



TECHNOLOGICAL EDUCATION INSTITUTE OF
CENTRAL MACEDONIA
SCHOOL OF TECHNOLOGICAL APPLICATIONS
DEPARTMENT OF MECHANICAL ENGINEERING

Graduate Studies Program:
Academic Year 2016 - 17

**"Renewable Energy Systems: Design,
Development and Optimization"**

Registration Guidelines

4th Session

Thank you for your interest on our M.Sc. Program entitled "*Renewable energy systems: Design, development and optimization*".

On behalf of the Department of Mechanical Engineering, and me personally, we will be very happy to welcoming (and collaborating with) you in Serres Greece, next Fall.

The 4th Session of the aforementioned Postgraduate Studies Program will commence on October 17, 2016 and it is primarily addressed to international students.

As an M.Sc. student of our Institute, you will enjoy all the benefits of your Students' Card, such as free health-care, half-the-charge of transportation (by public transportation means) from and to Serres, as well as within the city of Serres, free meals within the installations of the Technological Education Institute of Central Macedonia, etc..

In order **to proceed with your registration**, you must send us the following:

Documents required:

1. A paper version of the Application Form should be included in the folder to be submitted, together with:
2. A Detailed Curriculum Vitae.
3. Certified copies of the B.Sc. Degree and/or higher Degrees (M.Sc., Ph.D., if any).

4. Certified Transcripts of Records.
 5. Two Recommendation Letters (preferably by those people mentioned in the electronic Application Form).
 6. Certified Knowledge of the English Language [First Certificate in English (FCE) of the University of Cambridge, or Michigan Certificate of Competency in English (MCCE), or IELTS (over 5.5), or TOEFL (over 180) or TOEIC (over 505)].
- **All the aforementioned documents must be original or certified copies thereof (certified translations in English or Greek by the Consular Authorities).**

All the necessary documents must be submitted to the Secretariat of the M.Sc. Program, by registered surface mail. The mailing address is:

Secretariat of the M.Sc. Program:
“Renewable Energy Systems: Design, Development and Optimization”,
Department of Mechanical Engineering,
Technological Education Institute of Central Macedonia,
62124 Serres, GREECE.

Once these documents are checked and proved to be valid, you will be called to **fill in the “Declaration of Acceptance of the Conditions and Terms”** of the M.Sc. Program *“Renewable Energy Systems: Design, development & Optimization”*, and to **pay the first installment of the tuition fees**, i.e., the amount of **1,300 €**, corresponding to the tuition fees for the first (Fall) Semester of the Academic Year 2016-17. Tuition fees can be paid **only** through the account of the Research Committee of the Technological Education Institute of Central Macedonia in Piraeus Bank (Greece), with IBAN number: **GR75 0172 2570 0052 5706 3036 560**.

Upon making such a payment, in the corresponding receipt you should clearly mention your **full name**, and to clarify that the payment is for the *“Tuition fees of the Fall Semester 2016-17, concerning the M.Sc. Studies Program “Renewable Energy Systems: Design, development and optimization” of the Department of Mechanical Engineering of the Technological Education Institute of Central Macedonia, at Serres, Greece”*.

Next, you have to send us the receipt of your payment (once again, by registered surface mail to the aforementioned address). Upon reception of this receipt, we will send you the **Certificate of Admission** to our M.Sc. Program, in order to use it in the Greek Consular Authorities at your Country, so that you can get a student’s visa, to study in Greece.

I really hope that you will find this piece of information useful, and I look forward to hearing from you soon.

The Director of the M.Sc. Program

Anastasios MOISSIADIS

Vice Rector