STUDENT HANDBOOK
BA (HONS) Theatre Arts

2016-2017

Updated fall 2019

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

Contents

All degree seeking students entering Deree- The American College of Greece (Deree-ACG) will be required to register for both the US, NECHE accredited bachelor's degree, and the European - UK award validated by the Open University. The following may be exempted from this rule: a) Students pursuing parallel studies at the Greek University/TEI. b) Transfer students who have transferred 92 US credits or above applicable to their program c) Readmitted students who have interrupted their studies before 2010 will have the option of pursuing only a Deree US degree. Students who wish to be considered for these exemptions must petition the Committee on Academic Standards and Policies (CASP) through the Student Success Center during the first month after their initial registration at Deree.

1. Welcome to the Program

1.1 Message from the Dean

Welcome to the Frances Rich School of Fine and Performing Arts. I hope your educational experience here will be an enjoyable and inspiring journey that will broaden your horizons and impart in you respect for and interest in other ways of thinking. The chance to study with distinguished faculty in an environment conducive of learning will present you with numerous opportunities, which in the context and time offered to you will be unique. Respond to these opportunities enthusiastically as this choice will benefit you significantly in your future pathways. Your intellectual curiosity will be invigorated and your creativity steered and enhanced by the academic process. I very much look forward to experiencing your artistic production in the course of your studies at DEREE.

Katerina Thomas, Ph.D.
Dean, Frances Rich School of Fine and Performing Arts

1.2 Message from the Department Head:

Welcome to the BA (Hons) Theatre Arts program at DEREE- ACG. Our Department aims to provide you with the necessary theoretical knowledge as well as the practical experience of the various existing performance professions, modelled on contemporary contexts. Our goal is, upon successful completion of the program, to enable you to aim for specialization in competitive Master's programs. We hope that this program will lay the foundation for genuine, skillful and open-minded future artists. I wish your studies to become a memorable experience!

Thanos Vovolis
Department Head ad interim, Theatre Arts and Dance Department

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: avovolis@acg.edu +30 210 600 9800 x 1320
- Dean's Office: katerinathomas@acg.edu +30 210 600 9800 x 1456
- Academic Advising Office: dc.adv@acg.edu ext. 1431
- Student Success Centre: ssc@acg.edu ext.1326, 1333
- Registrar's Office: registrar@acg.edu ext. 1331, 1328, 1449, 1445
- Validation Office: validation@acg.edu ext. 1428
- Student Affairs: studentaffairs@acg.edu ext. 1197, 1442
- Student Government: dc.sgorg@acg.edu ext.1373
- Library helpdesk: libraryreference@acg.edu ext. 1434, 1267
- SASS: sass@acg.edu ext.1273, 1276
- Study Abroad Office: studyabroadoffice@acg.edu ext. 1029, 1412
- Career Office: career@acg.edu ext. 1313, 1316
- Educational Psychologist: Dr. Natassa Triga, atriga@acg.edu ext. 1167
- College Nurse: Nora Beliati, tbeliati@acg.edu ext. 1500

- Management Society: dc.mgnsoc@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.

Departmental staff contact information:

Vovolis Thanos: Instructor**,** Head of Theatre Arts and Dance Department
B.A., Dramatiska Institutet, Stockholm
Areas of teaching: Scenography, Costume and Masking design, Stagecraft, Performance analysis, Contemporary performance practices, Site specific performance, Interdisciplinary performance
Email:avovolis@acg.edu

Drakopoulou Katerina: Instructor, Theatre Arts
M.A., The University of Huddersfield
M.A., Goldsmiths College, University of London
B.A., the University of Kent
Areas of Teaching: Physical theatre and movement
Email: kdrakopoulou@acg.edu

Glynatsis Themelis: Instructor, Theatre Arts and International Honors Program
(BA Hons) The University of Kent,
(MA) University of Nottingham,
(PhD) University of London
Areas of teaching: Dramaturgy, Critical theory, Theatre traditions
Email: tglynatsis@acg.edu

Koutsourelis Marios: Instructor, Theatre Arts
B.A., City University of New York; M.A., San Francisco State University
Areas of Teaching: Theatre analysis, Lighting for Theatre and dance, Theatre history, Stagecraft
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Milolidaki Maira: Instructor, voice and speech

Advanced vocal technique and repertoire studies, Accademia di Santa Cecilia, Rome, Italy
Diploma, classical singing, Athens Conservatoire
PhD, semiotics in contemporary music, Paris IV-Sorbonne University
Areas of teaching: vocal and breathing techniques, musicality in theatre
Email: mmilolidaki@acg.edu

Mourelou Daphne: Instructor, Dance, P.h.D. Dance Program Coordinator
Areas of Teaching: Improvisation, Movement
Email: dmourelou@acg.edu

Nikolopoulou Katerina: Assistant Professor I, Theatre Arts,
B.A., The City University of New York, Hunter College; M.A., New York University
M.A. National and Kapodistrian University of Athens and School of Education and
  Institute of Education University of London, Joint Master of Arts in Education and Human Rights
Areas of teaching: Directing, Performance theories and practices
Email: katnikolopoulou@acg.edu

Simatou Eva: Instructor, Theatre Arts
B.Sc., M.A., The City University of London
Diploma, The Advanced Drama School of Athens Art Theatre
Areas of teaching: Acting techniques, Theatre history, Improvisation
Email*: evasimatou@acg.edu

2. Studying on this Program: The Mission of the Program
2.1 Educational Aims and Objectives of the program
•	Prepare students to a high level of technical performance competence and creative abilities that will enable them to seek employment within the theatre sector and related professions in Greece and abroad.

•	Develop students' critical and analytical skills in order to reflect on their creative practice and that of others and thus locate their artistic practice - within a socio-cultural and historical context in which performance is created and realized.

•	Develop modes of intellectual enquiry and research skills appropriate to the understanding of drama and performance.

•	Provide bridges into the profession through regular encounter with theatre artists and related practitioners.

•	Facilitate the students' progress into autonomy and self-determination through the cultivation of the students' individual artistic voice that is nonetheless able to work effectively in, and contribute to, collaborative and collegiate enterprise necessary to succeed in a global environment.

2.2 Learning Outcomes

A. Knowledge and Understanding

By the end of the program, students will be able to:

A1. Demonstrate knowledge of the work of key practitioners and practices from different periods of theatre history, in their cultural and historical context; and locate their practice within these.

A2. Analyse and compare the forms, practices, traditions and histories of performance and the theoretical explanations of those histories;

A3. Analyse texts and effect the transition from page to performance;

A4. Demonstrate an understanding of the processes, by which performance is created, realised and managed and the socio-cultural milieu that shapes these;

B. Cognitive Skills

By the end of the program, students will be able to:

B1. Analyse a variety of texts, including secondary sources and theoretical writings;

B2. Apply critical and logical thinking and make reasonable judgments based on and supported by evidence;

B3. Apply drama and theatre studies concepts and theories in the development and evaluation of their practice and/or that of others

C. Practical and Professional Skills

By the end of the program, students will be able to:

C1. Take part in research independently or in a group;

C2. Plan and write essays and research papers that make use of critical reading and bibliographic skills appropriate to the discipline

C3. Apply acting, voice and movement techniques in performance;

C4. Contribute to the creation and production of performance through techniques, crafts and working methods; including theatre technology;

D. Transferable Generic Skills

By the end of the program, students will be able to:

D1. Utilize information technology skills such as word processing and the ability to access electronic data;

D2. Communicate effectively and persuasively orally and in a variety of written forms;

D3. Work independently or in a group, demonstrating skills in leadership, organisation of self and others, decision-making, problem solving and the meeting of deadlines.

Progression from Level to Level

All modules are assigned one of the three level designations (Level 4, Level 5, level 6) according to the increasing demands being placed upon students as they undertake learning at higher levels.

Students must first complete all Level 4 modules before they take Level 5 modules and must have complete half of Level 5 modules before they take Level 6 modules. Students who have entered the College as of Fall 2016 must follow the above rule without any exception.

Program Structure
LIBERAL EDUCATION   43 CREDITS

Core Courses	
WP 1010 Academic Writing	3
WP 1111 Integrated Academic Writing and Ethics	3
EN 1212 Academic Writing and Research	3
Mathematics (basic statistics, college algebra, OR higher*)	3
SP 2300 Presentation Skills *or* EN 2342 Professional Communication *or* equivalent	3
CS 1070 Introduction to information systems *or* equivalent *	3
Any Natural Science with a lab	4
Liberal Education Electives	
LE designated course in STEM/ Natural Sciences	3
LE designated courses in the Social and Behavioral Sciences *(from more than one discipline)*	9
LE designated courses in Humanities *(from more than one discipline)*	6
LE designated course in Fine and Performing Arts	3

Program Structure - LEVEL 4
Compulsory modules
DR2200 The Theatrical Event
DR2010 Movement for the Stage
DR2015 Voice & Speech I
DR2111 The Space of Performance
DR2013 Introduction to Acting
DR2126 Theatre in Athens
DR2032 Stage Craft
DR2461 Introduction to Theatre Practice

Program Structure – LEVEL 5
Compulsory modules
DR31XX Practical Dramaturgy
DR3762 Theatre as a Collaborative Practice
DR3246 Performance as a Political and Social Act
DR3228 Introduction to Directing

Optional modules (four selected from :)
DR3118 Stage Lighting
DR3227 The Scenographic Space of Performance
DR3038 The Face & the Mask
DA3015 From Improvisation to Emergent Form
DR3034 Sound in Theatre
DR3140 Acting the Scene
DR3110 Movement for the Theatre Practitioner
DR3116 Voice & Speech II

MU3060 Music Theatre Workshop I

Program Structure - LEVEL 6
Compulsory modules
DR4423 Critical and Contemporary Performance Practices
DR4819 Performing Repertory
DR4521 The classical tradition in a contemporary context
DR4719 Final Year Project

Optional modules (four selected from :)
DR4329 Advanced Directing
DR4241 Advanced Acting
DR4047 Costume Design
DR4047 Stage Combat
DR4025 Computational Media and Interactive Arts
DA4069 Physical Theatres
DR4063 New Spatialities: Contemporary Performance and Outdoor Space

Course Description:

DR 2010 MOVEMENT FOR THE STAGE   3/0/3
 UK LEVEL 4   UK CREDITS: 15
PREREQUISITES: None
CATALOG DESCRIPTION: Laban's movement analysis. Eukinetics, the analysis of
movement of the performers as well as Choreutics, the analysis of movement in relation to the
scenic space. The role of movement in establishing dramaturgy. Dynamics of the movement of
all aspects of stage: performer, props, scenography.

DR2015 VOICE AND SPEECH I   3/0/3
UK LEVEL 4   UK CREDITS: 15
PREREQUISITES: None
CATALOG DESCRIPTION: The voice as a principal means of communication in the theatre
as well as in everyday life. An exploration of mental and emotional aspects of vocal expression
.A deeper understanding of the body's function in voice production.

DR 2032 STAGECRAFT   3/0/3
 UK LEVEL 4   UK CREDITS: 15
PREREQUISITES: None
CATALOG DESCRIPTION:
Technical and production aspects of contemporary theatre, dance and performance practice.
Managing a performance. Risk assessment. Production plans and budget. Key terminology of
theatre production practice. Examination of case studies in theatre production.

DR2012 THE ACTOR'S PROCESS   3/0/3
 UK LEVEL 4   UK CREDITS: 15
PREREQUISITES: None

CATALOG DESCRIPTION: The study of Stanislavski's technique from a theoretical as well as a practical viewpoint - physical action on stage, imagination, concentration of attention, truth and belief, communion, adaptation, tempo-rhythm, and emotional memory.

DR 2116 PERFORMANCE IN ATHENS 3/0/3
UK LEVEL 4   UK CREDITS: 15
PREREQUISITES: WP1010 Introduction to Academic Writing
CATALOG DESCRIPTION: Trends in national and international theatre and performance encountered through attendance of performances taking place in Athens. Students discuss and analyse performances in the class.

DR 2111 THE SPACE OF PERFORMANCE 2/2/3
  UK LEVEL 4   UK CREDITS: 15
PREREQUISITES: WP 1010 Introduction to Academic Writing
CATALOG DESCRIPTION: Elements of theatre space and design in a historical, cultural, political, social and technological context, through theory and workshops. Design and practical skills required of the contemporary scenographer.

DR 2220 THE THEATRICAL EVENT 3/0/3
 UK LEVEL 4   UK CREDITS: 15
PREREQUISITES: WP 1010 Introduction to Academic Writing
                 WP 1111 Integrated Academic Writing and Ethics
CATALOG DESCRIPTION: History of theatre from a historiographical perspective. Comparative study of major concepts, trends and practitioners that have defined the nature of theatre through the ages. Development of theatre spaces. Evolution of techniques. Emergence of the various theatre professionals. Relationship of theatre to its social-cultural and political contexts. Introduction to historical analysis of theatre. Evaluation of first and secondary sources.

DR2461 INTRODUCTION TO THEATRE PRACTICE 2/2/3
  UK LEVEL 4   UK CREDITS: 15
PREREQUISITES: DR2010 Movement for the stage
                 DR2015 Voice & Speech I
                 DR2111 The Space of Performance
                 WP1010 Academic Writing
CATALOG DESCRIPTION: Exploration of a wide range of performance, directing and theatre making skills. Introduction to theatre practice through three fundamental perspectives: action, architecture, audience. Exploration of the relationship between making, performing and appreciating.

DR3139 PRACTICAL DRAMATURGY 3/0/3
UK LEVEL 5   UK CREDITS: 15
PREREQUISITES: WP1010 Introduction to Academic Writing
CATALOG DESCRIPTION: Examination of the elements, which make up the foundation of a play, determining which specific information within a written text is transferable into performance as dramatic action, character, context and narrative. Clear delineation of core

applicable material from secondary dependent information, defining for the theatre maker how to apply effective textual analysis, selecting from within theatrical dialogue, conversation and literary prose the vital details, which form the basis of dramatic creation.

DR3228 THE DIRECTING PROCESS   2/2/3
UK LEVEL 5   UK CREDITS: 15
PREREQUISITES: DR3139 Practical Dramaturgy
                 WP1010 Academic Writing
CATALOG DESCRIPTION: Directing for the stage. Main principles and responsibilities. Students direct short scenes within a theatrical space.

DR 3246 PERFORMANCE AS A POLITICAL AND SOCIAL ACT 3/0/3
UK LEVEL 5   UK CREDITS: 15
PREREQUISITES: WP1010 Introduction to Academic Writing
                  WP1111 Integrated Academic Writing and Ethics
CATALOG DESCRIPTION: An investigation into the larger concept of performance and role-playing in daily life. Recent histories of civil disobedience, political protest strategies, and media theatre are examined. Individual acts in social space are viewed self-consciously as performance with political implications.

DR 3762 THEATRE AS A COLLABORATIVE PRACTICE   1/4/ 3
UK LEVEL 5   UK CREDITS: 15
PREREQUISITES: DR 3139 Practical Dramaturgy
                         DR 3228 The Directing Process
                         DR 2361 Introduction to Theatre Practice
                         DR2010 Movement for the Stage
                         DR2015 Voice & Speech I
                         DR2111 The Space of Performance
                         WP 1010 Introduction to Academic Writing
CATALOG DESCRIPTION: Students work in 'companies' to explore the fundamental collaborative nature of theatre practice. Opportunity to focus on different aspects of production: actors, directors, designers, stage managers, producers,   Realization of a play to performance. Choice of plays is based on the needs of the group (s) and from a wide range of styles and genres. Students need to be prepared to rehearse outside of class-time.

DR 3101 MOVEMENT FOR THE THEATRE PRACTITIONER   3/0/3
UK LEVEL 5   UK CREDITS: 15
PREREQUISITES: DR 2010 Movement for the Stage
CATALOG DESCRIPTION: Study of the use of movement specifically in text based performance. Exploration of the inter-relationship of the use of movement in acting, directing, and design.

DR 3116 VOICE AND SPEECH II   3/0/3
 UK LEVEL 5   UK CREDITS: 15
PREREQUISITES: DR 2015 Voice and Speech I

CATALOG DESCRIPTION: Exploration of effective diction, pronunciation and clear vocal expression, applying learned principles to the text and its aural equivalent.

DR 3140 ACTING THE SCENE   3/0/3
 UK LEVEL 5   UK CREDITS: 15
PREREQUISITES: DR2012 The Actor's Process
CATALOG DESCRIPTION: Developing a character from a theatrical play. Scene work.

DR 3227 THE SCENOGRAPHIC SPACE OF PERFORMANCE   2/2/3
 UK LEVEL 5   UK CREDITS: 15
PREREQUISITES: DR 2111 The Space of Performance
                                WP1010 Academic Writing
CATALOGUE DESCRIPTION: The course examines the history, practice and key developments of 20th and 21st century scenography, charts its links with theatre architecture and dramatic space and identifies key scenographic theories and approaches. Students complete a design process in order to gain experience in the skills required of the scenographer, including 3D modelling and portfolio.

DR 3118 STAGE LIGHTING   2/2/3
UK LEVEL 5   UK CREDITS: 15
PREREQUISITES: DR2032 Stagecraft
CATALOG DESCRIPTION: Principles of lighting design.   From vocabulary to technology to techniques. Issues of aesthetics and style. Design and practical realization of a lighting design.

DR3038THE FACE AND THE MASK   2/2/3
UK LEVEL 5 UK CREDITS: 15
PREREQUISITES: None
CATALOG DESCRIPTION: History, practice and key developments of facial masking in theatre and the arts in a historical, cultural, political and social context, through theory and workshops. Introduction exercises to working with masks on stage.

DR 3034 SOUND IN THEATRE   3/0/3
 UK LEVEL 5 UK CREDITS: 15
PREREQUISITES: None
CATALOG DESCRIPTION: Exploration of the role of sound and acoustics in theatre performance. Sound events as an intrinsic aspect of a play's dramaturgy. The relationship of sound and space, sound & technology and the theatrical presence of performers and objects on stage. Historical analysis of sound and music within theatre works. Overview of the techniques and the tools of sound design and the sound designer's role in the collaborative design process in the theatre setting.

DA3015 FROM IMPROVISATION TO EMERGENT FORM   3/0/3
UK LEVEL 5   UK CREDITS: 15
PREREQUISITES: None

CATALOG DESCRIPTION: Improvisation from an interdisciplinary perspective. Introduction to improvisation as a tool for collaborative cross-arts practice. Approaches to improvisation with reference to key practitioners (e.g. Cage, Fluxus, Klein, Judson Church, Gibson word-pieces). Students work toward the creation of short performance scores and presentations. Improvisation in non-theatre contexts.

MU3060 MUSIC THEATRE WORKSHOP I   3/0/3
UK LEVEL 5   UK CREDITS: 15
PREREQUISITES: None
CATALOG DESCRIPTION: The course offers students training in singing, acting, dancing and performance techniques drawing from musical theatre and opera literature. The coordination of dialogue, singing, choreography and staging is developed.

DR 4423 CRITICAL PRACTICES AND CONTEMPORARY PERFORMANCE 3/0/3
 UK LEVEL 6 UK CREDITS: 15
PREREQUISITES: WP1010 Academic Writing
                  WP1111 Integrated Academic Writing and Ethics
                  DR2220 The Theatrical Event
                  DR3246 Performance as a Political and Social Act
CATALOG DESCRIPTION: The course examines contemporary performance practices, key practitioners and theories of performance, drawing on a variety of approaches to illuminate the complex meanings generated by and through performance practice in societal contexts. Issues of aesthetic form, artistic intention, audience, the community and the sites where the performances occur.

DR 4521 THE CLASSICAL TRADITION IN CONTEMPORARY CONTEXTS 2/2/3
UK LEVEL 6 UK CREDITS: 15
PREREQUISITES: SP 2300 Presentation Skills or EN 3342 Professional Communication
                  DR2220 The Theatrical Event
                  DR3246 Performance as Political and Social Act
                  WP1010 Academic Writing
                  WP 1111 Academic Writing, Research and Ethics
CATALOG DESCRIPTION: Practical and analytical study of Classical theatre tradition in contemporary performance practice. Issues of adaptation across socio-cultural milieu, aesthetics and language. Explorations of the conventions and methods of Ancient and Early Modern European plays, and the applications of these or 21st Century performance. Issues of appropriation. Analysis of recent performance adaptations of classics.

DR 4819 PERFORMING REPERTORY   1/4/3
UK LEVEL 6   UK CREDITS: 15
PREREQUISITES: DR2010 Movement for the Stage
                        DR2015 Voice & Speech I
                        DR2111 The Space of Performance
                        WP1010 Academic Writing

DR 2461 Introduction to Theatre Practice
DR 3762Theatre as a Collaborative Practice
DR3228 The Directing Process
R3139 Practical Dramaturgy

CATALOG DESCRIPTION: Advanced experience in theatre practice giving students opportunity to work under industry-level models under the tutelage of a professional theatre practitioner. Engagement with industry. The final production is a showcase to be performed in public.

DR 4241 ADVANCED ACTING   2/2/3
UK LEVEL 6   UK CREDITS: 15
PREREQUISITES: DR 2013 The Actor's Process
                 DR 3140 Acting the Scene
CATALOG DESCRIPTION: Advanced scene study. Further development of the actor's craft in approaching a character and rehearsing effectively.

DR 4329 ADVANCED DIRECTING   2/2/3
UK LEVEL 6   UK CREDITS: 15
PREREQUISITES: DR3228 The Directing Process
                           DR31XX Practical Dramaturgy
                           WP1010 Academic Writing
CATALOG DESCRIPTION: Advanced study of directing. Students direct a theatrical text and apply staging techniques and directing theories.

DR 4063 STAGE COMBAT   1/4/3
UK LEVEL 6   UK CREDITS: 15
PREREQUISITES: None
CATALOG DESCRIPTION: Stage combat techniques. Technical and aesthetic aspects of stage combat with sword, knife as well hand-to-hand combat. Safe portrayal of violence onstage within the context of a play. The role of stage combat within professional theatre practice. Eye/hand coordination, principles of safety in working with a partner. Solo and ensemble work in a fight sequence.

DA 4069 PHYSICAL THEATRES   3/0/3
UK LEVEL 6   UK CREDITS: 15
PREREQUISITES: None
CATALOG DESCRIPTION: Physical Theatre, its methods and main practitioners. Historical and critical contexts that gave rise to the form and situates it in the interstice between dance and dramatic theatre, circus and performance. Comparative analysis of the work of key practitioners within a socio-cultural context.

DR 4047 COSTUME DESIGN   3/0/3
UK LEVEL 6   UK CREDITS: 15
PREREQUISITES: None

CATALOG DESCRIPTION: The theory and practice of costume design. From its beginnings to the present. Working and research methods.

DR 4063 NEW SPATIALITIES: CONTEMPORARY PERFORMANCE AND OUTDOOR SPACE   1/4/3
UK LEVEL 6   UK CREDITS: 15
PREREQUISITES: None
CATALOG DESCRIPTION: The course examines the quest of contemporary performance practices for new spatialities shaped by diverse negotiations and the dynamics of the real, open, outdoor and public space. Space is thus regarded as an open territory for the performance event, a boundless space in continuous process of emergence and metamorphosis.

DR 4025 COMPUTATIONAL MEDIA AND INTERACTIVE ARTS   3/0/3
 UK LEVEL 6   UK CREDITS: 15
PREREQUISITES: None
CATALOG DESCRIPTION: Computation in Art; fundamentals of computer programming, techniques in computer vision, sound generation, image processing, and networking used to create art pieces and interactive installations. Use of the "Processing" programming language.

Program Resources
Library Resources: John S. Bailey Library provides extensive print, electronic and audio-visual resources in support of the College's academic programs. 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) on campus as well as remotely. Students have access to high-quality journals, statistical data and reports, industry profiles and other types of 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.

EBSCO eBook Collection
A collection of over 132.000 e-books covering all academic disciplines.

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

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

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 programs.

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 licenses currently in operation. Licenses are per machine and are renewed every 5 years.
➢ SPSS: 100 licenses currently in operation. Licenses are concurrent and are renewed annually.
➢ E-views: 3 licenses currently in operation. Licenses are per machine and are renewed annually.
➢ Blackboard platform: The license is renewed annually.
➢ Turnitin Plagiarism Detection software: License 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 accesses 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.
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 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 program and that your award is of the same standard as similar programs offered by other UK higher education institutions.

The External Examiner for this program is: Dr Peader Kirk, Lecturer, University of Bedfordshire

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.

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 of the College is given in Student Resources.The general grading criteria employed by the College are set out in Appendix B.

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 Appendix A.

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.

3.2 Giving your Feedback about this Program

We are keen to work with you to enhance your program. Opportunities for you to feedback to us formally include student participation in the Program 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.

Frances Rich School of Fine & Performing Arts

The **Frances Rich School of Fine & Performing Arts** Program Committee is responsible for the routine monitoring of programs, 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 Program Committee is chaired by the Academic Dean of the School. Committee membership includes all Department Heads and Program 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.

Departmental Academic Society

The Theatre Arts & Dance Department has a student society, which organizes field trips, on-campus lectures, and informational meetings about the program and which participates with other student societies in organizing College-wide events. 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 program 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.

Senior Exit Survey

Student feedback comprises an integral part in the continuous development and success of programs. In that spirit, we ask prospective graduates a Senior Exit Survey. The survey includes questions on student satisfaction with the education provided by the **Frances Rich School of Fine & Performing Arts** 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. 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 Program?
Your feedback helps us to continually enhance this program. 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 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 Appendix D – 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 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) 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 Program 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 Health and Safety in the Theater Arts & Dance Department

Knowledge of and abiding to health & safety guidelines are now a common aspect of all work in Theater production- whether as actors, dancers, directors, choreographers, front-of-house, managers, designers and technicians. Employers expect all Theater and dance artists to be aware of these, therefore it is our responsibility as part of your education and training to ensure that you become progressively knowledgeable of Health & Safety regulations not only within the school but also nationally and internationally. The following guidelines are set as guidance for health and safety considerations in the Theater & Dance Department but also as help and support to your progress into the Theater profession.

These guidelines apply to all spaces used for rehearsal and performances including, but not limited to, the Black Box Theater, Studio 2 and the Dance Studio.

The pedagogy at the Theater Arts & Dance department promotes artistic exploration and innovation. However, with these come a potential increase of risks such as personal injury and property damage. In order to maintain artistic exploration and support a healthy low risk environment Health & Safety considerations in consultation with your instructors should be part of all stages of your work, from the start of the rehearsal period, to the production get-in days up to the final performance.

It is important to note that safety *is the responsibility of everyone*, and therefore, we are all committed to keep within the framework of laws, regulations, local and international that operate in Theater, dance and performance production.

General principles of health and safety in the Theater:
- The main safeguard of health and safety in the Theater is planning! A good rehearsal and production schedule that takes into consideration the final performance in relation to time and resources available is the best way to establish a working environment that is not only safe but also less stressful!
- With careful planning, you will be able to anticipate problems and avoid unnecessary risks that tend to come when deadlines are too tight!
- Assessing risks is not always easy, which is why it is very important to highlight issues in an on-going manner, in production meetings, tutorials, etc.

Main Causes of accidents

- Lack of proper training. • Misunderstanding. • Consciously ignoring safety procedures. • Poor planning. • Fatigue. • Not staying focused on your work or being distracted. • Hurrying. • Taking unnecessary risks. • Using equipment that has not been properly maintained.

Examples of risks:

- **Stress**
    - Lack of planning
    - Unforeseen events affecting the work plan
    - Unrealistic goals in relation to actual resources
    - Cooperation problems

- **Fire**
    - Heat sources close to combustible material
    - Live fire
    - Broken and overloaded electrical equipment
    - Textiles and scenic materials that are not flame retardant.

- **Falling equipment**
    - Defective lifting equipment
    - Unsecured lights, speakers or other technical equipment
    - Broken / loose gadgets on fixtures
    - Unsecured decor
    - Small objects dropped from a height

- **Electrical**
    - Lack of knowledge/training in the use of equipment
    - Worn or incorrect installation
    - Faulty power cable or device
    - Electronics and electricity in combination with liquids
    - Work on electrical equipment outdoors in moist environments with incorrect insulation

- **Tripping and slipping hazard**
    - Fall from ladder, podiums or bridges
    - Individual flights
    - Loose objects on the floor
    - Poor lighting on stairs
    - Lack of work lights
    - Poorly marked protruding decor / Stand.
    - Wet or oily floors.
    - Floor or platforms with low strength.

- **Other**
    - Loud noises from your rehearsal and production that may affect others working close by.
    - Cuts and scratches due to rough edges in equipment.

       o Carrying heavy loads without proper support or help.
       o Not warming up properly before physical work.
       o Working in partner/combat exercises without proper supervision and/or support

The most common accidents in Theaters and related venues are caused by: falls from heights, falling objects, crushing, fire, and electric shocks. By following these rules, you can reduce risk:

- Never work off the ground (even a low chair) if you are alone in the room. IF working on a ladder always ensure that you have a person standing with both feet on the bottom step to increase stability.
- Be careful where you place the ladder so that the surface is even.
- All objects that are hung in the docks and cables must be secured with appropriate security cable.
- Ensure that no objects can fall and hurt someone on the floor.
- Do not block emergency exits even though it is not an entrance for the audience to come in.
- Make sure there are fire extinguishers on the premises.
- Tape and secure all wires and cables lying on the floor to avoid tripping hazard.
- Do not use equipment that you are not trained to use, even if it seems simple to operate.
- Do not bring electrical equipment (other than personal music players, video cameras) into rehearsals without prior consent/approval from Technical Services.

Guidelines for Technical work in the Black Box Theater:
Lighting equipment including lighting consoles:
- A lighting system for theater needs constant supervision.
- Only trained and qualified individuals are allowed to operate the light board and dimmers.
- Only employees of Technical Services are allowed to repair or maintain lighting and other electrical equipment.
- There will be no unsupervised use of the technical facilities, all use of facilities must be part of a carefully considered rehearsal/production plan agreed with Technical Services and the Department Head.
- All use of technical facilities requires the proper support staff to be present.

Those who are allowed to work with lighting equipment need to consider the following:

- No other work should happen on stage in the area where lighting units are being hung, un-hung, or focused.
- Always unplug lighting units before opening to check the condition of a lamp.
- Never touch the glass on a stage lamp with your fingers. Grease will be deposited on the lamp and lead to lamp failure.
- All lighting units must be hung with an approved safety cable and hanging hardware must be tightened.
- Test all stage lighting units, cables, and circuits during the hang.
- Stage lighting units can become very hot with use. Gloves are available for focusing.
- All AC circuits, stage circuits, tools and stage lighting equipment must be grounded or double insulated.

- Temporary cables, cords and wiring must be properly secured so they do not present a tripping hazard.
- Cable runs of more than 25 feet may increase electrical resistance beyond its normally rated capacity; therefore, try to keep cable runs to the minimum length or use the proper cable for the length.
- Never overload a circuit.
- Ensure all electrical outlets and systems are properly turned off before you leave.
- Never use electrical/lighting equipment which appears to be in poor condition. Mark the electrical equipment that needs fixing.

Materials handling/safe lifting

Knowing how to properly lift objects in the Theater setting is important to protect your back. Stage pieces tend to be awkward, heavy, or unusually shaped which can impede proper lifting techniques.

Follow these steps to reduce or minimize the potential for injury.

Before lifting, prepare:
- Wear supportive shoes with non-slip soles.
- Size up the load – does the load require assistance? Get a co-worker or mechanical device if needed (i.e. cart, hand truck, dolly, wheelbarrow, or drywall carrier).
- Determine your route – is your pathway free and clear?
- Remember to push rather than pull heavy loads.
- Don't block your view.
- Secure bulky, loose or delicate objects

- **Proper Lifting Technique:**
- Stand as close to the load as possible.
- Move your feet shoulder width apart.
- Squat down bending your knees, back straight, stomach muscles tight.
- Grab the load securely making sure you can carry it before starting to move.
- Stand up slowly lifting with your legs. Hold the object close to your body. Avoid twisting your body.
- Carry the load to its designation and then reverse the lifting process.

EMERGENCY CONTACT INFORMATION:

For any difficulty/faulty equipment/technical issues between 9.00am-3.30 pm contact Technical Services at X1127

Make sure you also inform the Head of Department of any issues so that appropriate follow up can be given.

After 3.30pm there is always an electrician 'on call', contact the main gate, dial 1000 for assistance.

6.2 Policy on Health & Safety when working on your own

Project and assessment preparation will require you to work independently in rehearsals with fellow classmates and at times on your own. In order to ensure your well-being the following must be observed:

- All booking for student led rehearsals must be done through the booking system (see section 6.4), in that way personnel at the department and the College are aware of your presence in the studios.
- Rehearsals can only take place during the College's normal opening hours when College personnel in charge of health and safety protocols are available in case of accidents or emergencies.
- Saturday and Sunday rehearsals can only take place in the studios in the Fitness area during normal weekend opening hours. The Gym desk is staffed throughout and assistance readily available if needed.
- The studios in the CN building (including the Blackbox) will only be available for rehearsals in the weekend with tutor supervision and when requiring technical equipment with appropriate technical staff present.
- Any weekend rehearsal must be approved in advanced by the Department Head through a request made in writing at least 48 hours before the rehearsal.
- There will be no use of technical facilities in student led rehearsals, all use of technical facilities must be part of a production plan agreed with Technical Services and the Department Head.

6.3 Guidelines in case of an Emergency

- All rehearsal spaces have an emergency protocol poster with steps to follow to get immediate assistance from the appropriate personnel in case of an emergency. Make sure you familiarize yourselves with this information as well as the Health & Safety guidelines in section 6.1.
- In case of an emergency the nearest phones to get assistance are as follows:
    - Blackbox/CN Building: Veneti counter outside the Blackbox.
    - Dance Studio: Gym Area desk right outside the dance studio.
- How to get assistance: from 9.00am-3.30pm call the Nurse at Extension 1500 and after 3.30pm (and weekends) call the Main Gate Extension 1100.
- In case of a life threatening incident also call the national number for accidents and emergencies 166
- When calling for assistance make sure that you are able to provide the following information:
    - The exact location of the incident
    - Name, age, gender (and any medical history if known) of the person requiring assistance
    - Whether the person is awake/conscious and breathing
    - Details of accident and how it happened.
- Ensure that you file the Medical & Accident Report Form found in Blackboard under ACG Health & Wellness Center.
- Familiarize yourself with all Emergency and Safety Policies available on Blackboard: https://blackboard.acg.edu/bbcswebdav/pid-113474-dt-content-rid-537884_1/courses/ACG-PublicFolders-inf/ACG%20EPP%20-%20Emergency%20Procedure%20Protocol%2015-16.pdf

6.4 Booking rehearsal space policy
The Department operates a 'booking system' for student's requests for rehearsal space.
The system operates as follows:

- In the peg board outside CN0102 (Theater Arts Office), there is an envelope with slips to fill out with the weekly request for space.

- The deadline for submission is Thursdays at 1.30pm.
- On the next Friday by midday the allocation of spaces will be posted.
- The system will be for all spaces, including the CN0103 as well as the dance studio.
- Every attempt is made to give students 3-4 hrs per week, but be prepare to share all spaces.

6.5 Student Attendance and Punctuality Policy: Theater Arts & Dance Department Code of Conduct

All students are required to attend 80% of instructional class time. Some Programs may impose a stricter attendance requirement.   In the case of Theater Arts & Dance Department the maximum number of absences is THREE (3).

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).

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.

As theater practitioners there are other codes of conduct that you must consider as these will apply to your future in the profession.   As a student of the Theater Arts & Dance Department you are expected to comply with:

- Punctuality: in accordance with the College policies for class punctuality as well as student-led rehearsals.
- Proper dress code: although there is no uniform policy you are expected to wear comfortable practice clothes for courses that require physical work, hair pulled back and out of face, no hanging/dangling jewelry which may cause injuries (cuts and bruises), proper shoes.
- Full Attendance
- Preparation for classwork and practical work - including proper warm-up before practice based classes and rehearsals.
- Co-operation in team-working as an essential part of the learning and creative process.

As a theater practitioner you are expected to attend all scheduled classes, practical sessions and prescribed activities in relation to your work for any course.

Non-attendance makes attainment of the following criteria (which applies to many of your assessment components) impossible:
- Ability to work as part of a team
- Contribution to group work

- Positive contribution to tasks and discussions

Punctuality is also essential, due to the collaborative nature of working within strict time deadlines. All members of a group are disadvantaged by loss of time and repetition of material necessitated by poor punctuality.

Students arriving after a **practical session** has started **may be** permitted to participate subject to health and safety considerations, but may still be marked absent.

Your preparation for class is important and this requires you to demonstrate that you:
• have read and understood the required material or brief;
• have thought about how to apply the material or brief to the work in class or practical session;
• have worked, without supervisory input, with fellow collaborators (eg through design or construction) to present the work in class or practical session.

Co-operation and team-working requires you to demonstrate effective collaboration by:
• sharing creative processes in class or practical session with fellow students
• sharing preparation of practical projects, working with other technical students and staff and presenting the work in class or practical session
• participating in group research of projects designated by instructors and presenting the work in class or practical session.

6.5 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 Appendix F.

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.

6.6 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.

6.7 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.

6.8 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.

6.9 Student matriculation

For the US NECHE 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 NECHE 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.

6.10 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 Appendix E and are also available on Blackboard.

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.

List of Appendices
Appendix A: Teaching and Learning Strategy, Assessment Strategy, Procedures for Exam Security and Invigilation- available on *myacg*
Appendix B: Program Specification – available on Blackboard
Appendix C: Grading Criteria – available on Blackboard
Appendix D: Undergraduate Online Catalog (including Regulations for Validated Awards of the Open University) http://www.acg.edu/academics
Appendix E: Emergency Protocols and Procedures (including full details of protocols in case of medical emergencies) can be accessed at: https://blackboard.acg.edu/bbcswebdav/pid-113474-dt-content-rid-537884_1/courses/ACG-PublicFolders-inf/ACG%20EPP%20-%20Emergency%20Procedure%20Protocol%2015-16.pdf
Appendix F: Turnitin Policy- available on Blackboar