ΟΙΚΟΝΟΜΙΚΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΑΘΗΝΩΝ
ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS
ΣΧΟΛΗ ΔΙΟΙΚΗΣΗΣ ΕΠΙΧΕΙΡΗΣΕΩΝ
SCHOOL OF BUSINESS
ΔΙΑΤΜΗΜΑΤΙΚΟ ΜΕΤΑΠΤΥΧΙΑΚΟ
MBA INTERNATIONAL

47A, Evelpidon Street, 113 62 Athens, Greece
Ευελπίδων 47Α, 113 62 Αθήνα
Tel/ Τηλ.: 210 8203 659-662

imba@aueb.gr / www.imba.aueb.gr

Student Guide to Operations and Processes

mba international

ASSOCIATION OF MBAS ACCREDITED

September 2026

INTRODUCTION

The MBA International Program of the Athens University of Economics & Business (AUEB) is a leading international Master's in Business Administration program, fully accredited by the Association of MBAs (AMBA) since 2005. The program is offered by the Business Departments of AUEB (Department of Management Science and Technology, Department of Business Administration, Department of Accounting and Finance, Department of Marketing and Communication). It comprises of the Full-Time (FT) Program and the Part-Time (PT) Program. During or after their courses, students undertake an Immersion Graduation Project (FT) or an Integrated Impact Graduation Project (PT). Both programs award the MBA International degree.

The official duration of the program is three semesters for the Full-Time and five semesters for the Part-Time students. More specifically each academic year is divided into five academic periods. Each period consists of seven (7) teaching weeks plus one (1) week of exams:

- 1st period: September – November (Fall Semester),
- 2nd period: November – January (Fall Semester),
- 3rd period: January to March (Spring Semester),
- 4th period: March-May (Spring Semester),
- 5th period: May – July (Spring Semester).

The re-examination period takes place during the first week of September of each academic year.

In addition, preparatory courses might be offered in Accounting and Finance, usually two weeks prior to the normal program starts. In the case of preparatory courses, students will be notified upon admission. The exact dates of the beginning and end of each academic year and each period are announced in the academic calendar.

The program offers the participants the possibility of selecting one of the following Concentrations:

- Finance,
- Marketing & Strategy,
- Technology and Innovation.

1. *ENROLLMENT*

Participants accepted to the program must hold a first degree from a recognized Greek or foreign University and/or from a recognized Technological Educational Institution.

Participants are accepted in the program according to several criteria including prior work experience, academic performance, and individual skills and traits.

Accepted participants holding a first degree from a foreign University must have their degree approved by the Greek Center for Recognition of Foreign Universities (DOATAP)

for the "Certificate of University Recognition". Further details and assistance will be provided by the secretariat during the admissions process.

Program candidates apply for admission to the program by submitting the complete online application form (filled in and signed) together with all the required documents, as described in the Call for Applications on the program's website section "Admission".

Candidates who have been accepted into the program but have *not* fulfilled all the typical requirements regarding the registration documents must finalize any pending issues by the deadlines specified by the secretariat of the program. Otherwise, the application file is not considered as official and final.

2. *CREDITS & COURSE REQUIREMENTS*

Students must gather a total of 90 ECTS from core and elective courses, and the Immersion Project (FT) or Integrated Impact Project (PT) to be eligible for graduation.

To successfully complete the coursework of the program Part-Time students are required to complete 90 ECTS, as follows:

- 60 ECTS from core courses,
- 2 ECTS from the Personal Skills Development (PSD) course,
- 4 ECTS from the Integrated Impact Project (Graduation Project) and
- the remaining 24 ECTS from elective courses.

To successfully complete the coursework of the program Full-Time students are required to complete 90 ECTS, as follows:

- 54 ECTS from core courses,
- 2 ECTS from the Personal Skills Development (PSD) course,
- 10 ECTS from the Immersion Project (Graduation Project) and
- the remaining 24 ECTS from elective courses.

Course requirements typically include individual and team-based exercises, assignments and case studies, class participation, business games, final project, and/or written final exam. The requirements for each course are presented in the course syllabus and by the instructor at the beginning of the course, along with the assessment mode. Assessment Feedback forms related to assignments and written exams are to be returned to the students, completed with grades and feedback from the course instructors through the secretariat.

3. *SCHEDULING AND REGISTRATION FOR COURSES*

The course scheduling for each period is announced at the beginning of the academic year. However, minor changes might be needed for exceptional reasons and are then announced timely. For purposes of efficiency as well as effectiveness, core courses of the Full-Time track may be combined with those of the Part-Time track. All electives are taught to the Full-Time and Part-Time cohorts together. All courses are delivered in English.

Within two months of the start of the academic year, each student is required to register for the elective courses that he/she wishes to attend during the program. Elective courses are offered subject to a minimum and a maximum number of participants, according to the University's rules and regulations, or for pedagogical reasons. Changing the registered courses needs the prior approval of the Program Director and can only take place in specific period announced by the secretariat, **before** the start of the period in which the concerned course is delivered.

Registration for courses takes place online by each student, on the program's Administration Platform (e-grammateia). Access is granted through each student's individual username and password. On the platform, a student sees the list of available courses, their schedule, the faculty teaching each course, and a short course description. Participants are encouraged to register early for the courses they wish to take, as it will not be possible to register in a course once the maximum number of participants has been reached. Each student is responsible to make the correct course choices and to check the curriculum during his/her studies so that he/she has the required credits and courses needed to graduate, including the specification for any desired concentration.

The Program Steering Committee reserves the right to change the curriculum and the course schedule, as well as the courses' prerequisites. The Steering Committee also reserves the right a) not to offer an elective course or a concentration if there is teaching disability or inadequate demand for the elective or concentration, and b) to offer new courses if this contributes towards the goals of the program.

4. *QUALIFYING FOR A CONCENTRATION*

Students indicate the Concentration he/she intends to follow once they are given access to the Administration platform. During each academic year the student may change his/her Concentration with the approval of the Program Director. To qualify for a Concentration, a student must take at least four electives from the designated courses of the Concentration. Three of these electives are compulsory for a Concentration and the fourth is chosen from an option of two. A student is free to choose the remaining credits (after fulfilling the concentration requirements) with any other elective(s) offered in the program, and within the limits of availability. A Concentration is not a Major, and therefore it is not specified in the graduation documents but will be indicated in a special certificate signed by the Program Director.

5. *COURSE WAIVING*

Exemption from courses can be granted only based on internationally recognized professional certifications with substantial course work. Exemptions based on courses taken in previous Master's programs **cannot** be granted for any student.

6. *PERSONAL SKILLS DEVELOPMENT PROGRAM (PSD)*

The PSD Program includes several activities, such as lectures, assignments, cases, role playing, presentations, coaching. The objective is to enhance students' communication, teamworking and leadership skills, as well as improve self-knowledge.

The PSD Program is not graded on the 0-10 scale, but Pass or Fail, based on attendance, participation in sessions, and performance in assigned work.

7. *GRADUATION PROJECTS: IMMERSION PROJECT & INTEGRATED IMPACT PROJECT*

After having successfully completed the main part of the course requirements, Full-Time students must undertake an Immersion Project, which counts for ten (10) ECTS. The Immersion Project can be fulfilled through one of the following options:

1) Field Study Project (FSP); 2) Internship; or 3) Entrepreneurial Project.

The Immersion Project normally starts from Period 5 in the second semester and must be completed by end-November in the third (3rd) semester.

The students that opt for a Field Study Project (FSP), form groups of 3 to 4 people, and indicate their field of interest. The students search by themselves, with support of the Programme, for a company or an organization to collaborate with. Teams will work on a timely and real business problem facing a company or an organization within specific objectives, timelines and pre-agreed deliverables. The Internship option is available to students who want to make a change in their career and explore a new business environment either in Greece or abroad. The internship is executed individually. Students who choose the Entrepreneurial Project are asked to develop a business idea, start a new business venture or improve an existing business plan or venture. The project can be executed individually or in a group of 3 to 4 people.

Part-Time students must undertake an Integrated Impact Project (IIP) counting for four (4) ECTS. Students work in teams of 3-5 on a timely business problem that reflects their knowledge and career development goals. The problem should be analysed in an integrated manner between theory and practice, and from different professional perspectives. The IIP normally starts from Period 4 in the fourth semester and must be completed by end-October in the fifth (5th) semester.

Both the Immersion Project and the Integrated Impact Project concern real-life problems or business opportunities that organizations face. In dealing with the issues, students put their experiences and the knowledge and skills obtained during the MBA program into practical use.

8. *EXCHANGE PROGRAMS / STUDY VISITS*

Participants of the program are encouraged to participate in international exchange programs or study visits to attend specialized courses or seminars of their interest. These exchanges take place with international Universities or Business Schools with which AUEB's MBA International Program has signed agreements for exchange or through study trip. Information on the opportunities available are provided by the program secretariat.

Students interested in participating in exchange programs should express their interest to the secretariat office at the start of each academic year, indicating the institution, the period of the visit, and the courses or seminars they are interested in attending. Exchange visits typically take place in the last periods of the program. An annual study trip might be organized based on students' interest. The cost of the trip is not included in the tuition fees.

9. *FOREIGN LANGUAGE REQUIREMENTS*

All candidates are expected to be fluent in English. This is proven through the Proficiency Certificate of the English language, the TOEFL test (at least 79), the IELTS test (at least 6.5) or any test which is accepted for C2 "Excellent' level by the Supreme Council for Civil Personnel Selection of Greece (ASEP). For Chinese applicants with Chinese university degree the CET (College English Test) is also accepted. Candidates whose mother tongue is English, or who hold a fully English-taught degree (BSc or MSc) do not have to submit test results of English language.

10. *COURSE ATTENDANCE*

Students receive the necessary course material, essentially through the Moodle platform, during the period in which the course is taught.

Course attendance is obligatory, and students must actively participate in all course activities, projects, tutorials, labs, etc. Class attendance and active participation constitute part of the overall student performance assessment. If a student misses more than 1/3 of the teaching hours of the course (2 out of the 7 sessions) he/she must take that course again the next time it is offered.

If a student does not take the scheduled exams at the end of a period, he/she can take the exam during the September re-examination week. If the same exam is not taken even in the September re-examination week, the course must be attended it again.

11. *STUDENT ACTIVITIES*

While in the program, participants are encouraged to get involved in extra-curricular activities, events, business talks, company visits and student clubs. Such activities aim to provide addition knowledge and insights, contribute to skills and career development, and offer networking opportunities with other students, executives, and graduates.

12. *GRADING SCALES*

At the end of each academic period, students receive a final grade for each course. The grading scale is as follows:

8.51 – 10.00 = Excellent (honors, explained in paragraph 18)

6.51 – 8.50 = Very good

5.00 – 6.50 = Good

0 – 4.99 = Fail

FAILURE GRADE

Any grade below five (5) is given when the student's performance in any of the evaluation elements of a course does not qualify for a passing grade. Students who **fail in an exam or assignment** must take the course exam during the September re-examination week, and/or complete or resubmit all other evaluation elements by the same date.

Any re-examined or re-submitted evaluation element can only obtain the **lowest passing grade** of the normal examination period. Note that to obtain a passing grade for the course, all evaluation elements must be completed with a minimum grade of 5/10 in all.

Students who **fail to *attend* an examination**, are also re-examined in that course in the re-examination week and will be graded as follows:

(a) having submitted the required justifying documents of absence in the first examination, his/her grade will not be affected.

(b) not having submitted the required justifying documents, the grade will be affected as follows:

(i) you receive the lowest passing grade of the course in the normal examination week if your grade is higher than that.

(ii) you receive the grade of your re-exam if it is similar to or lower than the lowest passing grade of the course in the normal examination week.

Students are not allowed to fail in more than three (3) courses in each academic year.

If a student fails a course that he/she has already attended twice, he/she is disqualified from continuing the program.

Once a passing grade has been obtained by a student, it cannot be modified by any means.

13. *WRITTEN EXAMS*

Obligations of Students – the Examinees

- Students must clear their desk from books, notes, bags, mobile phones, smart watches, etc., before the start of the examination. These items should be placed in a space to be indicated by the Invigilator, Staff of Examiner. Books and notes can be allowed following the Examiners', i.e., Professors' indication.
- Students must arrive at the examination room at least 10 minutes before the exam time to avoid any delays. If a student arrives with a slight delay, he or she can be accepted if the relevant approval is given by the Invigilator or Examiner.
- Students must bring their student ID to all exams. If they don't have an Academic ID, they must bring an identity card or passport to be identified.
- During the examination, it is recommended to avoid using the restrooms. If need be, it is only allowed **after the first 45 minutes** of the exam, and students will be accompanied to the entrance of the restrooms. Further, the exit time and the return time from/to the examination room will be noted and signed by the supervisor, on the first page of the exam document.
- No student is allowed to finish the exam and hand in his/her exam script during the first 45 minutes of the exam. Once a student has handed in the exam script and left, minimum 45 minutes passed, no further clarification can be given to the remaining students concerning the exam topics.

Academic Misconduct or Non-compliance with Guidelines for Written Exams

If Exam Invigilators, Program Staff and/or Examiners (course instructors) become aware of any incidents of academic misconduct or non-compliance with the University Guidelines for Written Exams, or any other inappropriate behaviour by one or more examinee(s), they may interrupt the examination for the concerned student(s), collect the relevant material and expel the student(s) from the exam.

Regardless of any subsequent disciplinary action decided by the Program Steering Committee, the Examiner may immediately disqualify or grade with "zero" an examinee who engages in inappropriate behavior. Especially, in offenses of talking to or copying other students during written exams, the examiner cancels the written exam for the concerned student(s) on the spot. In cases where the Examiner is not present during the incident, Invigilators or Program Staff shall document the incident and report it to the Examiner and the Program Steering Committee without delay.

It is noted that any form offensive behaviour towards Examiners, Invigilators or Staff Members before or during the examination can constitute reason for the complete cancellation of the examination in progress for all students. The relevant decision may be taken during the examination by the Examiner or subsequently by the Program Steering Committee.

14. *ACADEMIC ETHICS*

Students are expected to distinguish themselves for their ethos, integrity and immaculate behaviour during their studies in the program. Specifically, plagiarism, violating the rules and principles of the academic conduct, and any kind of cheating or counterfeiting of facts is strictly prohibited. Moreover, an anti-plagiarism and use of AI detection software will be used to check student deliverables, projects and reports. Every incident of this kind will be directly reported to the Program Director and will be evaluated by the Program Steering Committee. Depending on the seriousness of the situation, penalties may vary from a simple warning to expulsion from the program.

15. *TUITION FEES*

The tuition fees are € 9.700 for the Full-Time Program and € 9.900 for the Part-Time Program. Cost of compulsory books is estimated to maximum €200-300. Tuition fees do not cover books or other educational material.

All candidates who have been accepted to the program are required to make the first non-refundable deposit within two weeks from acceptance to secure their place in the program. The amount of this deposit is equal to € 1,700 for the Full-Time and € 1,900 for the Part-Time Program.

The payment dates and deadlines for the tuition fees for the Full-Time program are:

- € 1,700 upon acceptance,
- € 3,000 end of December,
- € 3,000 end of March,
- € 2,000 end of May.

The payment dates and deadlines for the tuition fees for the Part-Time program are:

- € 1,900 upon acceptance
- € 2,000 end of January of the 1st year
- € 2,000 end of May of the 1st year
- € 2,000 end of October of the 2nd year
- € 2,000 end of March of the 2nd year.

Any delay of more than 15 days in the payment of an instalment could cause the student's suspension from attending and/or being marked in the courses and his/her further registration in the program. Students are required to provide proof of their bank deposits to the Program Secretariat within 2 days of the deposit.

International students will have to make their own housing arrangements for the duration of their stay. The International Affairs Office can assist the students by providing a list of available apartments, as well as possibilities for sharing an apartment with fellow students.

If a student interrupts his/her studies or is asked to interrupt the program due to unsatisfactory performance or non-compliance to the regulations, the tuition fees paid until that date are non-refundable.

16. *FACULTY ADVISOR (TUTOR) OF POSTGRADUATE STUDENTS*

Specific faculty members are appointed by the Steering Committee, as Faculty Advisors, per scientific area of the program, to support students during their studies, in accordance with the decision of the Senate of the University (6th meeting/12-01-2023) and the Regulation of Postgraduate and Doctoral Studies Programs of the Institution (article 12, V 3140/2023).

17. *TRANSCRIPT OF GRADES / CERTIFICATIONS*

Students who have fulfilled all the typical requirements of the program, academic and financial, may receive upon request a detailed statement of their grades for all courses attended during the completed periods, and a certificate of completion when applicable.

18. *CONFERMENT OF THE MBA INTERNATIONAL DEGREE*

All students who have successfully fulfilled the program requirements will be invited to participate in the graduation ceremony and receive the MBA International degree. It must be noted again that students holding a first degree from a foreign university must have obtained its formal recognition by DOATAP before being able to graduate.

Students who have achieved an average grade above 8.51 will receive the MBA International degree as follows:

8.51-9.00 → Honors,

9-10 → High Honors,

The student graduation with the highest average grade → Highest Honors.

19. *CONTRIBUTION TO CONTINUOUS IMPROVEMENT*

The MBA International Program of AUEB bases its continuous success on the commitment of its faculty and students. Both students and faculty are expected to contribute, each in his/her own capacity, towards the greatest possible improvement of the program.

Students are encouraged to contribute by actively attending all classes and extra-curricular activities. They are encouraged to express constructive criticism, proposals, and suggestions for improvement of any aspect of the program (including curriculum, course content, teaching effectiveness, administrative support, infrastructure, extra-curricular activities, etc.). Each course is formally evaluated through a specific evaluation process, and other evaluation surveys can also be administrated. It is of utmost importance that all students contribute with their opinions in all evaluations and surveys. The results are analysed by the Program Director and the Program Steering Committee in view of making decision leading to improvements of all aspects of the program.

Teaching faculty are requested to offer their best in a modern and competitive academic environment, to maintain the highest standards of teaching, to offer sound advice and service, and to maintain an open attitude towards proposals for the program's improvement.

Finally, members of staff should offer their best in delivering excellent quality services in the areas of their responsibility, aiding and supporting faculty and students, and maintaining high standards in the program.

The program is accredited by the Association of MBAs (AMBA) since 2005 and by the Hellenic Authority for Higher Education (HAHE) since 2024, and it is of paramount importance that all stakeholders make every effort to maintain the accreditation status of the program.

20. *REGULATIONS FOR STUDENT COMPAINTS*

In addition to the above paragraph 19, to improve the operation of the program, a mechanism for the management of complaints by postgraduate students has been implemented, to ensure the quality of the educational and administrative services provided (Rectors' Council Decision /23-05-2023).

21. *UPDATES TO THE PRESENT ACADEMIC RULES & REGULATIONS*

All students must abide by the rules and regulations which are sent at the start of the academic year. Furthermore, they must accept any changes or modifications to the Student Guide approved by the Program Steering Committee during their participation in the program.