



SCHOOL OF BUSINESS

**STUDENT HANDBOOK**

**BSc (Hons) Business Administration  
(Human Resource Management)**

**2015-2016**

**Award title**

BSc (Hons) Business Administration

**Pathway**

**Human Resource Management**

**School of Business**

Deree – The American College of Greece

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# 1. Welcome to the Programme

## 1.1 Message from the Dean

Upholding the Deree tradition of providing an excellent student-oriented experience, the School of Business aims at delivering academic programmes that are based on quality instruction and pedagogic best practice.

The School of Business offers a portfolio of undergraduate business programmes that blend critical enquiry with practical insight. Internships that enable students to gain career-related experience, participation in local and international competitions, guest speakers and visits to businesses complement and extend the knowledge gained in the classroom, achieving a valuable balance between academics and applications. As a result, Business curricula equip students with the analytical and practical skills that are required in today's globalized market place and, at the same time, provide adequate preparation to students who wish to pursue graduate studies in business-related fields.

Rigorous external review via NEASC (New England Association of Schools and Colleges) accreditation and CICP (Centre for Inclusion and Collaborative Partnerships of the Open University, UK) validation confirms both the high quality and the international relevance of Business programmes.

Programmes are delivered by a friendly and accessible faculty, who combine academic and scholarly expertise underpinned by real-world industry experience. It is a faculty committed to continuously adapting programme curricula so as to better prepare students for success in today's changing business environment. The Business faculty is motivated by the talented and increasingly diverse student population. Together they contribute to the creation of a vibrant academic environment at Deree, helping the School of Business rise to the next level of excellence.

In the School of Business you will be offered instruction and experiences that will enable you to develop essential business skills to pursue a meaningful career and contribute to business and society. You will be equipped with well-rounded knowledge grounded on liberal education, business foundations and functions, and sound specialization components. This handbook provides detailed information on the curricular structure of and the opportunities provided by the programme you have chosen.

Welcome to Deree – The American College of Greece and to the School of Business.

Annie Triantafillou PhD  
Dean

## **1.2 Message from the Department Head**

Greetings from the Management Department of Deree – The American College of Greece. As an area of study, Management is among the oldest of the programs offered in the School of Business. One of six academic units of the School, the Department administers programs for several awards in Management.

The BSc in Business Administration includes three pathways in Management: Entrepreneurship Management, Human Resource Management, and Operations Management. The Department also administers the BSc awards in Healthcare Management, Logistics and Supply Chain Management, and Shipping Management. Each program provides students with an intensive and demanding educational experience in their selected area of management study. In addition, students learn about the roles, activities and functions of managers in a variety of different contexts in any type of organization, whether it is service or manufacturing, profit or not-for-profit, domestic or global, large or entrepreneurial. This represents a broad and changing spectrum of interests, backgrounds, and approaches that focus on the contemporary management environment, and which help to assure student employability.

The Management faculty, one of the most diverse at Deree, brings an abundance of expertise and experience from various fields of study. They are dedicated and committed to equipping students with critical management tools and skills that will enable them to understand the dynamic and challenging nature of management, and to excel in a global business environment. Through the faculty's classroom teaching, scholarly inquiry and professional activities, students are engaged to acquire, share and use management knowledge, principles and practices. Together our faculty and students create a dynamic intellectual community within the School of Business. With over three hundred and eighty undergraduate majors, Management is the largest of the academic programs at Deree. We invite you to join us as we explore the many facets of this exciting discipline.

Thank you for your interest in the Management Department and its programs. Please contact us if you have any questions, or if you would like to learn more about the opportunities a Management degree may offer.

Eugene Ralph Aldous, Professor of Management and Head  
Department of Management

### 1.3 Academic Calendar <http://www.acg.edu/academics/college-calendars>

### 1.4 Key Contacts

- American College of Greece: +30 210 600 9800
- Department Head: Eugene Ralph Aldous; e-mail: [eraldous@acg.edu](mailto:eraldous@acg.edu); telephone: 210-600-9800, extension 1361; room: 408
- Dean's Office: [schoolofbusiness@acg.edu](mailto:schoolofbusiness@acg.edu) ext. 1108, room 507
- Academic Advising Office: [dc.adv@acg.edu](mailto:dc.adv@acg.edu) ext. 1431
- Student Success Centre: [ssc@acg.edu](mailto:ssc@acg.edu) ext.1326, 1333
- Registrar's Office: [registrar@acg.edu](mailto:registrar@acg.edu) ext. 1331, 1328, 1449, 1445
- Validation Office: [validation@acg.edu](mailto:validation@acg.edu) ext. 1428
- Student Affairs: [studentaffairs@acg.edu](mailto:studentaffairs@acg.edu) ext. 1197, 1442
- Student Government: [dc.sgorg@acg.edu](mailto:dc.sgorg@acg.edu) ext.1373
- Library helpdesk: [libraryreference@acg.edu](mailto:libraryreference@acg.edu) ext. 1434, 1267
- SASS: [sass@acg.edu](mailto:sass@acg.edu) ext.1273, 1276
- Study Abroad Office: [studyabroadoffice@acg.edu](mailto:studyabroadoffice@acg.edu) ext. 1029, 1412
- Career Office: [career@acg.edu](mailto:career@acg.edu) ext. 1313, 1316
- Educational Psychologist: Dr. Natassa Triga, [atriga@acg.edu](mailto:atriga@acg.edu) ext. 1167
- College Nurse: Nora Belati, [tbeliati@acg.edu](mailto:tbeliati@acg.edu) ext. 1500
- Management Society: [dc.mgnsoc@acg.edu](mailto:dc.mgnsoc@acg.edu)

### 1.5 Keeping in Touch

Academic and administrative staffs at ACG use your student email address to contact you. It is important that you check this account regularly. You can forward emails from your student email address to a preferred personal email address. However, spam filters needed by the College mean that emails sent from external email addresses may be delayed, blocked or deleted. It is, therefore, important that your student email address is the only email address that you use to contact College staff.

We will inform you of cancelled classes / activities / course notices as soon as possible. This will be via Blackboard, an email to your student email address or, if urgent, via the mobile phone number on our contact records.

Please make sure that you inform the Registrar's Office whenever you change your address and contact details. This will ensure we can always contact you in an emergency, and that you receive any important College communications that we may need to send you.

## **2. Studying on this Programme**

### **Programme Philosophy and Mission**

The Undergraduate Management Pathways at Deree – The American College of Greece comprise Entrepreneurship Management, Human Resource Management, and Operations Management. Students complete the requirements of one of the three Management Pathways in the BSc in Business Administration. These Pathways reside in the Department of Management within the School of Business (SB). The Management Department is the largest and most diverse in the SB, and one of the largest College-wide.

The Undergraduate Management Pathways in Management aim to prepare students to become informed citizens and professionals. This is accomplished by providing a rigorous learning experience in which students are given the opportunity to develop a wide range of management, cognitive, practical and transferrable skills that will encourage critical thought and will allow students to perform effectively in their future endeavors. The Pathways assume no prior knowledge in management, but rather have a structured approach to the gradual build up of knowledge and understanding, as well as the development of relevant skills in management and in other business-related fields. Business Administration pathways provide a strong business foundation via selected modules in economics, statistics, ethics and law, coupled with a number of required modules in selected business functions, as appropriate to the pathway, and epitomised by a common capstone module (MG 4740 Business Strategy). Pathway-specific knowledge is progressively built across levels 4, 5 and 6 through respective concentration modules.

### **Mission**

In congruence with the mission of the College, the mission of the Department of Management is to provide our students with an academically challenging and stimulating environment which will form the foundations for life-long learning; to help develop in our students the skills, knowledge, competencies, values and character to perform successfully, ethically and responsibly in the various roles they may occupy throughout their careers; to provide the academic staff with an intellectually stimulating and professionally rewarding environment which fosters effective teaching, research and development; and, to provide the organizations that employ our students and graduates, and society at large, with forward thinking, professional and community service oriented employees and citizens.

## **The Educational Aims and General Goals of the Management Undergraduate Pathways**

### **Aims**

All Management Undergraduate Pathways aim to prepare students for postgraduate management education and for careers in management, or other business related fields, in a challenging world of competition, rapid technological change, increased complexity and globalization. Also, the Undergraduate Management Pathways aim to encourage critical thinking in general, and on a variety of management issues in particular, and to provide students with the opportunity to develop a wide range of management, practical and transferrable skills that will allow them to perform effectively in their endeavors.

### **General Goals**

The Undergraduate Management Pathways have the following common general goals. Upon successful completion of the Program, students will be able to:

- demonstrate sound understanding of the business world in its key aspects
- apply management theories, concepts, practices and principles
- demonstrate in-depth knowledge and understanding in one of three specialisms offered in Management
- use management, practical and transferrable skills effectively
- use interpersonal and communication skills effectively in a variety of business settings
- demonstrate an understanding of ethical and global issues as informed citizens and professionals
- use skills of reflection and learning in their everyday lives

**Additionally, each Management Pathway has specific aims and objectives. The specific aims and objectives for Human Resource Management Pathway are:**

### **Human Resource Management Pathway**

#### **Aims**



The Human Resource Management Pathway aims to develop an in-depth understanding of organizational processes and the concepts, practices and principles involved in human resource management.

### **Programme Learning Outcomes**

Upon successful completion of the Human Resource Management Pathway, students will be able to:

- demonstrate sound knowledge and understanding of the importance of people and the factors which influence behavior in organizations
- apply the principles, concepts and practices in human resource management
- critically assess a variety of contemporary management issues in relation to human resource management and the behavior of people at work
- evaluate human resource practices as inter-related processes strategically supporting organizational effectiveness

### **Programme Structure**

<b>Year 1 – Level 4</b>					
<b>Fall</b>		<b>Credits</b>	<b>Spring</b>		<b>Credits</b>
MG 2003	Management Principles	15	BU 2002	Business Legal Issues	10
EC 1101	Principles of Macroeconomics	15	CS 2179	Business Information Systems	15
IB 2006	International Business	15	MA 2021	Applied Statistics	15
MK 2030	Fundamentals of Marketing	15	AF 2006	Financial Accounting	20
<b>Year 2 – Level 5</b>					
<b>Fall</b>		<b>Credits</b>	<b>Spring</b>		<b>Credits</b>
MG 3034	Managing People and Organizations	15	MG 3164	Talent Acquisition	15
MG 3133	New Venture Creation	15	FN 3105	Foundations of Corporate Finance	15
PH 3005	Business Ethics	15	MG 3118	Developing Human Capital	15

BU 3233 Business Research Methods	15	AF 3116 Management Accounting	15
<b>Year 3 – Level 6</b>			
<b>Fall</b>	<b>Credits</b>	<b>Spring</b>	<b>Credits</b>
MG 4131 Strategic Human Resource Management	15	MG 4120 International Human Resource Management	15
MG 4343 Operations Management	15	<b>Three</b> of the following options: MG 4017 Managing Workforce Diversity; MG 4121 Leadership; MG 4122 Organization Development and Change; MG 4128 Corporate Social Responsibility; MG 4136 Labor Relations; MG 4151 Managing Reward Systems	45
MG 4535 Seminar in Human Resource Management	15		
MG 4740 Business Strategy	15		
<b>Total UK credits: 360</b>			

## **Academic Staff – Management Department**

**Eugene Ralph Aldous** – BA, The University of Rochester; MPA, The State University of New York, University at Albany; MBA, Clark University

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Office hours are subject to change, and are posted each academic period on the Blackboard.

Mr. Aldous joined the American College of Greece in 1992, and has been part of the Deree Management faculty since 1994, where he has taught courses across the Management curriculum. He currently teaches courses in Business Strategy, Social Responsibility, Workforce Diversity, and Organizational Behavior. Professor Aldous has served as Head of the Department of Management from 2002 to 2005, and from 2008 to present. In addition to his teaching experience, Mr. Aldous has held various staff and managerial positions in the non-profit and business sectors in the USA.

Areas of Interest:

Business strategy, corporate social responsibility and sustainability, ethically responsible decision making

**Matilda Chatzipanagiotou** – Ptychion, Faculty of Law, National and Kapodistrian University of Athens; LLM, School of Law, New York University

[mchatzipanagiotou@acg.edu](mailto:mchatzipanagiotou@acg.edu)

Office hours are subject to change, and are posted each academic period on the Blackboard.

Ms. Chatzipanagiotou lectures in Business Legal Issues.

*Areas of Interest:*

Business law, constitutional law, international human rights, interdisciplinary studies, gender studies, legal philosophy, law and literature

**Angelos Doukas** – BA, The University of Rochester; JD, New York Law School; MBA, PhD, Durham University

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Office hours are subject to change, and are posted each academic period on the Blackboard.

Dr. Doukas lectures in Economics, Marketing and Management (Business Law)

*Areas of Interest:*

Consumer behavior, consumer psychology, corporate ethics, and corporate law

**Alexandros P. Dritsas** – BSc, The American College of Greece – Deree; MSc, Lancaster University  
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Office hours are subject to change, and are posted each academic period on the Blackboard.

Mr. Dritsas lectures in Project Management, Introduction to Information Systems and Business Information Systems.

*Areas of Interest:*

Project management, enterprise systems and solutions, and innovation and creativity

**Minos Eleftheriou** – Ptychion, National Technical University of Athens; MSc, Rensselaer Polytechnic Institute; PhD, Rensselaer Polytechnic Institute

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Office hours are subject to change, and are posted each academic period on the Blackboard.

Dr. Eleftheriou lectures in Operations Management, Project Management, Quality Management, Management Science, Logistics and Supply Chain Management.

*Areas of Interest:*

Project management and process standardization, discrete event systems, application of decision making tools within industrial and business environments, innovation management, technology integration with business systems.

**Anna Giannopoulou-Merika** – BSc, London School of Economics and Political Science; MSc, PhD, University of Salford

Dr. Giannopoulou-Merika has taught since 1987 in the academia and in professional organizations, both on a graduate and undergraduate level, econometrics, mathematical economics, and microeconomic theory. Since 1990 she serves in the Department of Economics, at Deree. She has published in highly rated academic journals like, Journal of Forecasting (2009), TRE PART A (2012), TRE PART E (2012), Journal of Entrepreneurship: Theory and Practice (1999).

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Office hours are subject to change, and are posted each academic period on the Blackboard.

*Areas of Interest:* Forecasting, shipping, financial markets, corporate finance.

**Sofia Hilentzaris** – BA, Northeastern Illinois University; MPA, University of Illinois at Chicago; DBA, SMC University

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Office hours are subject to change, and are posted each academic period on the Blackboard.

Dr. Hilentzaris lectures in Principles of Management, Human resource, and Corporate Responsibility

*Areas of Interest:*

Strategic Leadership, Innovation, and Organizational Development & Change

**Andreas Kakouris** – BSc, University of Glamorgan; MPhil, PhD, Loughborough University of Technology

[akakouris@acg.edu](mailto:akakouris@acg.edu)

+30 210 6009800 ext. 1361/ Room 408

Office hours are subject to change, and are posted each academic period on the Blackboard.

Dr. Kakouris lectures in Operations Management, Total Quality Management, Project Management, Logistics, Supply Chain Management, and Business Strategy.

*Areas of Interest:*

Operations management, logistics and supply chain management; strategy

**Fotini Koutroumpa** – BS, East London University; LLM, City University

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Office hours are subject to change, and are posted each academic period on the Blackboard.

Ms. Koutroumpa lectures in Business Legal Issues and International Business Law.

*Areas of Interest:*

Civil, commercial & corporate Law and EC environmental law

**Kostas A. Levetas** – Ptychion, National Technical University of Athens; MA, New School University; MS, Long Island University; PhD, Panteion University and National Technical University of Athens

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Office hours are subject to change, and are posted each academic period on the Blackboard.

Dr. Levetas lectures in Operations Strategy, Operations Management, Fundamentals of Total Quality, Management Science, Decision Making, and Management of Services.

*Areas of Interest:*

Operations consulting, management of complex systems, innovation and creativity, high performance leadership systems

**Kyriaki Metinidou** – BSBA, The American College of Greece – Deree; MBA, Victoria University of Technology

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**Eleni Patra** – BS, Aristotle University of Thessaloniki; MS, Rutgers – The State University of New Jersey; PhD, The University of the Aegean

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Office hours are subject to change, and are posted each academic period on Blackboard.

Dr. Patra has been a member of the Deree faculty Department of Management since 1990. She has taught and developed courses in Management and Organizational Behavior, especially in Human Resource Management and Labor Relations, Entrepreneurship, and International

Human Resource Management. Dr. Patra has experience as a Labor Mediator and Arbitrator and as a Human Resource Professional in major organizations and consulting firms.

Dr. Patra is active in research, attending several seminars per year in her area of interest. She has published articles in international journals, authored chapters in books and participated in international conferences.

*Areas of Interest:*

Industrial relations and human resource

**Nicholas Pirounakis** – BA, The American College of Greece; MSc, University of Strathclyde; PhD, University of Glasgow

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Nick Pirounakis has worked in the Economic Studies Dept of the National Mortgage Bank of Greece, has done consultancy work for organisations and firms (like the National Statistical Service of Greece, ICAP, Ethnike Asphalistike, Aspis-Pronoea), has been a contributor to journals and newspapers (e.g., *Economicos Tachydromos*, *E Cathemerine*, *Athens News*, *Kerdos*, *Private Insurance*, *The Glasgow Herald*, etc.), and has taught Economics at Deree for nearly 18 years. His projects for the NSSG have involved 'Finding the amount of unauthorized house building in Greece' and 'Finding the imputed and actual rental income rendered by Greece's housing stock', both in the context of a review of Greece's National Accounts asked by Eurostat in the mid-1990s. His books in English have been 'The Greek Economy: past, present and future' (Macmillan, 1997) and 'Real Estate Economics: a point to point handbook' (Routledge, 2012); his books in Greek have been 'Housing and housing credit in Greece' (IOBE, 1997), 'Financial Management' (Anubis, 1993, 1994, 1997), 'Basic economics for students, business managers, and politicians' (Anubis, 1995, 1997), 'Programme for a strong and better Greece' (Anubis, 2000), 'The Greek real estate market' (ICAP, 2001).

*Areas of Interest:*

Maritime economics; real estate economics

**Maria Progoulaki** – BSc, MSc, PhD, University of the Aegean

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Office hours are subject to change, and are posted each academic period on Blackboard.

Dr. Progoulaki lectures in Shipping and in Business Strategy.

*Areas of Interest:*

Maritime human resource management, organizational behaviour in shipping, cross-cultural management and education, maritime education and training, crew management and manning issues, ILO Maritime Labor Convention, arctic shipping

**Nikos Reizis** — Ptychion, University of Piraeus; MBA, Cardiff Business School

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Office: DC 408

Telephone: 210 600 9800 ext.1361

Office hours are subject to change and are posted each academic period on the Blackboard.

Mr. Reizis is a member of the Deree Management faculty since 2005, and has taught various courses in the area of shipping. He currently lectures in shipping management.

*Areas of Interest:*

Shipping management and shipping cycles

**Ilias Sakellariou** – Ptychion, Faculty of Law, National and Kapodistrian University of Athens; MSc, ALBA Graduate Business School; MA, University of London

[isakellariou@acg.edu](mailto:isakellariou@acg.edu)

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Office hours are subject to change and are posted each academic period on the Blackboard.

Mr. Sakkellariou lectures in business law and in taxation law

*Areas of Interest:*

Business law, taxation (law, administration and practice)

**Nickolas Siscoglou** – BS, MBA, Embry-Riddle University; MS, New Jersey Institute of Technology; PhD, Walden University

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Dr. Siscoglou lectures in Operations Management, Quality Management, New Venture Creations, and Business Strategy

*Areas of Interest:*

Manufacturing and production, business strategy, new venture creation, economics, and pharmaceutical operations

**Konstantinos Tasoulis** – BA, University of the West of England; MSc, PhD, University of Bath

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Office hours are subject to change, and are posted each academic period on Blackboard.

Dr. Tasoulis lectures in human resource management, leadership, organizational behavior, performance management, training, learning and development.

*Areas of Interest:*

Strategic human resource management, leadership integrity, management development, emotional intelligence, human resource analytics, perceived organizational support

**Yiannis Timagenis** – LLB, Athens University, Faculty of Law; LLM, University of London, Queen Mary and Westfield College; M.C.I. Arb.

Yiannis Timagenis joined Timagenis Law Firm in 2008 after having worked in London with a major city law firm. During that time he qualified as a solicitor and practiced in the transport finance department of that firm. His practice focuses primarily on asset finance, banking, syndicated lending and commercial contracts with particular emphasis on shipping (preparation of sale and purchase and ship registration documentation, charterparties, joint ventures, shipbuilding and conversion contracts etc.). Yiannis has also been involved in corporate and EU competition law matters relating to shipping pools.

Yiannis specializes in international and domestic commercial arbitration and litigation, ADR and maritime arbitration where he advises clients on specialized points of law. Since 2006 he is a full member of the Chartered Institute of Arbitrators and has written a number of articles on the relevant subjects.

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Office hours are subject to change, and are posted each academic period on

Blackboard.

*Areas of Interest:*

Asset finance, banking, syndicated lending and commercial contracts, with particular emphasis on shipping; international and domestic commercial arbitration and litigation; ADR and maritime arbitration.

**Annie Triantafillou** – BA, The American College of Greece; MA, PhD, University of Manchester

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Office hours are subject to change, and are posted each academic period on the Blackboard.

Dr. Triantafillou has taught in the Economics Department of Deree - The American College of Greece since June 1993. She has taught both undergraduate and graduate courses in the areas of macroeconomics in general and financial economics in particular, including banking, monetary theory, portfolio theory, and risk management. She was Head of the Department of Economics and Social Studies during 2005-08 and MS in Finance Program Coordinator during 2006-09. She held the post of the Assistant Dean of the School of Arts and Sciences from December 2007 to December 2009 and the post of the Associate Dean of the School of Arts and Sciences from January 2010 to August 2011. Presently, she serves as Dean *ad interim* of the School of Business. Dr. Triantafillou was a weekly columnist for the financial newspaper KERDOS from 1999 to 2011. Her recent research has been published in Transportation Research, European Research Studies, Applied Financial Economics, and Journal of Applied Business Research.

*Areas of Interest:*

Real estate, shipping finance, banking and investment

**Evangelos Tsioumas** – Ptychion, National Technical University of Athens; MSc, Imperial College London

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Office hours are subject to change, and are posted each academic period on the Blackboard.

Mr. Tsioumas lectures in shipping and in operations management.

*Areas of Interest:*

Risk analysis and decision making in the dry bulk market, forecasting and chartering

**Athena Tsirimpa** – BS, MSc, PhD, University of the Aegean

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Office hours are subject to change, and are posted each academic period on the Blackboard.

Dr. Tsirimpa lectures in Port Management and Logistics, Marine Insurance, Safety and Security in Shipping, Carriage of Goods by Sea.

*Areas of Interest:*

Transportation system analysis; safety, security and environmental protection; demand modeling and forecasting; multimodal transportation; port operations

**Katerina Voutsina** – BSc, MSc, Athens University of Economics and Business; PhD, London School of Economics and Political Science (Management)

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Office hours are subject to change and are posted each academic period on the Blackboard.

Dr. Voutsina lectures in New Venture Creation, Entrepreneurship Theory, Enterprise Growth.

*Areas of interest:*

Nascent entrepreneurship, strategic entrepreneurship, socio-technical innovation, business strategy, organization theory

## **Description of Modules**

### **AF 2006 FINANCIAL ACCOUNTING - LEVEL 4**

Basic principles and procedures of financial accounting, the preparation and interpretation of financial statements.

UK CREDITS: 20

US CREDITS: 3/2/4

### **AF 3116 MANAGEMENT ACCOUNTING – LEVEL 5**

Managerial accounting concepts and their application in business decisions. Evaluation of the management accounting processes and procedures in decision-making on issues such as cost information, income determination, and performance evaluation.

Prerequisites: AF 2006

UK CREDITS: 15

US CREDITS: 3/0/3

### **BU 2002 BUSINESS LEGAL ISSUES - LEVEL 4**

The legal system. Adoption of laws. Administration of justice. Resolving legal disputes. Alternative dispute resolution. Introduction to civil and commercial law. The law of contracts. Corporate law. Negotiable instruments. Intellectual and industrial property.

UK CREDITS: 10

US CREDITS: 2/0/2

### **BU 3233 BUSINESS RESEARCH METHODS – LEVEL 5**

This course provides an understanding of the role and importance of research in a business context. Research process stages including, formulating and clarifying research questions, writing a literature review, designing research, choosing appropriate methods of sampling, data collection and analysis, and reporting on findings.

Prerequisites: MA 2021 or MA 2118 and MA 2219

UK CREDITS: 15

US CREDITS: 3/0/3

### **CS 2179 BUSINESS INFORMATION SYSTEMS – LEVEL 4**

Business information systems concepts. Categories and types. The strategic impact of Information systems technologies on the business functions and the decision making process. Data resource management. Ethical and security issues. Global information systems.

Prerequisites: CS 1070

UK CREDITS: 15

US CREDITS: 3/4/3

**EC 1101 PRINCIPLES OF MACROECONOMICS – LEVEL 4**

The role of the government in a mixed economy. National income accounts. Economic fluctuations, unemployment and inflation. Fiscal and monetary policy. Macroeconomic controversies.

Prerequisite: EC 1000

UK CREDITS: 15

US CREDITS: 3/0/3

**FN 3105 FOUNDATIONS OF CORPORATE FINANCE - LEVEL 5**

Basic principles, methods and techniques of financial management and their application in the operations of a business firm. Fundamentals of working capital management, cost of capital and capital budgeting.

Prerequisites: AF 2006

UK CREDITS: 15

US CREDITS: 3/0/3

**IB 2006 INTERNATIONAL BUSINESS – LEVEL 4**

Essentials of international business. Understanding of the increasingly global nature of the world business. Insight into the international business environment, international business law, cross-cultural interaction, international accounting, international finance, comparative management, international marketing and global corporations

UK CREDITS: 15

US CREDITS: 3/0/3

**MA 2021 APPLIED STATISTICS – LEVEL 4**

Organizing and summarizing data. Probability distributions: binomial, Poisson, normal, t-distribution, chi-square. Sampling and sampling distribution of the mean. The central limit theorem. Parametric tests for one mean and for the difference between two means. Test for independence of two qualitative/categorical variables. Simple and multiple correlation and regression.

UK CREDITS: 15

US CREDITS: 3/1/3

**MG 2003 MANAGEMENT PRINCIPLES - LEVEL 4**

Study of the nature, functions and responsibilities of the management of organizations. History of management thought, theories, concepts and practices. The managerial functions of planning, organizing, leading and controlling are examined.

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 3034 MANAGING PEOPLE AND ORGANIZATIONS - LEVEL 5**

Strategic human resource management as a mechanism for managing people at work. Processes and practices involved in implementing human resource strategy, such as recruitment, selection, training, and performance management. Major theories of organizational behavior; concepts of personality, motivation, communication, interpersonal relations, leadership, problem solving, organizational culture and structure, managing change.

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 3133 NEW VENTURE CREATION - LEVEL 5**

Survey of the new venture creation process. Introduction to decision-making methods that will enable the student-entrepreneur to plan, launch and operate his or her own new venture.

Prerequisites: MG 2003 or MG 3034

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 3118 DEVELOPING HUMAN CAPITAL - LEVEL 5**

The role of developing human capital in achieving corporate objectives, through effective needs assessment, employee development plans and career management. Evaluation of the training and development effort, learning theories and e-learning.

Prerequisites: MG 2003 or MG 3034

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 3164 TALENT ACQUISITION - LEVEL 5**

Models, methods, and practices of employee acquisition, including, human resource planning, job analysis, recruitment, selection and retention management, to achieve organizational effectiveness.

Prerequisites: MG 2003 or MG 3034

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 4017 MANAGING WORKFORCE DIVERSITY - LEVEL 6**

Understanding and managing the challenges of an increasingly diverse workforce relative to race, ethnicity, country culture, gender, physical disability, sexual preference and age. Individual and group perspectives on diversity. Diversity and the change process; inclusion strategies for the organization's competitive advantage.

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 4120 INTERNATIONAL HUMAN RESOURCE MANAGEMENT - LEVEL 6**

Analysis of International Human Resource Management (IHRM): issues, principles and practices. Focus on international recruitment, selection, and global talent management. Emphasis on training and development, and performance management. Fundamentals of international assignments: forms, compensation, benefits and taxes. Introduction to labor law and industrial relations in international and EU context.

Prerequisites: MG 2003 or MG 3034

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 4121 LEADERSHIP - LEVEL 6**

Major theories and research findings in leadership. Application of theories and concepts to develop critical thinking and leadership skills. The dynamics of leadership. Topics include motivating and influencing people; power, politics and negotiation; teambuilding; managing conflict, leading decision groups; transformational, strategic leadership and change.

Prerequisites: MG 2003 or MG 3034

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 4122 ORGANIZATIONAL DEVELOPMENT AND CHANGE - LEVEL 6**

Theories, principles and practices of organizational development and planned change. The organizational development process and overcoming resistance to change. The intervention process and the effective implementation of change strategies. Emphasis in this course is on experiential learning.

Prerequisites: MG 2003 or MG 3034

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 4128 CORPORATE SOCIAL RESPONSIBILITY - LEVEL 6**

Total systems approach to integrating the issues of the workplace, human rights, the community, the environment and the marketplace into core business strategies. Examination of economic, environmental and social issues necessary for long-term and sustainable business success.

Prerequisites: MG 2003 or MG 3034

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 4131 STRATEGIC HUMAN RESOURCE MANAGEMENT - LEVEL 6**

The strategic management of people to enhance the organization's effectiveness. Human resource management principles, strategies, processes and practices such as planning, recruitment and selection, training and development, performance management, rewarding and maintaining an effective workforce.

Prerequisites: MG 2003 or MG 3034

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 4136 LABOR RELATIONS - LEVEL 6**

Study of the development of the labor movement and the structure of organized groups. Analysis of labor union and employer association activities including: contract negotiations, contract administration, and dispute resolution through mediation and arbitration. Labor-management relations in non-unionized settings.

Prerequisites: MG 2003 or MG 3034

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 4151 MANAGING REWARD SYSTEMS - LEVEL 6**

Compensation principles and strategy to achieve organizational effectiveness through job evaluation methods, salary surveys, creation of the wage structure, performance management, and the administration of compensation and benefits programmes.

Prerequisites: MG 2003 or MG 3034

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 4535 SEMINAR IN HUMAN RESOURCE MANAGEMENT - LEVEL 6**

Students conduct qualitative research into a topic in organizational behavior and human resource management. Research topics may include, but are not restricted to, employee work engagement, talent management and retention and employee well-being and innovativeness. The field research principally includes interviews among managers and/or employees in companies/organizations operating in Greece.

Prerequisites: BU 3233, MA 10009, MA 2021, MG 2003 or MG 3034, MG 4131

UK CREDITS: 15

US CREDITS: 3/0/3

**MG 4740 BUSINESS STRATEGY - LEVEL 6**

Capstone course that synthesizes knowledge from prior business administration courses, with emphasis on the role of the manager as coordinator and strategist in managing the firm as a total unit. Insight into the organization's mission, values, ethical and social responsibilities, environments, strengths and weaknesses, competitors, and international competitiveness. Strategy formulation, implementation and evaluation.

Prerequisites: AF 2006, FN 3105, MA 1009, MA 2021, MG 2003 or MG 3034, MG 4343, MK 2030

UK CREDITS: 15

US CREDITS: 3/0/3

**MK 2030 FUNDAMENTALS OF MARKETING – LEVEL 4**

Basic understanding of the marketing concepts and processes. Key marketing decision areas in product development, pricing, distribution and promotion.



UK CREDITS: 15

US CREDITS: 3/0/3

**PH 3005 BUSINESS ETHICS – LEVEL 5**

Introduction to major theories and basic moral problems in the domain of business. The use of reasoning in moral assessment of business practices. Application of moral theories to specific cases of corporate conduct ranging from the individual to society in general, in the local and the international context.

UK CREDITS: 15

US CREDITS: 3/0/3

## **Programme Resources**

### Library Resources

John S. Bailey Library provides extensive print, electronic and audio-visual resources in support of the College's academic programmes. The attractive, quiet and modern environment offers an ideal setting for students to study, conduct research, connect with peers, or read for pleasure.

Students, faculty and staff have access to a large collection of print and non-print resources including 129,000 books, 132,000 e-books, more than 12,500 academic journals and newspapers and more than 2,200 educational films and CDs. These resources and other research tools are accessible through the library website ([library.acg.edu](http://library.acg.edu)) on campus as well as remotely.

Students studying Business Administration, in particular, have access to high-quality journals, statistical data and reports, industry profiles and other types information through these electronic resources:

#### ***Academic Search Premiere (EBSCO)***

A multidisciplinary database with access to articles covering all academic disciplines. More than 4,700 titles are available in full text.

**Pathways covered:** Accounting; Human resource Management; International Business and European Affairs; Marketing Communications

#### ***Business Source Complete (EBSCO)***

A comprehensive business database with access to articles from journals, trade publications and magazines, as well as industry and country reports, case studies, SWOT analyses and much more.

**Pathways covered:** Accounting; Entrepreneurship Management; Human resource Management; International Business and European Affairs; Marketing Communications; Marketing Management; Operations Management

#### ***Credo Reference***

A collection of over 270 online reference books by *SAGE Publications* in the fields of business, geography, law, medicine, psychology, religion, science and the social sciences.

**Pathways covered:** Human resource Management; Marketing Communications; Marketing Management; Operations Management

#### ***DSI - All That Stats***

Access to an array of statistical data from OECD, the European Union, the IMF and UNIDO, as well as a variety of US and German official and central bank statistics.

**Pathways covered:** Accounting; International Business and European Affairs; Marketing Communications; Marketing Management; Operations Management

### ***EBSCO eBook Collection***

A collection of over 132.000 ebooks covering all academic disciplines.

**Pathways covered:** Accounting; Entrepreneurship Management; Human resource Management; International Business and European Affairs; Marketing Communications; Marketing Management; Operations Management

### ***EconLit (EBSCO)***

An online index to economic literature produced by the *American Economic Association*. Includes journal articles in full text, citations and abstracts of articles, chapters of books, dissertations, working papers and book reviews in all areas of economics.

**Pathways covered:** Accounting; Entrepreneurship Management; Human resource Management; International Business and European Affairs; Marketing Communications; Marketing Management; Operations Management

### ***The Economist***

Online access to articles from *The Economist* as well as a variety of web-only content, including blogs, debates and audio/video programmes.

**Pathways covered:** Accounting; Entrepreneurship Management; International Business and European Affairs; Operations Management

### ***Financial Times***

The online version of the leading financial newspaper with access to the latest business, finance, economic and political news, commentaries, data and analysis.

**Pathways covered:** Accounting; Entrepreneurship Management; Human resource Management; International Business and European Affairs; Marketing Communications; Marketing Management; Operations Management

### ***iMentor***

A database containing company information, balance sheets and other financial information on more than 80,000 Greek public and private enterprises. Includes financial sector reports and analyses. All information is available in fully editable Excel format.

**Pathways covered:** Accounting; Entrepreneurship Management; Marketing Management

### ***JSTOR***

Full text archive of back issues of core scholarly journals in the arts, humanities and social sciences.

**Pathways covered:** Accounting; Entrepreneurship Management; Human resource Management; International Business and European Affairs; Marketing Communications; Marketing Management; Operations Management

### ***Oxford Reference***

A collection of over 200 general and subject-specific reference titles published by Oxford University Press, covering more than 25 subjects.

**Pathways covered:** Accounting; Entrepreneurship Management; Human resource Management; International Business and European Affairs; Marketing Communications; Marketing Management; Operations Management

### ***Passport (Euromonitor)***

Integrated access to market size data for more than 300 consumer products; demographic, economic and lifestyle statistics; industry, company, country and consumer lifestyle reports, as well as comments from expert analysts. Covers more than 200 countries.

**Pathways covered:** Accounting; Entrepreneurship Management; International Business and European Affairs; Marketing Communications; Marketing Management

### ***Regional Business News (EBSCO)***

News articles from American, Asian and European regional publications.

**Pathways covered:** Accounting; Entrepreneurship Management; Human resource Management; International Business and European Affairs; Marketing Communications; Marketing Management; Operations Management

### ***ScienceDirect***

Citations and abstracts from over 3,200 journals. Full text access to 480 journals in the social and behavioural sciences from 1995 onwards.

**Pathways covered:** Accounting; Entrepreneurship Management; Human resource Management; International Business and European Affairs; Marketing Communications; Marketing Management; Operations Management

An array of media services is also available to students and faculty. The Deree Media Centre houses the library's audio-visual and multimedia collections and provides equipment for viewing and listening. Moreover, the Media Centre offers assistance to students and faculty in integrating the latest audio-visual technologies into their research.

For resources not readily available, the library offers document delivery services through the union catalogue of serials of the *National Network of Academic and Scientific Libraries*. Pay-per-article and document delivery services are also available from *OCLC*, partner *AMICAL* libraries, *The British Library*, as well as through a variety of vendors and publishers.

The print audio-visual and electronic collections are organized according to international cataloguing rules. All library functions, including cataloguing, acquisitions, circulation, reserves and the public access catalogue are managed through an integrated library automation system. The web-based public access catalogue is accessible to anyone through the Internet. Library holdings are also listed in *OCLC's WorldCat* database.

All library collections are enriched throughout the academic year in close collaboration with faculty in accordance with the developing needs of each academic area. Online resources are carefully evaluated by librarians, faculty and students through trial and benchmarked against other peer international and US libraries supporting similar programmes.

In addition to a wide range of resources, the library offers to incoming students training sessions in information discovery and research. Students learn how to use the library website to access, select, evaluate and effectively use information resources. Moreover, in collaboration with faculty, special training sessions are organized for the needs of specific courses or disciplines. The reference desk is staffed throughout the day by specially trained personnel who can assist students and faculty in using the library and its various resources.

The library provides 28 computer workstations, viewing and listening stations, ample space for studying, individual study carrels and comfortable seating. A wireless network allows users to access all electronic resources from their laptops, tablets or hand-held devices. Printing and photocopy facilities are also available.

#### **Multimedia resources**

- Microsoft Office: 750 licences currently in operation. Licences are per machine and are renewed every 5 years.
- SPSS: 100 licences currently in operation. Licences are concurrent and are renewed annually.
- E-views: 3 licences currently in operation. Licences are per machine and are renewed annually.
- Blackboard platform: The licence is renewed annually.
- Turnitin Plagiarism Detection software: Licence is renewed annually.

#### **Information Resources and Technology**

Information technology is integral to all aspects of academic life at The American College of Greece, including teaching and learning, research and

creative endeavors, outreach, administration, and student life. The systems and services impact virtually every aspect of campus life and are central to the academic enterprise as well as administrative processes. As the provider of technology and technology services at The American College of Greece, the Information Resources Management (IRM) department is committed to technology innovation consistent with the College's strategic plan. The IRM Department consists of the following divisions:

- Administrative computing: refers to computing applications that support administrative processes that are institution-wide. Its purpose is to improve the capability to cost-effectively manage ACG's resources and serve the administrative needs of faculty, student and staff constituents.
- Academic computing: consists of information technology tools, methods and services which allow faculty to improve their teaching and provide an enhanced learning environment for students.

### **Academic Computing**

Systems and services for which Academic Computing is responsible includes the following:

### **Instructional Technology**

A specialized online course management system, ACGBoard, based on Blackboard CMS, is used in courses to enhance the student experience and support the instructional program.

Through ACGBoard, students can access online course materials and interact with the instructor and other students in the class. ACGBoard is widely used at ACG to enhance and support classroom teaching.

The services that can be accessed through Blackboard include the following:

- Access course materials (including text, images, video, audio).
- Access quizzes and surveys.
- Set and receive assignments.
- Communicate with students through online discussions, real-time chat and an interactive whiteboard.
- Track student progress and manage grades.
- Provide feedback to students.
- Access to electronic textbooks.

Since Spring 2014, the College has initiated a pilot program to introduce electronic learning resources to a selection of 35 undergraduate courses. Students registering for these courses have received the required textbook(s) in an electronic format (e-book) along with various other electronic course materials, accessed through Blackboard. The adoption of e-books, introduced Deree students to new learning methods based on interactive, enhanced content and searchable electronic resources. Appropriate faculty and student guides on how to access and use this new service have been created.

### **Interactive collaboration and sharing.**

The department has acquired a site license of VoiceThread, an interactive collaboration and sharing tool that is proven to enable users add images, documents and videos and to which other users can add voice, text, audio and video comments. The tool could be accessible through Blackboard and is currently being evaluated by a selected group of faculty members.

Appropriate training is provided to all students during the first semester of classes and also a thorough user manual is available. Faculty specialized training is provided to all new college faculty as part of their college induction program. Additional more focused training on specific features (e.g. Wikis) are organized throughout the semester.

## **Student Software**

### **Microsoft Student Advantage**

The IT department of The American College of Greece, is providing Microsoft Office 365 Pro Plus to all registered students at no cost via the Microsoft Student Advantage program. This agreement between ACG and Microsoft allows the College to provide current students with the latest version of full Office at school and at home. The license to use the software is provided and validated to all students through the college email system (@acg.edu).

### **Microsoft e-Academy**

The College's Microsoft campus agreement requires that the e-academy Electronic License Management System (ELMS) is made available to all students of the ACG community. ELMS is a web-based management system which easily enables students to download Microsoft software and use it for educational purposes. The use of ELMS for the management and distribution of software in the Academic Alliance Program is made available by Microsoft and e-academy (Microsoft partner) as a student benefit, free of charge. Students may use the software that is provided through ELMS for non-commercial purposes including instructional use, research and/or design, development and testing of projects for class assignments, tests or personal projects.

The Technology Enhanced Classroom initiative at ACG enables instructors and students access, tools and resources available beyond the traditional classroom. Classrooms are equipped with IT resources designed to extend and broaden the learning experience. From faculty lectures to student presentations, users are able to display multimedia and web enabled information throughout the ACG network of technology enhanced classrooms. All classrooms are equipped with a ceiling mounted video projection system specifically designed to meet the requirements of each classroom environment. A projection screen provides an ideal viewing surface for data or video, displaying clear, bright images.

Every classroom features a teaching station that is specially designed to house the room's technology. The teaching station also features a retractable keyboard and mouse tray, along with a built-in LCD monitor, which provides the ability to display the same image on both the built-in monitor and

projection system, thus allowing instructors to maintain eye contact with students. A VCR/DVD/Blue Ray player that incorporates high quality video in the classroom is also provided. The system is complemented by the latest sound amplifier technology and wall mounted speakers. All classrooms are connected to ACG's high speed backbone and some of them also offer wireless connectivity. Training for maximum use of equipment in Technology Enhanced classrooms is provided by Media Center staff.

### **Media Centers**

The Media Centers at The American College of Greece support the instruction and research needs of ACG's faculty, students, staff and alumni by providing facilities, collections and expertise for researching, viewing and producing a wide range of media. The Centers provides equipment and expertise for producing video for classroom and extracurricular projects. Digital cameras, camcorders and audio recorders are available for loan to support the academic community. Multimedia stations are available for editing audio and video, scanning and manipulating images, and creating presentations. Workshops (offered on demand during the term) provide instruction on multimedia hardware and software available in the Center. The Center's media collection comprises more than 1,000 DVDs and 1,500 videotapes, as well as audiotapes, CDs, and CD-ROMs on a wide variety of subjects.

The Media Center has equipment and support for digitizing and editing audio, video and images. This facility is also equipped to repair, duplicate, transfer, and convert the presentation of media materials into the most popular audio and video formats. The Media Center serves several locations on all campuses, including Deree's Main Building and the Communications Building.

### **2.1 Library Help**

Your department liaises with JS Bailey Library staff to ensure physical and electronic information resources for your subject are available. Library staff are available to support you personally and will work with you throughout your time at the College.

If you have any questions about using the Library, such as logging-in, printing or using our various databases you can get help:

- from the front desk on the ground floor of the JS Bailey Library
- online: <http://library.acg.edu/help>
- by phone: +30 210 600 9800 ext. 1434

The JS Bailey Library's website [library.acg.edu](http://library.acg.edu) provides access to thousands of resources and information about Library services. You can also access key services via your smart phone or tablet.

### **2.2 External Examiner**



The External Examiner assures that you are assessed fairly in relation to other students on the same programme and that your award is of the same standard as similar programmes offered by other UK higher education institutions.

The External Examiner for this programme is: Dr. Susan Shaw, Manchester Metropolitan University.

Academic Society Advisors provide an oral summary of External Examiners' reports in the first Academic Society General Assembly meeting after each Board of Examiners. Information on the External Examiner's report could be provided by your Department Head upon request.

### **2.3 Work-Related Activities**

While you may gather a great deal of information in your courses, there is no substitute for direct experience in a professional environment. Work-related activities allow you to get "hands-on" experience and, therefore, constitute a pertinent learning tool.

Internships provide opportunities for the development of practical skills in contexts where professional criticism is both immediate and constructive. They also furnish you with opportunities to observe and understand connections between coursework and skills needed to perform effectively in a professional environment. Internships aid in the identification of knowledge and skills essential to doing well in a particular profession, give you the opportunity to demonstrate your professionalism and, therefore, increase the credibility of your degree. In addition, because the internship experience requires a great deal of personal responsibility, it enhances your professional confidence and provides an important step in your personal and professional maturation process.

The industry placement is in essence your first step towards a professional career. It gives you valuable experience in preparation for employment, provide entry into a professional network and occasionally lead directly into employment opportunities. Contacts made through the internship can be invaluable sources of information for securing eventual employment.

For information regarding available internships in Human Resources Management please contact your Department Head.

### **2.4 Opportunities for Graduates**

The Human Resource Management pathway equips students with the knowledge and skills for a professional career in human resource management in a variety of business and organizational environments. Graduates from this pathway may pursue a career in the Human Resource Department of a large multinational firm, occupying positions such as Human

Resource Officer or Human Resource Specialist in any of the human resource functions (e.g., Talent Acquisition Specialist, Compensation Analyst, or Corporate Social Responsibility professional) or work in a small business where the human resource responsibilities are likely to be broader. Graduates may also pursue a career in human resource consultancy in a consulting firm or start their own consultancy business and become human resource business partners. In addition, graduates are well prepared for entry into related specialized programs at the graduate level.

### **3. Assessment and Feedback**

#### **3.1 Assessment**

##### **Assessment Strategy and Procedure**

Although courses may employ assessment instruments which perform only a diagnostic or formative function, credit for the completion of a course can only be obtained on the basis of one or more summative assessments. A summative assessment provides a measure of the extent to which a student has achieved the intended learning outcomes of a module. The assessment of a student's academic performance requires a judgment of the quality of his or her work. In all cases, this assessment are governed by criteria which are explicit and communicated to students. More information on the assessment strategy and the general grading criteria of the College can be found in [Student Resources](#).

##### **Examination Regulations and Procedures**

Examination regulations apply to in-class assessments, such as examinations, laboratory tests etc., for all students registered in Deree courses and aim at promoting academic honesty through appropriate conduct. More information on procedures for exam security and invigilation is provided in [Student Resources](#).

##### **Student Identity**

Students must carry with them their Deree ID card in the examination room. For details on Checking of Student Presence Procedure, please visit *myACG*.

##### **Entering and Leaving the Exam**

Students who arrive late may be admitted to the exam but no additional time will be given. Students should be allowed to enter and take the exam up until a quarter of the allotted time has passed. Students should not be allowed to leave before a quarter of the allotted time has passed. Students should bring as little as possible to the examination room. Any bags, books, notes, should be placed underneath the chair. Food and drink (including coffee) are not permitted in the exam room with the exception of clear bottles of water.

##### **Exam Conduct**

Students should bring their own pens, pencils, approved calculators, and other materials needed for the examination. All exams should be written

legibly in black or blue ink. Pencil may only be used for diagrams, graphs, etc. Exam answers written in pencil are not acceptable. Entry/leaving an exam should be done as quietly as possible.

### **Mobile Phones and Electronic Devices**

Mobile phones and electronic devices must be switched off – not on “silent” – in clear view and placed underneath the chair. If students use or attempt to use their phone / electronic device during the exam it will be regarded as a disciplinary offence. Students will be held responsible if their mobile phone / electronic device rings / vibrates during the exam. Any student caught using Bluetooth or any electronic device in the exam will be asked to leave immediately and will face disciplinary action.

### **Student Answers/Examination Paper**

All answers must be legibly written on exam paper provided by the exam proctor. Students are not permitted to write answers on the question paper. Students must clearly cross out any (rough) work that is not to be graded. If extra exam paper is needed, it will be provided by the exam proctor. The only paper that can be used is the paper provided by the College and should all be returned to the proctor at the end of the exam.

### **Return of Exam Papers**

Students must put the exam question paper and all answer papers together and submit both to the exam proctor. Failing to do so will result in failure in the exam.

### **Assessment Schedule**

Please note the exam/assessment periods in the academic calendar and make sure that you are available during that period.

### **Examination Schedule**

The examination schedule is published on *myACG*. Please keep checking for updates.

### **Coursework**

Where a module is wholly or partly assessed by coursework, the submission date and method of submission will be clearly stated on the Course Information Packet circulated to students by the instructor on the first day of classes and posted on the course Blackboard container.

When you submit an assignment it is important that you ensure the following information is on the assignment front sheet:

- ✓ Your name
- ✓ Year and semester
- ✓ Name of the instructor for whom the assignment has been done

- ✓ Name of the module for which the assignment has been done

Your responsibilities:

- ✓ Keep a record of your work
- ✓ Keep copies of all assignments
- ✓ Ensure your work is handed in within the deadlines

Each piece of assessed work will receive a mark and feedback. The method and form of feedback for each module will depend on the assessment method.

## Assessment Method Mapping

BSc (Hons) Business Administration - Human Resource Management pathway									
Assessment Method Mapping									
Module Rubric	Module title	Required/Optional	UK credits	In-class Midterm Examination	In-class Final Examination	Coursework	Presentation (if applicable)	Other Summative Assessment (if applicable)	Formative Assessments
Level 4									
AF 2006	Financial Accounting	R	20	1-hr midterm exam (essay-type/problems) 40%	2-hr final exam (essay-type/problems) 60%				Diagnostic Coursework
BU 2002	Business Legal Issues	R	10	1-hr midterm exam (essay-type) 40%	2-hr final exam (essay-type) 60%				Two quizzes
CS 2179	Business Information Systems	R	15	1-hr midterm exam (short answers to essay questions) 40%		Coursework: Practical problems and short essay questions 60%			Diagnostic test , case studies discussions, computer lab assignments
EC 1101	Principles of Macroeconomics	R	15	1-hr midterm exam (multiple choice/problems/essays) 40%	2-hr final exam (multiple choice/problems/essays) 60%				Multiple choice/problems/essay practice tests

Module Rubric	Module title	Required/Optional	UK credits	In-class Midterm Examination	In-class Final Examination	Coursework	Presentation (if applicable)	Other Summative Assessment (if applicable)	Formative Assessments
IB 2006	International Business	R	15	1-hr midterm exam (essay-type) 40%	2-hr final exam (essay-type) 60%				1-hr in-class diagnostic test
MA 2021	Applied Statistics	R	15	1-hr midterm exam (problems) 40%	2-hr final exam (problems) 60%				1-hr in class examination
MG 2003	Management Principles	R	15	1-hr midterm exam (essay-type) 40%	2-hr final exam (essay-type) 60%				Case studies, experiential exercises, in-class quizzes
MK 2030	Fundamentals of Marketing	R	15		2-hr final exam (essay-type) 50%	Individual project (1,000-1,100 words) 50%			Diagnostic test, assignments
<b>Level 5</b>									
AF 3116	Management Accounting	R	15		2-hr final exam (essay-type/problems) 70%	Case analysis (800-1,100 words individual project) 30%			Two quizzes, one diagnostic test
BU 3233	Business Research Methods	R	15		2-hr final exam (essay-type) 40%	Group project (2,500-3,000 words) 60%			Project research proposal, case studies, tests, assignment preparation

Module Rubric	Module title	Required/Optional	UK credits	In-class Midterm Examination	In-class Final Examination	Coursework	Presentation (if applicable)	Other Summative Assessment (if applicable)	Formative Assessments
FN 3105	Foundations of Corporate Finance	R	15	1-hr midterm exam (essay-type/problems) 30%	2-hr final exam (essay-type/problems) 70%				Exercises/Comprehensive problems
MG 3034	Managing People & Organizations	R	15		2-hr final exam (essay-type) 60%	Individual project (1,300-1,700 words) 40%			Case studies, experiential exercises, in-class quizzes
MG 3133	New Venture Creation	R	15		2-hr final exam (essay-type) 40%	Written project: Business Plan - Team of two (3,700 – 4,000 words) 50%	Business Plan presentation and answering questions. Team of two. 10%		Creation of a business concept, case studies, experiential exercises
MG 3118	Developing Human Capital	R	15		2-hr final exam (essay-type) 60%	Individual project (1,300-1,700 words) 40%			Case studies, experiential exercises
MG 3164	Talent Acquisition	R	15		2-hr final exam (essay-type) 60%	Individual project (1,300-1,700 words) 40%			Case studies, experiential exercises, and articles reviews

Module Rubric	Module title	Required/Optional	UK credits	In-class Midterm Examination	In-class Final Examination	Coursework	Presentation (if applicable)	Other Summative Assessment (if applicable)	Formative Assessments
PH 3005	Business Ethics	R	15	1-hr midterm exam (essay-type) 40%	2-hr final exam (essay-type) 60%				Diagnostic test
<b>Level 6</b>									
MG 4120	International Human Resource Management	R	15		2-hr final exam (essay-type) 50%	Individual project (2,300-2,700 words) 50%			Case study analysis and in-class discussion
MG 4131	Strategic Human Resource Management	R	15		2-hr final exam (essay-type) 60%	Individual project (1,800-2,200 words) 40%			Case studies and experiential exercises
MG 4343	Operations Management	R	15		2-hr final exam (problem-solving) 60%	Individual project (1,800-2,200 words) 40%			Diagnostic test, case study analyses
MG 4535	Seminar in Human Resource Management	R	15			Individual research project (4,000-4,400 words) 100%			Project proposals, student presentations; case studies, discussion of research articles



Module Rubric	Module title	Required/Optional	UK credits	In-class Midterm Examination	In-class Final Examination	Coursework	Presentation (if applicable)	Other Summative Assessment (if applicable)	Formative Assessments
MG 4740	Business Strategy	R	15		2-hr final exam (essay-type) 30%	Individual project (4,500-5,000 words) 70%			Case studies, short reports, discussion and analysis of articles, in-class presentations
MG 4017	Managing Workforce Diversity	O	15		2-hr final exam (essay-type) 60%	Individual project (1,800-2,200 words) 40%			Case studies, experiential exercises, in-class quizzes
MG 4121	Leadership	O	15		2-hr final exam (essay-type) 60%	Individual project (1,800-2,200 words) 40%			Student presentations on leaders and leadership topics; experiential activities, self assessment questionnaires; case studies, discussion of research articles
MG 4122	Organization Development and Change	O	15		2-hr final exam (essay-type) 60%	Individual project (1,800-2,200 words) 40%			Class discussions, assignments, diagnostic tests

Module Rubric	Module title	Required/Optional	UK credits	In-class Midterm Examination	In-class Final Examination	Coursework	Presentation (if applicable)	Other Summative Assessment (if applicable)	Formative Assessments
MG 4128	Corporate Social Responsibility	O	15		2-hr final exam (essay-type) 50%	Individual project (1,800-2,200 words) 40%	Team presentation 10%		Case studies
MG 4136	Labor Relations	O	15		2-hr final exam (essay-type) 60%	Individual project (1,800-2,200 words) 40%			Case studies, experiential exercises, article reviews
MG 4151	Managing Reward Systems	O	15		2-hr final exam (essay-type) 60%	Individual project (1,800-2,200 words) 40%			Case studies, experiential exercises, article reviews

### **3.2 Giving your Feedback about this Programme**

We are keen to work with you to enhance your programme. Opportunities for you to feedback to us formally include student participation in the Programme Committee, the Academic Society, Student Course Evaluation, Senior Exit Surveys, meetings with the Dean, meetings with the Provost, and other student surveys. Informal feedback is also welcome at any time either via your instructor or your department head.

#### **School of Business Programme Committee**

The School of Business Programme Committee is responsible for the routine monitoring of programmes, including the consideration of student feedback, performance data and external examiners' reports. Proposals approved by the Committee are forwarded to the Deree Curriculum Committee and Academic Council. The Programme Committee is chaired by the Academic Dean of the School. Committee membership includes all Department Heads and Programme Coordinators, as well as the president of each student academic society. This ensures that the student community has a voice in decisions about curriculum, teaching and learning, and the development of the School of Business.

#### **Departmental Academic Society**

The School of Business **Management** Department has a student society, which organizes field trips, on-campus lectures, and informational meetings about the programme and which participates with other student societies in organizing the annual Business Week event. The faculty advisor to the Society supervises the organization of student elections to the society's governing board according to the society's constitution, and the board of students implements all planned activities. The societies also maintain a Blackboard site for all students majoring in the programme where academic information can be posted.

#### **Student Course Evaluation**

Student evaluations of courses and instructors are administered by the Office of the Registrar at the end of each academic term. The online course evaluation system is easy, convenient, secure, anonymous, and confidential. The course evaluation system is administered by the Registrar's Office. Information about the course evaluation system is available through the college website or by emailing [registrar@acg.edu](mailto:registrar@acg.edu).

#### **Senior Exit Survey**

Student feedback comprises an integral part in the continuous development and success of School of Business programmes. In that spirit, we ask prospective graduates a Senior Exit Survey. The survey includes questions on student satisfaction with the education provided by the School of Business and with their overall College experience at Deree. The aim is to identify areas of good practice as well as areas that need improvement. Based on the

data collected through the Senior Exit Survey, a report is developed by an interdisciplinary School of Business faculty committee. All data collected in this survey are held anonymously and securely. Responses cannot be traced back and all results are presented in an aggregated form. When you reach the final semester of study, you receive the relevant link in your student email address.

### **3.3 What Happens with your Feedback about this Programme?**

Your feedback helps us to continually enhance this programme. You can find out what actions have been taken in response to your feedback through your academic society, student government, department head or instructor. Updates on action taken are also provided through blackboard and *myACG*. Student feedback is used in a variety of ways, including:

- Improvement of methods of Teaching and Learning
- Module Leader Reports
- Annual Performance Evaluation of academic staff

### **3.4 Getting Feedback on your Assessed Work**

According to The College has committed to a two week turnaround for feedback. Each module handbook will provide you with specific guidelines on the turnaround for feedback.

### **3.5 How do I Get my Results?**

Results from module assessments and decisions on progression to the next level or awards (if you are in the final level) are available from *myACG*. Results normally appear within ten working days after the end of the examination period. Marks on individual assessments are not finalized until the Board of Examiners' meeting (the meeting where your end of year outcome will be decided). If you are unsure about when you might receive your results or have queries relating to your results, you may contact your module instructor via email.

### **3.6 Issues with Assessment**

If you are experiencing problems which are adversely affecting your ability to study (called 'mitigating circumstances'), then you can apply providing some form of evidence of your circumstances to verify your request.

Examples of acceptable extenuating circumstances include:

- Bereavement
- Illness
- Hospitalization

- Transport cancellation, where this may be evidenced
- Court attendance
- Serious family illness where the impact on the students' ability to undertake assessment may be demonstrated
- Accident

The following are not acceptable extenuating circumstances:

- Holidays
- Weddings
- Family celebrations
- Printing problems
- Computer failure, corrupt USB sticks
- Financial problems
- Work related problems
- Accommodation issues
- Mis-reading assessment arrangements

### **Late Submission**

You must submit work by the deadlines set in the course outline. Work submitted after but within seven days of the deadline will receive a maximum grade of C. You will fail the assessment if work is submitted later than seven days after the deadline.

### **Resits**

In the case of an initial failure of one or more assessments in a course, you have the right to be reassessed in (i.e. resit) the element that you have failed. This reassessment will normally be scheduled prior to the commencement of the following semester. Only one resit per each assessment element is allowed in each module. The maximum grade you can obtain for the reassessed component of the course is a pass (Grade C – 40%). If you fail the resit, you will not receive the credit for that course.

### **Resits in Capstone Courses**

Students who fail a coursework assessment (project/paper) with a weight of 60% or above in a capstone course may request to resit the failed assessment in the resit period following the one designated for the course.

Such requests from students must include the instructor's verification that it is impossible for the student to successfully complete the assignment by the scheduled course resit period.

Such an extension for the completion of specified coursework in capstone courses can only be given upon the recommendation of the student's instructor and the approval of the relevant Department Head and CASP.

## **Academic Appeals**

Students registered in a validated program, may appeal against a decision of the Board of Examiners. Students' rights of appeal are limited to two grounds:

- either that the candidate's performance in an assessment was adversely affected by illness or factors which s/he was unable, or for valid reasons unwilling, to divulge before the Board of Examiners reached its decision
- or that there has been a material administrative error, an assessment was not conducted in accordance with the current regulations for the program or special arrangements formally agreed, or that some other material irregularity relevant to the assessment has occurred.

Disagreement with the academic judgment of a Board of Examiners in assessing the merits of an individual element of assessment does not constitute grounds for an academic appeal. Responsibility for the submission of documentary evidence in support of the appeal rests with the student.

Appeals must be submitted in writing to the Registrar no later than 14 days following the publication of Examination Board results. All appeals must be submitted in writing to the Registrar by the end of the second week of the following session/semester.

On receipt of the appeal, the Registrar informs the department head/area coordinator and Academic Council (through the Chief Academic Officer) and submits to them all relevant evidence and correspondence.

The Academic Dean will undertake an initial assessment of the validity of the appeal and advise the student accordingly. In the light of this advice, the student should decide whether s/he wishes to proceed with the appeal. Alternatively, the student may decide to withdraw his or her appeal and/or lodge a complaint in accordance with the College's complaints procedure. The subcommittee of the Academic Council will hear the appeal. The appellant may be called to appear before the subcommittee. The subcommittee may also require the Chair of the Board of Examiners to appear separately before it. The appellant and the Chair of the Board will not be present when the subcommittee considers the evidence and formulates its decision. The subcommittee must inform the student and the Board of Examiners of its decision within seven days of the hearing. The student has the right to subsequently appeal to the President in writing against the decision of the subcommittee. If the appellant wishes to contest the President's decision s/he has the right to lodge an appeal with the Open University. The student will obtain contact details for the President and the Open University at the Student Success Center.

The Registrar's Office will keep records of outcomes for all appeals cases. The Academic Council will receive annual summary reports regarding all appeals received by the College.

### **Cheating, Plagiarism and other forms of Unfair Practice**

An academic offence (or breach of academic integrity) includes any action or behavior likely to confer an unfair advantage, whether by advantaging the alleged offender or by disadvantaging another or others. Examples of such misconduct are plagiarism, collusion, cheating, impersonation, supplying false documentation, use of inadmissible material and disruptive behavior in class or during examinations. Responsibility for reviewing breaches of academic integrity is held by the Committee on Standing and Conduct.

### **3.7 Academic Misconduct and Penalties**

Charges against a student for violating academic integrity may originate from any source: a faculty member, an administrator, a staff member, a fellow student, or from the community at large. The charges are to be submitted in writing to the chair of the Committee on Standing and Conduct. If a member of the Committee originates the charge, then that member will be recused from the decision-making process, and any other process related to the case, other than those related to the role of complainant/witness. On receipt of the allegation of a breach of academic integrity, the Chair must inform the Chair of the Board of Examiners that is responsible for the assessment. The Board should then suspend its decisions on the candidate's grade(s) until the facts have been established (see [Student Resources](#) - Regulatory Framework).

Once the Committee on Standing and Conduct has considered the allegation and reached a conclusion on whether an offence has occurred, it should issue a report with a recommendation regarding the outcome for the student to the Chair of the relevant Board of Examiners. If it has been established that an offence has occurred, the Board will judge the significance of the misdemeanor and exercise its discretion as appropriate to the case. If it is established that a student has attempted to gain an unfair advantage, the examiners shall be given the authority to rule that the student has failed part or all of the assessments, and the authority to determine whether or not the student should be permitted to be reassessed.

Independently of the assessment decisions made by the Board of Examiners on offences pertaining to validated courses/programs, the Committee on Standing and Conduct is empowered to consider a wider range of sanctions that might be applied when a student is found guilty of a breach of academic integrity.

The following list of sanctions is indicative and can be imposed by majority vote of the Committee:

**Admonishment Letter (or Letter of Warning):** The student is advised in writing that her/his behavior violates rules of academic integrity and that a recurrence will lead to more serious sanctions. The Committee will deliberate on whether the letter should or should not appear in the student's file permanently or for a lesser period of time.

**First Offence File:** The student's name and a description of the offense is filed in a shared electronic folder, accessible by the Chief Academic Officer, the academic Deans, the Dean of Students and department heads. Second offences automatically result in a hearing.

**Disciplinary Probation:** The student is advised in writing that his/her behavior violates rules on academic integrity and is given a probationary period (to be decided upon by the Committee) to show by good behavior that a more stringent penalty should not be imposed. During the period of the probation, the student is required to terminate association with all extra-curricular activities and resign from any student office.

**Suspension:** The student's relationship with the College will be discontinued until the end of the semester or term. The student will forfeit any fees involved with the College.

**Dismissal:** The student's relationship with the College will be terminated indefinitely. The right to apply for readmission shall be denied.

Before announcing judgment/sanctions, the Chair of the Committee on Standing and Conduct consults with the Chair of the Academic Council, who has the right to recommend other sanctions. If the Chair of the Academic Council is in agreement with the Committee's recommendations, the Chair of the Committee will inform the student and the plaintiff (in writing and within three days of the hearing) of the final judgment and the actions to be taken. If the Chair of the Academic Council proposes other or additional sanctions, the chair of the Committee must communicate these recommendations to the Committee within three days and re-deliberate. Majority vote once again determines final sanctions. Communications procedures as outlined above apply. A final written report to the Academic Council on a case-by-case basis, is prepared within 14 days, and includes the complaint, the Committee's judgment and sanctions.

Within three *working* days of receipt of the decision, either party (plaintiff or student) has the right to make a formal written appeal against the decision of the Committee. The appeal is addressed first to the Committee on Standing and Conduct. If the Committee does not deem any change to the decision is warranted subsequent to consideration of the appeal, the appeal may then be brought to the Academic Council, and subsequently to the President whose decision is final. The student may appeal against the decision of the



Board of Examiners in accordance with the regulations for academic appeals (Section 9, Regulatory Framework).

### **3.8 Complaints Procedure**

Complaints are specific concerns about the provision of a course / module or a program of study or related academic or non-academic service. When appropriate, a complaint is first resolved through informal discussion with the party / office directly involved. If not resolved at that level, a formal complaint is submitted by the student to the Registrar's Office within 14 days from the day the outcome of this discussion is made known to the student. Upon receipt of the complaint, the Registrar forwards the complaint with all relevant documentation to a panel consisting of the Chief Academic Officer, the Academic Deans and the Dean of Students.

Depending on the nature of the complaint, the academic Dean or Dean of Students will undertake an initial assessment of the validity of the complaint and advise the student accordingly. In the light of this advice, the student should decide whether s/he wishes to proceed with the complaint.

In the event that the student decides to proceed with the complaint, a subcommittee of the Academic Council will be convened no later than three weeks after receiving the student's decision. The membership of the subcommittee shall not include any member of faculty or the administration who has been involved in the complaint or who is a member of the relevant Board of Examiners.

The subcommittee of the Academic Council will hear the complaint. The appellant may be called to appear before the subcommittee. The subcommittee may also require the relevant member of faculty and/or Administration to appear separately before it. The appellant and any member of staff against whom the complaint has been made will not be present when the subcommittee considers the evidence and formulates its decision. The subcommittee must inform the student and the Chair of the Board of Examiners (if the complaint concerns a validated course/program) of its decision within seven days of the hearing. The student has the right to subsequently appeal to the President against the decision of subcommittee. If the appellant wishes to contest the President's decision s/he has the right to lodge a complaint with the Open University. The student will obtain contact details for the President and the Open University at the Student Success Center.

The Registrar's Office will keep records of outcomes for all complaints cases. The Academic Council will receive annual summary reports regarding all complaints received by the College.

## **4. Where to Get Help**

### **4.1 Downloading College Forms**

All standard student forms are available online on [www.acg.edu](http://www.acg.edu) as well as on *myACG* → *Student Resources* → *Forms*

### **4.2 Academic Advising**

The Academic Advising Office aids students in choosing and completing their academic programs. The advising staff provides academic advice and information to undergraduate students, advising all first-year students, some second-year students, and transfer students; support for academic staff advisors; and resources for all students in need of academic advice. Once students have declared their major they participate in an advising program that uses academic staff as advisors to handle the responsibility of advising on academic and career-related matters.

International students have an additional non-academic international student advisor who assists them in their efforts to adjust to the new culture and supports them in obtaining any student visas and residence permits required by Greek law.

### **4.3 Student Academic Support Services**

The Student Academic Support Services (SASS) is open daily and offers academic assistance to all Deree - ACG students through individual learning facilitation sessions and/or workshops. SASS learning facilitators are peers who assist students in improving and strengthening academic study skills.

### **4.4 Office of Student Affairs**

The Office of Student Affairs is dedicated to promoting student development and continually improving the quality of student life. Through extra-curricular activities the College strives to provide students with opportunities parallel to the classroom experience that are consistent with its educational values, such as presentations, lectures, excursions, debates, theatrical plays, blood drives, happenings and events. The students are encouraged to explore personal and professional goals by participating in clubs, societies, organizations and athletic teams. All the student groups have an advisor, or coach, who is knowledgeable in the subject area, monitors their activity, attends their general assemblies and supports the group during the year.

#### **4.5 Student Success Centre**

The Student Success Centre supports students by offering comprehensive, integrated services in the areas of academic advising, OU validation issues, student records, registration, and payments in a one-stop area. The Student Success Centre aims to create the optimum conditions so that students can follow the path to academic success. Students may visit the Student Success Centre to pay a bill, request a certificate, obtain a form, arrange to bring a visitor on campus, obtain their transcript, see an academic advisor, ask about OU validation, change a course, and obtain or replace their student ID. The SSC web page has been set up to reflect the one-stop concept of the Centre and includes information from different departments. It may be accessed from the "Quick Links" on the ACG homepage ([www.acg.edu](http://www.acg.edu)) and it allows students to print forms or view the academic calendar, academic policies, final exams schedule, course schedule, graduation instructions, major requirements, frequently asked questions (FAQs), the e-mail directory, and financial aid and international student information.

#### **4.6 Disability Status and Provisions**

Students are responsible for alerting the Educational Psychologist to a known or suspected disability and/or learning difference, and for providing relevant documentary evidence if available. The Educational Psychologist suggests actions to be taken to accommodate such cases, having ensured that there has been full consultation with faculty in the department(s) responsible for the assessment of that student. The accommodation is approved by the Committee on Disability and Learning Differences. This action must be endorsed by the Chair of the relevant Board of Examiners in the case of the validated award. Information, guidance and support are provided to all disabled students who declare their disabilities. Students with disabilities and learning differences may be eligible for special accommodations, such as extra time for examination completion, and receive support and educational counseling from the Educational Psychologist on campus.

#### **4.7 Career Services**

The Office of Career Services offers centralized, comprehensive and coordinated career development, through appointments, sessions and workshops, building relationships and longstanding collaborations between students/alumni and potential employers. In the past three years the Office has expanded the quality of the services offered by acquiring a Career Services Manager tool, Goinglobal, as well as the handling of the international internship positions and the work study positions, transforming it thus into a hub for career-related issues. The Office moved dynamically to the era of social media utilizing Facebook and LinkedIn. The variety of programs and services offered to students and alumni include: counselling sessions about career advising and graduate studies advising; an online test

which identifies strengths and personality preferences aiming to assist the students in their selection of a major; Goinglobal, a tool offering job openings abroad; skills workshops about job search and job interview techniques; Career networking events; JobBank offering part-time and full-time positions; Career Days where the students have the opportunity to have a short interview with a company representative; International Internship program.

#### **4.8 Study Abroad**

The Study Abroad Programme not only brings US and international students to Athens, it also sends Deree students to several partner universities in the US and other countries. The International Internship and Study Abroad Program combines and provides a first-of-its-kind career and academic program in Greece and is open to all undergraduate students. Students have the opportunity to intern with a leading multinational company abroad and follow this up with a semester of study with an international partner university. The College is proud to be partnering with a select number of institutions that span the globe such as Northern Arizona University, Mercy College, Texas A&M, Kingsville, University of Utah, the American University in Cairo, and Richmond – The American International University in London, to name a few.

### **5. What to do if you.....**

#### **5.1 .....are absent for more than one day**

You must notify your instructor(s) if you are absent for more than one day. If you are going to apply for Mitigating Circumstances you will need to provide written evidence of the reason for your absence (see section 3.6).

#### **5.2 .....are ill**

If you are absent through illness on the day of an examination or assignment deadline and you intend to apply for mitigation, you must also provide us with details and any available evidence as soon as possible. Contact the Student Success Centre to get a copy of the appropriate Mitigating Circumstances form.

#### **5.3 .....have a comment, compliment or complaint**

We are committed to providing a quality, student-centered experience for all our students. We welcome comments and compliments from students, and find them valuable for on-going improvements. Comments and compliments about your course can be raised with your instructor(s) and/or Department Head. If you have a specific complaint about an act or omission of the College you may be able to make a formal complaint in writing under the Complaints Procedure (see section 3.8).

#### **5.4 .....are considering withdrawing from the course**

You must consult with your advisor if you wish to defer your studies, withdraw from a course, or to transfer registration from one course or award (major) to another. Applications for deferral, withdrawal or transfer should then be lodged with the Registrar's Office. Applications are subsequently considered by the Committee of Academic Standards and Policies (CASP). CASP decisions are governed by the following regulations:

- Students are permitted to change a course within the first two days of teaching.
- Beyond this period, students may withdraw from a course within the first two weeks of teaching whilst retaining the right to re-enroll in the said course in the future.
- Changes after this deadline will only be considered in exceptional circumstances. Students shall not be permitted to withdraw and then subsequently re-enroll in a course after the submission or completion of the first summative assessment.

#### **5.5 ....need a reference letter**

If you need a reference letter from one or more of your instructors, fill in the Reference Request Form from *myACG* (→ *Student Resources* → *Forms*), stating the reason why you need the reference, as well as the number of hard and/or electronic copies requested.

## **6. Other Relevant Policies**

### **6.1 Attendance Policy**

All students are required to attend 80% of instructional class time. Some programmes may impose a stricter attendance requirement.

Absence from a class does not exempt a student from completing the work for that class. Students who have exceeded the allowed threshold of absences will be referred by the instructor to the Registrar's Office. The Registrar will in turn inform the Committee on Academic Standards and Policies which, in the light of any evidence of extenuating circumstances supplied by the student, will decide whether the student must withdraw from the course (and receive an F grade).

### **6.2 Student Punctuality Policy**

It is the responsibility of students to be in class on time, and the responsibility of instructors to begin their class on time and end it on time. Students are

considered absent and will be recorded as such, if they arrive to class 10 minutes (or more) later than the scheduled class starting time.

Individual instructors reserve the right to have a more stringent policy, provided that this policy is listed in the Course Information Packet.

### **6.3 Turnitin Policy and Student Guidelines**

The College is using Turnitin software to assist in the detection of plagiarism. If a case of cheating is proven, disciplinary procedures will be followed, as described in sections 3.6 and 3.7. More information about the College's Turnitin Policy can be found in [Student Resources](#).

Guidelines for Student Use of Turnitin:

- Students are only permitted to submit their own work and only for assignments created by Deree faculty for Deree courses.
- Students are not allowed to submit the work of others.
- Students are not allowed to have their own work submitted by others.
- Students are responsible for submitting assignments to Turnitin on time.
- Work submitted to Turnitin remains in a large database of papers against which future papers are scanned.

### **6.4 Transfer of credits**

Students who transfer must be in Good Academic Standing at their previous institution. Students who wish to transfer from US institutions must have a cumulative index (CI) or overall Grade Point Average (GPA) of 2.75 or above. Transfer students must contact the Academic Advising Office and the Validation Office after they are admitted to the College.

### **6.5 Evaluation of Transfer Credits**

The transfer credit process begins immediately after the student's first registration and only after the student has submitted both the official transcript(s) and the course syllabi or descriptions of substantial length from official publications of the institution. Course syllabi may be required for a better evaluation of the student's completed prior academic work. All submitted documents not in English or Greek must be accompanied by certified English or Greek translations and must be submitted to the Validation Office before the end of the student's first semester. The assessment process of the student's prior academic work will be completed no later than two months (excluding vacation period) after the student has submitted a complete folder of the required documents as stated above.

Students cannot be granted credit (or be exempted from) courses at Level 6 and/or for more than 4 courses (i.e. 12 US credits or 60 UK credits) at Level 5. All transfer credit requests are handled by the Validation Office.

### **6.6 Credit by Assessment for Professional Experience**

Credit by assessment may be earned for experiential learning (professional experience) by experienced professionals\* who wish to begin or complete their studies. Such credit may fulfill up to 36 US credits required for a degree.

No credit by assessment can be awarded for Level six (6) courses, except for validated internship courses.

No credit by assessment can be awarded for more than four (4) Level 5 courses.

The method of assessment, the number of credits to be earned as well as the course(s) for which experiential credit will be given will be decided by the relevant academic department(s) depending on the disciplines for which credit has been requested. The academic department of the student's declared major will report the results of the assessment to the relevant School Dean for approval. The Office of the Dean will send the final approved evaluation to the Registrar's Office.

\*Students must submit an application in order to take advantage of the Credit by Assessment program. The application includes an updated resume and a statement that describes knowledge and skills gained through experience-based learning and how they relate directly to course(s) for which credit requested. Students may also submit certificates of training, work samples, and other documents appropriate as evidence of equivalent to college learning.

Once the application is approved a fee of 90 Euros per credit hour to be assessed will be charged to the student.

### **6.7 Student matriculation**

For the US NEASC accredited degree students have the right to complete their studies in accordance with the educational programs and requirements in effect at the time they were first admitted to the College. The maximum period of matriculation for a US NEASC accredited degree is 10 years.

If the degree requirements should change during the student's period of studies at the College, the student may choose to complete those degree requirements in effect upon entry or any other set of requirements introduced subsequently and prior to graduation; all the specified requirements for the particular degree chosen must be met.

Students must observe all current prerequisites for courses. Students may stay informed about current prerequisites/co-requisites of courses by consulting annually the latest on line College Catalog.

Re-admitted students are required to follow the program requirements in effect of their re-admission.

## **6.8 Safety, Health and Wellbeing**

The College committed to providing a vibrant and sustainable working environment that values wellbeing and diversity. This commitment exists alongside our wider legal and moral obligations to provide a safe and healthy working environment for our staff, students and members of the public who may be affected by our activities.

### **Disabled Students**

You are expected to declare any disability that would affect your safety in the event of a fire or earthquake, e.g. hearing impairment or the use of a wheelchair. Disabled students must declare their disability, to the College, for it to be taken into consideration.

### **Accident and Incident and Reporting**

All accidents and incidents and dangerous occurrences, must be reported to, and recorded by College staff. In case of accident or medical emergency, you need to contact the College nurse. ACG First Aid Protocol and Medical Emergency Flow Charts are given in [Student Resources](#).

### **Smoking**

No smoking is permitted in any of ACG buildings; if you do smoke outside our buildings please make sure that you stand at least five meters from building entrances and boundaries.



## **Appendices**

**Appendix A:** Undergraduate Online Catalog (including Regulations for Validated Awards of the Open University) <http://www.acg.edu/academics>

**Appendix B:** Programme Specification