



Important notes

- Please do not feel limited by the space allocated on the form for your answers. In our database, these spaces can be extended to hold all the relevant information.
- If your country is federal or confederate, with possible differences in regulations between its component administrative units (states, cantons, provinces, etc.), please state the various possibilities, as applicable.

STATISTICS

1	Name of the country	GREECE
2	Number of architects in the country <i>Refers to the total number of architects in the country, independently of their type of practice, of whether they are registered or not and of whether they are members or not of the professional body filling in this form. According to the definition contained in the Accord, an Architect is a person who is professionally and academically qualified and generally registered / licensed / certified to practise architecture in the jurisdiction in which he or she practises and is responsible for advocating the fair and sustainable development, welfare, and the cultural expression of society's habitat in terms of space, forms and historical context.</i>	15.765
3	Number of students of architecture in the country	5.000

ADMITTANCE TO THE PROFESSION

Education

4	Establishing of education standards or recognition of study plans <i>In most countries, education standards are established by a relevant authority (often governmental). This authority defines the content of architecture studies and / or recognises study plans. Does this kind of process exist in your country?</i>	YES																				
5	Body/ies that establishes/establish the education standards <i>Which body/ies is/are in charge of establishing the education standards or recognition of study plans?</i>	name of body / -ies The universities																				
6	<i>What type of body/-ies is/are it/they? In the case of more than one answer, please indicate</i>	<input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> GOVERNAMENTAL <input checked="" type="checkbox"/> EDUCATIONAL <input type="checkbox"/> SPECIFIC <input type="checkbox"/> OTHER (please specify):																				
7	Regular supervision by an independent body <i>In some countries, there are bodies which are independent of both those that establish academic criteria and the education centres and which are in charge of controlling and supervising the education process. Does this kind of independent control exist in your country?</i>	NO																				
8	Relevant authority /-ies <i>The authority /-ies in charge of supervision</i>	name of authority /-ies																				
9	<i>What type of body/-ies is/are it/they? In the case of more than one answer, please indicate</i>	<input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> GOVERNAMENTAL <input type="checkbox"/> SPECIFIC <input type="checkbox"/> OTHER (please specify):																				
10	Recognised education centres <i>Refers to the officially recognised education centres that train architects for the competent exercise of the profession. In different countries, these centres may be schools or faculties of architecture which are independent or form part of Universities, Polytechnic Universities, or Academies / Schools of fine arts. Please list the education centres in your country, specifying whether they are independent or form part of another education body, and whether they are private or belong to the state. Please attach a complete list of these centres.</i>	<table border="1"> <thead> <tr> <th colspan="2">public</th> <th colspan="2">private</th> </tr> <tr> <th>name of centre</th> <th>forms part of:</th> <th>name of centre:</th> <th>forms part of:</th> </tr> </thead> <tbody> <tr> <td>School of Architecture</td> <td>National Technical University</td> <td>Departement o Architecture</td> <td>University of Thessaly</td> </tr> <tr> <td>Faculty of Architecture</td> <td>Aristotle University of Thessaloniki</td> <td>Departement o Architecture</td> <td>University of Patras</td> </tr> <tr> <td>Departement of Architectural Engineering</td> <td>Democritus University of Thrace</td> <td></td> <td></td> </tr> </tbody> </table>	public		private		name of centre	forms part of:	name of centre:	forms part of:	School of Architecture	National Technical University	Departement o Architecture	University of Thessaly	Faculty of Architecture	Aristotle University of Thessaloniki	Departement o Architecture	University of Patras	Departement of Architectural Engineering	Democritus University of Thrace		
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Departement of Architectural Engineering	Democritus University of Thrace																					
11	Duration of studies <i>Please specify the usual duration of studies in the education centres mentioned, including the possible differences of cycles or other subdivisions, with their corresponding duration. If there is the possibility of obtaining an intermediate degree after one of these cycles, please indicate.</i>	5 years																				

Internship

In some countries, a period of practical experience AFTER completing the academic curricula and before being entitled to register and/or practise as an architect is considered essential for the training of future architects.

12	Does it exist?	NO
13	Is it compulsory?	NO
14	Is it structured and recorded?	YES / NO
15	If the internship exists, what categories of experience does it cover? <i>Please find explanatory notes for each internship category, as defined in the ACCORD, at the end of the form.</i>	<input type="checkbox"/> PROJECT AND OFFICE MANAGEMENT [1] <input type="checkbox"/> DESIGN AND DESIGN DOCUMENTATION [2] <input type="checkbox"/> CONSTRUCTION DOCUMENTS [3] <input type="checkbox"/> CONTRACT ADMINISTRATION [4] <input type="checkbox"/> OTHERS (please specify):

16	Duration of internship	What is the minimum obligatory duration of the internship? If it is not compulsory, what is the usual duration? If there are different kinds of practice to be carried out, please specify the duration of each of the parts.	
17	Relevant authorities	The authority that defines the internship	name of the authority
18		What type of body is it? In the case of more than one answer, please indicate	<input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> GOVERNAMENTAL <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> SPECIFIC <input type="checkbox"/> OTHER (please specify):
19		The authority that controls and supervises the internship	name of the authority
20		What type of body is it? In the case of more than one answer, please indicate	<input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> GOVERNAMENTAL <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> SPECIFIC <input type="checkbox"/> OTHER (please specify):

Examination

21	Compulsory examination by an external authority	In some countries, once architecture studies are completed, an examination is required for entry to professional practice by an authority other than the academic? Does such a procedure exist in your country and is it compulsory?	YES
22	Examining body	The authority external to the education body which defines, structures and carries out such an examination	name of the body Technical Chamber of Greece
23		What type of body is it? In the case of more than one answer, please indicate	<input checked="" type="checkbox"/> PROFESSIONAL <input type="checkbox"/> GOVERNAMENTAL <input type="checkbox"/> SPECIFIC <input type="checkbox"/> OTHER (please specify):

Title granted

		Most countries differentiate between the academic title awarded to architects upon completion of their studies and the job title, which they get by entering the profession. In several countries, however, there is no such differentiation.	
24	Academic title	The title awarded to architects upon completing their studies	Architect Engineer
25	Authority that grants it	The authority that grants that title	The University
26	Job title	The title that architects obtain upon entering professional practice	Architect Engineer
27	Authority that grants it	The authority that grants that title	The Technical Chamber of Greece
28	Is the job title protected by law?		YES

Additional notes

29		If there are any other relevant aspects related to the ADMITTANCE TO THE PROFESSION not covered in this form, please specify here:	
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PROFESSIONAL PRACTICE

Regulation

30	Regulated professional practice	Is professional practice regulated by law?	YES
31	Inscription in register	Is there an inscription to a register of architects?	YES
32		Is inscription compulsory?	YES
33	Registering body	Which body is in charge of registering architects?	name of the body Technical Chamber of Greece
34		What type of body is it? In the case of more than one answer, please indicate	<input checked="" type="checkbox"/> PROFESSIONAL <input type="checkbox"/> GOVERNAMENTAL <input type="checkbox"/> SPECIFIC <input type="checkbox"/> OTHER (please specify):
35	Law/s regulating profession	List of all the legal resources (names and references of the laws, decrees, etc.) that exist in your country relative to the architectural profession	Law 4663/1930
36	Does the law protect the function of the architect?		NO. The law protects architecture and not the function of the architect (shared and full competition as below)
37	Additional notes	If there are any other relevant aspects related to the REGULATION OF PROFESSIONAL PRACTICE not covered in this form, please specify here:	

Architect's functions

38	Scope of practice	Please describe the competences involved in your country by becoming licensed as an architect and/or entering the profession. Please mark the architect's functions on the list: In some countries, architects may perform ONLY the functions corresponding to the speciality they have been registered for (e.g. construction, town planning, landscape, conservation, etc.). If this is the case in your country, please indicate the differences. For instance: Architects-Town Planners b, c, f, g, h; Landscape Architects b, c, d, l; Interior Architects b, c, d, k, etc.	<input checked="" type="checkbox"/> a design of: <input checked="" type="checkbox"/> a1 buildings (please specify what kind) all kind <input checked="" type="checkbox"/> a2 structures - not seismic protection <input checked="" type="checkbox"/> a3 installations - part of installations of simple function <input checked="" type="checkbox"/> b feasibility studies <input checked="" type="checkbox"/> c drafting of technical documentation related to the design <input checked="" type="checkbox"/> d control of construction costs <input checked="" type="checkbox"/> e supervision and co-ordination of the construction / realisation of the projects specified in a) <input checked="" type="checkbox"/> f design of urban infrastructure <input checked="" type="checkbox"/> g urban planning and development <input checked="" type="checkbox"/> h territorial planning and development <input checked="" type="checkbox"/> i landscape design <input checked="" type="checkbox"/> j supervision and co-ordination of the realisation of the projects specified in f), g), h) and i) <input checked="" type="checkbox"/> k design of interiors, furnishings, fittings and objects <input checked="" type="checkbox"/> l appraisal services <input checked="" type="checkbox"/> m consulting and technical expertise <input checked="" type="checkbox"/> n conservation <input checked="" type="checkbox"/> o others (please specify):
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% architects:unfortunately there are statistics for all engineers

Form of practice																
39	Refers to the legal entity through which architects provide their services. This may be: Please indicate which of the forms are possible in your country and the percentage of architects that practise under each of the forms	<input checked="" type="checkbox"/> individual self-employed professional <input checked="" type="checkbox"/> partnership <input checked="" type="checkbox"/> employment by public institutions <input checked="" type="checkbox"/> employment by private companies <input checked="" type="checkbox"/> associations: <input checked="" type="checkbox"/> others (please specify): employed by public institutions but <input checked="" type="checkbox"/> - limited liability company <input checked="" type="checkbox"/> - unlimited liability company <input type="checkbox"/> - others (please specify): <table border="1"> <tr> <td>type</td> <td>name</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>university-based project offices</td> <td>[5] not permitted</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>others (please specify):</td> <td>employed in education (high schools and universities) as teachers and professors</td> </tr> </table>	type	name		<input type="checkbox"/>	university-based project offices	[5] not permitted	<input checked="" type="checkbox"/>	others (please specify):	employed in education (high schools and universities) as teachers and professors	<table border="1"> <tr> <td>36,3</td> </tr> <tr> <td>32,3</td> </tr> <tr> <td>23,3</td> </tr> <tr> <td>8,1</td> </tr> </table>	36,3	32,3	23,3	8,1
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36,3																
32,3																
23,3																
8,1																

Mechanism checking the licence to practise

Description of the mechanism that exists to control whether architects are legally licensed or authorised to practise (e.g. in some countries, when the building permit is processed, the local authorities check whether the architect is licensed and legally authorised to practise. In others, the professional associations issue a certificate to go with the project when applying for the building permit. In still others, the professional associations stamp the project as proof that it has been produced by a registered architect, etc.)

40	Does it exist?	Does such a procedure exist in your country?	<input type="checkbox"/> YES
41	Description	What is the procedure in your country?	<input type="checkbox"/> the professional body stamps the project <input type="checkbox"/> local authorities have to check whether the architect is authorised to practise <input checked="" type="checkbox"/> local authorities request proof that the architect is authorised but the architect stamps the project and the local authorities the architect has a licence which he/she may have to present if requested <input type="checkbox"/> other (please specify):

Architect's liability

Refers to the scope of architect's liability as defined by law

42	Is it defined?	Is the duration of the warranty period and of liability in the event of damages defined by law?	<input type="checkbox"/> YES
43	Duration of the liability	In the event that the duration of the warranty period and of liability is defined, please specify its duration	<input checked="" type="checkbox"/> UNLIMITED <input type="checkbox"/> SPECIFIED: _____ years <input type="checkbox"/> VARIABLE (please indicate the different possibilities)
44	Source	What legal document defines / regulates it?	<input type="checkbox"/> PROFESSIONAL BODY REGULATION <input type="checkbox"/> CIVIL CODE OR OTHER LAWS <input type="checkbox"/> CONTRACT WITH THE CLIENT <input checked="" type="checkbox"/> OTHER (please specify): Penal Code

Insurance

Refers to the civil responsibility insurance policy that architects may contract in order to cover the expenses of possible damages in the buildings they design and construct.

45	Is it compulsory?	Is the insurance policy compulsory?	<input type="checkbox"/> NO
46	Description	A short description of the usual procedures, and insurance companies that offer services to architects	

Fees

47	Is there a fee scale or other mechanism to calculate fees?		<input type="checkbox"/> YES
48	Is it compulsory?		<input type="checkbox"/> YES
49	Is it for guidance only?	In some countries, the fee scale or other method for calculating fees exists but is for guidance rather than obligatory. Is this the case in your country?	<input type="checkbox"/> NO
50	Description	If a fee scale or other mechanism for calculating fees exists in your country, please describe briefly the usual way of calculating fees (fee scale or other system)	Fees are related to the final cost of constructions. (-6%) In urban planning fees are related to the land area
51	Published by	Which body is in charge of publishing fee scales or defining and offering methods for calculating fees?	name of the body. The Ministry of Environment, Regional Planning, and Public Works
52		What type of body/-ies is/are it/they? In the case of more than one answer, please indicate	<input type="checkbox"/> PROFESSIONAL <input checked="" type="checkbox"/> GOVERNAMENTAL <input type="checkbox"/> SPECIFIC <input type="checkbox"/> OTHER (please specify):

Continuing professional development

In some countries, continuing professional development is considered an important part of professional practice, and it is considered essential for architects to keep up to date with new technologies or new approaches to different aspects of the profession, by attending courses, seminars, congresses, etc.

53	Does it exist?	Does Continuing Professional Development exist in your country?	<input type="checkbox"/> NO
54	Is it compulsory?	Is CPD compulsory in your country?	<input type="checkbox"/> NO
55	Is it inspected?	Is continuing professional development regulated and periodically revised and inspected?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
56	Organising body /-ies	Body /-ies that define, structure and organise continuing development (even if it is not compulsory) in your country	name of the body /-ies
57		What type of body/-ies is/are it/they? In the case of more than one answer, please indicate	<input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> GOVERNAMENTAL <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> SPECIFIC <input type="checkbox"/> OTHER (please specify):

Code of Ethics

58	Does it exist?		YES
59	Constituting body	Which body defines the Code of Ethics and is responsible for controlling its application to the practice?	name of the body
60		What type of body is it? In the case of more than one answer, please indicate	<input checked="" type="checkbox"/> PROFESSIONAL <input type="checkbox"/> GOVERNAMENTAL <input type="checkbox"/> SPECIFIC <input type="checkbox"/> OTHER (please specify):
61	What obligations does it establish?	Please indicate which of the following principles of professional conduct it deals with	<input checked="" type="checkbox"/> GENERAL OBLIGATIONS <input checked="" type="checkbox"/> OBLIGATIONS TO THE PUBLIC <input checked="" type="checkbox"/> OBLIGATIONS TO THE CLIENT <input checked="" type="checkbox"/> OBLIGATIONS TO THE PROFESSION <input checked="" type="checkbox"/> OBLIGATIONS TO THE COLLEAGUES

Intellectual property / Copyright

62	Is there a law or regulation protecting intellectual property in your country?	YES
63	Is there a law or regulation protecting copyright in your country?	YES

Other professionals involved in the construction process

64	Are there other professionals who may legally provide similar services to architects?	This point refers to the existence of professionals who may have the same or similar responsibilities to those of an architect in the construction process and may substitute him / her (e.g. civil engineers,...).	A only architects may exercise the architectural profession: NO COMPETITION BX other professionals may have the same or similar competences as an architect only in certain kind of projects (please specify what kind): SHARED COMPETENCES. Survey Engineers, Technologist (three years of studies and 6 months of practical experience) C X other professionals may fully exercise the architect's profession: FULL COMPETITION. Civil Engineers, Regional Planning Engineers										
65		If the reply to the previous question was B or C, please attach a list of these professionals and specify in which aspects their functions coincide with those of an architect	<table border="1"> <thead> <tr> <th>title:</th> <th>functions:</th> </tr> </thead> <tbody> <tr> <td>Survey Engineers</td> <td>Three-stores buildings, urban planning</td> </tr> <tr> <td>Civil Engineers</td> <td>They have the right to stamp any kind of buildings</td> </tr> <tr> <td>Technologists</td> <td>Two store buildings</td> </tr> <tr> <td>Regional planning engineers</td> <td>Same professional rights as architects</td> </tr> </tbody> </table>	title:	functions:	Survey Engineers	Three-stores buildings, urban planning	Civil Engineers	They have the right to stamp any kind of buildings	Technologists	Two store buildings	Regional planning engineers	Same professional rights as architects
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66	Other professionals involved in the provision of architectural services	Other professionals who participate in the construction process and collaborate with architects (e.g. quantity surveyors,...), but who do not have the same or similar responsibilities as them.	<table border="1"> <thead> <tr> <th>title:</th> <th>functions:</th> </tr> </thead> <tbody> <tr> <td>Mechanical Engineers</td> <td>Installations</td> </tr> </tbody> </table>	title:	functions:	Mechanical Engineers	Installations						
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Professional architectural bodies

Refers to bodies such as associations, unions, institutes, register boards, and other kinds of organisation that provide services to architects, whether of compulsory or voluntary membership.

67		Please attach list of these bodies	<table border="1"> <thead> <tr> <th>name of the body:</th> <th>functions /objectives /services /activities:</th> <th>is membership compulsory?</th> </tr> </thead> <tbody> <tr> <td>Technical Chamber of Greece</td> <td>Examination and registration body, law assistance to engineers related to the profession, discipline council between the public and engineers (respect of code of ethics), representation to national and international organisations and governmental bodies</td> <td>YES</td> </tr> <tr> <td>SADAS-PEA</td> <td>professional help desk, organisation of periodical scientific congresses, mandatory representation at national committees dealing with architectural matters, edition of architectural magazine ARXITEKTONES every two months</td> <td>NO</td> </tr> </tbody> </table>	name of the body:	functions /objectives /services /activities:	is membership compulsory?	Technical Chamber of Greece	Examination and registration body, law assistance to engineers related to the profession, discipline council between the public and engineers (respect of code of ethics), representation to national and international organisations and governmental bodies	YES	SADAS-PEA	professional help desk, organisation of periodical scientific congresses, mandatory representation at national committees dealing with architectural matters, edition of architectural magazine ARXITEKTONES every two months	NO
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Additional notes

68		If there are any other relevant aspects related to the PROFESSIONAL PRACTICE in general that are not covered in this form, please specify here:	
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TRANSNATIONAL PRACTICE
Practice of foreign architects

69	Can a foreign architect exercise independently?	NO								
70		<table border="1"> <tr> <td>if YES:</td> <td>if NOT:</td> </tr> <tr> <td><i>(please mark the appropriate option below):</i></td> <td><i>What is the stipulated formula allowing foreign architects to practise? (please mark the appropriate option below):</i></td> </tr> <tr> <td>A there are requirements governing entitlement to practise. Yes</td> <td>JOINT VENTURE WITH A LOCAL ARCHITECT: C freely, but no right to stamp D with some requirements</td> </tr> <tr> <td>B there are no requirements governing entitlement to practise.</td> <td>E NONE foreign architects cannot practise in the country under any circumstances</td> </tr> </table>	if YES:	if NOT:	<i>(please mark the appropriate option below):</i>	<i>What is the stipulated formula allowing foreign architects to practise? (please mark the appropriate option below):</i>	A there are requirements governing entitlement to practise. Yes	JOINT VENTURE WITH A LOCAL ARCHITECT: C freely, but no right to stamp D with some requirements	B there are no requirements governing entitlement to practise.	E NONE foreign architects cannot practise in the country under any circumstances
if YES:	if NOT:									
<i>(please mark the appropriate option below):</i>	<i>What is the stipulated formula allowing foreign architects to practise? (please mark the appropriate option below):</i>									
A there are requirements governing entitlement to practise. Yes	JOINT VENTURE WITH A LOCAL ARCHITECT: C freely, but no right to stamp D with some requirements									
B there are no requirements governing entitlement to practise.	E NONE foreign architects cannot practise in the country under any circumstances									
71	Laws regulating practice of foreign architects	<p><i>Please attach a list of all the legal resources (names and references of the laws, decrees, etc.) that exist in your country relative to the practice of foreign professionals.</i></p> <p>Only for E.U. citizens Presidential Decrees 107/1993 and 53/2004</p>								

Requirements and documentation

What requirements must foreign architects meet to be able to practice legally?

If there are differences in requirements for architects depending on their country of origin (due to possible international agreements between your country and the one the architect comes from), please specify the different existing categories of countries in the spaces marked "Origin".

Please mark as appropriate which of the following requirements foreign architects are asked to comply with in order to practise in your country:

(In the event of differences in requirements for professional establishment in the host country and the provision of services [6] from the country of origin, please specify)

72	1. FOR INDEPENDENT PRACTICE:	origin 1:	origin 2:	origin 3:			
		E, U. citizens	E	PS	E	PS	
		E [7]	PS [8]	E	PS	E	PS
	ARCHITECTS MUST PRESENT						
	architectural qualification / equivalent		yes				
	academic record		yes				
	proof of internship / professional experience						
	successful completion of examination after studies						
	proof of legal practice in the country of origin		yes				
	clean disciplinary record		yes				
	clean criminal record		yes				
	proof of solvency						
	insurance policy						
	interview						
	curriculum / portfolio						
	others (please specify)		*				
	IN ORDER TO						
	have the title recognised						
	become registered / obtain licence		yes				
	BY						
	government or governmental body						
	professional body or non-governmental register		yes				
	university						
	others (please specify)						

* In addition to all yes mentioned above, the architects must sign a declaration conforming to Greek law 1599/86 that the architect has a sufficient knowledge of Greek language, approval of citizenship in one of EU country, certification of the appropriate body of the country of origin that he/she is legally practicing architecture in this country and the specific functions he/she has as an architect.

73	2. FOR JOINT VENTURE WITH A LOCAL ARCHITECT:	origin 1:	origin 2:	origin 3:			
		E, U. citizens	E	PS	E	PS	
		E [7]	PS [8]	E	PS	E	PS
	ARCHITECTS MUST PRESENT						
	architectural qualification / equivalent						
	academic record		yes				
	proof of internship / professional experience						
	successful completion of examination after studies						
	proof of legal practice in the country of origin						
	clean disciplinary record						
	clean criminal record						
	proof of solvency						
	insurance policy						
	interview						
	curriculum / portfolio						
	others (please specify)						
	IN ORDER TO						
	have the title recognised						
	become registered / obtain licence						
	BY						
	government or governmental body						
	professional body or non-governmental register						
	university						
	others (please specify)						

Mutual recognition

74	Has your country established agreements with other countries?	YES / NO			Does it contain provisions for M.R. of arch. services?
	What kind of agreement?	With which countries?	Name of agreement:		
75	FREE TRADE AGREEMENTS	WITH EU			YES / NO
76	MUTUAL RECOGNITION AGREEMENTS				
77	PRACTICE IN A HOST NATION AGREEMENTS				

Additional notes

78	If there are any other relevant aspects related to the PRACTICE OF FOREIGN ARCHITECTS that are not covered in this form, please specify here:	According to Directive92/50/EU, Architects (and other engineers) Citizens of the E.U or citizens of countries which have bilateral agreements with EU countries and have signed the Agreement for Public Services, directive 94/800/EU and they are established in these countries, can undertake comissions in services.			
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USEFUL ADDRESSES

Full name, address, telephone and fax numbers, e-mail and web site (as applicable) of the most relevant bodies, especially those mentioned. For each one of these, please specify:

79	FULL NAME OF THE BODY:	TECHNICAL CHAMBER OF GREECE			
	ADDRESS:	4, Karageorgi Servias, 10562 Athens			
	TELEPHONE:	00 30 210 3235779			
	FAX:	00 30 210 3222832			
	E-MAIL:	intrel@central.tee.gr			
	URL:	portal.tee.gr			
	FULL NAME OF THE BODY:	SADAS - PEA: ASSOCIATION OF DIPLOMED ARCHITECTS			
	ADDRESS:	15 Vrisakiou & Kladou, 10555 Athens			
	TELEPHONE:	00 30 210 3215146			
	FAX:	00 30 210 3215147			
	E-MAIL:	sadas-pea@tee.gr			
	URL:				

EXPLANATORY NOTES

Internship

[1] Project and office management

includes meeting with clients, discussions with clients of the brief and the preliminary drawings, formulation of client requirements, pre-contract project management, determination of contract conditions, drafting of correspondence, coordination of the work of consultants, office and project accounting systems and personnel issues.

[2] Design and design documentation

involve site investigation and evaluation, meetings with relevant authorities, assessment of the implications of relevant regulations, preparation of schematic and design development drawings, checking design proposals against statutory requirements, and preparation of budgets, estimates, cost plans, and feasibility studies.

[3] Construction documents

contain preparation of working drawings and specifications, monitoring the documentation process against time and cost plans, checking of documents for compliance with statutory requirements, coordination of subcontractors documentation, and coordination of contract drawings and specifications.

[4] Contract administration

subsumes site meetings, inspection of works, issuing instructions, notices, and certificates to the contractor, client reports, and administration of variations and monetary allowances.

Form of practice

[5] University-based project offices

Some Universities establish architecture (or urban planning) offices within the institution, which perform and act as any other architects' team, but are economically and logistically supported by the University.

Transnational exercise

[6] ESTABLISHMENT refers to the permanent professional establishment of a foreign architect in the host country, implying residence. On the other hand, a foreign architect is PROVIDING SERVICES if he or she is permanently established in a country different to the host country in which he or she has a commitment.

[7] Establishment

[8] Providing Services