



**The Open
University**

STUDENT HANDBOOK

BA (Hons) Communication

2024-2025

School of Liberal Arts and Sciences
DEREE – The American College of Greece

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1. Welcome to the Programme

1.1 Message from the Dean

The importance of a Liberal Arts education has never been more in need of emphasis than nowadays, when educational institutions are called upon to ascertain society's commitment to the values of inclusion, diversity, ethical accountability and responsible citizenship. A Liberal Arts education offers a broad as well as in-depth exposure to knowledge that cultivates refined understanding, global consciousness, and ability to deploy creative synthesis which is the foundation of critical, innovative thought. Not surprisingly, research shows, a Liberal Arts degree is the ticket to employability and professional success, as Liberal Arts majors are more and more in demand in today's job market for their informed decision-making abilities, communication skills, and structured habits of mind.

Helena Maragrou, PhD

Dean, School of Liberal Arts & Sciences

1.2 Message from the Department Chair

The Department of Communication aspires to be an intellectually stimulating learning and research environment, where students can explore and develop their academic and professional interests in one of the following areas of communication studies: Advertising, Journalism, Public Relations and Audiovisual Communication. Delivering on our commitment to intensive and high-quality education, we offer a wide range of specialist courses in these areas, along with the foundations in the key theoretical and research traditions, that ensure our students are trained at the cutting-edge knowledge of the field. In their time with us, students have the opportunity to form a dynamic group, engaging in a lively cross-cultural exchange of ideas while imagining and preparing themselves for becoming successful scholars or practitioners.

Angelos Kissas, PhD

Chair, Department of Communication

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

1.4 Key Contacts

- American College of Greece: +30 210 600 9800
- Department Chair: Dr Angelos Kissas, AKissas@acg.edu, ext. 1016, room CN 3102
- Dean's Office: libarts@acg.edu@acg.edu ext. 1359, room 515
- 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 Belati, tbeliati@acg.edu ext. 1500
- Communication Society: dc.comsoc@acg.edu
../../../avramidouk/Desktop/dc.afsoc@acg.edu

1.5 Keeping in Touch

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

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

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

2. Studying on this Programme

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.

2.1 Programme Philosophy and Mission

In combining academic study and practical training, the Communication programme at Deree - ACG prepares students to embark on postgraduate work or professional careers in the field. It develops students' understanding of how professionals work in the different areas and how those areas differ and converge. It exposes them to the main theoretical and research currents that have shaped communication as a field of study; and also allows them to grow as thoughtful individuals who can reflect critically on the problems confronting society in a global age, and on the ways in which the media may reflect, exacerbate, or contribute to providing solutions to those problems.

Our combined approach makes the programme at DERE - ACG unique in Greece and a valuable part of the country's educational landscape. Greek state university media studies programmes tend to be highly theoretical. While they do offer students some opportunity, for example, to produce television news stories or write for publications, these applied efforts are not informed by the media-specific, audience-sensitive communication techniques that are the hallmark of the best of the British and American media. DERE students produce projects and write papers that reflect an informed and methodical approach to solving theoretical and applied communication problems.

2.2 Programme Learning Outcomes

The Communication programme assumes neither prior knowledge of communication subject areas nor prior attainment of skills related to work in the media industry. Its sequential path begins by introducing students to four areas of communication – advertising, film and television, journalism and public relations – and developing key media communication skills. Students then have considerable choice in taking more advanced modules in all four areas. While the curriculum allows students to focus on areas that they have a particular interest in, it also reflects the complexity captured in the introduction to the QAA subject benchmark for Communication:

“Human social life depends upon the constant development and various uses of modes of communication and upon shared and contested understandings

of the world, necessitating the systematic study of communication and culture, and of their mediation through a variety of channels at the local, regional and global levels.”

Comparing and contrasting different media, students develop a nuanced understanding of the relationship between different media areas. They see areas of overlap, but also reflect on a number of issues, such as how communication techniques appropriate in one area may not be appropriate in other areas.

Upon graduation, our students understand the dynamic relationship between media practitioners and media users and the ways that communication professionals and scholars conduct research in the field. Our graduates are able to develop communication plans and have the applied skills to prepare written and multimedia messages. Graduates also have an understanding of the ethical dimensions of communication in professional contexts.

2.3 Programme Structure

Open University-validated (UK) programme

Students in the Open University-validated Communication programme take eight modules at Level 4, eight at Level 5 and eight at Level 6 (BA Hons level). While individual students will complete at least six optional modules in one of the four areas covered by the programme, all students will take some modules in all the areas. At Level 4 they take a number of modules that introduce them to the different communication industries and the theoretical traditions of the field as an area of study. They also take modules designed to develop their applied skills in multimedia production and writing for the media. At Levels 5 and 6 students undertake more specialized study and training in the programme's four areas. At Level 5 they also receive further education in theory, in preparation for a Level 6 module in research methods and their thesis.

The Communication programme contains both concentration (compulsory) and optional modules. The concentration (compulsory) modules that contain theoretical or other academic elements, practical skills training, as primary components.

Concentration Modules

Foundations of Contemporary Media (Level 4)
Writing for the Media (Level 4)
Introduction to Public Relations (Level 4)
Introduction to Advertising (Level 4)
Introduction to Film and Television Studies (Level 4)
Introduction to Digital Video (Level 4)
One social science module (Level 4)
Introduction to Computer Information Systems (Level 4)

Media Ethics (or Ethics) (Level 5)

Issues in Context (Level 5)
Communication Theories (Level 5)

Communication Research Methods (Level 6)
Communication Thesis (Level 6)

Optional Modules

The optional UK modules, five at Level 5 and six at Level 6, are in the four areas: advertising, audio and visual communication, journalism, and public relations. There are also two general Communication modules. The list of optional modules follows. (Owing to US programme requirements, students **MUST** complete at least three Level 5 and three Level 6 modules in one of the four following areas):

Advertising

CN 3160 Digital Storytelling
CN 3434 Advertising Strategy and Client Services (former Client Services in Advertising)
CN 3409 Advertising Copywriting and Evaluation (former Copywriting and Evaluation)
CN 3642 Digital Campaigns (former Digital Communication)
CN 4413 Brand Building in Advertising
CN 4566 Audience Behavior in Advertising
CN 4800 Creativity in Advertising Campaigns (former Creative Execution in Advertising)
CN 4545 Making the Short Film

Audio and Visual Communication

CN 3160 Digital Storytelling
CN 3425 Film Analysis
CN/MU 3164 Sound Design
CN 3316 Broadcast Journalism and Public Relations
CN 4239 Making the Short Documentary
CN 4337 Screenwriting
CN 4465 American Cinema
CN 4545 Making the Short Film

Journalism

CN 3160 Digital Storytelling
CN 3311 Fundamentals of Journalism (former Fundamentals of Print Journalism)
CN 3316 Broadcast Journalism and Public Relations (former Radio News Writing)
CN/ITC 3016 Designing for the Web
CN 4207 Multimedia Journalism and Public Relations (former Television News Writing)
CN 4404 News Culture
CN 4436 Global Public Relations
CN 4533 Investigative Journalism (former Advanced Print Journalism)

Public Relations

CN 3160 Digital Storytelling
CN 3328 Public Relations Techniques
CN 3323 PR and Special Events Planning
CN 3316 Broadcast Journalism and Public Relations
CN/ITC 3015 Designing for the Web
CN 4207 Multimedia Journalism and Public Relations
CN 4426 Public Relations in non-Profit Organizations
CN 4436 Global Public Relations
CN 4470 Corporate Communication
CN 4667 Crisis Communication

Students take two additional Level 5 courses from any of the four areas above, and three additional Level 6 courses from any of the from the four areas listed above or from the list below.

CN 4438 Leadership Communication
CN 4668 Media Industries: Production, Content, and Audiences

Students must complete four level 4 modules before moving on to Level 5, and must complete four Level 5 modules before moving on to Level 6. (Students must complete all eight Level 4 modules before starting Level 6 modules.) Students must also complete any prerequisites listed for a module before taking it.

US Programme

121-Credit US Communication Program (effective Fall 2020)

Liberal Education (43 credits)

WP 1010 Intro to Academic Writing
WP 1111 Integrated Academic Writing and Ethics
WP 1212 Academic Writing and Research
SP 2300 Presentation Skills or EN 3942 Professional Communication or Equivalent

One LE-designated natural science course with lab
One LE-designated natural science (STEM) course without lab
Two LE-designated humanities courses
Three LE-designated social science courses (one course counts as L4)
One LE-designated fine and performing arts course
MA 1000 Math for the Liberal Arts (basic statistics, college algebra, or higher)
CS 1070 Introduction to Information Systems or equivalent computer literacy course (counts as L4)

Students take all the Communication Concentration courses below (36 credits):

CN 2005 Introduction to Digital Video (former Multimedia Lab)
 CN 2202 Writing for the Media (former Writing for Mass Communication)
 CN 2103 Introduction to Public Relations (former Fundamentals of Public Relations)
 CN 2227 Introduction to Film and Television Studies
 CN 2001 Foundations of Contemporary Media (former Contemporary Mass Communication)
 CN 2110 Introduction to Advertising (former Communication in Advertising; moves from L5 to L4 in the UK program)
 CN 3408 Issues in Context (moves from Level 4 to Level 5 in UK program)
 CN 3421 Communication Theories
 CN 3412 Media Ethics or PH 3010 Ethics
 CN 4532 Communication Research Methods
 CN 4740 Communication Thesis
 SP 2206 Interpersonal Communication

Students take three Level 5 (3000-level) and three Level 6 (4000-level) courses from one of the four areas below (18 credits):

Advertising

CN 3160 Digital Storytelling
 CN 3434 Advertising Strategy and Client Services (former Client Services in Advertising)
 CN 3409 Advertising Copywriting and Evaluation (former Copywriting and Evaluation)
 CN 3642 Digital Campaigns (former Digital Communication)
 CN 4413 Brand Building in Advertising
 CN 4566 Audience Behavior in Advertising
 CN 4800 Creativity in Advertising Campaigns (former Creative Execution in Advertising)
 CN 4545 Making the Short Fiction Film

Audio and Visual Communication

CN 3160 Digital Storytelling
 CN 3425 Film Analysis
 CN/MU 3164 Sound Design
 CN 3316 Broadcast Journalism and Public Relations
 CN 4207 Multimedia Journalism and Public Relations
 CN 4239 Making the Short Documentary
 CN 4337 Screenwriting
 CN 4466 American Cinema
 CN 4545 Making the Short Fiction Film

Journalism

CN 3160 Digital Storytelling
 CN 3311 Fundamentals of Journalism (former Fundamentals of Print Journalism)
 CN 3316 Broadcast Journalism and Public Relations (former Radio News Writing)
 CN/ITC 3016 Designing for the Web
 CN 4207 Multimedia Journalism and Public Relations (former Television News Writing)
 CN 4404 News Culture
 CN 4436 Global Public Relations

CN 4533 Investigative Journalism (former Advanced Print Journalism)

Public Relations

CN 3160 Digital Storytelling

CN 3328 Public Relations Techniques

CN 3323 PR and Special Events Planning

CN 3316 Broadcast Communication for News and Public Relations

CN/ITC 3015 Designing for the Web

CN 4207 Multimedia Journalism and Public Relations

CN 4426 Public Relations in non-Profit Organizations

CN 4436 Global Public Relations

CN 4470 Corporate Communication

CN 4667 Crisis Communication

Students take two additional Level 5 courses from any of the four areas above, and three additional Level 6 courses from any of the four areas above or from the list below (15 credits).

CN 4438 Leadership Communication

CN 4668 Media Industries: Production, Content, and Audiences

Students take either CN 3010 Communication Internship or one Level 5 course from the lists above (3 credits)

Students take any two elective courses from the Deree College Catalog (6 credits)

2.4 Academic Staff

Anastasiadou, Artemis. M.F.A., received an MFA in Film and Media Production from the University of Texas at Austin and an BFA/Integrated Master in Drama & Theater Studies from the Aristotle University in Thessaloniki. She is a film director, screenwriter and film editor with participations and distinctions in major International Film Festivals such as Berlin International Film Festival, BFI -London Film Festival, SXSW etc. In 2022 She won the IRIS award for best Greek short film from the Hellenic Film Academy. She is a member of the HFA and WIFT.GR.

AA Anastasiadou@acg.edu

Melenia Arouh, PhD, is an associate professor. Her current teaching includes such courses as Introduction to Film and TV Studies, Philosophy and Cinema, Aesthetics, American Cinema, and Film Analysis. Her research interests are interdisciplinary, and she is primarily interested in scholarship that links film and media theory with philosophical enquiry. She has published articles and chapters on cinema space, aesthetics and film form, moral and cultural readings of films and works of art, and online audiences of film and television. [Orcid ID](#) m.arouh@acg.edu

Mariangela Ciccarello, MFA, is a filmmaker and visual artist originally from southern Italy, now based between Athens and New York City. Mariangela has taught filmmaking for many years in the United States, at institutions such as the School of Visual Arts in New York and Rutgers

University in New Jersey. In her films, performances, and texts, geographical, geological, and historical landscapes interact with the feminine, queer body. Her work has been featured at the Locarno Film Festival, Edinburgh International Film Festival, Torino Film Festival, Harvard Art Museum, and Film Society of Lincoln Center, among other venues. Mariangela has participated in international residency programs and workshops, receiving support from institutions in both Europe and the United States. Mariangela holds an MFA from Mason Gross School of the Arts, Rutgers University (US), an MA from the University of Provence (FR), and a BA in Philosophy from Alma Mater Studiorum, Bologna (IT). In 2019-20, she was a participant in the Whitney Independent Study Program – Studio Program.

Katerina Diamantaki, PhD, received her doctorate in communication and media from the National Kapodistrian University of Athens. She is a member of the Deree Communication faculty, teaching graduate courses in communication theory, new media theory and research, applied communication theory, advertising theory and digital public relations, as well as undergraduate courses in research methodology and advertising. Her scholarly expertise focuses primarily on New Media Theory & Research, but expands to other areas such as strategic communication, political communication, persuasion, audience research and memory/space studies. She has participated in numerous research projects covering a wide range of topics, such as media representations, science communication, educational technologies, online political communication, locative media, the adaptive web, user experience, and the Internet of Things. She served as Independent Expert in Community-building for the EU-Community project (7th Framework of the European Commission) for five years and is currently the National Representative (for Greece) for WAPOR, the World Association for Public Opinion Research. Dr. Diamantaki also has extensive professional experience, having worked as a communications specialist for the European Parliament, the Greek Ministry of Foreign Affairs, and other social, political and scientific organizations.

kdiamantaki@acg.edu

Nikos Falagas, MA, received his master's degree in media, communication and public relations from the University of Leicester. An experienced broadcaster, he has worked on a number of live and recorded sports productions. He has also worked as a materials coordinator at Filmnet, and coordinated a team of 40 people recording and logging sports venues during the Athens Olympics. He has also translated a series of books into English, concerning the Greek Cinema, under the auspices of the Michael Cacoyannis Foundation. His recent artistic endeavors include several Video Art Projects, displayed in various exhibitions as well as the creation of Video for theatrical performances. Finally, he has created a comprehensive online Adobe Premiere Editing Software tutorial in the Greek language.

nfalagas@acg.edu

Christina Giakoumaki, PhD, is the Graduate Program Coordinator MA in Digital Communication and Social Media.

Education: PhD in Marketing, Athens University of Economics and Business (2013) - Thesis: "The Role of Consumer Advertising in B2B Products"; Postdoctoral Research, Athens University of Economics and Business (2016) - Thesis: "The Moderating Role of Involvement in Co-Branded

Relationships”; MA in Marketing and Communication with New Technologies, MSc in Marketing; BSc in Business Administration, University of Piraeus

Career & Research Interests: Graduated from the Department of Business Administration of the University of Piraeus in 2006. In 2008, she completed her MSc in Marketing and Communication with New Technologies at the Athens University of Economics and Business. She received her PhD in 2013 for her thesis on consumer advertising in B2B products. In 2016, she completed her postdoctoral research on the role of involvement in co-branded relationships.

Since 2008, she has worked in both formal and non-formal education. Her academic and research interests include contemporary industrial and consumer marketing practices, digital and social media, web analytics, ingredient branding, advertising effects on supplier-customer relationships, fashion marketing management, retailing, and influencer marketing.

cgiakoumaki@acg.edu

Demetris Kamaras, PhD, received his Doctorate in Journalism and an MA in Communications Policy from City University of London and a BA in Economics from University of Piraeus. He has worked as a journalist, political analyst and digital communications specialist. He has written books and articles on communication and founded various websites. He currently works in the areas of digital journalism and internal corporate communication.

DKamaras@acg.edu

Grigorios Karimalis, PhD, received his doctorate in organizational and corporate communication from Wayne State University in Detroit. He has been a member of the Deree faculty since 2002. He has taught undergraduate and graduate courses in the areas of public relations, corporate communication, and advertising. His current teaching involves such courses as Brand Building in Advertising, Public Relations in Public and Nonprofit Organizations, Corporate Communication, Intercultural Communication and International Public Relations, Effective Communication skills. His research interests include topics relating to marketing, advertising, organizational and health communication and management of various organizations. He has written and presented a number of articles in the above areas. He has held corporate positions in the Marketing, PR and HR departments of various organizations.

gkarimalis@acg.edu

Stamatina Katsiveli, PhD, received her PhD in Linguistics from Queen Mary University of London, funded by QMUL Principal's Studentship. Among others, her research interests revolve around sociolinguistics and the relationship between language and (institutional) identity, focusing on interpersonal communication in ordinary and professional settings. She has published in several international peer-reviewed journals and edited volumes. She is the Area Coordinator of Human Communication, and teaches courses on professional and interpersonal communication, sociolinguistics, research methods, and language in the media.

SKatsiveli@acg.edu

Angelos Kissas, PhD, is an Assistant Professor and the current Chair of the Department of Communications. He holds a PhD in Media and Communications from the London School of Economics and Political Science (LSE). Angelos teaches courses on media and communication theory and political communication while his research spans the field of political communication, focusing on digital populism, the role of ideology in political advertising, and mediatized politics in

general, and algorithmic power in today's attention economies, among others, and has been published in several international peer-reviewed journals and edited volumes. He is also a Visiting Fellow at the LSE Department of Media and Communications, while prior to that he was an ESRC Postdoctoral Fellow at the University of Cambridge, and has served as Special Adviser for communication and social media to the President of the Hellenic Republic.

AKissas@acg.edu

Margarita Kondopoulou, MA, received a master's degree in Mass Communication Research from the University of Leicester and a BA in English Literature from the American College of Greece. She has been a member of the Deree faculty since 2003. She teaches Journalism, News Culture, and Media Ethics. She has also worked as a tutor at the Student Academic Support Services of the College. Margarita has also worked as an Associate Tutor for the DL MA degree in Mass Communications, University of Leicester. During her University of Leicester years, she worked as a Teaching Assistant, BSc Communication & Society, Center of Mass Communication Research (CMCR). She has worked as a research associate at the Universities of Leicester, UK and Konstanz, Germany, and as a radio and print journalist, in Greece. She has published articles and presented papers on war reporting.

nkondopoulou@acg.edu

Vassia Kontopoulou, PhD, graduated from the Department of Marketing and Communications at the Athens University of Economics and Business, in 2008, and in 2010 she completed her graduate studies at the Department of Business Administration (MBA) at the Athens University of Economics and Business. In 2019, she received a PhD with the completion of her thesis entitled "Consumer Behavior and Counterfeit Luxury Brands: An Evolutionary Psychology Approach" at the School of Marketing and Communications of the Athens University of Economics and Business. Dr. Kontopoulou Vassia joined the Department of Communication at the American College of Greece in April 2021. Her academic and research interests lay in the areas of consumer behavior, evolutionary psychology, luxury branding, advertising and digital and social media.

VKontopoulou@acg.edu

Daniel McCormac, MA, received his master's degree in journalism and media management from the University of Missouri. He has been a member of the Deree faculty since 1998. He teaches writing across the media and other communication courses. His area of research interest is framing in the news media. He has two decades of experience in print and broadcast journalism as a reporter, writer, editor, and television anchor. He has also worked as a public relations media officer and communication consultant. His area of research interest is framing. As head of the Department of Communication he led the department to its initial Open University validation, and then to a five-year revalidation in 2015. He is a member of the NEASC reaccreditation team and of The ACG Review editorial board.

djmccormac@acg.edu

Georgia Miliopoulou, PhD, received her doctorate in brand communication from the Panteion University in Athens. Her publication and research interests are in the areas of creativity, digital content and communication strategy. She authored the book: Creative Advertising Concept & Copy: A Practical Multidisciplinary Approach, published by Routledge Taylor & Francis while her research has been published in journals like the European Journal of Marketing and 'Gender,

Work, and Organization'. She has over 25 years of experience in creative advertising.
gmiliopoulou@acg.edu.

George Kyparissiadis, PhD, is the Program Coordinator of the MA in Advertising Communications. He holds a PhD in Visual Communications from Panteion University, a Master's degree in Communication Policies from City University of London and a BA in Business Administration and Marketing from the Economic University of Athens. He gained extensive experience in the advertising industry working as a coordinator for some of the top global agencies in London, including Saatchi & Saatchi, Grey and Starcom, on accounts for the European and the US markets. His academic and research interests focus on the areas of identity, representation and diversity, as well as visual communications. Dr Kyparissiadis is an associate lecturer at Deree teaching a variety of topics, including integrated communications and advertising, media planning and digital advertising.

GKyparissiadis@acg.edu

Elisavet Paneta, MA, has received her master's degree in Digital Effects, Bournemouth University and holds a PG Cert Education Practice, Bournemouth University. She has been a part-time instructor in the Communication and Cinema Studies Department since 2020. She has taught courses in the areas of Cinematography, Editing and Digital Compositing. Her current teaching involves such courses as TV Producing, Introduction to Digital Video. Her interests are in the areas of Film and TV Production and Digital Compositing. She has been an active Production Coordinator and Compositor in the UK and Greece for more than 18 years. Her credits include awarded short Animation and Feature films like Skyfall, Dark Knight Rises, The Bourne Legacy, Les Miserables. She currently works in the Film and TV Industry in Athens. She currently works as a VFX Producer in the Film and TV Industry in Athens.

Vaios Papanagnou, PhD, received his PhD in Media and Communication from the London School of Economics and Political Science. He has been a member of the Communication department since January 2021. He teaches courses in the area of Digital Media and Communication. His research interests include social media, journalism, media sociology, media ethics, and discourse theory and analysis.

Emmanuel Skoulas, PhD, received his PhD from Panteion University. He has been a member of the Deree faculty since 2017. He has taught courses at major public and private educational institutions (National Kapodestrian University of Athens, Panteion University of Social & Political Sciences, the Hellenic Police Academy etc.). He has also published articles and a book chapter on Public Relations, Media, and two policy guides on the Integration of Gender in the Local Political Policies in Greece. He has also undertaken many projects in the context of EU policies and regulations on social issues such as migrant's integration, human trafficking, local public administration and gender. In addition, he has conducted training to many corporations in Greece and abroad on Crisis Management, Leadership, Negotiations, Conflict Resolution, Risk Auditing, Crisis Planning as well as Safety and Security in the context of corporate culture. His research interests include crisis and crisis communication, public affairs, public communication campaigns, corporate communication, radicalization, populism and gender.

ESkoulas@acg.edu

Maria Vouyouka-Sereti, PhD, received her doctorate in Sociology from the State University of New York at Stony Brook. She started her career in academia as an Assistant Professor in Urban Sociology at the City University of New York (College of Staten Island). She then took over the Directorship of Educational Affairs at the Onassis Foundation (USA) in New York, a position she held for many years and involved the coordination of academic programs and educational initiatives of the Foundation in the Americas. mvouyouka@acg.edu

2.5 The Communication Society

All Communication majors are members of the Communication Society. Each year the Communication students elect five people to the governing body. The society has an academic advisor from the department, with whom the society plans and executes academic events such as the hosting of guest speakers. If you are interested in joining the governing body or simply working closely with it, contact the department head.

2.6 Description of Modules

For a detailed description of the Communication modules go to [Course Descriptions](#)

2.7 Programme Resources

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.

Multimedia resources

Microsoft Office: 750 licences currently in operation. Licences are per machine and are renewed every 5 years.

SPSS: 100 licences currently in operation. Licences are concurrent and are renewed annually.

E-views: 3 licences currently in operation. Licences are per machine and are renewed annually.

Blackboard platform: The licence is renewed annually.

Turnitin Plagiarism Detection software: Licence is renewed annually.

Premiere editing suite: installed on lab computers for teaching and student use.

Cameras and audio recording equipment is available for student use at the sound studio and production lab

External Examiners

The External Examiners guarantee 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 Chief External Examiner for this programme is Professor Michael Wright, PhD.

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.

Work-Related Activities

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

The internship option, which you may also complete for 3 credits in the US (but not the validated) program provides opportunities for the development of practical skills in contexts where professional criticism is both immediate and constructive. It also furnishes you with opportunities to observe and understand connections between coursework and skills needed to perform effectively in a professional environment. Internships aid in the identification of knowledge and skills essential to doing well in a particular profession, give

you the opportunity to demonstrate your professionalism and, therefore, increase the credibility of your degree.

In addition, because the internship experience requires a great deal of personal responsibility, it enhances your professional confidence and provides an important step in your personal and professional maturation process.

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

2. 8 Opportunities for Graduates

Communication graduates work in numerous branches of the communication field. Some work for large companies; others start their own companies or work freelance. We have graduates who become advertising and public relations account managers, journalist with traditional and online media, and film directors and producers. Many of our graduates go on to complete master's degrees, often in the UK, but also in the US, Holland and other countries.

3. Assessment and Feedback

3.1 Assessment

Assessment Strategy and Procedure

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

Examination Regulations and Procedures

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

Student Identity

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

Entering and Leaving the Exam

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

Exam Conduct

Students should bring their own pens, pencils, approved calculators, and other materials needed for the examination. All exams should be written legibly in black or blue ink. Pencil may only be used for diagrams, graphs, etc. Exam answers written in pencil are not acceptable. Entry/leaving an exam should be done as quietly as possible.

Mobile Phones and Electronic Devices

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

Student Answers/Examination Paper

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

Return of Exam Papers

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

Assessment Schedule

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

Examination Schedule

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

Coursework

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

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

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

Your responsibilities:

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

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

Assessment Method Mapping

COURSE	LEVEL	COURSE TITLE	ASSESSMENT TYPE AND NUMBER	WEIGHTING	DETAILS
CN 2005	4	Introduction to Digital Video	1-Portfolio of video work	50	2 minutes
			2- Video project	50	2 minutes
CN2202	4	Writing for the Media	1-Midterm exam	20	1 hour; writing exercises
			2-Portfolio	10	Blog containing media texts (eg, podcasts, photos with captions)
			3- Feature Story	70	Students write 900 to 1100-word story with quotes from 3 people they have interviewed and credibility material
CN 2103	4	Introduction to Public Relations	1-Research paper	40	1,800-2,000 words
			2-Final examination	60	Essay questions or problems
CN 2227	4	Introduction to Film and Television Studies	1-Research paper	40	1,800-2,000 words
			2-Final exam	60	2 hours; essay or short answer questions
CN 2001	4	Foundations of Contemporary Media	1-Research paper	40	1,800-2,000 words

			2-Final exam	60	2 hours; essay questions
CN 2110	4	Introduction to Advertising	1-Research paper	40	1,800-2,000 words
			2- Portfolio	10	Ad campaign analysis or case studies
			3- Final exam	50	2 hours; essay or short answer questions
CN 3160	5	Digital Storytelling	1-preparatory work for video	40	Such things as scripts, pitches, storyboards
			2-Portfolio	60	Video work of 3 to 5 minutes in length
CN 3311	4	Fundamentals of Journalism	1- Portfolio	60	A collection of final form new stories
			2-Final exam	40	2 hours; comprehensive
CN 3316	5	Broadcast Journalism and Public Relations	1- Midterm exam	20	1 hour; editing or writing exercises
			2-Audio field report	50	2.5-4 minutes
			3-Video report	30	25-30 seconds
CN 3323	5	PR and Special Events Planning	1-Midterm exam	20	Problems or essay questions
			2-Individual project	80	3,600-3,800 words
CN 3408	5	Issues in Context	1-Research paper	40	2,400-2,600 words
		Final exam	2-Final exam	60	2 hours; comprehensive
CN 3409	5	Advertising Copywriting and Evaluation	1-Case study	40	2,400-2,600 words
			2-Portfolio	10	Each student presents an execution in class

			3-Project	50	Creation of an online portfolio of creative executions
CN 3412	5	Media Ethics	1-Essay	40	1,800-2,000 words
			2-Portfolio	10	Oral presentation in class
			3-Final exam	50	2 hours
CN 3421	5	Communication Theories	1-Essay	40	2,300-2,500 words
			2-Final exam	60	2 hours; choice of questions
CN 3425	5	Film Analysis	1-Film analysis essay	50	2,700-3,000 words
			2-Final exam	50	2 hours
CN 3428	5	PR Techniques	1-Midterm exam	30	1-hour; case studies or essay-type questions
			2-portfolio	10	Presentation of project idea or case study
			3-project	60	Online newsroom or other texts
CN 3434	5	Advertising Strategy and Client Relations	1-Case study	30	Analysis based on academic literature and desk research
			2-Creative brief	40	Creative campaign strategy
			3-Final exam	30	2 hours
CN 3642	5	Digital Campaigns	1-Case study	30	Analysis based on academic literature and desk research
			2-Portfolio	10	Presentation of case study in class
			3-Project	60	2,000-2,300-word campaign plan
CN 4207	6	Multimedia Journalism and Public Relations	1-Portfolio	10	Audio interview or other multimedia content
			2-Video package story	70	2.5-4 minutes

			3-Print version of the video story	20	500-600 words; may also include related photo and caption
CN 4239	6	Making the Short Documentary	1-Research and proposal	30	2,700-3,000 words
			2-Portfolio	10	Writing and shooting exercises
			3-Documentary	60	7-12 minutes
CN 4338	6	Leadership Communication	1-Individual project	40	Analysis of leadership style of a selected leader
			2-Portfolio	10	May include analysis of leadership in cinema or a case study based on assigned films
			3-Final exam	50	Problem, case study, or essay questions
CN 4404	6	News Culture	1-Research paper	40	2,800-3,000 words
			2-Portfolio	10	Presentation in class
			3-Final exam	50	2 hours
CN 4413	6	Brand Building in Advertising	1-Presentation slides	30	Brand audit with background research component
			2-Individual project	70	2,800-3,000 words
CN 4426	6	Public Relations in non-Profit Organizations	1-Midterm exam	20	1 hour; problems or essay questions
			2-Portfolio	10	Creative content
			3. Individual project	70	3,800-4,000 words
CN 4433	6	Investigative Journalism	1-News stories	30	Final form news stories
			2-Feature story	50	Investigative story; 1,300-1,800 words
			3-Final exam	20	2 hours
CN 4436	6	Global Public Relations	1-Midterm exam	30	1 hour; problems or essay questions

			2-Individual Project	70	International PR proposal (3.500-3,800 words)
CN 4337	6	Screenwriting	1-Preparatory portfolio	40	Material for original screenplay
			2-Original short screenplay	60	15-20 pages
CN 4465	6	American Cinema	1-Case study	40	2,000-2,200 words
			2-Portfolio	10	Writing assignments
			3-Research paper	50	3,200-3,400 words
CN 4470	6	Corporate Communication	1-Midterm exam	20	1 hour; problems or essay questions
			2-Portfolio	10	Presentation of selected project elements
			3-Individual project	70	3,800-4,000 words
CN 4532	6	Communication Research Methods	1-Midterm exam	40	1 hour; essay or short-answer questions
			2-Research pilot study	60	4,800-5,000 words
CN 4545	6	Making the Short Fiction Film	1-Portfolio of preparatory work	40	3,300-3,500 words
			2-Video project	60	10-15 minutes
CN 4566	6	Audience Behavior in Advertising	1-Midterm exam	45	1 hour; choice of questions
			2-Individual project	55	2,700-3,000 words on audience behavior with research and creative components
CN 4667	6	Crisis Communication	1-Midterm exam	20	1 hour: Problems or essay questions
			2-Portfolio	10	Presentation in class

			3-Individual project	70	3,700-4,000 words
CN 4668	6	Media Industries: Production, Content, and Audiences	1-Midterm exam	20	Choice of questions
			2-Paper	80	4,700-5,000 words
CN 4740	6	Communication Thesis	1-Capstone paper or project	100	6,000-8,000 words
CN 4800	6	Creative Execution in Advertising	1-Essay	30	Based on selected topics on advertising creativity
			2-Portfolio	10	Presentation of campaign in class
			3-Campaign portfolio	60	Integrated campaign delivered in electronic format

3.2 Giving your Feedback on This Programme

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

School of Liberal Arts and Sciences Programme Committee

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

Departmental Academic Society

The School of Liberal Arts and Sciences Communication Department has a student society, which organizes field trips, 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. The societies also maintain a

Blackboard site for all students majoring in the programme where academic information can be posted.

The Communication Society fosters a climate of intellectual collaboration between students and faculty members, and provides opportunities for students to explore various career options. We achieve these aims by working with advisors in order to organize events such as conferences and trips with an explicit educational purpose and by actively supporting initiatives undertaken by the Communication department.

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 School of Liberal Arts and Sciences programmes. In that spirit, we ask prospective graduates a Senior Exit Survey. The survey includes questions on student satisfaction with the education provided by the School of Liberal Arts and Sciences and with their overall College experience at Deree. The aim is to identify areas of good practice as well as areas that need improvement. Based on the data collected through the Senior Exit Survey, a report is developed by an interdisciplinary School of Liberal Arts and Sciences faculty committee. All data collected in this survey are held anonymously and securely. Responses cannot be traced back and all results are presented in an aggregated form. When you reach the final semester of study, you receive the relevant link in your student email address.

3.3 What Happens with your Feedback on This Programme?

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

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

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

3.4 Getting Feedback on your Assessed Work

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

3.5 How do I Get my Results?

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

3.6 Issues with Assessment

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

Examples of acceptable extenuating circumstances include:

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

The following are not acceptable extenuating circumstances:

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

Late Submission

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

Resits

In the case of an initial failure of one or more assessments in a course, you have the right to be reassessed in (i.e. resit) the element that you have failed. This reassessment will

normally be scheduled prior to the commencement of the following semester. Only one resit per each assessment element is allowed in each module. The maximum grade you can obtain for the reassessed component of the course is a pass (Grade C – 40%). If you fail the resit, you will not receive the credit for that course.

Resits in Capstone Courses

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

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

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

Academic Appeals

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

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

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

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

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

The Academic Dean will undertake an initial assessment of the validity of the appeal and advise the student accordingly. In the light of this advice, the student should decide whether s/he wishes to proceed with the appeal. Alternatively, the student may decide to withdraw his or her appeal and/or lodge a complaint in accordance with the College's complaints

procedure. The subcommittee of the Academic Council will hear the appeal. The appellant may be called to appear before the subcommittee. The subcommittee may also require the Chair of the Board of Examiners to appear separately before it. The appellant and the Chair of the Board will not be present when the subcommittee considers the evidence and formulates its decision. The subcommittee must inform the student and the Board of Examiners of its decision within seven days of the hearing. The student has the right to subsequently appeal to the President in writing against the decision of the subcommittee. If the appellant wishes to contest the President's decision s/he has the right to lodge an appeal with the Open University. The student will obtain contact details for the President and the Open University at the Student Success Center.

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

Cheating, Plagiarism and other forms of Unfair Practice

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

3.7 Academic Misconduct and Penalties

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

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

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

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

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

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

Second offences automatically result in a hearing.

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

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

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

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

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

President whose decision is final. The student may appeal against the decision of the Board of Examiners in accordance with the regulations for academic appeals (Section 9, Appendix D – Regulatory Framework).

3.8 Complaints Procedure

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

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

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

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

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

4. Where to Get Help

4.1 Downloading College Forms

All standard student forms are available online on www.acg.edu as well as on *myACG* → *Student Resources* → *Forms*

4.2 Academic Advising

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

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

4.3 Student Academic Support Services

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

4.4 Office of Student Affairs

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

4.5 Student Success Centre

The Student Success Centre supports students by offering comprehensive, integrated services in the areas of academic advising, OU validation issues, student records, registration, and payments in a one-stop area. The Student Success Centre aims to create the optimum conditions so that students can follow the path to academic success. Students may visit the Student Success Centre to pay a bill, request a certificate, obtain a form, arrange to bring a visitor on campus, obtain their transcript, see an academic advisor, ask about OU validation, change a course, and obtain or replace their student ID. The SSC web page has been set up to reflect the one-stop concept of the Centre and includes information

from different departments. It may be accessed from the “Quick Links” on the ACG homepage (www.acg.edu) and it allows students to print forms or view the academic calendar, academic policies, final exams schedule, course schedule, graduation instructions, major requirements, frequently asked questions (FAQs), the e-mail directory, and financial aid and international student information.

4.6 Disability Status and Provisions

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

4.7 Career Services

The Office of Career Services offers centralized, comprehensive and coordinated career development, through appointments, sessions and workshops, building relationships and longstanding collaborations between students/alumni and potential employers. In the past three years the Office has expanded the quality of the services offered by acquiring a Career Services Manager tool, Goinglobal, as well as the handling of the international internship positions and the work study positions, transforming it thus into a hub for career-related issues. The Office moved dynamically to the era of social media utilizing Facebook and LinkedIn. The variety of programs and services offered to students and alumni include: counselling sessions about career advising and graduate studies advising; an online test which identifies strengths and personality preferences aiming to assist the students in their selection of a major; Goinglobal, a tool offering job openings abroad; skills workshops about job search and job interview techniques; Career networking events; JobBank offering part-time and full-time positions; Career Days where the students have the opportunity to have a short interview with a company representative; International Internship program.

4.8 Study Abroad

The Study Abroad 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 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 [Student Resources](#).

Guidelines for Student Use of Turnitin:

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

6.4 Transfer of credits

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

6.5 Evaluation of Transfer Credits

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

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

6.6 Credit by Assessment for Professional Experience

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

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

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

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

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

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

6.7 Student Matriculation

For the US 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 NEASC accredited degree is 10 years.

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

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

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

6.8 Safety, Health and Wellbeing

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

Disabled Students

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

Accident and Incident and Reporting

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

Smoking

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

List of Appendices

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

Appendix B: Programme Specification