



FRANCES RICH SCHOOL OF FINE AND PERFORMING ARTS

**STUDENT HANDBOOK**

**Ba (Hons) Art History**

**2016-2017**

**Award title**

BA (Hons) Art History

**Frances Rich School of Fine and Performing Arts  
Deree – The American College of Greece**

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## **1. Welcome to the Programme**

### **1.1 Message from the Dean**

In an intellectually invigorating environment, you will be exposed to different ways of thinking, and guided by a faculty of distinguished academics and professionals with international backgrounds and great commitment to their role as educators. The Frances Rich School of Fine and Performing Arts faculty bring valuable experience to the classroom and proven success in making the student educational experience unique and inspiring. In addition, the School's Annual Arts Festival creates the opportunity for students to enjoy performances and workshops conducted by Greek and foreign artists or academics. You will gain further exposure to prominent artists through several Arts at DERE events. The College's large art collection, gallery spaces, theatres and performance spaces also enhance the student academic experience.

I wish you the best in your studies at DERE.

Katerina Thomas, PhD  
Dean, Frances Rich School of Fine and Performing Arts

## **1.2 Message from the Programme Coordinator**

Art History faculty and students at Deree share a common passion: a passion for art and its history. We also share a common bias that art history is one of the most intriguing disciplines, as it intersects with many other fields in the humanities and social sciences.

The Art History programme at Deree was the first undergraduate programme in the discipline to be established in Greece in 1994. Since then we provide our graduates with a solid grounding in the discipline of art history as a historical, theoretical and critical enquiry. Our graduates have pursued postgraduate studies in the US and the UK and have found employment opportunities in art history or art related fields.

We consider Art History an enquiry in the human condition, which is constantly changing and redefining itself. As one of our graduates put it: “Art is about being Human.” We invite you to join us in this fascinating journey.

Welcome to Deree-The American College and the Art History Programme.

Angeliki Pollali, PhD  
Art History Programme Coordinator

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

### 1.4 Key Contacts

- American College of Greece: +30 210 600 9800
- Programme Coordinator: Angeliki Pollali, [apollali@acg.edu](mailto:apollali@acg.edu), ext. 1315, room 605
- Dean's Office: [fineperformingarts@acg.edu](mailto:fineperformingarts@acg.edu) ext. 1456, room 530
- 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
- Art History Society: [dc.artsoc@acg.edu](mailto:dc.artsoc@acg.edu)

### 1.5 Keeping in Touch

Academic and administrative staff 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**

In congruence with the mission of the College and of the Frances Rich School of Fine and Performing Arts, the mission of the Art History programme is to enable students to become self-reflective individuals, who make knowledge seeking an integral part of their lives.

More specifically the BA (Honours) Art History Programme is designed to:

- equip students with historical, theoretical and critical knowledge and understanding of a variety of cultures/regions/periods of Western art, while exposing them to non-Western art;
- produce graduates with the skills and critical curiosity necessary not only for art related fields, but also for a wider range of employment opportunities;
- provide a preparation for further academic study in the discipline of art history and related professional fields, in particular Gallery Studies.

## Programme Structure

Year 1 – Level 4			
Fall	Credits	Spring	Credits
<b>One of the following:</b> AT 2005 Art of Ancient Greece AT 2006 Style and Ideology in Roman Art and Architecture AT 2009 The Italian Renaissance	15	AT 2013 Modern Art	15
<b>One of the following:</b> AR 1017 Digital Image AR 2001 Visual Literacy	15	PH 2014 Aesthetics	15
<b>One of the following:</b> EN 2220 English Literature: From Chaucer to Swift EN 2222 The Making of America HY 2034 History of Ancient Greece HY 2015 History of Rome HY 2028 The Birth of Modern Europe PH 1000 Introduction to Philosophy PH 2016 Philosophy and Cinema PH 2020 Greek Philosophy	15	<b>One of the following:</b> AN 1000 Introduction to Anthropology AN 1003 Cultural Anthropology EC 1101 Principles of Macroeconomics PS 1000 Psychology as a Natural Science PS 1001 Psychology as a Social Science SO 1000 Introduction to Sociology SO 1001 Sociology of Modern Life	15
Year 2 – Level 5			
Fall	Credits	Spring	Credits
PH 3010 Ethics	15	AT 3029 From Van Eyck to Rembrandt	15
AT 3036 Critical Approaches to Art	15	AT 3018 Art After Modernism	15
<b>One of the following:</b> AT 3007 Byzantine Art and Architecture AT 3008 Sacred and Secular in Western Medieval Art and Architecture	15	<b>One of the following:</b> AT 3019 Islamic Art and Architecture AT 3016 African Art and Performativity	15
AT 3012 Pluralism in Nineteenth Century Art	15	<b>One of the following:</b> EN 2321 English Literature: From Romanticism to Modernism EN 2323 (Re)Writing America: From Realism to Modernism HY 3002 Great Thinkers and their Ideas HY 3061 Modern Greece: A troubled History HY 3005 Intellectual History of Modern Europe PH 3026 Existentialism PH 3009 Evolution and Revolution: Darwin, Freud, Marx, Nietzsche	15
Year 3 – Level 6			
Fall	Credits	Spring	Credits
AT 4034 Topics in Medieval Art	15	AT 4037 Topics in Renaissance Art	15
AT 4037 Topics in Modern Art	15	AT 4030 Selected Topics	15
AT 4039 Curating	15	AR 4040 Issues in Contemporary Art	15
AR 4002 Art Techniques and Media	15	<b>One of the following:</b> AT 4033 Feminism and Art History AT 4041 Art and Psychoanalysis AT 4042 Art and Post-structuralism	15
<b>Total UK credits: 360</b>			

Courses are offered according to student needs.



## Academic Staff

Bahtsetzis, Sotirios, BA Technical University, Berlin; MA, Technical University, Berlin; PhD, Technical University, Berlin – Part Time Instructor

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

Sotirios Bahtsetzis received his PhD in Art History and his MA in Science of Art and Art History from the Technical University of Berlin. He currently teaches at the Deree - American College of Greece and the Hellenic Open University. In 2003, he was research-coordinator at the Museum of Installation in London for the Thames & Hudson volume *Installation Art in the New Millennium*. He has taught at London Metropolitan University, Patras University, University of Thessaly, University of Nordwestschweiz, Basel and Columbia University New York (as a Fulbright Fellow in 2009). His research interests include history of installation art, visual studies, methodology of art history and gender studies. He contributes to catalogues and art theory journals with recent publications in E-flux Journal. He also works as a curator of contemporary art in collaboration with institutions such as the Thessaloniki Biennial, the Goethe Institute and Art Athina among others. He is a member of IKT, AICA, Association of Greek Art Historians and Ulmer Verein-Association of German Art Scientists.

Pollali, Angeliki, BA, Deree-The American College of Greece; MA, Columbia University; PhD, University of Essex – Professor I, Art History Programme Coordinator

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- +30 210 6009800 ext. 1315 / Room: 605
- Office hours are subject to change, and are posted each academic period on the blackboard.

Angeliki Pollali received her PhD in Art History and Theory from the University of Essex, her MA in Art History from Columbia University and her BA in History from Deree-The American College of Greece. She has published on Renaissance architectural theory and has co-edited an anthology on Francesco di Giorgio Martini (2011). She has organized sessions and given papers in the annual conferences of RSA (Renaissance Society of America), CAA (College Art Association) and EAHN (European Architectural History Network). Her research interests include architectural history and theory of the Italian Renaissance; gender studies; historiography and methodology of art history.

Thomas, Katerina, BA, Brandeis University; MA, Tufts University; PhD, Brown University – Dean of Frances Rich of Fine and Performing Arts

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Katerina Thomas received her PhD in classical archaeology from Brown University, her MA in classical archaeology from Tufts University and her BA with Honors in Mediterranean Studies and Classical Civilization from Brandeis University. Since 1988 she has been professor of archaeology and art history at DERE – The American College of Greece. She has held a number of administrative positions at DERE including Dean of Academic Affairs and Dean of Undergraduate Faculty, School of Arts and Sciences as well as Vice President and Dean of Faculty. She is currently the Dean of the new Frances Rich School of Fine and Performing Arts and faculty member of the Art History program. Dr Thomas has extensive archaeological field experience having participated in excavations at Kalavassos-Tenta and Kalavassos-Ayios in Cyprus, Lepreon and Eleusis in Greece, and La Muculufa in Sicily. From 1989-1997 she participated in Brown University archaeological projects at the site of Kasfiki in Corfu in collaboration with the Greek Archaeological Service and University of Louvain-la-Neuve. Her study of “Greek Decorative Pottery Seventh-Fifth Centuries BC” was published in KERKYRA, Artifacts from the Palaio polis, ed. by Rolf Winkes (Brown University, 2004). Since the summer 2004 through January 2009 she collaborated with the Brown University team led by Professor Rolf Winkes in the excavation of the site of Tongobriga in Portugal.

Trahoulia, Nicolette, BA, University of California, Los Angeles; MA, Harvard University; PhD, Harvard University – Professor II

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Nicolette Trahoulia has been teaching art history at Dere – The American College of Greece since 1999. She teaches a wide range of courses related to her various interests: the art of the medieval period in Byzantium and Western Europe, Islamic art, African art, and feminist art theory. Topics examined in her publications on Byzantine art include art and the ruler, the interface of the oral and the visual, and the performative in art. Recently her research has also engaged with feminist art theory in the context of contemporary Greek art. She holds a B.A. *magna cum laude* in art history from the University of California, Los Angeles and a Ph.D. in art history from Harvard University. She is a former Fulbright research scholar and a member of the Phi Beta Kappa academic honor society.

## Description of Modules

**AT 2005      ART OF ANCIENT GREECE – LEVEL 4**

The art of ancient Greece from the Geometric period through the coming of Rome. Diverse types of artistic production, including religious and secular architecture, sculpture, pottery, grave artefacts. Greek Art in its historical and social context.

UK Credits: 15

US Credits: 3/0/3

**AT 2006      STYLE AND IDEOLOGY IN ROMAN ART AND ARCHITECTURE – LEVEL 4**

The art of the Republic and the Empire to the time of Constantine the Great. The art of Etruria briefly considered.

UK Credits: 15

US Credits: 3/0/3

**AT 2009      THE ITALIAN RENAISSANCE – LEVEL 4**

Renaissance Art in Italy from the Trecento through the Cinquecento.

UK Credits: 15

US Credits: 3/0/3

**AT 2013      MODERN ART – LEVEL 4**

Artistic practices and key works of modern art relating to the period from the 1900s to the early 1960s.

UK Credits: 15

US Credits: 3/0/3

**AT 2124      WRITING ABOUT ART - LEVEL 4**

Introduction to the academic writing specific to the discipline of art history.

UK Credits: 15

US Credits: 3/0/3

**PH 2014      AESTHETICS – LEVEL 4**

The main issues in the philosophy of art and aesthetic appreciation. Overview of theories based on key concepts such as representation, form, artistic expression and creativity, aesthetic experience. Contemporary discussion of the definition and criticism of art, traditional and new arts, artistic institutions and cultural politics.

UK Credits: 15

US Credits: 3/0/3

**AR 2001      VISUAL LITERACY – LEVEL 4**

An investigation of a variety of visual structures as they

appear in contemporary cultures through art, design and media. Visual rhetoric and visual meanings are examined through texts and creative practice.

UK Credits: 15

US Credits: 3/0/3

**AR 1017      DIGITAL IMAGE – LEVEL 4**

Students will learn basic photography techniques and gain a thorough knowledge of Photoshop. Issues relating to memory, truth and the digital image, authorship and the concept of the amateur, and the unprecedented proliferation of images will be investigated. Students will learn a basic history of the recorded image, and explore current image strategies on the web and through the use of mobile phones. Concepts for image analysis and compositional meaning will be learned.

UK Credits: 15

US Credits: 3/0/3

**AT 3007      BYZANTINE ART AND ARCHITECTURE – LEVEL 5**

Art and Architecture from the fourth century to the end of the Byzantine Empire in 1453.

UK Credits: 15

US Credits: 3/0/3

**AT 3008      SACRED AND SECULAR IN WESTERN MEDIEVAL ART AND ARCHITECTURE – LEVEL 5**

The art and architecture of the medieval period in western Europe. From Hiberno-Saxon to Gothic.

UK Credits: 15

US Credits: 3/0/3

**AT 3029      FROM VAN EYCK TO REMBRANDT – LEVEL 5**

Examination of painting in the Low Countries and Germany in the period extending from c. 1400 to 1675, with emphasis on the 17<sup>th</sup> Century.

UK Credits: 15

US Credits: 3/0/3

**AT 3012      PLURALISM IN NINETEENTH CENTURY ART – LEVEL 5**

Art in Nineteenth Century Europe. Particular attention given to the socio-political context of art production and issues of gender identity.

UK Credits: 15

US Credits: 3/1.5/3

**AT 3018      ART AFTER MODERNISM – LEVEL 5**

Examination of the visual arts produced since the 1960s. Case studies of artistic practices and related art theories.

UK Credits: 15

US Credits: 3/0/3

- AT 3016      AFRICAN ART AND PERFORMATIVITY – LEVEL 5**  
 Art production of selected cultures from various geographical regions of Africa.  
 UK Credits: 15  
 US Credits: 3/1/3
- AT 3019      ISLAMIC ART AND ARCHITECTURE – LEVEL 5**  
 The art and architecture of the Islamic world, beginning in the seventh century with the early Arab Caliphates.  
 UK Credits: 15  
 US Credits: 3/0/3
- AT 3010      ETHICS – LEVEL 5**  
 Introduction to the basic problems and theories of moral philosophy.  
 The use of reasoning in moral assessment of actions and persons.  
 Emphasis on the connection between theory and practice by application of theories to issues that matter.  
 UK Credits: 15  
 US Credits: 3/0/3
- AT 4034      TOPICS IN MEDIEVAL ART – LEVEL 6**  
 In-depth critical analysis of a topic in the study of medieval art. The topic is chosen in advance.  
 UK Credits: 15  
 US Credits: 3/0/3
- AT 4037      TOPICS IN RENAISSANCE ART – LEVEL 6**  
 In-depth investigation of a topic related to the art of the Renaissance in Italy from the Trecento through the Cinquecento.  
 UK Credits: 15  
 US Credits: 3/0/3
- AT 4038      TOPICS IN MODERN ART – LEVEL 6**  
 In-depth investigation of a topic related to modern art.  
 UK Credits: 15  
 US Credits: 3/0/3
- AT 4039      CURATING – LEVEL 6**  
 Thematic investigation of the theoretical discourses and professional tasks related to contemporary curatorial theory and practice.  
 UK Credits: 15  
 US Credits: 3/0/3
- AT 4033      FEMINISM AND ART HISTORY– LEVEL 6**  
 Feminist critiques of art and the discipline of art history, as well as feminist art.  
 UK Credits: 15  
 US Credits: 3/0/3

- AT 4041     ART AND PSYCHOANALYSIS – LEVEL 6**  
Investigation of the critical approach to art and psychoanalysis. Art historical writings informed by psychoanalytic theory and related key psychoanalytic notions.  
UK Credits: 15  
US Credits: 3/0/3
- AT 4042     ART AND POSTSTRUCTURALISM – LEVEL 6**  
Investigation of selected aspects of post-structuralist theories and specific contemporary artistic practices.  
UK Credits: 15  
US Credits: 3/0/3
- AR 4002     ART TECHNIQUES AND MEDIA – LEVEL 6**  
Examination of various art making techniques and practices through studio work.  
UK Credits: 15  
US Credits: 3/0/3
- AR 4040     ISSUES IN CONTEMPORARY ART – LEVEL 6**  
Art considered for its relation to social and personal relevance. Interaction between different forms of art and their functions in society. Relational art, public practice and site-specific art work. Contemporary art explored through the works of renowned artists and major exhibitions. Theoretical and critical texts. Current trends of curating and installing art shows. Gallery and museum visits, artists' lectures and studio visits.  
UK Credits: 15  
US Credits: 3/0/3
- AT 4030     SELECTED TOPICS – LEVEL 6**  
In-depth investigation of a topic in art history related to an historical or critical/methodological aspect of the discipline. The topic of the seminar is chosen in advance and it supplements those existing in the program.  
UK Credits: 15  
US Credits: 3/0/3

**For Descriptions of Options in Humanities and Social Sciences (follow below), see: Undergraduate Online Catalog: <http://www.acg.edu/academics>**

**Two Options at level 4:**

**One** of the following:

EN 2220 English Literature: From Chaucer to Swift

EN 2222 The Making of America

HY 2034 History of Ancient Greece  
HY 2015 History of Rome  
HY 2028 The Birth of Modern Europe  
PH 1000 Introduction to Philosophy  
PH 2016 Philosophy and Cinema  
PH 2020 Greek Philosophy

**One** of the following:

AN 1000 Introduction to Anthropology  
AN 1003 Cultural Anthropology  
EC 1101 Principles of Macroeconomics  
PS 1000 Psychology as a Natural Science  
PS 1001 Psychology as a Social Science  
SO 1000 Introduction to Sociology  
SO 1001 Sociology of Modern Life

**One Option at Level 5:**

**One** from the following:

EN 2321 English Literature: From Romanticism to Modernism  
EN 2323 (Re)Writing America: From Realism to Modernism  
HY 3002 Great Thinkers and their Ideas  
HY 3061 Modern Greece: A troubled History  
HY 3005 Intellectual History of Modern Europe  
PH 3026 Existentialism  
PH 3009 Evolution and Revolution: Darwin, Freud, Marx, Nietzsche

**Programme Resources**

**Library Resources**

The 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 art history have access, in particular, to high-quality journals, images and other types of information through the following electronic resources:

- **Art Full Text (EBSCO)**  
An online database providing, citations, abstracts and some full-text coverage in all areas of art and art history. Includes full text from over 300 periodicals, many of which are peer-reviewed. Indexes reproductions of art works.
- **ARTstor**  
A digital library of more than 1.6 million images in the areas of art, architecture, the humanities and social sciences. Includes a set of tools to view, present and manage images.
- **JSTOR**  
A high-quality interdisciplinary archive of over 1,600 leading academic journals across the humanities, social and natural sciences, as well as select monographs and other materials. The entire collection is full text searchable, includes high-quality images and is interlinked by millions of citations and references. Includes core periodical titles on art and art history.
- **Oxford Art Online**  
Includes the full text of *The Dictionary of Art* (1996, 34 vols), a landmark reference work containing more than 45,000 entries. This content is maintained with regular updates and further enhanced by the annual addition of new articles on significant areas of the visual arts. *Oxford Art Online* includes over 6,000 images, as well as linking to *ARTstor*. Also included are: *Encyclopedia of Aesthetics* (1998), *The Oxford Companion to Western Art* (2001) and *The Concise Dictionary of Art Terms* (2001), as well as a host of teaching and research tools and resources.
- **Project MUSE**  
A full text collection of current content from nearly 150 scholarly journals in the fields of the humanities and the social sciences.
- **Academic Search Premier (EBSCO)**  
Citations, abstracts and full text of periodical articles covering all academic disciplines. More than 4,700 titles are available in full text, of which more than 4,000 are peer-reviewed.
- **Oxford Reference**  
A collection of over 200 general and subject-specific reference titles published by Oxford University Press, covering more than 25 subjects: from art to accounting, music to marketing, and computing to communication. Contains over 16,000 illustrations and more than 775 locator, physical and political maps.
- **EBSCO ebook Collection**  
A collection of over 132.000 ebooks covering all academic disciplines.



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. Art History staff is in close contact with the Librarian and Library staff to ensure continuous enhancement of academic resources relevant to the discipline.

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.

### **Laboratories**

Art History students benefit from new, state-of-the-art student computer lab in the Center for the Arts building, which replaced an older facility, doubling the number of students that can be served at any given time. The computer lab was designed by VOA architects in Chicago and was built by Technical Services and the Information Resources Management (IRM) departments of Deree-ACG.

Featuring 36 Dell personal computers and 4 Apple Macintosh computers, the lab has a number of new features to improve both the student learning experience and the aesthetics of the facility. The laboratory is equipped with flat screen monitors positioned throughout the room, displaying information from the instructor's computer. To reduce clutter and manage cords, the room has a raised floor to contain wiring. All 40 computer stations are fitted with ergonomic chairs and attractive, spacious work areas. In addition, new laser and ink jet printers are conveniently located in the room.

### **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 approximately 100 undergraduate modules. Students registering for these modules 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 DERE 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.

### **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 Centers'

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 DERE's Main Building and the Communications Building.

### **ACG Art Gallery**

A state of the art Gallery space is located in the basement of the John S. Bailey Library where students can assist in curating exhibitions or other projects related to the collection (for instance, art history students have been assisting the Registrar of the collection). The College has a large art collection (over 3500 works) focusing on artists connected with Greece.

### **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:

Amy Bryzgel, Lecturer in Art History, University of Aberdeen.

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 Programme Coordinator upon request.

### **2.3 Opportunities for Graduates**

The Art History programme/major is designed to provide you with a background for graduate work in the fields of art history and gallery studies. Career prospects include teaching (at all levels), museum or gallery work, work in auction houses and alternatives (following specialized training) such as conservation, archival studies, library sciences with a specialty in art history, arts administration, art law, art advising, art appraisal, art management, art investment, journalism, advertising, publishing and editing, antiquarian book trade and heritage management. Some of the professions that our graduates have followed include teaching, gallery work, art dealing and jewelry design.

In addition, the critical and analytical skills that art history students acquire as undergraduates as part of their liberal arts education, qualify them to work in fields not strictly related to art and art history.

## **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, assessments are governed by criteria which are explicit and communicated to students. More information on the assessment strategy of the College 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 DERE 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 DERE 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

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									
AT 2005	Art of Ancient Greece	O	15	Midterm in-class examination (50 minutes) 40%	Final in-class examination (1 hour and 50 minutes) 60%				Quiz - Short Answers
AT 2006	Style and Ideology in Roman Art and Architecture	O	15		Final Examination (1 hour and 50 minutes, comprehensive) 60%	1 <sup>st</sup> Assessment Essay (1000-1500 words) 40%			Essay
AT 2009	The Italian Renaissance	R	15			1 <sup>st</sup> Assessment Formal Analysis Essay (800-1000 words) 40%		2 <sup>nd</sup> Assessment Essay (1200-1500 words) 60%	Essay Drafts
AT 2013	Modern Art	R	15			1 <sup>st</sup> Assessment Formal Analysis Essay (800-1000 words) 40%		2 <sup>nd</sup> Assessment Essay (1200-1500 words) 60%	Essay Drafts
AT 2124	Writing about Art	R	15			1 <sup>st</sup> Assessment Annotated Bibliography 40%		2 <sup>nd</sup> Assessment Guided Research Paper (1500-1800 words) 60%	Drafts of Summative Assessments Oral Presentation of Guided Research Paper
PH 2014	Aesthetics	R	15	Midterm in-class examination (50 minutes) 40%	Final in-class Examination (1 hour and 50 minutes) 60%				Home assignment or In-class, 1-hour, diagnostic test
AR 1017	Digital Image	O	15			1 <sup>st</sup> Assessment Submission of project and presentation 40%		2 <sup>nd</sup> Assessment Submission and presentation of final project and portfolio 60%	Submission of project

AR 2001	Visual Literacy	O	15			1 <sup>st</sup> Assessment Submission of project 40%		2nd Assessment Submission of project 60%	Presentation
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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
<b>LEVEL 5</b>									
AT 3007	Byzantine Art and Architecture	O	15		Final Examination (comprehensive, take home) 50%	1 <sup>st</sup> Assessment Essay (1500-2000 words) 50%			Essay
AT 3008	Sacred and Secular in Western Medieval Art and Architecture	O	15		Final Examination in class, comprehensive (1 hour and 50 minutes) 50%	Essay (1500-2000 words) 50%			Essay
AT 3029	From Van Eyck to Rembrandt	R	15			1 <sup>st</sup> Assessment Annotated Bibliography 30%		2 <sup>nd</sup> Assessment Guided Research Paper (2000-2500 words) 70%	Draft of Guided Paper Student Presentation: In-class presentation of an assigned text
AT 3012	Pluralism in Nineteenth Century Art	R	15			1 <sup>st</sup> Assessment Annotated Bibliography 30%		2 <sup>nd</sup> Assessment Guided Research Paper (2000-2500 words) 70%	Draft of Guided Paper Student Presentation: In-class presentation of an assigned text
AT 3018	Art After Modernism	R	15			1 <sup>st</sup> Assessment Annotated Bibliography 30%		2 <sup>nd</sup> Assessment Guided Research Paper (2000-2500 words) 70%	Draft of Guided Paper Student Presentation: In-class presentation of an assigned text
AT 3109	Islamic Art and Architecture	O	15		Final Examination in class, comprehensive (1 hour and 50 minutes) 50%	1 <sup>st</sup> Assessment Essay (1500-2000 words) 50%			Essay
AT 3016	African Art and Performativity	O	15	Midterm Exam (take home) 50%	Final Examination (comprehensive, take home)				Essay
AT 3036	Critical Approaches to Art History	R	15			1 <sup>st</sup> Assessment Essay (1000-1500 words) 40%		2 <sup>nd</sup> Assessment Essay (1500-2000 words) 60%	Drafts of Summative Essays

PH 3010	Ethics	R	15	Midterm in-class examination (50 minutes) 40%	Final in-class Examination (1 hour and 50 minutes) 60%				Home assignment or In-class,1-hour, diagnostic test
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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
<b>LEVEL 6</b>									
AT 4034	Topics in Medieval Art	R	15			1 <sup>st</sup> Assessment Annotated Bibliography 20%		2 <sup>nd</sup> Assessment Research Paper (3000-3500 words)	Outline of paper; In class presentation of paper topic; Weekly in-class group presentation of the readings
AT 4037	Topics in Renaissance Art	R	15			1 <sup>st</sup> Assessment Annotated Bibliography 20%		2 <sup>nd</sup> Assessment Research Paper (3000-3500 words)	Draft of Research Paper; Oral Presentation
AT 4038	Topics in Modern Art	R	15			1 <sup>st</sup> Assessment Annotated Bibliography 20%		2 <sup>nd</sup> Assessment Research Paper (3000-3500 words)	Draft of Research Paper; Oral Presentation
AT 4030	Selected Topics	R	15			1 <sup>st</sup> Assessment Annotated Bibliography 20%	2 <sup>nd</sup> Assessment Oral Presentation 10%	3 <sup>rd</sup> Assessment Research Paper (4000-4500 words)	Research Paper draft; Oral Presentation of topic and methodology of research project
AT 4039	Curating	R	15			1 <sup>st</sup> Assessment Essay (1500-2000 words) 50%		2 <sup>nd</sup> Assessment Essay (1500-2000 words) 50%	Essay drafts; In class student presentations of assigned readings
AT 4033	Feminism and Art History	O	15			1 <sup>st</sup> Assessment Essay (1500-2000 words) 50%		2 <sup>nd</sup> Assessment Essay (1500-2000 words) 50%	Weekly in-class group presentation of the readings
AT 4041	Art and Psychoanalysis	O	15			1 <sup>st</sup> Assessment Essay (1500-2000 words) 50%		2 <sup>nd</sup> Assessment Essay (1500-2000 words) 50%	Essay drafts; In class student presentations of assigned readings
AT 4042	Art and Post-structuralism	O	15			1 <sup>st</sup> Assessment Essay (1500-2000 words) 50%		2 <sup>nd</sup> Assessment Essay (1500-2000 words) 50%	Essay drafts; In class student presentations of

									assigned readings
AR 4002	Art Techniques and Media	R	15			1 <sup>st</sup> Assessment Submission of project and presentation 40%		Submission and presentation of final project and portfolio 60%	Submission of project
AR 4040	Issues in Contemporary Art	R	15			1 <sup>st</sup> Assessment Submission of project and presentation 40%		Submission and presentation of final project and portfolio 60%	Submission of project

### **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 Programme Coordinator.

#### **Frances Rich School of Fine and Performing Arts Programme Committee**

The Frances Rich School of Fine and Performing Arts 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 DERE 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 Frances Rich School of Fine and Performing Arts.

#### **Art History Academic Society**

The Frances Rich School of Fine and Performing Arts **Art History** Programme has a student society, which organizes field trips, on-campus lectures, events related to topics of relevance to art history students, such as the Art History Week and informational meetings about the programme. The Art History Society has also the opportunity to participate in the organization of events in the context of the Arts Festival organized annually by the Frances Rich School of Fine and Performing Arts. 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 the programmes of the Frances Rich School of Fine and

Performing Arts. In that spirit, we ask prospective graduates a Senior Exit Survey. The survey includes questions on student satisfaction with the education provided by the Art History Programme and with their overall College experience at Deree. The aim is to identify areas of good practice as well as areas that need improvement. Student feedback is shared among AT staff and taken into consideration for implementing changes in the programme.

### **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, Programme Coordinator 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.

### **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, Appendix D - 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 DERE-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 The ACG Counseling Center**

The Counseling Center of The American College of Greece offers a broad range of psychological services available to currently enrolled DEREЕ students. Our services are designed to support, encourage, educate, counsel, and empower students in a college setting as they adjust to the challenges and transitions of university life as well as help faculty and staff function more effectively in their work with students.

Description of Services: The services rendered include assessment of various psychological and interpersonal difficulties and interventions in order to help students deal with those difficulties. Services are provided by graduate psychology students in practicum, under the supervision of clinical psychology faculty. Problems typically presented by students include, but are not limited to, the following: emotional problems such as depression, anxiety and intense fears; social problems, such as difficulties with peer interactions, aggression and social withdrawal; problems within the family of students, such as lack of effective communication; psychophysiological problems, such as migraines, headaches or psychosomatic symptoms; educational problems, such as learning difficulties; self-control problems such as eating disorders and smoking.

#### **ACG Educational Psychologist**

Deree's Educational Psychologist is concerned with helping undergraduate and graduate students who are experiencing difficulties within Deree's educational setting with the aim of enhancing their learning. The Educational Psychologist assesses learning needs by providing individual formal assessment, develops and supports therapeutic programmes and interventions and also makes formal recommendations on actions to be taken.

#### **4.7 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.

#### **4.8 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.

#### **4.9 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 Programme Coordinator. 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 DEREЕ faculty for DEREЕ 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