture, ideas, and structures to achieve positive results in employment and income, as well as new opportunities in research and the economy.
  - Lifelong education and training of human resources, aiming to maintain its importance as a key productive factor.
  - The utilization of the University's assets, as well as its intellectual, intangible, and innovative outputs from its research activities.
3. **Fair, Responsible, and Open Society**, which includes:
- Shaping the modern citizen through knowledge, participation, and cooperation for cultivating a responsible scientific perspective on contemporary issues and preventing discrimination and social exclusion.
  - Promoting scientific thought, free dialogue, and the exchange of ideas for the benefit of democratic values, tolerance, and the renewal of society.
  - Supporting and promoting cultural work, creative thinking, and environmental awareness and action.

### 3.3. The Values

The ethical, social, cultural, and scientific values cultivated at the University of Western Macedonia are the fundamental prerequisites and necessary contracts of principles and ethics for the successful execution of its mission and the realization of its vision. These values should permeate the entire academic community of the University of Western Macedonia, both as individuals and as a collective.

#### Diligence, Dedication, and Passion

The cornerstone for achieving the institution's mission is the performance of all members of the academic community through diligent work, effectiveness, enthusiasm, and passion. Educational, research, and administrative work, as well as any other form of creation and contribution, require effort, dedication, and consistency that transcend the narrow limits of duties and become a responsibility in service of every action for the benefit of the University.

#### Creativity and Sustainability

To develop new ideas, innovations, and actions capable of bringing about radical changes and improvements in both processes and the resulting work, encouragement, the overcoming of the conventional, and originality are essential ingredients of a culture of creation. However, creativity must be intrinsically linked with collective efforts to maintain and improve the environment, natural resources, and infrastructure, so as to benefit future generations and ensure continuity in the planning and work of the institution.

#### Responsibility and Consistency

It is necessary for all members of the academic community to commit to and fulfill their obligations, as well as to undertake additional actions, with the aim of both fulfilling their institutional role in relation to the implementation of the institution's mission and creating an academic environment through consistent service to the institution's principles and values.

#### **Integrity and Transparency**

The processes and criteria applied by institutional bodies in decision-making, the implementation of administrative decisions, and the management of matters concerning the University of Western Macedonia should be conducted with transparency, based on the broadest possible consensus, and aimed at establishing a climate of meritocracy and justice in all areas of the academic community. Transparency in all functions and the assumption of responsibilities characterize the integrity of the university community members, as well as a healthy professional environment.

#### **Academic Freedom and Respect for Diversity**

By demonstrating respect for democratic institutions and humanitarian values, the University of Western Macedonia defends the right of its members to prevent any restrictive interference in the educational process and the production of scientific knowledge and ideas within the framework of its operations. At the same time, it safeguards the human and constitutional rights of citizens in the performance of the duties of the academic community members and encourages free expression, constructive questioning, and respect for differing views. Avoiding discrimination through the adoption of policies that prevent the exclusion of specific groups from knowledge based on economic, social, or other origins (gender, religion, disability, etc.) is also an indisputable, timeless value for the University of Western Macedonia.

### **4. Student Welfare**

The **Student Welfare Department** of the University of Western Macedonia provides administrative support for all activities related to student welfare, taking into account the applicable legislation, the financial resources provided by the state, and the decisions made by the administration of the University of Western Macedonia.

The purpose of the **Student Welfare Department**, through its **Student Welfare Offices**, is to coordinate and implement the provision of high-quality services and accurate information on issues primarily related to free meals, housing, as well as social welfare matters such as the student housing allowance.

The responsibilities of the above Department are summarized as follows:

- Monitoring the implementation of administrative decisions on student welfare matters concerning all types of provisions for undergraduate students.
- Collecting legislation and decisions related to student welfare issues.
- Responsibility for implementing the existing legislation on student welfare issues.
- Activating, coordinating, and monitoring student welfare procedures at the academic units of Kozani, Koila Kozani, Grevena, Ptolemaida, Kastoria, and Florina.
- Ensuring uniform application and operation of student welfare services by the relevant and competent regional offices in Florina, Kastoria, Grevena, and Ptolemaida through issuing guidelines and circulars.
- Processing requests for financial aid for students, after verifying the related documents, such as providing a student housing allowance, free meals, and free accommodation.
- Maintaining an electronic archive to support the selection process for beneficiaries of student welfare services and the collection of data related to student welfare at the institution.
- Providing support for students with disabilities.
- Monitoring and updating the website for student welfare matters.

**Support Unit for Vulnerable Student Groups:** The **Support Unit for Vulnerable Student Groups (SU-VSG)** is under the responsibility of the Directorate of Academic Affairs & Student Welfare, specifically in the Student Welfare Department. It operates under the supervision of the Vice-Rector for "Administrative Affairs and Student Welfare". The SU-VSG started operating in February 2020 and was co-financed by the 2014-2020 NSRF, through the project "Support for Social Welfare Interventions for Students at the University of Western Macedonia (MIS 5051039)", with Professor Dimitrios Pneumatikos as the scientific supervisor. The SU-VSG includes the **Psychological and Counseling Support Structure (P.S.S.)**, which is staffed by five psychologists. The mission of the SU-VSG is to achieve equal access to academic studies for students with different abilities, requirements, and needs by providing adaptations to the environment, supportive information technology, access services, counseling services, and financial support.

**Holistic Welfare:** The University of Western Macedonia is perceived as an organization promoting quality of life. In this context, the aim is to provide holistic support for students, administrative staff, as well as teaching and research staff in all aspects of their lives that relate to their well-being. It is believed that holistic support contributes to building a better relationship with one's body, promotes mental resilience, and thus fosters personal, professional, and social development. This holistic support includes a range of bio-psycho-social services and actions, such as sports and cultural activities, information, and health promotion, prevention, counseling, and psychological support services. These actions are based on modern research findings and approaches for managing diversity and applying equality, drawing from the principles of inclusion ethics. Under this framework, in the academic year 2020-2021, a project titled "Management of Welfare and Well-Being of Human Resources at the University of Western Macedonia" was launched under the E.L.K.E. The university has decided to create wellness centers in five cities to maintain the health and overall biological and social well-being of its human resources. The wellness centers will include spaces such as gyms, special rooms for alternative exercise methods (e.g., Pilates and Yoga), psychology offices, and more. Emphasis is also placed on upgrading the equipment in existing gyms and Student Dormitories. Furthermore, sports and cultural programs are planned and will be developed to enhance the existing ones.

**Academic Identity:** Applications for academic identity can be submitted by all undergraduate, graduate, and doctoral students of higher education institutions in the country. The academic identity also serves as a Special Ticket (Pass). The submission of the electronic application is done on the website <http://academicid.minedu.gov.gr>. To complete the application, the student must use the access codes (username - password) created when activating their institutional account, which are used for the institution's electronic services. Students who enrolled in the Department through entrance exams as graduates from other higher education institutions are eligible for an academic identity, but this will not have the validity of a Special Ticket (Pass) to receive discounts according to current legislation.

**B. Regulations for the Master's  
Degree Program (M.Sc.)  
«Public Administration»**

### **1. The Department of Economics-Brief Description**

The Department of Economics was founded in 2019 (Government Gazette No. 4610/07.05.2019, Issue 70, Article 13, Paragraph 1, a). The academic year 2019-2020 was the first time it welcomed students. The Department of Economics is based in Kastoria and is part of the School of Economics.

The Department offers high-level economic studies with a modern curriculum in fields that address the needs of the national economy as well as the demands of the domestic and global labor market. Therefore, the prospects for direct employment of its graduates are particularly favorable.

The Department of Economics at the University of Western Macedonia has a strong research presence in the major contemporary fields of economic science and makes significant contributions to economic research conducted in the country. It plays a central role in producing economic knowledge, critically analyzing economic relations and institutions, and generating research work that strengthens both Greek and international literature on all topics related to economic sciences.

As the only department of economic sciences in Western Macedonia, its research activities are closely linked to the regional/local development process. Within this framework, the department collaborates closely with public authorities, municipalities, and businesses, as it studies at the national, regional, local levels, and sectorally issues such as production, demand, innovation, development, growth, extroversion, institutions, trade, economic relations, services, and corresponding strategies that will lead to improved competitiveness and excellence.

### **2. Program of Postgraduate Studies «Public Administration»**

The Department of Economics at the University of Western Macedonia will organize and operate a Master's Program titled "Public Administration" (**MSc in Public Administration**) starting from the academic year 2025-2026, in accordance with Articles 79-88 of Law 4957/2022, Ministerial Circular No. 18137/Z1/16-02-2023 (Official Government Gazette, Volume B' 1079/28-02-2023), the amended Articles 59-61 of Law 5094/2024, and the standard regulation for postgraduate and doctoral studies of the institution (Official Government Gazette, Volume B' 4827/01-08-2023).

### **3. Aim-Scope**

According to the ministerial decision approving it, the Master's Program in "Public Administration" of the Department of Economics, School of Economic Sciences, University of Western Macedonia, aims to specialize professionals in the field of Public Administration.

The main objectives of the Master's Program are as follows:

- The creation of specialized personnel with proper training who will contribute to improving the quality of services provided and enhancing the efficiency and effectiveness of the public sector.
- The improvement of theoretical and practical knowledge for individuals serving in the broader public sector, with beneficial results for society as a whole.
- The development of necessary administrative skills and competencies required for a successful career in the management of public organizations.
- The development of research in related scientific areas within the field of public administration.
- The development of critical and research skills needed for doctoral studies.

The structure, organization, and operation of the Master's Program in "Public Administration" (Public Administration) are governed by the provisions of the applicable legislation for higher education institutions (HEIs) and postgraduate studies (Article 88, paragraph 1 of Law 4957/2022), as well as by the present Internal Regulation of the Program.

The provisions of the operating regulations of the Master's Program in "Public Administration," as detailed below, specify and supplement the legislative framework governing postgraduate studies and regulate operational issues of this specific Program that are not addressed by the current legislation. These issues are either authorized by the law or regulated by decisions of the Graduate Studies Committee of the University of Western Macedonia and the Assembly of the Department of Economics. For the resolution of any organizational, administrative, student, educational, or academic issue related to the Master's Program in "Public Administration," whose regulation is not provided for by the existing legislation or the decisions of the above competent bodies and the present Operating Regulation of the specific Program, the competent authority to resolve it is the Assembly of the Department of Economics, University of Western Macedonia.

#### **4. Quality Assurance Policy**

According to the applicable legislation, each institution is responsible for ensuring and continuously improving the quality of its educational and research work, as well as for the effective operation and performance of its services, in accordance with international practices, particularly those of the European Higher Education Area, and the principles and directions of the National Authority for Higher Education (EQAAE). The Department of Economics at the University of Western Macedonia has fully aligned its quality assurance policy for the undergraduate program with the quality assurance policy of the University of Western Macedonia. The Department's quality policy aims to provide high-level services in the following areas: education and teaching, scientific-research work, administrative services, and society.

#### **5. Learning Outcomes**

Upon successful completion of their studies, graduates of the Master's Program (P.M.S.) will be able to:

- Understand theories of governance, public policy, and public management.
- Develop critical thinking regarding the functioning of public organizations.
- Understand economic and fiscal principles that govern the public sector.
- Apply data analysis methodologies for decision-making.
- Develop their ability to manage human resources, finances, and strategic planning.
- Implement e-government tools and digital reform.
- Manage crises and develop innovative solutions to administrative problems.
- Develop leadership and negotiation skills.
- Develop skills in using technological tools for effective communication and information management.

#### **6. Administration of the Master Program.**

The governing bodies for the organization and operation of the Master's Program in "Public Administration" (P.M.S. Public Administration) in the Department of Economics are the Senate of the University of Western Macedonia, the Assembly of the Department of Economics, the Coordinating Committee (C.C.) of the P.M.S. "Public Administration," and the Director of the specific Master's Program.

The Coordinating Committee (C.C.) of the P.M.S. "Public Administration" in the Department of Economics consists of five (5) faculty members of the Department of Economics at the University of Western Macedonia

who have undertaken postgraduate work in the P.M.S. The members of the C.C. are appointed by the Assembly of the Department of Economics.

The C.C. of the P.M.S. "Public Administration" is responsible for monitoring and coordinating the operation of the Program. It decides on requests for suspension of studies by postgraduate students and proposes to the Assembly of the Department any cases of student expulsion in accordance with the relevant laws and regulations. The C.C. closely collaborates with the Director of the P.M.S. on academic issues within the program's framework.

The Director of the P.M.S. "Public Administration" presides over the Coordinating Committee without additional compensation or reimbursement for this position.

The Director of the P.M.S. "Public Administration" is appointed by the Assembly of the Department of Economics and must be a faculty member at the level of Professor or Associate Professor, teaching one of the subjects of the Master's Program and participating in the C.C. The term of the Director is two years, with the possibility of renewal without limitation.

The responsibilities of the Director of the P.M.S. "Public Administration" include:

- Ensuring the smooth operation of the Program. They decide and assign the offered seminars, courses, and exercises for each academic year, as well as any potential thematic collaborations with faculty members from other Departments. They invite scholars for lectures and other academic and educational activities.
- Together with the Coordinating Committee, after a request from the postgraduate student, they appoint the Professor to supervise the student's final thesis and the Three-Member Supervisory Committee. They work closely with the C.C. on academic matters within the program.
- They propose, with the agreement of the C.C., to the Assembly of the Department the invitation and terms of employment for visiting professors and retired faculty members to teach in the program, as outlined in Article 36, paragraphs 5-6 of Law 4485/2017.
- They propose to the C.C. any cases of student expulsion as stipulated by law and the present regulations.
- They exercise all the duties arising from the present regulations and propose to the relevant bodies of the institution any matters concerning the effective operation of the Program.

## ***7. Academic and Teaching Staff***

### **7.1 Assignments of Courses**

The instructors in the Graduate Program (P.M.S.) must be composed of at least sixty percent (60%) members of the academic staff (D.E.P.), teaching staff (E.E.P.), and specialized technical staff (E.D.I.P. and E.T.E.P.), or retired members of the relevant department, or instructors according to Presidential Decree 407/1980 (A' 112), or Article 19 of Law 1404/1983 (A' 173), or paragraph 7 of Article 29 of Law 4009/2011. The members of E.E.P., E.D.I.P., and E.T.E.P. must hold a doctoral degree.

The Department Assembly may decide to assign teaching duties to members of the academic staff (D.E.P.) from other departments of the same higher education institution or to invite members of the academic staff (D.E.P.) from other higher education institutions or researchers from research centers according to Article 13A of Law 4310/2014 (A' 258).

### **7.2 Visiting Academic Staff**

By decision of the Department Assembly, which is taken following a proposal from the Director of the Graduate Program, distinguished scholars with a position or qualifications as a Professor or researcher in a research center, artists, or scientists of recognized prestige with specialized knowledge or relevant experience in the subject area of the Graduate Program are invited as guests from Greece or abroad to cover the educational needs of the program.

The invitation of a guest from abroad is made only if they are assigned teaching duties, according to the procedures and the specific provisions in the Graduate Studies Regulations, as applicable for assigning teaching to members of the academic staff of the institution. The above restriction does not apply if the invited individual is teaching voluntarily, without payment, compensation, or any other financial benefit except for travel expenses, as outlined in sub-paragraph D9 of paragraph D of Article 2 of Law 4336/2015.

### 7.3 Process for Appointing a Supervisor and Examination Committee for a Thesis

The Coordinating Committee, upon request from the candidate using the Thesis Assignment form, which includes the proposed title of the thesis, the proposed supervisor, and an abstract of the proposed work, assigns the supervisor and forms a three-member examination committee to approve the thesis, one of whose members is the supervisor.

The thesis defense takes place publicly and is scheduled at least 13 weeks after the start of the thesis. The thesis defense process is completed with the following steps:

1. **Application:** The postgraduate student completes the relevant form available from the Secretariat. The application is submitted to the Secretariat with the signature of the supervising professor, under the responsibility of the student. An electronic copy of the thesis is attached to the application.
2. **Communication of the Secretariat with the Supervisor:** After coordination with the Coordinating Committee, the Secretariat communicates with the Supervisor to schedule the thesis defense date.
3. **Announcement of the Thesis Defense Date:** The Secretariat announces the thesis defense date on the website of the Program.
4. **Thesis Defense:** During the thesis defense, the student presents the work in any appropriate manner, after which they will only answer questions from the Three-Member Examination Committee.

After the defense, the Three-Member Examination Committee evaluates the thesis in a closed session, completing and signing the relevant evaluation form. The supervisor submits the evaluation form to the Secretariat. If issues for correction or improvement arise during the defense, the student is required to resubmit the thesis according to the recommendations. The revised thesis (without the need for a second defense) will be evaluated with a final grade once approved by the three-member committee.

### 7.4 Evaluation processes of courses and instructors by postgraduate students.

The Master's program is subject to internal and external evaluation and certification processes, as defined by the MODIP of the University of Western Macedonia, within the framework of the principles, guidelines, and instructions of the National Authority for Higher Education (ETHAAE). This evaluation includes the assessment of courses by the students of the Master's program.

The academic and teaching staff of the Master's program consists of the following members:

<b>Aspasia Vlahvei</b>	<i>Professor</i>
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Field of Study: Marketing Department of Economics, University of Western Macedonia Director of the Institute of Economic Analysis and Entrepreneurship - Research Center TIMENOS <a href="https://scholar.google.com/citations?user=P72vsUoAAAAJ">https://scholar.google.com/citations?user=P72vsUoAAAAJ</a>	
<b>Theodoros Monovasilis</b>	<i>Professor</i>
Field of Study: Applied Mathematics Department of Economics, University of Western Macedonia <a href="https://scholar.google.gr/citations?user=TYOUpGYAAAAJ&amp;hl=el">https://scholar.google.gr/citations?user=TYOUpGYAAAAJ&amp;hl=el</a>	
<b>Nikolaos Tsounis</b>	<i>Professor</i>
Field of Study: Economic Analysis Department of Economics, University of Western Macedonia Director of the Applied Economics Laboratory <a href="https://scholar.google.com/citations?user=xrPzm3QAAAAJ">https://scholar.google.com/citations?user=xrPzm3QAAAAJ</a>	
<b>Zacharoula Kalogiratou</b>	<i>Professor</i>
Field of Study: Numerical Analysis Department of Mathematics, University of Western Macedonia <a href="https://scholar.google.com/citations?user=RA1txB4AAAAJ">https://scholar.google.com/citations?user=RA1txB4AAAAJ</a>	
<b>Thomas Siskou</b>	<i>Associate Professor</i>
Field of Study: Monetary Theory and Policy with a focus on the Exchange Rate Regimes of Post-Socialist European Countries Department of Economics, University of Western Macedonia <a href="https://scholar.google.com/citations?user=BVB29e8AAAAJ">https://scholar.google.com/citations?user=BVB29e8AAAAJ</a>	
<b>Prodromos Tsinaslanidis</b>	<i>Associate Professor</i>
Field of Study: Applied Finance with a focus on International Capital Markets Department of Economics, University of Western Macedonia <a href="https://scholar.google.com/citations?user=s9SwFWcAAAAJ&amp;hl=en">https://scholar.google.com/citations?user=s9SwFWcAAAAJ&amp;hl=en</a>	
<b>Irini Koronaki</b>	<i>Associate Professor</i>
Field of Study: Brand Management Department of Economics, University of Western Macedonia <a href="https://scholar.google.com/citations?user=znGFvh0AAAAJ&amp;hl=el&amp;oi=ao">https://scholar.google.com/citations?user=znGFvh0AAAAJ&amp;hl=el&amp;oi=ao</a>	
<b>Melina Dritsaki</b>	<i>Associate Professor</i>
Field of Study: Applied Macroeconomic Models & Health Economics Department of Economics, University of Western Macedonia <a href="https://scholar.google.com/citations?hl=en&amp;user=SHZCuRcAAAAJ">https://scholar.google.com/citations?hl=en&amp;user=SHZCuRcAAAAJ</a>	
<b>Stavroula Laspita</b>	<i>Assistant Professor</i>
Field of Study: Entrepreneurship of Startups and Youth Entrepreneurship Department of Economics, University of Western Macedonia <a href="https://scholar.google.com/citations?user=9vX5zO0AAAAJ&amp;hl=en">https://scholar.google.com/citations?user=9vX5zO0AAAAJ&amp;hl=en</a>	
<b>Antonios Tsitouras</b>	<i>Assistant Professor</i>

Field of Study: Economic Growth with Emphasis on Dynamic Economic Systems Department of Economics, University of Western Macedonia <a href="https://scholar.google.com/citations?user=R1WPC_AAAAAJ">https://scholar.google.com/citations?user=R1WPC_AAAAAJ</a>	
<b>Georgios Vasiliadis</b>	<i>Assistant Professor</i>
Field of Study: Stochastic Processes Department of Mathematics, University of Western Macedonia <a href="https://scholar.google.com/citations?user=PSPsslwAAAAJ">https://scholar.google.com/citations?user=PSPsslwAAAAJ</a>	
<b>Christos Georgioudis</b>	<i>Professor</i>
Field of Study: E-Commerce Technology Department of Applied Informatics, University of Macedonia <a href="https://scholar.google.com/citations?user=IcJJU14AAAAJ&amp;hl=en&amp;oi=ao">https://scholar.google.com/citations?user=IcJJU14AAAAJ&amp;hl=en&amp;oi=ao</a>	
<b>Anastasios Panopoulos</b>	<i>Professor</i>
Field of Study: Political Market Conquest Department of Balkan, Slavic & Eastern Studies <a href="https://scholar.google.com/scholar?hl=en&amp;as_sdt=0%2C5&amp;q=Anastasios+Panopoulos&amp;btnG=">https://scholar.google.com/scholar?hl=en&amp;as_sdt=0%2C5&amp;q=Anastasios+Panopoulos&amp;btnG=</a>	
<b>Ioannis Karavasilis</b>	<i>The Director of Primary Education of Serres</i>
Doctor of the University of Macedonia in the field of "Public Administration" Director of Primary Education of Serres District Former Regional Director of Education for the Ionian Islands <a href="https://scholar.google.com/scholar?start=0&amp;q=karavasilis+ioannis&amp;hl=el&amp;as_sdt=0,5">https://scholar.google.com/scholar?start=0&amp;q=karavasilis+ioannis&amp;hl=el&amp;as_sdt=0,5</a>	

## 8. Administration Staff

The administrative and secretarial support for the M.Sc. program in "Public Administration" is provided by the Department of Economics of the University of Western Macedonia, which may also involve the hiring of collaborators with the required experience. The Secretariat of the M.Sc. program in "Public Administration" is required to maintain an individual file for each graduate student, which contains: a) the academic credentials and documents submitted with their application, b) copies of certificates or statements issued to them, c) a progress summary, which includes the grades for courses, d) scholarships or awards they have received, e) the minutes of the Three-Member Examination Committee of the program, and f) any relevant document as stipulated by the applicable legislation and the current Internal Regulations of the M.Sc. Program. The contents of the individual file are accessible only to the relevant department staff, the Department Chair, the Director of the M.Sc. program, and the graduate student themselves.

## 9. Regulation of Operation for the M.Sc. Program

### 9.1. MSc program awards

The M.Sc. program awards a Master's Degree in Specialization (M.D.E.) with the title: "Public Administration" (Public Administration).

### 9.2. Categories of Applicants

The M.Sc. program accepts graduates of Greek Universities (A.E.I.) or recognized equivalent institutions from abroad.

For students holding a foreign degree, admission will be granted only if they provide official recognition (equivalence) of their degree with Greek A.E.I. degrees from the Hellenic National Academic Recognition and Information Center (D.O.A.T.A.P.) (formerly D.I.K.A.T.S.A.), no later than their registration in the M.Sc. program in Public Administration.

For foreign students, a prerequisite for admission is proficiency in the Greek language, which is demonstrated by presenting a B2 level certificate from the Teaching Center of Modern Greek Language at the University of Athens, a B2 proficiency certificate from the Modern Greek Language School at the University of Thessaloniki, or a B2 certificate from the Center for the Greek Language. This certificate must be submitted alongside the required documentation for registration. This certification is not required if: 1) the candidate holds a degree from a Greek or Cypriot A.E.I., or 2) if the candidate holds a degree from a foreign A.E.I., where it is indicated that Greek language courses were taught and successfully passed.

An announcement inviting applications for the M.Sc. program is published on the program's website, the department's website, and the university's website, or through any other mass media, and includes all information regarding the application submission process, required qualifications, necessary documentation, and selection criteria.

The department, on dates determined by the Assembly or the E.D.E., opens positions for admission through a public call for applications for the M.Sc. program. The announcement includes the entry requirements, categories of applicants, number of available spots, method of admission, deadlines for application submission, and the required documentation. Applications along with the necessary documentation are submitted to the department's secretariat either in paper or electronic form.

Applications are considered valid if submitted directly to the M.Sc. secretariat or mailed or sent electronically within the specified deadline.

Applicants must submit the following documentation to the M.Sc. secretariat:

1. A completed application for admission to the M.Sc. program. The application form is provided by the Secretariat of the Department of Economics at the University of Western Macedonia in Kastoria and can be found in electronic form on the M.Sc. program's website (mandatory).
2. A photocopy of the degree and a certificate of recognition from D.O.A.T.A.P. for those holding a degree from foreign institutions (mandatory).
3. A photocopy of the transcript (mandatory).
4. A photocopy of the ID card (both sides) or passport (mandatory).
5. One recent photograph, attached to the applicant's application (mandatory).
6. A detailed CV (mandatory).
7. Two reference letters, either from an academic or professional source (mandatory).
8. Proof of work experience (optional).
9. A certificate of proficiency in English or other languages (optional).
10. A photocopy of another postgraduate degree or second degree from an A.E.I. or an equivalent institution recognized by D.O.A.T.A.P. (formerly D.I.K.A.T.S.A.) (optional).
11. Scientific publications (optional).
12. Any other document that may strengthen the application for the specific field of study (optional).

### 9.3 Candidate Evaluation Process

The Steering Committee (S.E.) evaluates the applications that were submitted both within the specified deadlines and are complete with all the required supporting documents. The evaluation takes place in three (3) stages:

The first stage involves the S.E. checking the formal qualifications of the candidates who submitted all the required documents (1-7) on time.

In the second stage of evaluation, those who were successful in the first phase participate, and this includes the process of awarding points (scoring).

The selection of candidates for the M.Sc. program is made by the S.E. based on the following criteria, on a scale from 0 to 100:

1. **Degree Grade.** Maximum points: 25. For example, a degree grade of 8 equals 20 points.
2. **Proven Work Experience Related to the Broader Field of the M.Sc. Program.** Maximum points: 25.
  - 0 months = 0 points
  - Up to 2 months = 2 points
  - More than 2 months up to 12 months = 10 points
  - More than 12 months up to 36 months = 20 points
  - More than 36 months = 25 points
3. **Knowledge of Foreign Languages (English, French, German).** Maximum points: 10.
  - Good knowledge (B2) = 5 points
  - Very good (C1) = 7.5 points
  - Excellent knowledge (C2) = 10 points
4. **Other Elements Included in the CV.** Maximum points: 10

In the third stage, the interview of candidates proposed by the Evaluation Committee is included, with a maximum score of 30 points. The Steering Committee (S.E.) in the third stage prepares a list with a detailed ranking of the successful and waitlisted candidates for the M.Sc. program, which it submits for approval to the Department Assembly. In the case of a tie between candidates, the internal regulations of postgraduate studies at the University of Western Macedonia apply. After the approval of the list of successful and waitlisted candidates by the Department Assembly, the results of the candidate selection for the M.Sc. program in "Public Administration" are posted on the Department's bulletin boards and announced on the website within ten (10) working days. This includes the list of successful and waitlisted candidates, ranked in descending order. Upon the announcement of the results on the Department's website, the Director or Deputy Director of the M.Sc. program sends an acceptance letter to each candidate who is accepted into the M.Sc. program. The acceptance letter indicates that within ten (10) working days from the announcement of the results, the successful candidates are required to respond with a Responsible Declaration to the M.Sc. Secretariat regarding their acceptance or rejection of the offer. Failure to respond within the specified time frame is considered a withdrawal from their candidacy. If there are any withdrawals, the Secretariat informs the next candidates on the waitlist in the order of evaluation. Any objections from candidates must be submitted to the M.Sc. Secretariat within five (5) working days from the date of the announcement of the results. The Steering Committee (S.E.) examines the objections and submits recommendations to the Department Assembly. The Department Assembly then decides whether to accept or reject the recommendations and, if necessary, modifies the list of successful and waitlisted candidates.

#### 9.4. Number of Admitted Students

The number of students admitted to the M.Sc. program is set at fifty (50) postgraduate students per department. Additionally, members of the categories of Special Education Staff (E.E.P.), Special Teaching Staff (E.DI.P.), and Special Laboratory Teaching Staff (E.T.E.P.), provided they meet the requirements of the first paragraph of Article 34, Section 1 of Law 4485/17, may enroll as excess students, with only one such student

per year per M.Sc. program, organized in the departments of the institution where they serve, which is related to the degree and the work they perform within the institution.

#### 9.5. Duration and Terms of Study

The standard duration of the Master's Program (M.Sc.) in "Public Administration" of the Department of Economic Sciences is three (3) semesters, each of which includes at least thirteen weeks of classes and two (2) weeks of exams. The maximum duration for obtaining the M.Sc. degree is six (6) semesters.

If a postgraduate student is in an advanced stage of their studies, particularly in the process of writing their Master's Thesis, and has not completed it within the prescribed maximum study duration, they are entitled to submit a one-time reasoned request for an extension of their studies to the Program's Assembly. The Assembly will decide after receiving a relevant recommendation from the supervising professor. The extension cannot exceed two (2) consecutive academic semesters.

If a postgraduate student does not complete their obligations related to the "Public Administration" M.Sc. program within the maximum study duration set by this Internal Regulation, and possibly the granted extension, they will be expelled from the program by decision of the Department Assembly after a recommendation from the Program Assembly. The expulsion will be communicated to the student by the Secretariat of the Department of Economic Sciences.

A postgraduate student is entitled to request a suspension of their studies, once and with a reasoned application, to the Department Assembly of Economic Sciences for proven serious reasons. The Assembly will decide, following an oral recommendation from the Director of the Program, whether to approve or reject the request. The maximum duration of suspension that the Department Assembly can approve is up to two (2) semesters, and this period does not count toward the student's total study duration. The suspension can be terminated following a re-enrollment request submitted by the student to the Department Assembly. The option for part-time study is not available for students in the "Public Administration" M.Sc. program of the Department of Economic Sciences

#### 9.6. Τέλη φοίτησης

The tuition fees amount to 2,700 euros and may be reassessed in subsequent cycles by decision of the Department Assembly. The fees are paid in three equal installments: 900 euros upon registration and 900 euros before the start of the second and third semesters, respectively.

Tuition fees are paid on specified dates, which will be communicated in advance. In the event of discontinuation of studies, the paid tuition fees will not be refunded.

In case of discontinuation of studies, the amount of tuition fees already paid is non-refundable.

Students of the Master's Program are exempt from tuition fees according to the terms and conditions set by applicable legislation. By decision of the Assembly, the number of scholarships (up to 5% of the number of enrolled students) that can be awarded based on academic criteria will be determined. The specific details can be decided by the Department Assembly following a recommendation from the Departmental Assembly.

Scholarships for postgraduate studies are also provided by other organizations, such as the State Scholarships Foundation (IKY), the Ministry of Education, the General Secretariat for Research and Technology (GSRT), the European Union, foundations, and public or private organizations. If a student receives a scholarship or funding from another entity, they are not eligible for a scholarship from the Master's Program. Scholarship recipients must submit a declaration confirming that they are not receiving a scholarship or funding from another public or private entity.

#### 9.7. Obligations of Students

Graduate students who enroll in the Master's Program are required to:

- Attend the courses and activities of the current curriculum regularly and without interruption.
- Submit the required assignments for the courses within the prescribed deadlines.
- Fulfill their financial obligations by the dates set by the Master's Program Secretariat.
- Respect and adhere to the decisions of the Master's Program bodies as well as academic ethics.
- Participate in educational activities, conferences, seminars, symposia, etc., organized by the Master's Program.

### **10. Study Program**

For the award of the Master's Degree in "Public Administration" from the Department of Economics, the graduate student must attend and successfully complete six (6) courses, as well as write their thesis and pass an examination by a three-member committee of instructors.

The required credit units (ECTS) for obtaining the Master's Degree are ninety (90), or thirty (30) per academic semester, and they are distributed as a weighted average across the courses of each semester. The thesis is valued with the total credit units of the semester, that is, thirty (30).

The language of instruction for the Master's Program is Greek. The language of the thesis can be either Greek or English.

The Master's Program follows the general academic calendar of the University of Western Macedonia, which may be further specified by the Program's Assembly. The courses of the proposed Master's Program will be held during afternoon hours and/or weekends.

**Make-up Classes:** In case a class cannot be conducted due to force majeure, it will be rescheduled by the Program Director within the academic semester, and the Assembly will be informed accordingly.

In the event that an instructor is absent either lawfully on a scheduled leave approved by the Department Assembly or due to an unforeseen obstacle preventing the class from taking place, the instructor must notify the Program Director and, in collaboration with the Secretariat, arrange for the rescheduled class day and time within the current academic semester.

The timetable for the Master's Program is created by the Program Director, following a recommendation from the Assembly. The Secretariat of the Program is responsible for publishing the timetable on the Department's announcement boards and posting it on the relevant websites.

The teaching of courses is conducted using modern distance learning methods based on the provisions of Law 4957/2022, specifically Article 88, paragraph 1 of Law 4957/2022.

The course descriptions are presented at the end, while the structure of the program is as follows:

<b>MSc in Public Administration</b>		
<b>1<sup>st</sup> Semester</b>		
	<b>Course title</b>	<b>ECTS</b>
1	Quantitative Methods & Project Management in the Public Sector	10
2	Strategic Management and Human Resource Management in the Public Sector	10
3	Administrative Economics & Finance	10
<b>Total</b>		<b>30</b>
<b>2<sup>nd</sup> Semester</b>		
1	Information Systems & E-Government	10
2	Public and European Economics	10
3	Special Topics: (a) Research Methodology (b) Service Marketing in Public Services and Organizations	10
<b>Total</b>		<b>30</b>
<b>3<sup>rd</sup> Semester</b>		
1	Master Thesis	<b>30</b>
<b>Total</b>		<b>90</b>

#### 10.1. Time Scheduling of Courses

The start of the winter semester is set for October, and the spring semester begins in early March. The academic work of each academic year is structured into two study semesters: the winter and the spring semester, each consisting of 13 weeks of teaching (including course evaluation and exams).

Classes are held on Friday, Saturday, and Sunday in a condensed and intensive format to accommodate working postgraduate students. They are conducted through distance learning methods using the integrated system of both synchronous and asynchronous e-learning of the University of Western Macedonia, in accordance with Article 88 of Law 4957/2022.

Attendance in courses/laboratories, etc., is mandatory. In case of an obstacle to holding a class, make-up sessions are provided. The date and time of the make-up classes are posted on the Master's Program website and on the e-class platform.

#### 10.2. Rules for Examinations and Evaluation of Postgraduate Students' Performance

The postgraduate student has the right to retake exams for the courses in which they have failed during the September exam period, and in case of failure, they can transfer the failed courses to the corresponding exam periods of the next academic year.

All postgraduate students are required, upon submission of their thesis on the e-class platform, to submit a responsible declaration to the Secretariat stating that, with knowledge of the consequences of the law on plagiarism, they have not plagiarized in any way or by any means. The plagiarism check is carried out using specialized software (Turnitin) under the responsibility of the supervising Professor. If it is found that a postgraduate student has plagiarized, in addition to the obvious nullification of the thesis, the student will automatically receive a disciplinary penalty of a warning, which will be recorded in their file. In case of repeated plagiarism, the student will be expelled from the Master's Program by a decision of the Department's Assembly, following a proposal from the Program Director.

As for the rules/procedures for distance exams, the Regulation for Distance Exams of the University of Western Macedonia applies.

The final evaluation and grading for individual courses of the Master's Program are determined by the instructor, who may organize written or oral exams at their discretion or rely on assignments or lab exercises. Grading is done on a scale from 0 to 10: a student is considered to have failed with a grade from 0 to 4.99, and to have passed with a grade from 5 to 10. The Diploma grade is classified as follows: from 5 to 6.49 is "Fair," from 6.50 to 8.49 is "Very Good," and from 8.50 to 10 is "Excellent."

The final grade for the "Public Administration" (Public Administration) Diploma is determined as the weighted average of the grades for the 6 courses of the Master's Program and the grade of the thesis, with the respective credit units being weighted, to two decimal places of accuracy.

The grades of postgraduate students for the courses of each semester are submitted to the Department's electronic Secretariat within a reasonable time after the end of the examination period.

A postgraduate student who abstains from exams for one or more courses without a particularly serious reason for three (3) consecutive semesters will be expelled from the Master's Program after a proposal by the Department's Board, through the Program Director to the Department's Assembly.

#### 10.3. Master Thesis

During the third semester, postgraduate students propose the topic of their Thesis and their supervising Professor to the Department's Board (S.E.). The list of theses with their supervising Professors is approved by the S.E. upon request from the students to the Secretariat.

The completion of the thesis is mandatory for postgraduate students and is evaluated by a three-member examination committee. The three-member examination committee consists of the thesis supervisor and two other members of the teaching staff of the Master's Program, as decided by the S.E.

The thesis topic falls within the broader academic fields of the courses taught.

The types of theses may be: (a) a structured literature review on a current topic with the corresponding discussion, leading to the foundation of research hypotheses for future research or policy proposals, or (b) empirical research, which requires a brief literature review, with or without the verification of theory, or (c) the development of a new model, or possibly (d) a limited combination of the above. In all cases, the thesis must be distinguished by its scientific integrity and should be based on valid Greek and international literature (relevant scientific journals from recognized international databases and publishers such as Elsevier, Emerald, Taylor & Francis, Springer, Blackwell, etc.), and it must present elements of originality.

The structure of the postgraduate thesis follows that of published articles in the above-mentioned bibliographic databases. Its total indicative length cannot be less than 20,000 words in either Greek or English. Along with the submission of the thesis, the abstract is also submitted, which cannot exceed 300 words (with reference to: (a) University of Western Macedonia, Faculty of Economic Sciences, Department of Economics, Master's Program in "Public Administration," (b) important keywords, (c) author and thesis supervisor details in both Greek and English).

The grade for the thesis is given as the average numerical grade of the three-member examination committee.

#### 10.4. Master's Degree in Specialization Grade

The general grade of the Master's Degree in Specialization (M.D.E.) on a ten-point scale is calculated as the weighted average of the grades of the individual courses and the Master's thesis (taking into account the weight coefficients).

The grading scale awarded is:

Excellent	Grade $\geq 8,50$
Very Good	$6,50 \leq \text{Grade} \leq 8,49$
Fair	$5 \leq \text{Grade} \leq 6,49$

### **11. Transitional provisions**

Any matters not regulated by this Internal Regulation, as well as specific issues that arise during the operation of the postgraduate program, will be addressed by decisions of the Department Assembly in accordance with the applicable legislation.

### **12. Infrastructure**

The Department of Economics provides the resources necessary to support learning and academic activities in general. Specifically, the department has an adequate number of classrooms and laboratories for exclusive use. It also has state-of-the-art equipment that fully supports its postgraduate study program and research activities. Notably, it has a total of 2 laboratory classrooms located on the ground floor of the first building. Each laboratory classroom has a capacity of 21 students and is equipped with 21 computers, a projector, speakers, a webcam, and a microphone, as well as a 1Gbps fiber-optic internet connection. These facilities are utilized by the majority of instructors during their teaching. Additionally, a specialized member of the Technical Support Staff (ETE) ensures the proper functioning of all the equipment across all spaces. The programs used during the courses include: Mathematica, Matlab, E-views, Wordpress, Lindo, Entersoft, SPSS, Gams, Canva, Miro. There is also an electronic course management system (ZOOM) and both synchronous and asynchronous e-learning through a web browser, without the need for specialized technical knowledge. The electronic classroom is used by the instructors of the postgraduate program. Moreover, supportive

materials for all courses are uploaded to the asynchronous e-learning platform Open eClass by the instructors of the postgraduate program.

The campus of the University of Western Macedonia in Kastoria houses departments from three schools (Social and Human Sciences, Natural Sciences, and Economics). There is a library used by the four departments housed in Kastoria. The library occupies a total area of 560 m<sup>2</sup> and includes an open shelving area, an electronic reading section with 20 workstations, a closed shelving area with sliding bookshelves, a study hall with 80 seats, material processing offices, staff offices, and an information desk. It is located in the administration building, which also houses the department secretariats, lecture halls, and faculty offices.

The building where the teaching classrooms are located is the second building of the Kastoria campus and is adjacent to the first building. The library spaces are aesthetically pleasing, well-lit, heated, and ventilated. The library's equipment (bookshelves, study tables, computer desks, information desk, offices, etc.) meets high library standards and has been designed and acquired based on its architectural design. The library's collection is diverse (both print and electronic). It includes 23,000 volumes of books, primarily focused on the fields covered by the department's curriculum. The collection also includes print periodicals and a collection of undergraduate theses completed at the institution. Printed materials can be found using the library's online catalog and, with the help of classification numbers, can be located on the shelves.

The library offers electronic information sources available to the entire academic community through its website (<http://library.uowm.gr>), and access can be obtained through the electronic reading section. These include the institutional repositories "anaktisis" and "Dspace," the "Kallipos" service, the services of the National Documentation Center (EKT), and the consortial service Heal-Link, which provides access to 26,710 full-text electronic journals, 13 databases, including Scopus, and 152,000 electronic books.

Wi-Fi is available in the library. The organization of the library's materials follows internationally accepted classification, cataloging, and subject indexing standards. The Dewey Decimal Classification system is used for classification, Anglo-American Cataloging Rules (AACR2) for cataloging, and the Library of Congress subject headings for indexing. The library's integrated information system, which serves as a common automation system for most academic libraries, is Sierra. The library's goal remains scientific communication for the production of new knowledge. The library staff is highly trained and, with an understanding of their role and mission, offers high-quality services to the academic community. Finally, two highly skilled librarians work in the library, serving all student needs related to accessing the required resources for their studies.

### **Services (Central, Department/Student Support, Digital, Administrative, etc.)**

The department receives functional support from the following departments and units of the University of Western Macedonia: (a) Student Support Unit for Vulnerable Groups (SSUVG), (b) Career Office, (c) Student Ombudsman, (d) Erasmus Office, (e) Department of Studies, Internship, and Career Development, and (f) Holistic Support.

The digital services provided to the academic community of the department include the following:

- Email / Webmail (<https://noc.uowm.gr/www/services/email/>)
- Mailing Lists (<https://noc.uowm.gr/www/services/maillinglists/>)
- Asynchronous E-learning (eClass) (<https://noc.uowm.gr/www/services/eclass/>)
- Synchronous E-learning, Zoom, BigBlueButton
- Video Conferencing (<http://noc.uowm.gr/www/services/webconf/>, ePresence, synergy, BigBlueButton)
- Website Hosting (<http://noc.uowm.gr/www/services/webhosting/>)
- Microsoft Office 365 (through DHEL 365) (<https://noc.uowm.gr/www/services/delos365/>)

- G Suite for Education (<https://noc.uowm.gr/www/services/gsuite/>)
- VPN Service (<http://noc.uowm.gr/www/services/vpn/>)
- Personal Website (<http://noc.uowm.gr/www/services/homepages/>)
- Plagiarism Detection Service (Turnitin) (<https://noc.uowm.gr/www/services/turnitin/>)
- Collaboration Platform (<https://noc.uowm.gr/www/services/synergy/>)

Additionally, the supportive structures and services available for postgraduate students are described in detail in Appendix A1.3.

Finally, for all the services provided, students are informed during the orientation ceremony for first-year postgraduate students and asynchronously through digital announcements on the postgraduate program's website.

### **13. Laboratory of Applied Economics**

Laboratory Director: Professor Nikolaos Tsounis

The Laboratory of Applied Economics is an institutionalized laboratory of the School of Economics and is based in the Department of Economics. It is directed by Professor Nikolaos Tsounis (Government Gazette of Establishment: 1828/13-5-2020, Volume B', Government Gazette of Appointment of Director: Gazette 177/5-3-2021, Volume YODD). It serves educational and research needs in the following fields: Economics of Energy & Environment, International Trade, Marketing Strategies, Economics of Tourism, Financial Policy, Applied Economics, and Informatics. The objectives of the Laboratory of Applied Economics are as follows:

1. To meet the research needs of the Department of Economics of the University of Western Macedonia at both the undergraduate and postgraduate levels, focusing on subjects within the laboratory's scope of knowledge.
2. To collaborate in any form with research centers and academic institutions both domestic and international, provided that their scientific goals align and complement those of the laboratory.
3. To organize scientific lectures, workshops, seminars, symposia, conferences, and other scientific events, to conduct publications and editions, and to invite recognized Greek and foreign scientists.
4. To provide services to private individuals as outlined in Presidential Decree 159/1984 "Conditions for providing services by university laboratories to private individuals and organizations of any legal form" (A' 53).

## **C. DESCRIPTION OF THE COURSES**

The distribution of the courses of the Master's Program by semester, along with the corresponding credit units (credits), is as follows:

<b>MSc in Public Administration</b>		
<b>1<sup>st</sup> Semester</b>		
	<b>Course title</b>	<b>ECTS</b>
1	Quantitative Methods & Project Management in the Public Sector	10
2	Strategic Management and Human Resource Management in the Public Sector	10
3	Administrative Economics & Finance	10
<b>Total</b>		<b>30</b>
<b>2<sup>nd</sup> Semester</b>		
1	Information Systems & E-Government	10
2	Public and European Economics	10
3	Special Topics: (a) Research Methodology (b) Service Marketing in Public Services and Organizations	10
<b>Total</b>		<b>30</b>
<b>3<sup>rd</sup> Semester</b>		
1	Master Thesis	<b>30</b>
<b>Total</b>		<b>90</b>

All courses are designated as compulsory. There is no option for elective courses. The content of the courses is summarized as follows

#### 1. 1<sup>st</sup> Semester

##### 1.1 Quantitative Methods & Project Management in Public Sector

The course is divided into three sections. The first section covers concepts in Statistics, specifically: Descriptive Statistics (frequency tables, graphical representation of data, measures of central tendency, measures of variability, measures of skewness, outliers), Probability Theory, Conditional Probability, Distributions (Binomial, Geometric, Poisson, Normal), and Inferential Statistics (confidence intervals, hypothesis testing). The statistical package SPSS will be used for this section.

The second section deals with optimization problems in Linear Programming (Graphical solution, Simplex Method, Sensitivity Analysis, problem modeling), special cases of linear programming problems (Transportation problem, Northwest Corner Method, Vogel's method, Least Cost Method, unbalanced problems, Assignment problem, Hungarian method), and Inventory control. Relevant software (MS Excel, QSB, LINDO) will be used.

The third section includes network optimization problems, graphs, diagrams, and trees, critical activities and paths, CPM and PERT methods, and issues in Dynamic Programming.

##### 1.2 Management, Strategy & Organisational Behaviour

Modern Public Administration examines both internal and external factors affecting public organizations and institutions. Topics include: Challenges in 21st-century Public Administration, Planning and Control in Public Services, Decision-Making in Public Management, Job Organization and Design in the Public Sector, New Governance Approaches, Quality and Public Administration, Benchmarking and Best Practices in Public Management, and Human Capital Development (training, performance evaluation, teamwork, career planning, ethics at work).

The course aims to familiarize students with core concepts of Public Administration, strategy, strategic management, and achieving sustainable competitive advantage. Organizational Behavior is a field that systematically studies how individuals, groups, and structures affect behavior within a public organization. It applies specialized knowledge to improve organizational performance. Students will explore individual and group behavior, interpersonal influence, organizational processes, design, change, and innovation. Key concepts include perception, motivation, decision-making, team dynamics, negotiation, conflict management, leadership, organizational culture, and change management—providing a foundation for applying organizational theory to modern challenges.

### **1.3 Managerial Economics & Finance**

This course has two parts. The first part aims to provide advanced (postgraduate-level) understanding of economic phenomena at both the micro and macro levels to support rational decision-making in management. The second part applies financial science as a tool for making investment and financing decisions under uncertainty.

Microeconomics explains how scarce resources are allocated among competing uses in the modern economy and the role of markets. Macroeconomics focuses on resource use at the aggregate level, emphasizing employment and general price levels. It also explores the determinants of resource growth (potential output) and the extent of utilization of production capacity. Financial knowledge enables rational investment and financing decisions under uncertain conditions..

## **2. Second Semester**

### **2.1 Information Systems & E-Governance**

This course presents fundamental concepts of information systems, their infrastructure, and role in organizations. It analyzes main types of Information Systems with a focus on Management Information Systems and applications in Public Administration.

The course introduces students to how internet technologies influence citizen interaction with public administration and how governments use and manage these technologies to enhance service delivery. It highlights the benefits of adopting IT in e-governance for all stakeholders. Students will also learn about the unique characteristics and management challenges of public sector services. The course also covers implementation and execution of e-governance strategies to create competitive advantage.

### **2.2 Public & European Economics**

This course has two parts.

The first part analyzes the functions of a modern state. It begins with the scope and size of state activity in a market economy and focuses on the key policy instrument: the state budget. It evaluates methods for assessing the effectiveness of economic policy, seeking the most efficient use of resources while also addressing equitable distribution—often a competing objective. Tools for measuring inequality and reconciling efficiency with fairness are examined. The course explores reasons for state intervention even in competitive markets—such as the provision of public goods and services that markets may underdeliver or not provide at all. It also examines taxation as a major state revenue source to support key functions (defense, education, health, etc.). Finally, it outlines the legal framework of public procurement and fiscal control in Greece.

The second part focuses on the creation and operation of the "artificial state entity" known as the European Union (EU), particularly the Economic and Monetary Union (EMU). It traces the historical development of the EU and EMU, presents the theoretical foundations through theories of integration and Optimal Currency Areas, analyzing pros and cons. It discusses EMU membership criteria, economic foundations, and the New Macroeconomic Consensus. The Euro crisis is analyzed, highlighting "architectural flaws" of the EMU, followed by measures taken to address the crisis, including financial support mechanisms, fiscal discipline measures, and steps toward Banking Union.

### **2.3 Special Topics: ( $\alpha$ ) Research Methodology ( $\beta$ ) Services Marketing in Public Administration**

The Research Methodology course introduces students to research approaches, methods, techniques, and procedures, along with key information systems concepts related to organizational infrastructure and function. It equips future researchers with tools for solving research problems. By the end, students will be able to conduct literature reviews, use statistical software for data analysis, apply appropriate quantitative and qualitative methods, present and analyze data using spreadsheets, and process text effectively. Ethical issues, plagiarism avoidance, and intellectual property protection are also covered.

The Services Marketing course introduces the unique features of services and the dimensions of service image that affect marketing approaches used by organizations. It provides foundational knowledge for addressing challenges, opportunities, and strategies in service marketing. By the end, students will demonstrate comprehensive understanding of service productivity, perceived quality, customer satisfaction and loyalty, and conduct service system research, including data collection, analysis, and synthesis to draw valid conclusions.

## **3. Third Semester**

### **3.1 Master Thesis**

The main purpose of the Master's Thesis (MT) is to address and resolve, at both theoretical and applied levels, issues that fall within the subject areas of the Postgraduate Program (MSc), by synthesizing and utilizing the knowledge acquired during the previous two semesters of study. Through the preparation of the MT, postgraduate students are expected to develop the ability to manage complex problems related to the field of Public Administration and/or to implement an idea within this field. It constitutes a comprehensive and significant academic work with distinct phases. At the same time, postgraduate students must be able to clearly present their study, research and/or implementation through an extensive scientific written report and a full oral presentation.

The MT holds considerable academic weight and importance. In this context, students are encouraged to work on topics that are at the forefront of the discipline, possess originality, and have research interest.

The stages involved in completing the Master's Thesis can be summarized as follows:

- Description and analysis of the topic
- Analysis of the current state of affairs; literature review
- Definition of the research field (research questions or hypotheses, objectives, and prospects)
- Description of the methodology and research tools used for conducting the thesis
- Data collection and/or implementation of an application
- Presentation of results through the selected form of analysis (e.g., statistical analysis, content analysis, practical implementation)
- Drawing conclusions based on the research findings in conjunction with prevailing theories

- Writing the thesis
- Preparing the presentation

Upon successful completion of the Master's Thesis, students will be able to:

- Deeply understand a scientific topic
- Clearly identify the scope of the subject under study and recognize all its aspects
- Describe and justify the knowledge relevant to the subject matter
- Present critical and original thinking
- Select the appropriate literature
- Choose and design the theoretical and research framework needed to address the topic
- Apply methodological practices and tools to analyze the topic
- Draw scientifically grounded conclusions
- Summarize existing knowledge and synthesize it with their own findings
- Possess the academic competencies necessary to pursue further studies

# D. Useful Information

## D. USEFUL INFORMATION

### ***D1. Other Rights and Obligations of Postgraduate Students***

Students fulfill their academic and examination obligations in accordance with the curriculum of the Postgraduate Study Program (PSP). They collaborate with the teaching and research staff for their educational and research needs, during days and hours announced by the instructors at the beginning of each academic semester. They may address the Director of the PSP, the Department Chair, and the Dean of the coordinating Department and School for matters within their respective responsibilities.

The PSP also has the authority to grant distinctions and awards to students.

Students are entitled to submit applications to the Secretariat of the PSP. Responses to such applications are provided within a reasonable timeframe, either in writing or orally, by the responsible administrative staff. Secretariats are required to receive students on all working days for at least two hours per day, to provide necessary information, accept applications, etc., in accordance with existing university regulations and the decisions of the university's collective bodies.

Before their graduation ceremony, students must return their academic ID card to the PSP Secretariat.

### ***D2. Academic Calendar***

#### **Course, Exams and 1<sup>st</sup> year undergraduate students registration**

(The dates are determined by the Ministry of Education at the beginning of the current Academic Year.)

Submission of Winter Semester Course Declarations	
Course of winter semester	
Exams of winter semester	
Submission of Summer Semester Course Declarations	
Course of summer semester	
Exams of summer semester	

#### **Public Holidays and Student Breaks – Winter Semester**

- **October 28** (National Holiday)
- **November 11** (Liberation Day of Kastoria)

- **November 17** (Anniversary of the Polytechnic Uprising)
- **Christmas Holidays**
- **January 30** (Three Hierarchs Day)

#### **Public Holidays and Student Breaks – Spring/Summer Semester**

- **Clean Monday**
- **March 25** (National Holiday)
- **Easter Holidays**
- **May 1** (Labour Day)
- **Holy Spirit Monday (Pentecost Monday)**

#### ***D5. Library***

The Library of the University of Western Macedonia, which serves the three collaborating departments, is located within the University building in the Fourka area. The Library's objectives are:

- The proper selection, acquisition, distribution, and efficient management of the necessary materials in order to support the educational or other activities of the University at all times.
- The compilation and provision of bibliographic information based on the needs of its users across all fields of knowledge.
- The continuous research into and promotion of user needs, in line with the rapid development of technology and its application in the Library's services.
- The effective management of its financial resources, as well as ensuring the availability of the necessary scientific staff to support the Library in meeting both current and future needs associated with its services.

#### **Library – Kastoria Campus**

- Phone: +30 24670 87183
- Fax: +30 24670 87063
- Email: [aboutsos@uowm.gr](mailto:aboutsos@uowm.gr)
- Location: Fourka area, ZIP 52100, Kastoria

For more information, please visit the following link: <https://library.uowm.gr/?lang=el>

#### ***D6. Erasmus +***

Students of the Department may participate in the European student exchange program called ERASMUS+. ERASMUS+ is the new program of the European Commission for education, training, youth, and sport, which came into effect on January 1, 2014.

It integrates the previous EU programs for education, training, and youth, including the Lifelong Learning Program (LLP) (Erasmus, Leonardo da Vinci, Comenius, Grundtvig), the "Youth in Action" program, and five

international cooperation programs (Erasmus Mundus, Tempus, Alfa, Edulink, and the cooperation programs with industrialized countries).

Specifically, the ERASMUS+ student exchange program gives students who have successfully completed their first year of studies and meet specific criteria the opportunity to carry out part of their academic program at a related Department of a European Academic Institution for a duration of at least 6 months (1 semester) and up to 12 months (2 semesters).

The University of Western Macedonia has been actively participating in the ERASMUS+ exchange program since 2004. To support this, the existing Departments have signed numerous bilateral agreements with recognized academic institutions abroad.

Following a call for expressions of interest, students submit an application and are selected to participate in the program after evaluation by the Departmental ERASMUS+ Coordinator. In addition, since the ERASMUS+ program continues to evolve and expand its activities, it now also offers students the opportunity to gain work experience through internships in organizations and companies abroad for a period of up to 12 months.

#### **ERASMUS Office**

- Katerini Blanta, Institutional ERASMUS+ Coordinator
- Maria Koutzakoutsidou, Administrative Officer
- Address: Koila, Kozani, ZIP 50150
- Phone: +30 24610-68065
- Email: [erasmus@uowm.gr](mailto:erasmus@uowm.gr) & [int.relations@uowm.gr](mailto:int.relations@uowm.gr)

#### **Departmental Coordinator (Department of Economics)**

- Melina Dritsaki, Associate Professor
- Email: [mdritsaki@uowm.gr](mailto:mdritsaki@uowm.gr)

For more information, you may also visit the following link: <https://erasmus.uowm.gr/>

#### ***D8. Career Office***

The Career Office of the University of Western Macedonia aims to serve as an information center for the students and graduates of our University, aspiring to become a link between the academic and professional communities.

Specifically, the Career Office:

- Informs students and graduates of our University about available job positions in companies and organizations across both the public and private sectors, at the local and national level.

- Provides information on postgraduate study programs at Greek and international universities.
- Informs users about available scholarships and grants in Greece and abroad.
- Contributes to informing students about mobility programs.
- Organizes workshops and seminars of educational and professional interest, as well as Career Days.

#### **D9. E-mail addresses**

##### **Administration**

[econ@uowm.gr](mailto:econ@uowm.gr)

##### **Academic Staff**

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##### **Special Technical Laboratory Staff**

Markopoulos Lazaros

[markopoulos@kastoria.teiwm.gr](mailto:markopoulos@kastoria.teiwm.gr)