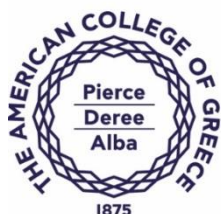




Frances Rich School
of Fine and
Performing Arts



The Open
University



Student Handbook
BA (Hons) Visual Arts
Revised in 2022

Award title

BA (Hons) in Visual Arts

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1. Welcome to the Programme

1.1 Message from the Dean

Welcome to the Visual Arts programme, in the Frances Rich School of Fine and Performing Arts, launched in September 2008. In the intellectually invigorating environment of the School, students are exposed to different ways of thinking, and their creativity is nourished and guided by a faculty of distinguished professionals with international backgrounds and great commitment to their role as educators. The faculty of the Frances Rich School of Fine and Performing Arts bring valuable experience to the classroom and proven success in making the student educational experience unique and inspiring. The School's Annual Arts Festival creates the opportunity to enjoy performances and workshops conducted by Greek and foreign artists. Students gain further exposure to prominent artists through several Arts at Deree events. The College's large art collection, gallery spaces, theaters and performance spaces also enhance the student academic experience.

Katerina Thomas, PhD

Dean, Frances Rich School of Fine and Performing Arts

1.2 Message from the Department Head

Welcome to the Visual Arts major! Your journey into this major will take you through a rigorous academic programme that is continually developing since this discipline focuses on the research and practice of the creative process in contemporary art.

The structure of the major is modeled on distinguished universities in the United States and the UK, allowing students to strive in academic but also in professional excellence. The faculty is composed of highly trained professionals with diverse backgrounds, whose expertise can help students develop creative skills and apply their learning in society.

The following guide will answer any questions you may have regarding the Visual Arts major. For additional information, please consult the most recent College catalog for detailed descriptions of AR courses. Courses and prerequisites may be subject to change during the year. Therefore, it is recommended that you keep abreast of any of these changes. Faculty members are ready to put in the time and effort to assist you.

Effie Halivopoulou, MFA

Head of Visual Arts and Art History

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: Effie Halivopoulou e-mail: halivopoulou@acg.edu ; telephone: 210-600-9800, extension 1237; room: Art Center, Basement room 5
- Dean's Office: fineperformingarts@acg.edu ext. 1456, room 530
- 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 Beliaty, tbeliati@acg.edu ext. 1500
- Visual Arts Society: dc.visualartssoc@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.

Academic Policies

[Link to Academic Policies](#)

2. Studying on this Programme

Programme Philosophy and Mission

The Visual Arts programme was launched in 2008 and was validated by The Open University in 2011. The programme has a strong interdisciplinary approach to the study of art. It initiates students in 2D, 3D, and 4D practices along with Visual Literacy, Art History and Art Theory contents. The Visual arts programme was the first art programme in Greece to introduce 4D Time-Based Media as an area of study in the Visual Arts.

The Visual Arts programme is delivered under the umbrella of the Frances Rich School of Fine and Performing Arts, which has received a generous endowment from the American sculptor Frances Rich. The Frances Rich School of Fine and Performing Arts, or FRSFPA, founded in 2011 and named after Frances Rich in 2014, has strong connections with the international market and industry. It supports all areas of knowledge related to artistic creation. These connections are promoted through the delivery of specialist and focused events that bring industry partners to the School; the yearly Arts Festival invites professionals in all art related fields, and through the festival, students have the opportunity to participate in masterclasses, events or work along with curators, artists, and other professionals.

The Visual Arts programme shares courses with the Art History and Graphic Design. A couple of Visual Arts courses are included in the new Film Studies programme. The Visual Arts programme provides a strong basis of studio practice and art theory. Through the Digital Image and Visual Literacy courses, offered through the Liberal Education curriculum and open to students in all disciplines, the Visual Arts programme has become well-known and even more popular across the student body since its last revalidation in 2016.

Mission

The Visual Arts programme prepares students to participate in the diverse practices and inquiries in the field of contemporary art. The programme promotes the exchange of ideas between disciplines and supports mobility, flux and ongoing interactions among contemporary artists, faculty and students. Students gain broad exposure to techniques and theories, a solid foundation to advanced studio classes, art history and art theory. During the course of study, students develop skills in painting, drawing, sculpture, installation, performance, digital art, video and sound art, along with solid research skills. The Visual Arts programme develops students' critical awareness, and cultivates the investigation of the social and historical perspectives that affect the creative process. Through the programme, students become confident in creating a personal art practice within a rapidly changing art environment.

The Educational Aims and General Goals of the Visual Arts programme

Aims

(In reference with QAA Art and Design 2020):

Acquire visual literacy embedded in creative practice. 3.4

Develop the ability to research, interpret and evaluate artworks, exhibitions, art history and art theory texts. 3.5

Develop self-motivation and the capacity to work independently. 2.2

Develop critical thinking and practice art-making in dialogue with social, technological, environmental and historical contexts. 3.8, 3.11, 4.4

Be appropriately prepared for a career as a contemporary art practitioner or for pursuing postgraduate studies.

Goals

Knowledge and Understanding

By the end of the programme, students will have knowledge and understanding of:

A1.The technological societal, historical and cultural contexts that influence the creation of new art forms.

A2.The core innovations in the art of the 20th and 21st centuries and the artists involved.

A3.Evolving ways of art thinking and how this may be applied in a range of contexts

A4.The technical foundations of art across a number of art disciplines

Cognitive skills

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

B1.Formulate a language for the critical examination of art and for the development of visual literacy.

B2.Articulate ideas and navigate through arguments by discussing theoretical texts and by participating in art critiques.

B3. Contribute to the creation and production of group works through collaborative techniques and working methods.

B4. Demonstrate ability to articulate personal artistic concepts and apply them in a medium appropriate to the concept, through the use of painting, drawing, sculpture, installations, happenings, performances and audio/visual mediums.

Practical and Professional Skills

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

C1. Pursue an artistic idea from conception, research, to final execution on the 2D, 3D, or 4D fields, or through interdisciplinary methods.

C2. Utilize appropriate materials, media, techniques, methods, technologies and tools and develop competence with them for the production of artworks and portfolios.

C3. Acquire knowledge to develop and maintain a professional practice in the arts.

Key/ Transferable Skills:

By the end of the programme, 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 in visual, aural and written forms with people from a wide range of backgrounds using their views, along with your own, in the development or enhancement of work.

Programme Structure

Visual Arts Programme Structure:

Liberal Education43 US credits

Core Courses	
WP 1010 Introduction to Academic Writing	3

WP 1111 Integrated Academic Writing & Ethics	3
EN 1212 Academic Writing and Research	3
Mathematics (basic statistics, college algebra, OR higher)	3
HC 2300 Professional Communication	3
CS 1070 Introduction to information systems or equivalent computer literacy course	3
Any Natural Science with a lab	4
Liberal Education Electives	
LE designated course in Natural and Behavioral Sciences	3
LE designated courses in Social Sciences and Behavioral Sciences <i>(from more than one discipline)</i>	9
LE designated courses in Humanities <i>(from more than one discipline) (not AT)</i> Required: AT 1000 History of Art I	6
LE designated course in Fine and Performing Arts L4 GD/AR 2001 Visual Literacy	
TOTAL	43 US cr.

Electives.....6 US credits

Concentration Visual Arts

AT 1001 History of Art II.....3 cr.

(the credits of this course are counted in the LE required credits)

OU validated programme360 UK credits

Level 4		120
L4	AR 2001 Visual Literacy	15
L4	AT 2013 Modern Art	15
L4	AR 2003 Drawing I	15
L4	AR 2005 Color I	15
L4	AR 2007 Sculpture I	15
L4	AR 2009 Time Based Media I	15
L4	AR 2017 Digital Image	15
L4	AR 2023 Figure Drawing	15

Level 5		120
L5	AT 3018 Art after Modernism	15
L5	AR 3104 Drawing II	15
L5	AR 3106 Color II	15
L5	AR 3108 Sculpture II	15
L5	AR 3110 Time Based Media II	15
L5	AR 3019 Video Art	15
L5	AR 3025 Painting	15
L5	AR 30xx Art Research: Happening Now	15

Level 6		120
L6	AR 4002 Media and Display	15
L6	AR 4040 Issues in Contemporary Art	15
L6	AR 4130 Contemporary Painting	15
L6	AR 4233 Contemporary Drawing	15
L6	AR 4226 Sculpture III	15
L6	Option: MU 4043 Experimental Sound Art Or AR/AT 40xx Introduction to Arts Entrepreneurship	15
L6	AR 4934 Senior Project I	15
L6	AR 4941 Senior Project II	15

Academic Staff

Studio Art courses are taught by:

halivopoulou@acg.edu

<http://www.halivopoulou.net>

+30210600-9800 ext. 1237 / Art Center, Basement room 5

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

Effie Halivopoulou, Associate Professor, Head of Visual Arts and Art History. Founder of the Visual Arts programme, 2008. Co-founder of the Graphic Design programme, 2015. MFA, BFA Eq. Pratt Institute, New York. Visiting professor The Burren College of Art, Ireland - master's class in painting, 2012. Member of the Faculty, New School for Social Research, New York- visual perception.

As a Scholar-in-Residence at the Faculty Resource Network of New York University, 2016, 2018 and 2020, EH researched Socially Engaged Art and collaborated with the Art and Education programs at Steinhardt. In 2018, EH researched Analog and Digital Abstraction in the same program and in 2020, EH researched the Nuances of Abstract Video and collaborated with Tisch School of the Arts.

EH' work has been presented at the Biennale of Young Artists of the Mediterranean Countries in Thessaloniki 1986, at the Venice Biennale 1997 through the exhibition Engrams of Oblivion, at the Biennale Bida in Seville 2005, at Open 15 of the Venice Biennale of Architecture, 2012.

Participation in exhibitions at the National Gallery, Athens, 2021, the Averof Foundation, Metsovo, 2019, the Macedonian Museum of Contemporary Art in 2002 and 2005, Thessaloniki, the State Museum of Contemporary Art in 2002 and 2006, Thessaloniki, the Hellenic Museum in Chicago 2005, the Foundation for Hellenic Culture in New York and Berlin 1999 -2000, the Riverside Studios, London 2000, the Kettle's Yard 1992, Cambridge, among other venues.

Solo and group exhibitions as well as traveling exhibitions in a number of galleries, in Europe and U.S.A., like C.Grimaldis Gallery, Baltimore, Desmos, Athens. Private collections in New York, Brussels, Baltimore, Melbourne, Tel Aviv, Thessaloniki. Also, at ACG, Desmos, Portalakis, collections in Athens, the Macedonian Museum of Contemporary Art, Thessaloniki, the National Gallery, Athens.

EH co curated Symbiosis – the Biennale of Young Artists of the Mediterranean in Thessaloniki, 2011, and curated the exhibition RoomsToLet of the Action Field Kodra Art Festival for four years (2005-2008).

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Jennifer Nelson, FT, Assistant professor, received an MFA from University of California, Los Angeles with a specialization in New Genres. Jennifer Nelson engages in acts of social and ecological choreography through a cross-disciplinary performance and art practice. She is committed to the playful realignment of social spaces through collective initiative, and to the transformative possibilities of the individual act. Among many influences, her work has been significantly shaped by her direct personal experience with disruptive or transitional world choreographies like the 1989 San Francisco earthquake, the fall of the Berlin Wall, the media aftermath of September 11th, and currently, the austerity measures in Athens. With the birth of her son in 2011, she finds increased urgency to work on choreographies of resilience, and sustainability. Nelson danced with the Feld Ballet in New York and the Ballet du Grand Théâtre in Geneva, Switzerland, and studied New Genres at the San Francisco Art Institute and UCLA.

JN has exhibited in museums including the Los Angeles County Museum of Art, the Kunsthalle Düsseldorf, the National Museum of Contemporary Art, Athens, and the Galeri Nasional in Jakarta Indonesia. In 2003, JN was a Guggenheim Fellow for Visual Arts. Recent projects have been on the streets of Athens with the *Guerrilla Optimists*, and in collaboration with men in Korydallos, maximum security prison in Greece.

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Georgia Kotretsos, PT is a visual artist/writer based in Athens, Greece. In her early teens, she moved to South Africa while the abolition of Apartheid was underway. She later attained a BFA Degree from the Durban Institute of Technology, in KwaZulu Natal, (2000). In 2002 Kotretsos moved to Chicago where she completed her MFA Degree at The School of the Art Institute of Chicago on a Full Merit Scholarship (2004). In her work she primarily focuses and critiques the conformity of seeing by studying liberating and anarchic approaches of looking in an effort to support that seeing is site-specific and audience members accountable for their art knowledge. Her practice is research based and whether it is manifested as an artwork, a text, a performance, or an interview, it always encourages speculative approaches on how knowledge is produced by resisting its traditional and historical acquisition. In 2015 Kotretsos was awarded the NEON Creativity Grant towards the realization of her solo in Munich entitled "OPEN ARTISTS STUDIO FOUNDATION". Last year she was nominated for the Future Generation Art Prize, The Victor Pinchuk Foundation, Kiev, Ukraine and for the Follow Fluxus 2014 Residency and Grant in Wiesbaden, Germany. She has exhibited her work in over 70 group exhibitions in Greece, as well as abroad and she has had seven solo shows.

Residencies: Implode (2015), in Evoia, Greece; [L'appartement22](#) (2014) in Rabat, Morocco; [La Kunsthalle Mulhouse](#) (2013); [Arteles Residency Program](#) (2011); [Summer Studio Program Residency in Chicago at the School of the Art Institute of Chicago](#) (2010); and she has been accepted to attend the [ISCP Residency](#) in New York. Finally Kotretsos will conclude on this year's residencies and exhibition in Switzerland. Previously, Kotretsos had co-founded [Boots Contemporary Art Space](#), St. Louis MO, USA and further founded and edited the [Boot Print](#) journal (2006-10). Between 2009-13 Kotretsos served as a columnist for the PBS Arts feature Art:21 with her monthly column [Inside the Artist's Studio](#). From 2013-14, her column was being published by [LABKULTUR.TV](#) in Germany.

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Dionisis Christofilogiannis, PT, graduated from the School of Arts of Cluj Napoca in Romania. Founder of DL Projects (2012-13) and artist/coordinator of the White House Biennial (2013-15). Solo shows at the Muzeul de Artă Cluj-Napoca, Nakagawa Gallery Tokyo and recently in Athens "HOME(less)" Felios Collection, curated by Konstantinos Argianas (2015). Recent group exhibitions "Tirana Open 1" curated by Elian Stefa, Tirana (2015), "The Kennedy Bunker" in Berlin curated by Nicos Charalambidis (2014), "Uber-Bodies" at Hydra School Projects curated by Dimitrios Antonitsis (2014), "The Red and White flag Project" parallel on Biennale4 Thessaloniki (2013), "SelfConcious" curated by Sotirios Bahtsetzis (2013), "Civilisation (genres and cases)" curated by Alexios Papazacharias (2013), "Lustlands, Vol.II – On The Great Eastern (after Andreas Embiricos)", curated by Nadja Argyropoulou and Lakis and Aris Ionas (The Callas), Thermissia Argolidas, Peloponnese (2013). He has co-curated several exhibitions, including the "In the Studio" at Kunsthalle Athens (2013), "I fought the X

and the X won" at the National Museum of Malta and Romania (2011), "The Cutting Edge" in Romania (2011). Set designer in Romania National Theaters of Timisoara, Cluj Napoca, Braila with Razvan Mazilu and in National Theater of Athens with Robert Wilson.

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Dimitris Ioannou, PT, studied Painting at the Athens School of Fine Arts (1994-99) and did his postgraduate studies in Fine Arts (MFA with distinction) at Pratt Institute, New York (2000-02) with a scholarship by the Onassis Foundation. In the beginning of 2005 he took part in a residency programme at USF Verftet, Bergen, Norway. He has had four solo exhibitions and numerous notable group exhibitions. The latest ones include: *'The VELVET Invention [in search of the anti-giraffe: 10 years and counting]'*, Ten Velvet Years Festival, Romantso, Athens, 2015, *'CMYK series: The Collection, 1999-2013'*, Ileana Tounta Contemporary Art Center, Athens, 2013 (solo show), *'Contemporary Treasures (Part II)'*, Ileana Tounta Contemporary Art Center, Athens, 2013, *'CHROMA III'*, Volt Gallery, Bergen Kjøtt, Bergen, Norway, 2012. Art Projects and presentations of his work have been published in various publications. He has been teaching in the undergraduate Visual Arts programme of Deree since Spring 2015. He has also been teaching Visual Arts in the IB programme since 2011. He has also worked as an illustrator, web designer and photoshop instructor for a number of years. A portfolio of his work can be viewed at www.dimitrisioannou.net

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Zoe Hatziyannaki, PT, studied photography, BA Hons in Visual Communication, in Kent Institute of Art & Design, UK and completed MA and (practice-based) PhD with funding from the Greek State Scholarships Foundation, in Goldsmiths College, University of London. Her work has received a Jerwood Photography Award (2006) and a NEON grant for solo exhibition (2018). She is part of the Depression Era collective and a co-founder of A-DASH project space in Athens.

Her work focuses on space and its relation with time seeking to suggest that space is not static but a shifting reality transformed along with society and our ever changing perceptions. Based mainly on Deleuze's theories, she is investigating the multiple dynamic connections between diverse notions which construct and deconstruct space such as the near and the far, nature and culture, private and public, the outside and the inside. Her effort is to realize space and time as an incessant flow of production of relations and thus abandon fixed positions and categories.

Recent selected exhibitions: *+9*, Iera Odos, Athens 2019, *Photography in Crisis* Depression Era (retrospective), Slought, Philadelphia US 2019, *The Tourists* Depression Era, Unseen, Amsterdam 2018, *The Past of Things to Come* (solo), A-Dash, Athens 2018, *The Decline of Heroes* Depression Era, Culturescapes, Antikenmuseum, Basel 2016, *(IM)Material Gestures*, Fondazione Sandretto Re Rebaudengo, Turin 2016, *TEN Visual Cultures*, The Showroom Gallery, London 2015, *Depression Era*, Benaki Museum, Athens 2014, *Secrets & Crises* (solo), Ileana Tounta Centre of Contemporary Art, Athens 2013, *To Have & Have Not*, Noorderlicht Photo Festival, Gronningen 2013.

www.zoehatziyannaki.com

Description of Modules – Compulsory and Option Modules

STUDIO ART (AR)

GD /AR 2001 Visual Literacy

An investigation of a variety of visual structures as they appear in contemporary cultures through art, design and media. Visual rhetoric and visual meanings are examined through critical texts and creative practice.

AR 2017 Digital Image

Basic photography techniques and thorough knowledge of Photoshop. Investigation of issues relating to digital image: truth, memory, production and consumption of images. Basic history of photography, the image as document and art. Exploration of current online displays and strategies: appropriation, reproduction and copyright.

AR 2003 Drawing I

Traditional and contemporary concepts of drawing and visual structures. Free hand drawing and sketching, geometric and organic form, contour, shading, scales, analogies, principles of perspective, as well as computer aided and computer-generated projects. Use of all drawing tools to produce images with varieties of media.

AR 2005 Color I

Introduction to the theory of color and its applications. Color, shape, form, and their relationships. Media and tools used to explore the functions of color in physical and digital environments. The surrounding world, either natural or simulated, used as a reference and inspiration for the completion of projects. Critical examinations of the use of color in the different cultures and in media.

AR 2007 Sculpture I

Concepts and contemporary solutions to 3-dimensional space. Sculptural principles, techniques, and materials. Exploration of matter and space. Analysis of artistic manifestations in 3-D space. Contemporary sculptural issues.

AR 2009 Time Based Media I

New forms and concepts of art that use time as an artistic medium. Time-based practices in experimental performance, happenings, sound, video and text. Experiential and performative aspect of time-based work. Time-based, ecological and social aspects of materials and methodologies used in art. Development of 4-dimensional art projects.

AR 2023 Figure Drawing

Posture, movement and characteristics of the human body in space, through the process of drawing in a variety of media and techniques. The students practice quick sketching and longer observation drawings from a model and other source.

AR 3104 Drawing II

Exploration of traditional and contemporary concepts of drawing and visual structures. Rhythm and dynamics, perspective, large scale and mixed media, as well as computer-generated images, are methods of working.

AR 3106 Color II

An exploration of color in all its dimensions and manifestations. From color perception and color manipulation in a wide range of applications, to the philosophical and cultural meaning of Color. Color as a vehicle to explore the nature of perception and cultural codification.

AR 3108 Sculpture II

In-depth investigation of sculptural concepts and contemporary solutions to 3-dimensional space. Role and function of sculpture in a changing global society. Projects that consider dynamic physical systems, such as kinetic, social, and environmental sculpture..

AR 3110 Time Based Media II

Examination of art that uses time as an artistic medium.

Time-based practices including happenings, chance and process-based work, installations, interdisciplinary collaboration, and works that engage communities outside of traditional art spaces. New art practices within social contexts are explored.

AR 3025 Painting

Introduction to fundamental concepts of painting, both abstract and representational. Compositions on the function of color, textures, value, saturation, scale, proportion, space, light and volume. The reality of the painting as opposed to the physical and virtual realities is examined.

AR 3019 Video Art

Exploration of the potential of the video medium as an art form. Critical analysis of dominant film and video languages. Experimentation with alternative strategies for structuring content in time. Students will complete a series of short video projects.

AR 30xx Art Research: Happening Now

Deep dive into a current topic or methodology in contemporary art practice. The topics of the seminar will be chosen to reflect changing research and supplement the existing visual arts program. Students produce creative projects that reflect changing social, ecological and technological contexts.

AR 3108 Sculpture II

In-depth investigation of sculptural concepts and contemporary solutions to 3-dimensional space. Role and function of sculpture in a changing global society. Projects that consider dynamic physical systems, such as kinetic, social, and environmental sculpture.

AR 4002 Medium and Display

An exploration of the references inherent in the Medium used for the creation of an artwork and how the method of its Display can define its meaning.

AR 4226 Sculpture III

Studio practice in sculpture. Advanced fabrication techniques. Construction techniques and concepts. Production of large-scale work. Works in situ.

AR 4130 Contemporary Painting

Experimentation on techniques and strategies of contemporary painting. Physical, and virtual spaces are examined through their transposition on painted imagery.

AR 4233 Contemporary Drawing

Drawing as a process of experimentation in the physical and virtual worlds. Contemporary aesthetic issues and practices are explored.

MU 4043 Experimental Sound Art

In this course students will explore the key ideas and artistic practices found within the field of experimental sound art. They will establish an understanding of the evolution of sound art and its context within the wider arts, while at the same time gaining a technical foundation in working artistically with sound. Considerable attention will be given to practical activities, where students will engage with the creation of sound art works in order to develop their practical skills and their ability to realize personal creative concepts in the domain of sound.

AR 40xx Introduction to Arts Entrepreneurship

Introduction to the different business models according to specific business interests in art history and the visual arts. Exposure to the wide range of current art and art related practices. Identification of areas that are potentially profitable and investigation of related jobs and tasks.

AR 4040 Issues in Contemporary Art

Art examined for its relation to social and personal relevance. Interaction between different forms of art and their functions in society. Relational art, public practice and site-specific art work. Contemporary art explored through the works of renowned artists and major exhibitions. Current trends of curating and installing art shows.

AR 4934 Senior Project I

Emphasis on individual artistic choices, either formal or contextual. Emphasis on reading material and on the advancement of technology. A variety of art practices as well as installations are explored.

AR 4941 Senior Project II

Capstone course of the visual arts majors.

Students put into practice their personal skills and work towards the completion of an exhibition accompanied by a dissertation and an artist's statement.

[Programme Resources](#)

Library Resources

The American College of Greece (ACG) Library system includes three distinct libraries each one serving the three educational divisions of ACG: Pierce (the secondary education division), Deree (the college and graduate division) and Alba (the graduate business school). The three libraries share electronic resources through a common network and print resources through intra-campus loan. The vision of the ACG Libraries is *“To be an active partner in the teaching, scholarly and service pursuits of the American College of Greece community.”*

John S. Bailey Library at Deree, named in honor of the College’s sixth president, fully supports the College’s academic programs through an array of electronic, print and multimedia resources. Built in 1975, expanded in 1995, and extensively renovated in 2019, the library building features a variety of spaces including a large open reading area, individual and group study rooms, two activity classrooms, individual study carrels, comfortable seating, a café and informal meeting space, making it a modern and welcoming environment for students to do research, study, and connect with peers. In addition, a digital museum added in the recent renovation showcases the history of the school as well as digital collections and projects.

A wealth of resources including 118.700 print books; 420.000 e-books; 38.000 journals and magazines; 780 music CDs, a large collection of digital images, two streaming video collections, as well as databases providing access to statistical data, reports, electronic encyclopedias, handbooks, dictionaries and more, is available to all students and academic staff (see appendix). The library website (library.acg.edu) serves as the main information portal where users can access these resources, as well as an array of online tools and tutorials. A newly acquired discovery service offers a powerful tool to users to search all library resources through a single search box irrespective of format.

Library collections are enriched in close collaboration with faculty throughout the academic year and they are kept up-to-date through close evaluation and monitoring. Online collections and tools are carefully evaluated by academic staff and students through trial and are benchmarked against other peer UK and US libraries supporting similar academic programs.

Library resources are complemented with an extensive document delivery service through partner libraries around the world as well as pay-per view and document supply services from publishers and vendors.

Specialized personnel provide individual research assistance and offer training sessions on the use of the library, the library discovery service and the online resources and tools. Information literacy skills workshops are incorporated into the Writing Program modules that students are required to complete. Special information literacy sessions are also organized for the needs of specific courses or disciplines in close collaboration with academic staff.

In response to the pandemic and subsequent lockdown in March 2020, the library was quick to shift its priorities to facilitate students and academic staff who had to switch to online teaching and learning. More specifically:

- the electronic collections were enhanced with additional resources that were made available free of charge by academic publishers and vendors;
- for items that were on reserve (short loan) the library purchased electronic counterparts (when possible) so that students could have access to them online;
- all our online resources and web services as well as the library website were monitored closely to ensure that they were functional 24/7;
- all library workshops were moved online.

The Library provides 30 computer stations with access to the library resources, and the internet as well as software such as Microsoft Office and SPSS Statistics and two multi-function printers with printing, photocopy and scanning facilities. Wireless access is available in all areas of the library for users to connect through their laptops, tablets, or hand-held devices.

During the lockdowns:

The library continued to support students and academic staff mostly through online means during the academic year. The library was briefly open for limited use at the beginning of fall 2020, however, another wave of the pandemic resulted to a new lockdown and the library had to close to users. During this time library staff was on call to respond to emails and communicate with users through MS Teams and Skype; all online resources and web services were monitored closely to ensure full functionality 24/7 and all library workshops were held online. Finally, we continued to offer scanning of print material as well as document delivery services.

The following additions/improvements were made to our electronic holdings:

A. New Subscriptions:

- Art, Design & Architecture Collection (ProQuest), which includes a comprehensive survey of current publications in the fields of visual and applied arts along with a complementary collection of current full-text journals.
- Film and Television Literature (EBSCO), a collection of full-text as well as bibliographic coverage from scholarly and popular sources covering the full spectrum of film and television studies.
- The Music & Performing Arts Collection (ProQuest) which features scholarly, trade journals and magazines, covering disciplines such as dance, ballet, popular music, radio, stagecraft, theatre, classical music, and opera.
- The Screen Studies Collection (ProQuest), a comprehensive survey of current publications related to film scholarship along with detailed filmographies.

- World Cinema Collection (Infobase Films on Demand™) with access to over 1,000 films of groundbreaking international directors, masterpieces from the mid-20th century, and contemporary films from around the world.
- B. Additional purchase of various Oxford Handbooks Online collections in the areas of Business & Management, Literature, Political Science and Sociology.
- C. Purchase of remote access to: Clarksons Shipping Intelligence Network and the New York Times which were only available on campus prior to the pandemic.
- D. Finally, the library implemented a new acquisitions model whereby users are given access to entire collections of e-books and titles are acquired based on usage. The first vendor selected was JSTOR which offers a) a Demand-Driven Acquisitions (DDA) option where users have access to approx. 47,600 e-books to freely read and/or download. Once a title reaches a total of seven requests it is triggered for purchase; and b) an Evidence-Based Acquisitions (EBA) option where users have access to a collection of approx. 58,000 e-books and after one year, the library will select which titles will be acquired based on usage data. Such types of acquisitions models enable us to provide access to a wide range of quality e-books and to ultimately purchase the titles that receive the highest usage.

In Spring 2021, the Library launched LibChat, a live chat platform which allows users to communicate with library staff in real-time through instant messaging. LibChat is especially convenient for users who need a quick answer to a question or need to troubleshoot a technical issue. However, it also includes screen sharing as well as an option to seamlessly connect with users through Zoom when a longer meeting is necessary. LibChat is available throughout the morning and early afternoon hours.

Multimedia resources

- Microsoft Office: Licenses are per machine and are renewed every 5 years.
- SPSS: Licenses are concurrent and are renewed annually.
- E-views: 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

Information technology is integral to all aspects of academic life at The American College of Greece, including teaching and learning, research & creative endeavors, outreach, administration, and student life. Regular assessments and evaluations are planned on a continuous basis in order to assess and enhance the effectiveness of the information

technology and academic support resources. In addition, the IRM department works in close cooperation with all ACG constituents in order to receive feedback and guidance for the continued development of the IT strategic plan in the areas of academic and administrative hardware, software, and training.

Recent major IT infrastructure projects include:

- Renewal of Proctorio licenses on per-exam basis to cover potential need of students not able to take exams in person.
- Purchase of additional Adobe Suite licenses to cover the needs of students in relevant courses.
- Continuous upgrades of the College's student information system (Jenzabar) including major enhancements in modules such as admissions, advising, alumni, registration, etc. At least two system upgrades take place every year. Acquisition of Jenzabar Retention Manager (JRM) to further support ACG admissions efforts. Migration of the Jenzabar system to cloud in underway.
- Complete renewal of the College's server, storage and backup infrastructure and processes.
- Provision for laptops for all full-time faculty members.
- Major upgrade of the college's Internet connectivity from 1Gbps to 2Gbps is underway. Renewal and enhancement of wireless connectivity at major ACG open spaces.
- Renewal of our enterprise grade firewalls, which are installed in failover mode.
- Courseval reminders are sent to students to enhance participation rate in module evaluation.
- Completion of STEM lab at Deree main campus.
- Implementation of a new security system at the ACG library employing new RFID technology sensors

Furthermore, Information Security is a high priority and is constantly enhanced at ACG. Pertinent action has been taken towards strengthening security controls. IT systems provide protection at multiple levels. The College has taken strict measures and implemented safeguards to protect against attacks, intrusions, or other systems failures through a 24x7 Real—Time Threat Management system (RTTM). Through this dedicated 24x7 Threat Management Service, ACG effectively protects its infrastructure from the most sophisticated attacks, minimizing the cost of both infrastructure and human resources.

In the meantime, ACG is performing an IT Audit for the Assessment of the adequacy of ACG Information Systems through an external contractor. Report expected early December.

Interactive collaboration and sharing.

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

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

Student Software

Microsoft Student Advantage

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

Microsoft e-Academy

The College's Microsoft campus agreement requires that the e-academy Electronic License Management System (ELMS) is made available to all students of the ACG community. ELMS is a web-based management system which easily enables students to download Microsoft software and use it for educational purposes. The use of ELMS for the management and distribution of software in the Academic Alliance Program is made available by Microsoft and

e-academy (Microsoft partner) as a student benefit, free of charge. Students may use the software that is provided through ELMS for non-commercial purposes including instructional use, research and/or design, development and testing of projects for class assignments, tests or personal projects.

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

Every classroom features a teaching station that is specially designed to house the room's technology. The teaching station also features a retractable keyboard and mouse tray, along

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

Media Center

The ACG Media Center supports the instruction and research needs of faculty, students, staff and alumni by providing facilities, collections and expertise for researching, viewing and producing a wide range of media. The Center 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 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.

The resources needed are driven by the program faculty requests in order to support the courses offered. The school will make sure that all required financial resources are reserved in order to support the needs of the faculty.

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 programme and that your award is of the same standard as similar programmes offered by other UK higher education institutions.

The External Examiner for this programme is: Professor Camilla Wilson, Senior Lecturer, Fine Art, Bath School of Art, Film and Media

Academic Society Advisors provide an oral summary of External Examiners' reports in the first Academic Society General Assembly meeting after each Board of Examiners.

Information on the External Examiner's report could be provided by your Department Head upon request.

2.3 Opportunities for Graduates

The graduates of the Visual Arts programme work as Art practitioners in a variety of areas, from painting, sculpture and installations, to Video Art and performance. Many graduates work in advertising and communication agencies.

Several work in 3d gaming agencies.

Many work as managers, curators, assistant curators, researchers, in Museums, Galleries, Art Fairs, Art Foundations, Art Organizations and various curated exhibitions. A few run their own spaces and a couple run their own jewelry and ceramics businesses.

Since the launching of the programme in 2008, many Visual Arts graduates continued with graduate studies in Universities in Europe and the U.S.A. An indicative list of Universities that accepted Deree – ACG Visual Arts graduates is the following:

Academy of Art University, San Francisco, Illustration

Cambridge, Art and Design, School of Visual and Performing Arts, Industrial Design

Central St Martins, Art Direction, Visual Communication, Performance

University of Malta, Institute of Digital Games

Glasgow School of Art, Interior Design

University of Roehampton, Art Psychotherapy

Goldsmiths University, Cultural Theory

Trans Art graduate, Performance art

University of Westminster, Fine Art.

University of Reading, Art Education

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.

Through weekly formative exercises, students develop technical and technological skills along with a thorough understanding of the material that leads to the summative assessment. The assessment of a student's academic performance requires a judgment of the quality of their 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 Appendix A. 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

All exams in the Visual Arts programme are project based. Students are required to use art materials and technology. There is a preparation period of two to four weeks for the summative assessments. Art critiques and presentations are conducted during the dates of the midterm of the final assessments. The submission of the portfolio, is mandatory, by the end of all courses.

Mobile Phones and Electronic Devices

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

Student Answers/Examination Paper

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

Return of Exam Papers

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

Assessment Schedule

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

Examination Schedule

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

Coursework

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

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

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

Your responsibilities:

- ✓ Keep a record of your work

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

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

Assessment Method Mapping

First assessment Submission of project and presentation	40%
Final assessment Submission and presentation of final project and portfolio	60%

Formative:

In-class "diagnostic" test Submission of project	0

The formative test aims to prepare students for the projects.

Mark schemes of AR courses at:

http://www.acg.edu/ckeditor_assets/attachments/2120/VA_Mark_schemes_2016.pdf

Art Studio Policy

The following studios are available in the **Arts Centre** building:

Studio 203, smart class: the studio is equipped with five large heavy-duty wooden tables covered with heavy glass, which provides an excellent surface for work. The studio is currently used for the Drawing I, II, Color I and II modules. It provides boards on walls for installing projects on paper, a sink and a small storage space.

Studio 202, smart class: the studio is used for projections, installations of all types of projects, presentations etc. It is used mainly for the 4D courses and as an installation space for presentations. It is an empty and clean space with boards on walls and a white wall for screening.

Studio 201, smart class: the studio provides large tables and is used by the art and design modules. It is equipped with boards on walls.

The following studios are available in the **Art and Design** studios area (Pierce):

VPS: An empty space, ideal for video projections and installations. It is used by all students for installations and presentations.

NPS: A large space that provides easels, tables, storage space, and a sink. Used for L4, L5 and L6 studio-based classes.

Senior Students' Cubicles: these are private studios that are provided to Senior students for two semesters, and during their graduation year. The students work in there and also present the progress of their work to the instructors' committees during the academic year.

ART STUDIOS POLICY

ART STUDIOS are open on weekdays between 9.00 a.m. to 10.00 p.m.

The studios are available to all students registered in AR courses. The students can work on their projects in the studios, when there are no classes running in the studios.

The students can use the studios on Saturdays, from 9.00 –a.m. until 5.00 p.m. during the semesters and sessions.

All studio areas should remain clean after the students finish their works. Any paint stains on drawing boards, stools, chairs, tables, floor, should be carefully wiped off after usage.

Unless otherwise specified, students must de-install sculptures and other installation work within a day of presenting their project. For installations, students are expected to return the room to the condition they received it including repairing and repainting.

Drawing boards, paper clips, paper towels, detergent for brushes, pins, tapes, glues, some markers and some color pencils are provided by Deree. All materials are kept in a cabinet and they should not be removed from the studios. A staple gun, gesso, a hammer and scissors are available for stretching canvases. Paper roll (newsprint) and paper sheets (drawing paper) are provided by Deree. There is a certain number of drawing paper sheets that can be used by each student. Students sign up for a number of paper sheets per semester. An assortment of nails and screws, glue, and sand paper are provided by Deree. More specialized, project-specific materials must be provided by the student. These materials are kept in a locker in the classroom.

Video cameras, tripods, lights, speakers and media players can be checked out for projects from the VA Office, and/or the Media Center. Please sign up for reservations.

A video projector, dvd player, and speaker system are kept on a cart in the faculty office. This equipment can be requested for project presentations and installations. Students will be expected to complete a short training in the proper use of audio-visual equipment before using it.

There is an editing facility available for the creation of video projects. Please discuss your projects first with your instructor so a short demonstration of video editing can be completed. Trainings will be organized. After training, your name will be given to the media center for clearance to use the editing machine. Students need to sign up for time on the computer in advance. It is advisable for students involved in video projects to have their own fire wire external hard drive to store work and bring home with them.

Individual lockers are available for all registered students. Students sign up for keys to the lockers in the beginning of the semester. The keys are returned by the end of the semester.

The studios are cleaned up and painted by the end of the spring semester. Students are responsible for removing their works from the studios. Works or materials should not be left in the studios after the date of the de-installation of the annual exhibition.

Health and Safety when using the sculpture Studio

As heavy power tools and hand tools are constantly used within the sculpture studio, students are requested to follow some simple rules concerning their health and safety. Special posters placed in the studio act as reminders of these simple, yet crucial rules.

- Students who are not properly trained are not allowed to work in the studio
- Students who are trained are required to use the studio only under their instructors' or the studio assistant's supervision
- Students are trained on how to use the fire extinguisher and the first aid kit in case of emergency
- Students are not allowed to use headphones, have loose long hair, wear large rings, large earrings, loose clothes or anything that could potentially get caught in a power tool and be a tripping hazard or cause an accident
- Use of protective gear is mandatory. The studio has a plethora of protective gloves, respirators, earmuffs, and goggles that students are requested to wear at all times while working

Portfolio

Portfolios of works are viewed by instructors during the class sessions. The College does not keep art projects or portfolios. The students are responsible for keeping their works in a well-organized portfolio, dated and sorted. The instructors help the students to organize their portfolios for applications to graduate schools.

Documentation of the portfolio

Documentation of art projects is mandatory. Students can check out a video camera from the Media Center at the Library, to document time-based work. Students should arrange this in advance of their presentation.

Moving materials on and off of campus by car

Visual Arts students are allowed to drive their cars to the entrance of the Center of the Arts Building or to the Sculpture lab in order to bring in or take out heavy and/or bulky materials.

List of art supplies stores

A list of Art Supplies Stores is available to all students. Discounts for purchases of materials are offered to the Visual Arts students.

Events, exhibitions, meetings

Center for the Arts Gallery Fall and Spring Exhibitions

Two student exhibitions are held by the end of the fall and spring semesters, in which all students participate. Opening dates, installation and de-installation dates are announced by the department.

Other exhibitions, like thesis exhibitions or curated shows, are announced by the department.

Public space Installations

Public space throughout the campus is used for temporary installations or performances. A permit is necessary for using the indoors and outdoors areas. Consult your instructors about how you can organize a presentation of your works in the public space. As in the art studios, all projects must be removed in a timely manner and the space returned to its original condition after use.

Artists' presentations

Professional Artists are invited to present their works during class hours. The presentations are open to the Deree student body.

Workshops/ Seminars

Presentations of works, screenings, readings, discussions, are organized by the Visual Arts Programme. The presentations are open to the Deree student body.

Museum and Gallery visits

Based on the programme of the museums and galleries in Athens, visits are frequently organized during the semester. These mandatory visits are always connected with related in class projects and essays on the works on view.

The FRSFPA Arts Festival

Organized by the FRSFPA faculty, the Festival is a major project for all FRSFPA programmes. It features exhibitions, musical, theatrical and dance events and it runs for about twenty-seven days during the spring semester. For further information visit the website or e-mail at: fineperformingarts@acg.edu

3.2 Giving your Feedback about this Programme

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

Programme Committee

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

Departmental Academic Society

The Visual Arts Department student society, organizes exhibitions, exhibitions visits, on-campus lectures, and informational meetings about the programme. 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.

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 FRSFPA programmes. Prospective graduates submit a Senior Exit Survey. The survey includes questions on student satisfaction with the education provided by the Visual Arts programme and with their overall College experience at Deree. The aim is to identify areas of good practice as well as areas that need improvement.

3.3 What Happens with your Feedback about this Programme?

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

Student feedback is used in a variety of ways, including:

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

3.4 Getting Feedback on your Assessed Work

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

3.5 How do I Get my Results?

Results from module assessments and decisions on progression to the next level or awards (if you are in the final level) are available from *myACG*. Results normally appear within ten working days after the end of the examination period. Marks on individual assessments of validated courses 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.

Submission within 6 working days: a 10% reduction deducted from the overall marked score for each working day late, down to the 40% pass mark (for UG) and 50% pass mark (PG awards) and no further.

Submission that is late by 7 or more working days: submission refused, mark of 0.

Resits

In the case of an initial failure of one or more assessments in a validated 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 the Committee of Academic Standards and Policies (CASP).

Academic Appeals

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

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

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

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

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

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

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

Cheating, Plagiarism and other forms of Unfair Practice

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

3.7 Academic Misconduct and Penalties

Charges against a student for violating academic integrity may originate from any source: a faculty member, an administrator, a staff member, a fellow student, or from the community at large. The charges are to be submitted in writing to the chair of the Committee on Standing and Conduct. If a member of the Committee originates the charge, then that member will be recused from the decision-making process, and any other process related to the case, other than those related to the role of complainant/witness. On receipt of the allegation of a breach of academic integrity, the Chair must inform the Chair of the Board of Examiners that is responsible for the assessment. The Board should then suspend its decisions on the candidate's grade(s) until the facts have been established (see 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, Open University 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 Programme not only brings US and international students to Athens, it also sends Deree students to several partner universities in the US and other countries. The International Internship and Study Abroad Program combines and provides a first-of-its-kind career and academic program in Greece and is open to all undergraduate students. Students have the opportunity to intern with a leading multinational company abroad and follow this up with a semester of study with an international partner university. The College is proud to be partnering with a select number of institutions that span the globe such as Northern Arizona University, Mercy College, Texas A&M, Kingsville, University of Utah, the American University in Cairo, and Richmond – The American International University in London, to name a few.

5. What to do if you.....

5.1are 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).

5.2are 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.

5.3have 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).

5.4are 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 by a set deadline 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.

5.5need a reference letter

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

6. Other Relevant Policies

6.1 Attendance Policy

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

Absence from a class does not exempt a student from completing the work for that class. Students who have exceeded the allowed threshold of absences will be referred by the instructor to the Registrar's Office. The Registrar will in turn inform the Committee on Academic Standards and Policies which, in the light of any evidence of extenuating

circumstances supplied by the student, will decide whether the student must withdraw from the course (and receive an F grade).

6.2 Student Punctuality Policy

It is the responsibility of students to be in class on time, and the responsibility of instructors to begin their class on time and end it on time. Students are considered absent and will be recorded as such, if they arrive to class 10 minutes (or more) later than the scheduled class starting time.

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

6.3 Turnitin Policy and Student Guidelines

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

Guidelines for Student Use of Turnitin:

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

6.4 Transfer of credits

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

6.5 Evaluation of Transfer Credits

The transfer credit process begins immediately after the student's first registration and only after the student has submitted both the official transcript(s) and the course syllabi or descriptions of substantial length from official publications of the institution. Course syllabi

may be required for a better evaluation of the student's completed prior academic work. All submitted documents not in English or Greek must be accompanied by certified English or Greek translations and must be submitted to the Validation Office before the end of the student's first semester. The assessment process of the student's prior academic work will be completed no later than two months (excluding vacation period) after the student has submitted a complete folder of the required documents as stated above.

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

6.6 Credit by Assessment for Professional Experience

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

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

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

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

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

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

6.7 Student matriculation

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 programme) 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.

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.

6.8 Safety, Health and Wellbeing

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

Disabled Students

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

Accident and Incident and Reporting

All accidents and incidents and dangerous occurrences, must be reported to, and recorded by College staff. In case of accident or medical emergency, you need to contact the College nurse. ACG First Aid Protocol and Medical Emergency Flow Charts are given in Appendix E and are also available on Blackboard.

Smoking

No smoking is permitted in any of ACG buildings; Deree – ACG is a non-smoking campus.

List of Appendices

Appendix A: Teaching and Learning Strategy, Assessment Strategy, Procedures for Exam Security and Invigilation

Appendix B: Programme Specification – available on Blackboard

Appendix C: Grading Criteria

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

Appendix E: ACG First Aid Protocol and Medical Emergency Flow Charts

Appendix F: Turnitin Policy