

Studying and Working in Greece



Cover: 9 Muses, Achillion, Corfu, Greece



At one time, the goddesses of inspiring springs, the Muses, became the representatives of poetry, the arts and science. Homer refers to them as one and as many, living on Olympus. Hesiod refers to them as nine daughters of Zeus and Mnemosyne, born in Pieria.

- Calliope (Chief of the muses and muse of epic poetry)
- Euterpe (muse of lyric song)
- Clio (muse of history)
- Erato (muse of erotic poetry)
- Melpomene (muse of tragedy)
- Polyhymnia (muse of sacred song)
- Terpsichore (muse of dance)
- Thalia (muse of comedy and bucolic poetry)
- Urania (muse of astronomy)

In Greek mythology, the Muses are nine goddesses or spiritual guides who embody the arts and inspire the creation process with their graces through remembered and improvised song and stage, writing, traditional music and dance. They were water nymphs, associated with the springs of Helicon and Pieris; from the latter they are sometimes called the Pierides. The Olympian system set Apollo as their leader, Apollon Mousagetes. Not only are they used in modern English to refer to an inspiration, as when one cites his/her own artistic muse, but also in the words “amuse” or “musing upon”, which are rooted in their name.

E.K.E.P. Euroguidance Centre of Greece

E.K.E.P., the National Centre for Vocational Orientation of Greece operates since 2000 under the auspices of the Ministry of National Education and Religious Affairs and the Ministry of Employment and Social Protection.

EKEPs main objectives are: First, the planning and implementation of National Policy in Counselling & Vocational Guidance on the two main sectors of Education and Employment, by providing scientific and technical support to the relevant bodies.

Second, the enhancement, accreditation and constant improvement of the qualifications of guidance practitioners, in order to upgrade and improve counselling and vocational guidance services in Greece. E.K.E.P represents Greece in the Euroguidance Network.

As a member of the Euroguidance Network, E.K.E.P. produces informational material, organizes training actions to strengthen lifelong dimension in Counselling and Vocational Guidance Services and mobility, participates in conferences and meetings as well as in study visits in order to exchange information and good practices in the field of Counselling and Vocational Guidance. Additionally E.K.E.P. was assigned the task of identifying and classifying the relevant national information resources in the PLOTEUS Portal.

Further information at <http://www.ekep.gr>



A few words to the reader

Since you hold this booklet we can assume that you are interested in studying or working in Greece. Greece is known worldwide for its history, civilization, the sea and the sun. Greece since the early 1990s has become a host country for a 762,191 foreigners (2001 census). Many of them have moved in Greece in order to find a job and some of them for educational reasons.

In this booklet you can find general information about Greece and an overview of the educational system. As far as studying in Greece is concerned there is information about entry requirements, studies, recognition of qualifications etc. Information about working in Greece refers to requirements, employment services, laws etc.

The content was compiled in November 2006 so its important to visit the websites suggested in order to update it. Additionally you can visit EKEPs website that provides information in English and has links to all the national bodies responsible for educational and professional issues.

We wish you to enjoy your stay in Greece and we hope that the information given in this booklet will be proved to be really useful to you. Have in mind that Greeks are famous for their hospitality so dont hesitate to ask for help or advice whenever needed.



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GREECE Facts & Numbers

Official name: Hellenic Republic

Flag: 

Geography

Greece is located in South-eastern Europe and covers an area of 131,957 sq. km. The land boundaries are Bulgaria, Albania, Former Yugoslav Republic of Macedonia and Turkey and its coastline covers 15,021 km.

Capital City: Athens

Weather

Greece has a Mediterranean climate with plenty of sunshine, mild temperatures, a limited amount of rainfall.

Population

The population of Greece is now 10,934,080 (2001 census). Foreigners amount to 762,191 people. (2001 census) (National Statistical Service/www.statistics.gr)

Language

The official language of Greece is Greek. It is used throughout the Greek territory and its taught at all levels of education and at the minority schools as well.

Religion

The prevailing religion in Greece is the Eastern Orthodox Church of Christ. The 98% of the Greek population is Orthodox Christians.

Administration of the Country

Greece is a Presidential Parliamentary Republic and it has a parliament with 300 members, who are elected for a four-year term by general elections. The President of the Republic, who is the Head of the State, is elected by the Greek Parliament for a four-year term

Greece in the International Community

Greece became the 10th member state of the European Economic Community (EEC) in 1981. Greece is also a member of NATO, the Council of Europe, the OCSE, the OECD, and the Western European Union (WEU).

Local time: UTC+2

Internet TLD: .gr

Country code: +30

Currency: Euro



Education System in Greece

The Greek education system includes pre-school education, primary education, lower secondary education, secondary education and higher education. The educational year starts on September 1st and ends on June 21st the next year. In Greece, there are state and private schools in both the primary and secondary sectors. Private schools are subject to the same regulations as state schools, and teaching is carried out according to the same curriculum. Education in Greece is compulsory for all children 6-15 years old; namely, it includes Primary (Dimotiko) and Lower Secondary (Gymnasio) Education.

The school life of the students, however, can start from the age of 2.5 years (pre-school education) in private and public creches. In some of them there is also Nursery classes (Nipiaka Tmimata) which operates along with the Kindergartens (Nipiagogeia).

Attendance at Primary Education lasts for six years, and children are admitted at the age of 6. Along with the regular Kindergartens and the Primary Schools, All-day primary schools are in operation, with an extended timetable and an enriched Curriculum. Secondary Education consists of two school types: Upper Secondary Schools (Eniaia Lykeia) and the Technical Vocational Educational Schools (TEE). The duration of studies in Upper Secondary Schools is three years and in the Technical Vocational Educational Schools (TEE) two years or three years. Along with the mainstream schools of Primary and Secondary Education, Special Kindergartens, Primary Schools, Lower Secondary Schools and Upper secondary classes are in operation, which admit students with special educational needs. Musical, Ecclesiastical and Physical Lower and Upper Secondary Education are also in operation.



Education System in Greece

Post-compulsory Secondary Education also includes the Vocational Training Institutes (IEK) , which provide formal but unclassified level of education. These Institutes are not classified as an educational level, because they accept both Lower and Upper Secondary Schools graduates according to the relevant specializations they provide.

Public higher education is divided into Universities and Technological Education Institutes (TEI). Additionally, students are admitted to the Hellenic Open University upon the completion of the 22 year of age by drawing lots.

It should be outlined that the presentation of the education system is a general overview of the education system with its main aspects being supervised by the Ministry of Education and which form the major part of it. However, a broader analysis shows that the total of the education services provided for in Greece form a much more complex and multilevel.

Further information except of the site of the Ministry of National Education and Religious Affairs (www.ypepth.gr) could be found in EURYDICE, a network on education in Europe including Eurybase (www.eurydice.org)



Greek education system

Postgraduate Studies		
Higher Education		
Universities (Panepistimia)	Hellenic Open University (Elliniko Anoikto Panepistimio)	Technological Educational Institutes (Technologika Ekpaideftika Idrymata)

Formal unclassified level of education
 Vocational Training Institutes
 (Instituta Epagelmatikis Katartisis)
 Type B: after Upper Secondary Schools

Secondary Education	
Upper Secondary Schools (Lykeia) Unified, Musical, Ecclesiastical, Special and Physical Education Upper Secondary Schools	Technical Vocational Educational Schools (Technika Epagelmatika Ekpaideftiria)

Formal unclassified level of education
 Vocational Training Institutes
 (Instituta Epagelmatikis Katartisis)
 Type A: after Lower Secondary Schools

Compulsory Education	Lower Secondary Schools (Gymnasia) General, Musical, Ecclesiastical, Special and Physical Education Lower Secondary Schools
	Primary Education
	Primary Schools (Dimotika) Mainstream, All-day and Special Primary Schools
	Pre-school Education
	Creches, Nursery Classes & Kindergartens (Vrefonipiaki Paidiki Stathmi, Nipiaka Tmimata & Nipiagogeia) Mainstream, All-day and Special Kindergartens

Studying in Greece

1. Structure of Higher Education

Greek Tertiary Education is divided into Higher University Education and Higher Technological Education:

- Higher University Education is provided by the Universities, the Polytechnic Schools, the Higher Fine Arts institute and the Hellenic Open University.
- Higher Technological Education is provided by the Higher Technological Educational Institutes - TEI. Its role is to contribute to the country's development and to the progress of science, applied and technological research.

There is also the Higher Non-University Education, which includes various institutes that provide vocational training in the field of religion, art, tourism, the navy, the army and public order. Vocational and special education is also provided at the higher educational institutes.

Tertiary education in Greece is exclusively provided by institutions which are fully self-administrated legal entities of public law, according to article 16 of the Greek Constitution. These institutions are under the supervision of the state and are financed by it. State supervision is exercised by the Ministry of National Education and Religious Affairs.

Education is provided free of charge and the educational programs are mainly offered in the Greek language. However, specialised study programs mainly at post-graduate level are offered in the English language.



Studying in Greece

2. Entry Requirements

The basic requirement for admission to tertiary education is possession of the Unified Lyceum leaving certificate. The number of students allocated to each University and Technological Educational Institute department complies with the principle of numerous clauses and is being laid down annually by the Ministry of National Education and Religious Affairs.

Admission is based on the students' performance in nationwide examinations and also is taken into account the performance during the second and third class in general and orientation lessons.

Some higher education institutes have their own selection system and participation in the general examinations is not required. A certain number of places at the Technological Educational Institutes are also reserved for Technical Vocational Educational schools graduates.

Over and above the determined number of students to be admitted to each department or faculty of University or Technological Education Institute, candidates will be admitted in case they belong to special categories (Greeks living abroad/ Children of Greek employees abroad/ Foreign nationals/ Foreign nationals holding scholarships/ Ethnic Greeks from abroad holding scholarships/ Muslims from Thrace -northern Greek province/ Pupils distinguished during the Balkan or International Olympiad of Mathematics, Information Technology, Physics or Chemistry).

The educational programs are mainly offered in the Greek language. However, specialised study programs mainly at post-graduate level are offered in the English language.



Studying in Greece

Foreign students can fall into the special categories of candidates that can be admitted to Higher Education in Greece, on condition that neither the candidates themselves nor their parents have the Greek nationality or citizenship. Those candidates submit their documents to the Ministry of National Education and Religious Affairs and fill in the candidate's application entry form, stating the Faculties and the Departments they prefer. With regard to their registration, candidates who are admitted either into a Faculty or a Department must also hold a certificate denoting their command of the Greek language (such a certificate is issued after relevant examinations either by the University of Athens or by the University of Thessaloniki; alternatively, the candidate should hold a 3rd level or higher certificate issued by the Greek Language Centre of Thessaloniki).

Candidates who do not hold any of those language certificates, can only enrol in the next academic year of their admission to a Greek University, on condition that they will by then have obtained the prerequisite language certificate. Otherwise, they have no right to enrol. The examinations for the Greek language certificate are held twice a year: around June and September in Athens, at the Modern Greek Language Centre of the University Campus in Zografou; also, in June and October in Thessaloniki, at the Modern Greek Language Centre of the University of Thessaloniki. For candidates that hold a graduation certificate from a Greek or Cypriot Lyceum, no language certificate is required.

Foreign students who come from countries which are not members of the European Union (non-EU students) pay fees so as to cover a small percentage of both their expenses of their studies and the books they are granted.

Tertiary level graduates may participate in special admission exams in order to be admitted to other Tertiary Education Institutions.

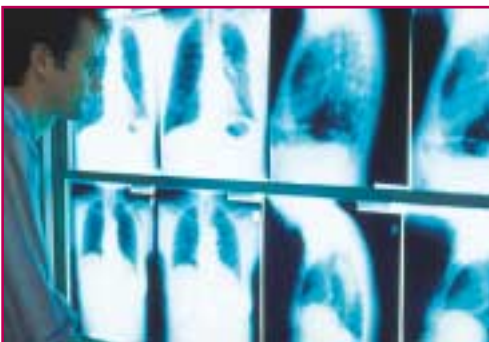
It must be noted that any person may attend the courses in the tertiary education institutes as an observer, without participating in exams or getting a degree.

Studying in Greece

3. Studies, Diplomas and Degrees

University Education: In Greece there are 22 Universities, including Polytechnic Schools, the School of Fine Arts and the Hellenic Open University (ΕΑΠ/ΕΑΡ). Greek universities are located in various towns. The internal structure, organisation and operation of the Universities' administrative, financial and technical services; the determination of the Department's overall teaching and research policy; planning; the procedures and requirements for hiring personnel for such positions; the allocation of funds, etc, are determined by the respective provisions and the internal regulation of each University. The Universities consist of faculties, which in turn are subdivided into departments and individual units. University courses last four years except for certain Faculties where courses last five or six years. The academic year consists of two semesters with 13 full weeks of tuition and three weeks of examinations. The students complete their studies after four years provided they have passed the examinations both in the compulsory and optional subjects. They receive a Degree or Diploma depending on the Faculty in question. The Universities award certificates in the following fields:

- Humanities, law and social sciences including theoretical faculties such as literature, law, sociology, art schools etc,
- Science, including faculties of mathematics, physics, chemistry etc,
- Health Science, including medicine, dentistry, pharmaceuticals etc,
- Technology, including architecture, polytechnic schools etc,
- Economics and Administration, including economic, financial schools etc,



Studying in Greece

Higher Technological Education: The special role of the Technological Educational Institutes - TEI is to contribute to the country's development and to the progress of science, applied and technological research, by training executives of top-quality qualifications. Therefore, the education provided at the TEI is chiefly oriented toward the assimilation and transfer of scientific knowledge into production. Higher Technological Education also includes ASPAITE, the Higher School of Pedagogical and Technical Education.

Today there are 15 Technological Educational Institutes composed of at least two faculties; each faculty comprises two or more departments. The Technological Educational Institutes are located in various towns in Greece. Some have independent branches, i.e. separate departments, in other towns. The internal structure, organisation and operation of the Technological Education Institutes' administrative, financial and technical services as well as the procedures and requirements for hiring personnel for such positions are determined by the corresponding provisions and the internal regulation of each TEI.

Studies at the TEI last four years for a total of eight semesters, which include both tuition periods and a final semester devoted to preparation of the dissertation. During this final semester students may also practice their profession on a trial basis, with assessment. On completion students are awarded a Degree. The TEIs cover a total of 95 specialisations in the following fields:

- Graphic arts and artistic studies
- Administration and economics
- Health and welfare occupations
- Technological applications
- Food and nutrition technology
- Agronomy technology
- Music technology.



Studying in Greece

4. Distance Learning in Higher Education

In Greece distance learning is provided only in tertiary education by the Hellenic Open University which was established in 1998 and is located in Patra. It provides an opportunity for open and distance learning to a wide spectrum of interested parties and age groups, on the assumption that education is a lifelong entitlement.

The Hellenic Open University provides distance education in both undergraduate and postgraduate levels via the development and utilisation of appropriate learning material and methods of teaching. Promoting scientific research as well as developing technology and methodology in distance learning fall within the scope of Hellenic Open University objectives. The various curricula are formed by combining modules developed by the faculties of the Hellenic Open University. These curricula correspond to various certificates (in undergraduate or postgraduate level), Bachelor or Masters degrees. The students should pay fees for the cost of their studies. However, for a considerable number of students there are scholarships, which discharge them from the above-mentioned fees. The Hellenic Open University awards a degree equivalent to that of all other state universities in Greece.

In order to be admitted to the Hellenic Open University, holders of an upper secondary school leaving certificate or an equivalent certificate from secondary education either in the country or abroad submit an application of participation in their favoured programs and are selected without exams, by a public electronic lottery. Priority is given to candidates being at least 23 years old.

Also in Greece is being planned the operation of the International University of Greece (DIPAE) in Thessaloniki, which will constitute an independent and fully self-governed higher-education institute bearing the name "International Hellenic University". DIPAE will be a legal entity of public law supervised by the State. Its mission will be to provide higher education to foreigners interested in studying in Greece. In order to attain its mission, it will organize and carry out study programs at Undergraduate and Postgraduate level, by using distance teaching and distance learning.

Studying in Greece

5. Guidance, Finance, Grants

Educational/ Vocational Guidance: Higher Education institutes provide information services and assist their students in issues related to their studies and employment. Career Services Offices for Universities and Technological Educational Institutes provide vocational guidance services, career counselling and information about postgraduate studies, training courses, scholarships and knowledge about employee/ professional rights. In addition, the Career Services Offices mediate the students placement (practical training) where warranted and organise Career Day events.

Tuition: According to the Constitution of Greece, higher education is public, is provided solely by the state and is provided free of charge at all levels. Tuition fees must be paid for study at the Hellenic Open University and also for certain post-graduate programs.

Financial Support: Many students, depending on their family and personal income, may have their living and accommodation expenses covered while undergraduate students making their studies in a city other than that where they live permanently may be granted an accommodation allowance.

All students, whether undergraduate or postgraduate, are also entitled to free health care until the end of their studies.

In addition, all undergraduate and postgraduate students are granted special student cards so as to get reduced prices in all public transportation means and in museums, theatres, art galleries and special artistic events. Further, student loans may be also granted, pursuant to the applicable provisions at the time, as the case may be.

The aforementioned benefits except for student loans, do not apply to doctoral candidates.

Studying in Greece

The State Scholarships Foundation - IKY and other public and private bodies provide scholarships both to Greek, EU and third-country students who wish to study at tertiary education institutions. Besides, scholarships are granted to graduates of universities and technical education institutions for post-graduate or post-doctoral studies in Greece and abroad. In addition, IKY grants selectively scholarships for Postgraduate research in Greece. Concurrently, a certain number of scholarships, allowances and financial aids are offered to students and institutes of all education levels through various legacies and donations from individuals and legal entities of private law.

Students from EU countries who want to study in another member country basically are entitled to the same grants to secure their livelihood as the native students of the host country. This has been decided by the European Court on the 20.09.2001 (C-184/99).

The Greek Government through the Ministry of National Education and Religious Affairs grants Scholarships to foreign citizens, who wish to attend undergraduate or postgraduate studies at Universities of Greece or a research project at Universities or Research Centres of the country, as well as the summer seminars in Greek Language and Civilization.



Studying in Greece

6. European Dimension, Co-operation Programs

Greece supports and takes initiatives, actions and national measures regarding the European and international dimension of education. In this context, the European dimension is promoted in the Higher Education curricula through the participation of the education institutes in European educational co-operation programs (SOCRATES, LEONARDO DA VINCI, etc.). The ERASMUS action of the Socrates program aims at improving quality and reinforcing the European dimension of higher education, by encouraging the transnational cooperation of universities, increasing European mobility, as well as enhancing transparency and promoting full academic recognition of studies and academic titles all over the European Union.

Some tertiary education institutions foster collaboration with universities from other countries and offer postgraduate courses that lead to the acquisition of a joint degree. Specific information is available from the universities.



Studying in Greece

7. Post-graduate courses and Doctoral studies

Post-graduate studies: In Greece post-graduate studies lead to the award of a Post-graduate Diploma of Specialisation (Masters degree). The general goal of post-graduate studies is to allow students to specialise in certain fields. The post-graduate courses are open to Greek or foreign graduates of Greek university and TEI or accredited equivalent institutes from abroad. The admission requirements, the criteria of selection taken into account and the procedure of admission are determined by the internal regulation of the postgraduate program in question. Usually, the candidates are chosen on the basis of a selection process or their (oral and/or written) examination results.

Though, the educational programs are mainly offered in the Greek language, some specialised study programs at post-graduate level are offered in the English language. In parallel, knowledge of one or more foreign languages is an essential prerequisite for participation in the post-graduate programs. Courses last at least one calendar year.

Doctoral studies: Doctoral studies lead to the award of a Doctorate (PhD). The general goal of doctoral studies is high-level specialisation in strategic areas of knowledge and the promotion of fundamental research in various scientific fields with a view to strengthening the country's scientific base. In the case of Universities that offer post-graduate courses it is essential to have a Post-graduate Diploma in order to obtain a Doctorate. Permission to prepare a doctoral dissertation at Universities which do not offer regular post-graduate courses is granted to applicants who meet certain prerequisites. The Departments themselves lay down the admission requirements. Law 2083/1992 determinates the admission requirements to a program leading to the acquisition of a doctoral degree whenever exists an organised or a non-organised post-graduate course.

Studying in Greece

8. Recognition of Qualifications

In Greece the competent agency for the recognition of Foreign Academic Titles is DOATAP, the Hellenic National Academic Recognition and Information Center.

DOATAP is the Hellenic NARIC centre. The NARIC Network (National Academic Recognition Information Centres) is an initiative of the European Commission, which was created in 1984. The network aims at improving academic recognition of diplomas and periods of study in the Member States of the EU, the EEA countries and the associated countries in Central and Eastern Europe and Cyprus. The network is part of the Community's Program SOCRATES/ERASMUS, which stimulates the mobility of students and staff between higher education institutions in these countries.

Greece is about to implement the Europass Diploma Supplement. The Diploma Supplement is a document attached to a higher education degree or diploma aiming at improving international transparency and at facilitating the academic and professional recognition of qualifications. It helps to ensure that higher education qualifications are more easily understood, especially outside the country where they were awarded. The Diploma Supplement is produced by national institutions according to a model that has been developed jointly by European Commission, Council of Europe and UNESCO/CEPES. In Greece the National Europass Centre is the Organisation for Vocational Education and Training.

Responsible for the regulated professions in Greece is the Council of Recognition of Professional Equivalence of Higher Educational Diplomas.



Studying in Greece

Links:

- » Ministry of National Education and Religious Affairs: www.ypepth.gr
- » Ministry of National Education and Religious Affairs Education System: http://www.ypepth.gr/en_ec_page1531.htm
- » Eurybase - Information database on education systems in Europe: <http://194.78.211.243/Eurybase/Application/frameset.asp?country=GR&language=EN>
- » Eurydice - The information network on education in Europe including Eurybase: <http://www.eurydice.org/>
- » National Center for Vocational Orientation: <http://www.ekep.gr/>
- » Ploteus - EU Portal on Learning Opportunities throughout Europe: <http://europa.eu.int/ploteus/portal/home.jsp>
- » Fit for Europe: www.fitforeurope.info
- » Ministry of National Education and Religious Affairs Greek Universities: http://www.ypepth.gr/en_ec_page3824.htm
- » Ministry of National Education and Religious Affairs Greek Technological Institutes: http://www.ypepth.gr/en_ec_page3825.htm
- » Hellenic Open University: <http://www.eap.gr/>
- » Ministry of National Education and Religious Affairs General Instructions concerning foreign students admission to Higher Education in Greece: http://www.ypepth.gr/el_ec_pagessm3388.htm
- » Hellenic National Academic Recognition and Information Center: www.doatap.gr
- » The ENIC-NARIC website - The European Gateway to Recognition of Academic and Professional Qualifications: <http://www.enic-naric.net/>

Studying in Greece

- » The Diploma Supplement - Information by the EU Commission:
http://ec.europa.eu/education/policies/rec_qual/recognition/diploma_en.html
- » Organisation for Vocational Education and Training Greek National Europass Centre - Information for the Europass Diploma Supplement: www.oEEK.gr,
<http://www.europass-oEEK.gr/>
- » Council of Recognition of Professional Equivalence of Higher Educational Diplomas:
http://www.srpq.gr/html/en_profcat.html
- » Ministry of National Education and Religious Affairs - Information about the Greek Institute of Technological Education ITE: http://www.ypepth.gr/el_ec_page2500.htm
- » State Scholarships Foundation. Scholarships for Foreigners (IKY): <http://www.iky.gr/>
- » Ministry of National Education and Religious Affairs Scholarships:
http://www.ypepth.gr/en_ec_category1126.htm
http://www.ypepth.gr/docs/scholarships_2006_7.doc
- » National and Kapodistrian University of Athens - Modern Greek Language Teaching Center: <http://www.nglt.uoa.gr/>
- » Aristotle University of Thessaloniki School of Modern Greek Language:
<http://web.auth.gr/smg/indexengl.htm>
- » Aristotle University of Thessaloniki - Career Services Office Hellenic Universities, Hellenic Technological Education Institutes (TEI), Hellenic Security Forces Schools Career Services Offices, Vocational training providers, Scholarship providers etc:
<http://www.cso.auth.gr/English/LinksSp.br.htm>

Working in Greece

1. General information

The Greek embassies and consulates are the first point of contact to request information about working in Greece (and also about residency rights) . These offices come under control of the Ministry of Foreign Affairs. The Greek Manpower Employment Organisation- an institution of the Ministry of Employment and Social Protection- is responsible for arranging work and training spaces. The network of regional administrative offices offers comprehensive and individual guidance and placement service. Financial support is also possible. The Employment Service is also linked to the European network of EURES Advisers.

2. Linguistic Requirements

A good command of the official national language Greek is essential. The most frequently spoken foreign languages are English and French.

Opportunities and language courses are offered by the Panepistimia (universities) and institutes. The body competent for supporting and promoting the Greek language both inside and outside of Greece is the Centre for the Greek Language operating as a coordinating, consultative and executive body of the state on issues of language education and policy. It places particular emphasis on issues of language support and education for Greeks returned from abroad, Greeks abroad and foreigners.



Working in Greece

3. Who can work in Greece

Requirements

The following requirements apply to nationals from an EU member country:

- Length of Stay up to three Months: No work permit is required for taking a job immediately after arriving in Greece. No residency permit is required. The stay in Greece must, however, be registered with the police or foreign office .
- Length of Stay longer than three Months: No work permit is required for starting a job immediately after arriving in Greece. The right to stay corresponds to the length of the contract of employment. A temporary residence permit has to be applied for.

Contacts: Renewals of temporary residence permits are done through the offices of the responsible police authorities and the relevant administrative offices of the Ministry of the Interior, Public Administration and Decentralization.

Work Permit

Nationals of countries which are new members of the European Union require a special work permit in the period leading to full EU membership. The Ministry of Employment and Social Protection and the Greek Manpower Employment Organisation provide information on the requirements for work permits.



Working in Greece

4. Job search and guidance

Unemployment in Greece is relatively high, especially the unemployment rate among the young people. To find a work it is necessary to use all resources available (acquaintances, family, press, information centres, professional associations etc.) as well as the EURES network, and a good measure of imagination and creativity.

Employment Services

The Greek Manpower Employment Organization (OAED) is the main instrument for the implementation of the Government Policy on Employment. The task of the Directorate of Employment of OAED is to provide the unemployed population with information about training and employment opportunities available in the labour market, as well as take active measures in creating new jobs. OAED pursues work placements through the accomplishment of special programmes and actions by the “Information Offices for the Unemployed”, “Information Offices for Enterprises” and the Employment Promotion Centres. All community citizens have the same rights as Greek nationals. To use these services it is necessary to present your valid identification document or passport and to have an address. They will inform you, free of charge, about job offers, measures aimed at promoting employment, occupational professional training, processing of benefits and subsidies, etc.

Information about the Employment Services hosted by other organisations in Greece can be obtained by the National Center for Vocational Orientation.

European Employment Services - EURES

Facilitates access to employment offers in 17 countries and to another database with information of a general nature on the living and working conditions in these countries.

Private Employment Counsellor Offices

These offices are accountable to the Ministry of Employment and Social Protection where the private counsellors apply for the required license to establish and operate. The services provided in these offices are free of charge, since the revenues of these establishments come from the employers side. Many of these offices have an Internet presence with significant information about the labour market and employment opportunities. Visitors to the websites of these offices may submit their Resume in electronic form.

Enterprises on the Internet - Newspapers

There are numerous enterprises that have a presence on the Internet. Anyone interested for more information about companies, job announcements or career opportunities may browse the web pages of those enterprises. Newspapers represent the classical resources for information about demand and supply as regards the labour market. They publish announcements, job opportunities and requests, while some of them have an inset dedicated to the labour market and employment.

Working in Greece

5. Applications

Tips and Advice

There is no standard rules of applying for a job in Greece and it depends on the type of work you are looking for. Applications for jobs of the public sector follow institutional rules. Generally speaking, the selection of regular personnel to fill in positions in the public sector of Greece takes place in the following two ways: by written examinations, and by a ranking system on the basis of credits accumulated per prospective public employee. For the private sector, the most common procedure to apply for a job is a typed letter of application accompanied by a Curriculum Vitae (CV). There is no standard CV or cover letter. However, it is important to include in the CV, information on academic or professional qualifications and experience as well as personal data and information relevant to job preference. The length of CV should not exceed two or three pages approximately and should be typed in a size of A4 format paper.

Helpful information regarding the labour market and job application is also available from chambers of trade and commerce, trade unions or employers organisations.

Curriculum Vitae - CV

Europass Curriculum Vitae: The Europass Curriculum Vitae is an optional tool for every citizen who wishes to study or work in another member state. It aims at helping every candidate who is going to use it to better describe his/ her academic and professional qualifications as well as to facilitate educational and training institutions and employers to assess knowledge acquired and the abilities of the candidate.

The Europass Curriculum Vitae uses a standard form to provide personal information, professional experience, acquired training and education as well as the individuals skills and abilities. Reference to additional information (e.g. publications) that the candidate believes should be mentioned is suggested. For the facilitation of the candidate there are specific guidelines for the completion of the European Curriculum Vitae.

The Europass CV model with the relevant guidelines is available in electronic format on both websites of CEDEFOP and the Organisation for Vocational Education and Training (OEEK).

Working in Greece

6. Self employment

Self-employed persons can work throughout European Union - also in Greece. Their qualifications are recognised transnationally. Self-employed people do not need a permit, when they wish to undertake work in another Member State. However, an application or registration at the tax office may be a requirement for opening a business.

Requirements

If you wish to establish yourself as a self-employed worker in Greece, it is recommended that you contact a Greek Consulate Office or the Chambers of Commerce and Industry if you are already in Greece. Self-employed workers must prove that they comply with the necessary requirements and that they have requested the permits or authorization required for the realisation of the activity in question. They must register with the Treasury Delegation for the payment on economic activities, and register for Social Security by registering for the relevant social security institution for self-employed people. Workers themselves must apply for registration with Social Security, by contacting the corresponding offices of Social Security Institutions.

7. Regulated professions

Anyone who wishes to work in a regulated profession must apply for recognition of his/her professional qualifications. Regulated professions are those for which particular diplomas, certificates or special qualifications are required. Since the system for training and awarding certificates varies from country to country, the European Union has introduced a system for recognition of qualifications. Related information is available at the Council of Recognition of Professional Equivalence of Higher Education Diplomas and at the Organisation for Vocational Education and Training (OEEK).



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8. Laws and social security

Labour law

Applicable labour regulations are very extensive and varied. The principle law is the Workers Statute. Collective trade union agreements also regulate working conditions in different fields.

Social security

The law requires compulsory insurance for every employee. Social protection is guaranteed by several institutions of the Greek public administration. The largest and most important insurer of employees is the Social Insurance Institute (IKA) , which is governed by the Ministry of Employment and Social Protection.

IKA covers those in dependent employment in Greece or abroad for an employer in Greece, as well as those who offer full-time or part-time personal labour on commissioned work agreements and are not insured with any other Main Insurance agency.

IKA also covers certain groups of people who offer their labour to various employers at various times and whose insurance is realized through their Unions or Insurance Associations.

Through the right insurance scheme, an employee is entitled to an entire range of benefits from both IKA and other Organisations, such as the Greek Manpower Employment Organisation (OAED), the Workers Housing Organisation and Workers' Social Benefits Organisation.

The Ministry of Health and Welfare is the responsible for health assistance and in co-operation with the other Ministries, Public Services and Organisations draw a common social policy in the health and welfare sector.

Information on the Greek Social Security system is available on the Internet: General Regime for those employed in industry and services and Special Regimes for those employed in agriculture, mining, fishing and domestic services as well as self-employed.

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9. Taxes and duties

One of the most important matters to resolve upon your arrival in the country is to register at the corresponding tax office. Remember to bring the necessary fiscal documentation from your country of origin as well as accreditation of having complied with all pending fiscal matters before your departure. You will also require the documentation pertaining to your new job or new source of income. Upon arrival, do not forget that you may need to open a bank account, and remember to save enough to pay your taxes.

In Greece the most important work related taxes are:

Direct Taxes

- **Personal Income Tax:** Excises the income obtained during the natural year by physical persons, that is the income from work, professional or entrepreneurial activities, from the revenue and derivatives obtained from capital. Its amount is defined by the volume of the income obtained (progressive rate: The higher the income, the greater the percentage of taxation) and the reductions and deductions applicable in each particular case, and once discounted, the tax withheld and advance payments and instalments made during the natural year.
- **Company Tax:** In general terms this tax is very similar to the Personal Income Tax, but it affects legal entities (corporations, companies, associations...) the general type of tax is currently fixed at 35% -45% depending on the type of the company, although other special rates exist for specific classes of legal entities.
- **Capital Gains Tax:** This is a progressive tax on ownership of assets and rights of an economic content by physical persons, exceeding the tax-exempt minimum. The term established for the presentation of the latter coincides with that in the Personal Income Tax.

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Indirect Taxes

- Value Added Tax - VAT: Taxes the provision of goods and the rendering of services effected by businessmen/women and professionals, and the importation of goods, without detriment to the legally established exemptions. The types of rates applied vary between 4,5% for goods considered of primary necessity, and the general rate of 19%.

Local Taxes

- Tax on Economic Activities: Taxes the mere exercise of any business, professional or artistic activity.

Social Security Contributions

Every working person is obliged to contribute to the social security system. The contributions are paid by the employer and the employee. In principle, the employee pays 12,22 % of the basic contribution for general contingencies. There are also other obligatory contributions, on an average of 4%, for social benefits and extra security (depends on the profession).

Self-employed persons are also included in the social security system and pay special contributions of variable amounts depending on their income and the limits for contributions.



Working in Greece

Links:

- » Ministry of Employment and Social Protection - Information about social protection: <http://www.ypakp.gr>
- » Greek Manpower Employment Organisation (O.A.E.D.): <http://www.oaed.gr/>
- » Ministry of National Education and Religious Affairs - Information on the Greek system of recognition of qualification: http://www.ypepth.gr/el_ec_category2495.htm
- » Council of Recognition of Professional Equivalence of Higher Educational Diplomas: http://www.srpq.gr/html/en_profcat.html
- » Organisation for Vocational Education and Training - Information about Initial Vocational Education and Training in Greece: <http://www.oEEK.gr/>
- » Centre for the Greek Language: <http://www.greeklanguage.gr/>
- » National Centre for Vocational Orientation: <http://www.ekep.gr/>
- » EURES Agency: <http://europa.eu.int/eures>
- » CEDEFOP - European Union resource for vocational training issues, mobility, funding: <http://www.cedefop.europa.eu/>

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- » Your Europe - “Information for Citizens” provides detailed practical information on rights and opportunities in the EU and its Internal Market plus advice on how to exercise these rights in practice: <http://europa.eu.int/citizensrights/signpost/>
- » Ministry of Health and Welfare: <http://www.mohaw.gr/>
- » Ministry of Economy and Finance: <http://www.mnec.gr/>
- » Ministry of the Interior, Public Administration and Decentralization: <http://www.ypes.gr/>
- » Ministry of Foreign Affairs: <http://www.mfa.gr/www.mfa.gr/el-GR/>
- » Ministry of Public Order: <http://www.ydt.gr/main/Home.jsp>
- » Social Insurance Institute: <http://www.ika.gr/>
- » Workers’ Housing Organisation: <http://www.oek.gr/>
- » Workers’ Social Benefits Organisation: <http://www.oeeg.gr/>
- » Hellenic Organization of Small and Medium Sized Enterprises and Handicraft S.A. - Information about doing business in Greece: <http://www.eommex.gr/greek/index.htm>
- » Athens Chamber Commerce and Industry: <http://www.acci.gr/>
- » Federation of Greek Industries: <http://www.fgi.org.gr/online/>



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