

## Administration / Secretariat Office: Duties – Working Hours



The Department's Secretariat is responsible for all student issues, along with the Department's administrative matters. Services are provided to students from Monday to Friday (11.00 - 13.00), at the Department's Secretariat Office, located on the ground floor of the Administration Building of Serres Campus.

Student issues include (among others):

- Registration process and procedure
- Students' records (grades, registration renewals, scholarships, etc.)
- Certificates and Degrees,
- Certification of legal use,
- Paper form of students' Internship,
- Courses enrolment
- Deletion of students who do not renew their registration, etc.

Regarding first-year students, in particular, we have:

Registration Renewals – Course Statements are carried out through the Electronic Secretariat at the beginning of each Semester, and for a period of approximately fifteen (15) days. Each student has his/her own personal code, obtained from the Department's Secretariat, with which he or she performs the Course Statement electronically.

When the lists of the successful candidates in the Panhellenic Exams for the Tertiary Education Level are announced by the Ministry of Education, a registration deadline is set for the new entrants, that is common to all higher education Institutions in Greece. This deadline should by no means be missed; latecomers lose their right to register. Registration of new entrants takes place in September.

From November 1 to 15, the Dept's Secretariat, among others, deals with:

- Students' transfer for financial-, social-, and health reasons, as well as regards many-children families.
- Enrolment of Higher Education Graduates who succeeded in the associated qualifying exams, held every year at the beginning of December.