



STUDENT HANDBOOK

BSc (Hons) in Business Analytics

2025-2026

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1. Welcome to the Programme

1.1 Message from the Dean

Upholding the American College of Greece tradition of providing a student-oriented educational experience, Deree School of Business and Economics delivers academic programmes based on quality instruction and pedagogic best practices. Blending critical inquiry with practical insight, Business and Economics curricula equip students with analytical and practical skills that are essential in today's globalized marketplace and, at the same time, provide excellent preparation to students who wish to pursue graduate studies in economics and business-related fields. Rigorous external review through NECHE accreditation, along with validation by the Open University UK, safeguards the quality and warrants the international relevance of our programmes.

Business and Economics programmes are delivered by friendly and accessible academic staff, who combine scholarly expertise with industry experience. The academic staff is motivated by the talented and increasingly diverse student population of the College. Together, they contribute to the creation of a vibrant academic environment at Deree, helping the School of Business and Economics rise to the next level of excellence.

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

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

Dimitris Doulos, Ph.D.

Senior Associate Dean of the School of Business and Economics (SBE)

1.2 Message from the Department Chair and the Programme Coordinator

Welcome to Deree-ACG and the Business Analytics programme! The American College of Greece has a long tradition of offering impactful information systems-related education programs recognized for their excellence since 1971. This program originates in one of the first accredited information systems programs in Greece, introduced at The American College of Greece in the 1980s, and is one of the few offered at the undergraduate level in Europe and internationally.

The Business Analytics program consistently addresses the needs of its stakeholders, namely all industries and especially the information systems one, students and their families, academia, governments and agencies, and society at large. The program is designed to help professionals identify reasons for current business results, trends that will be important to the success of the business, and presentation skills to help influence decision-makers at all levels.

Through academic collaborations, professional partnerships with top global corporations, and an expanding network of professionals, we aim to expose you to the latest trends and best practices in business analytics and therefore add value to your studies. In addition, the program engages students and enhances their learning through the organization of co-curricular activities, such as guest lectures by prominent professionals, company presentations, site visits, and educational and social events.

Graduates of our program pursue careers in Greek or foreign companies and organizations and/or pursue postgraduate studies in related fields abroad. Additionally, as all American College of Greece graduates, they are held in high regard and are much sought after by multinational, regional, and high-profile Greek companies.

Business Analytics faculty are dedicated to high-quality teaching, research, and service to the community and to the profession. The faculty is looking forward to meeting with you in person, teaching you in class, and working with you to jointly create a learning experience that will shape your future!

Emmanuel (Manos) Varouchas, Ph.D.

Associate Professor in Management Information Systems, and Department Chair of Management

Vasileios Vlaseros, Ph.D.

Assistant Professor in Business Analytics, and Programme Coordinator of Business Analytics.

1.3 Deree-The American College of Greece

The American College of Greece (ACG) is a US non-profit institution. The educational system at DERE-ACG is based upon that of American institutions of higher learning. The school provides its students with a quality education of a standard equivalent to that of the most respected colleges and universities in the United States by virtue of the College's accreditation by NECHE, the oldest accrediting body in the United States. In 2010, DERE-ACG entered into a partnership with The Open University of the U.K., the largest university in Europe, for the purpose of program validation. All undergraduate programs offered at DERE-ACG are validated by The Open University, UK (www.open.ac.uk/validate). Through these accreditation and validation relationships, DERE-ACG students undertake studies leading to the award of two degrees: a US Bachelor's degree, reflecting institutional accreditation by NECHE, and a UK Honours Bachelor's Award validated by The Open University. 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 Greek public universities. b) Transfer students who have transferred 92 US credits or above applicable to their program. c) Readmitted students who have interrupted their studies before 2010 will have the option of pursuing only a Deree US degree. Students who wish to be considered for these exemptions must petition the Committee on Academic Standards and Policies (CASP) through the Student Success Center during the first month after their initial registration at Deree.

1.4 Academic Calendar

The academic calendar can be found here <http://www.acg.edu/academics/college-calendars>

1.5 Key Contacts

- American College of Greece: +30 210 600 9800
- Department Chair of Management, Dr. Manos Varouchas: evarouhas@acg.edu ext. 1141
- Business Analytics Program Coordinator: Dr. Vasileios Vlaseros, vvaseros@acg.edu, ext. 1040
- SBE Dean's Office: sbe@acg.edu ext. 1108, 1150, 1008

- 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
- ACG Care Center – Support for Student Educational Psychological Needs: Elia Michalopoulou, carecenter@acg.edu, ext. 1081
- College Nurse: Kamilioti Maria Kyriaki, mkamilioti@acg.edu ext. 1500

1.6 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 canceled classes/activities with 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

2.1 Programme Philosophy and Mission

The BSc (Hons) in Business Analytics programme resides in the School of Business and Economics (SBE) of Deree-ACG. Deree School of Business and Economics is committed to providing academically rigorous economics and business programs that equip students with knowledge and thinking skills grounded on liberal education, economics foundations, business functions, and sound specialization components.

In congruence with the mission statements of the University, the mission of the BSc in Business Analytics program is to provide students with an academic experience that fosters the development of competencies in leveraging data and analytical techniques to solve business problems across multiple contexts. Graduates of this degree program are prepared for careers in the global field of business analytics, such as data analyst, business intelligence analyst, or may choose to continue their education in graduate school.

2.2 Programme Aim and Objectives

The Bachelor of Science in Business Analytics programme is part of the School of Business and Economics (SBE) at Deree-ACG. The Deree School of Business and Economics is dedicated to offering academically rigorous programmes that combine liberal education with strong foundations in business and economics. The BSBAN programme aims to equip students with specialized skills in data analytics and business decision-making, addressing the growing industry need for professionals proficient in analysing and interpreting business data.

In response to the increasing demand for data analytics expertise, the Bachelor of Science in Business Analytics programme will be offered to start in Fall Semester 2025. The BSBAN programme is developed as a new major under the School of Business and Economics (SBE) to address the industry need for business professionals skilled in data analysis and decision-making. This programme is created with significant input from industry partners and stakeholders, and aligns with the strategic priorities of the College, particularly its commitment to supporting Greece's Digital Transformation Strategy. The programme is designed to equip students with a strong foundation in business analytics, integrating data-driven decision-making with core business functions.

The BSBAN programme does not require prior knowledge in analytics or data science. The curriculum is designed with a structured progression, allowing students to build knowledge gradually from foundational business concepts and basic data analysis to more advanced topics such as predictive analytics, machine learning, and business intelligence. The programme emphasizes the use of data analysis tools and techniques to solve complex business problems, optimize processes, and support strategic decision-making. In addition to technical skills, the curriculum includes theoretical components covering subjects like data management, business intelligence, machine learning, data visualization, and data-driven strategic planning, ensuring a well-rounded education that meets the evolving needs of the industry.

The Business Analytics programme goals are to produce graduates who are able to:

1. Utilize and interpret business analytics in diverse business settings to enhance decision-making processes.
2. Acquire and apply analytical skills to address complex business problems, enabling informed decisions based on data and analytical techniques.
3. Apply problem-solving skills to develop data-driven solutions and models that support business strategies.
4. Understand the relationship between business analytics, organizational processes, and management, and demonstrate how data analytics can drive organizational transformation.
5. Identify professional and academic career paths by understanding the roles, responsibilities, and ethical considerations related to the use of business analytics in organizations.

The Main Advantages of the Business Analytics Programme

- Modules integrate current technologies of local and global ICT firms
- A rigorous curriculum that is comprised of a combination of methods/foundational courses in descriptive, predictive, and prescriptive analytics
- A focus on skills building like analytical thinking, communication, and project management
- Hands-on exposure to industry-standard analytics platforms/tools/software
- Study abroad opportunities in prestigious partner institutions across the world
- An internship placement - an industry-related project will serve as an experiential learning opportunity where students will work on a real problem typically at one of our advisory board partner firms, and present their findings to the firm at the end of the project.
- The vast majority of students achieve employment upon graduation
- Graduates are prepared for postgraduate studies and research opportunities at internationally recognized universities.

2.3 Programme Learning Outcomes

Upon graduation, students will be able to:

1. Demonstrate knowledge and understanding of business functions, structures, and processes
2. Identify legal and ethical principles applied to decision-making contexts
3. Apply quantitative methods, technologies, and applications to address business problems and opportunities through business insights
4. Evaluate business analytics solutions to measure organizational performance and facilitate decision-making
5. Present data insights and recommendations to stakeholders
6. Develop decision support models in alignment with business strategy.

The programme team maintains close ties with the Information and Communications Technologies (ICT) industry through professional association memberships, professional networks, professional conference attendance, presentation of papers, publications, etc. The professional links of the team have informed revisions to the structure and content of the proposed revalidated curriculum. Moreover, the academic staff keeps up with developments that are taking place at the regulatory and governmental level internationally.

The use of industry professionals as part-time teaching staff provides an excellent source of information in programme revalidation concerning current and changing business community needs, while directly benefiting students who get useful insights on business matters from practitioners.

The integrated interdisciplinary approach described above is further enhanced within the extracurricular academic societies. Through their voluntary participation in the respective society's activities, students practice professional skills, leadership, and teamwork while engaging with speakers, field trips, and other resources particular to their specialisations. They also collaborate on joint projects such as the Business Week forum, a major annual event of the School of Business and Economics, which brings internationally recognized leaders to campus to share their expertise with students.

2.4 Programme Structure

To address the mission and achieve the outcomes of the Business Analytics programme, the latter shares modules with the following programmes/pathways: Accounting, Economics, Finance, Management, Mathematics, and Philosophy. The content of the Business Analytics curriculum by year and semester can be found in the table below.

B.Sc. (Hons) Business Analytics Programme structure per semester/year										
	Fall Semester					Spring Semester				
YEAR	MODULE RUBRIC	MODULE TITLE	CREDITS	LEVEL	Compulsory (C) Optional (O)	MODULE RUBRIC	MODULE TITLE	CREDITS	LEVEL	Compulsory (C) Optional (O)
1	BAN 1023	Introduction to Data Science	15	4	C	FN 2028	Principles of Finance	15	4	C
	CS 2179	Business Information Systems	15	4	C	MA 2021	Applied Statistics	15	4	C
	MA 2027	Linear Algebra	15	4	C	MG 2063	Principles of Operations Management	15	4	C
	AF 2007	Financial Accounting	15	4	C	MA 2131	Calculus I	15	4	C
	TOTAL		60			TOTAL		60		
2	MA 3240	Calculus II	15	5	C	CS 3153	Business Problem Solving	15	5	C
	CS 3155	Exploratory Data Analysis for Business	15	5	C	PH 3005	Business Ethics	15	5	C
	CS 3245	Data Management for Business	15	5	C	ITC 3036	Privacy, Policy, Law and Technology	15	5	C
	BAN 3333	Business Process Automation	15	5	C	MA 3232	Numerical Methods or	15	5	C
	TOTAL		60			TOTAL		60		
3	CS 4267	Applied Business Analytics	15	6	C	MG 4057	Project Management	15	6	C
	CS 4252	Vizualization and Reporting	15	6	C	BAN 4848	Advanced Business Analytics	15	6	C
	CS 4249	Business Intelligence	15	6	C	BAN 4950	Capstone Project in Business Analytics	15	6	C
	BAN 4342	Applied Machine Learning	15	6	C	MA 4345	Calculus III or	15	6	C
	TOTAL		60			TOTAL		60		

2.5 Academic Staff

Mr. Alexandros Dritsas, B.Sc., Business Administration / Computer Information Systems, Deree–The American College of Greece; M.Sc., Lancaster University, UK.

Email: adritsas@acg.edu

Tel.: +30 210 6009800 ext. 1040 / Room: CN1100

Areas of Interest: project management, Business Information Systems, and Revenue Assurance in the Telecoms industry.

Dr. Petros Korovessis, B.Sc., Business Administration / Computer Information Systems, Deree–The American College of Greece; M.Sc. Information Systems Management, University of Stirling, UK; Ph.D. in Computing, Electronics and Mathematics, University of Plymouth, UK.

Email: pkorovessis@acg.edu

Tel.: +30 210 6009800 ext. 1040 / Room: CN1100

Areas of Interest: Information Security Awareness and Culture, Cybersecurity Education, and Information Technology Management.

Mr. Alex Koutis, M.Sc. in Finance, Birkbeck College – University of London; M.Sc. in Operational Research - University of Southampton; B.Sc. in Mathematics - Aristotle University of Thessaloniki.

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Tel.: +30 210 6009800 ext. 1040 / Room: CN1100

Areas of Interest: Big data, Business Intelligence, Data Architecture.

Dr. Vasilios Lazarou, B.Sc., Athens University of Economics, Greece; M.Sc., Imperial College, University of London, UK; Ph.D., Imperial College, University of London, UK.

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Tel.: +30 210 6009800 ext. 1040 / Room: CN1100

Areas of Interest: Intelligent Web Applications, Intelligent Agents, Social Networks & Knowledge Discovery, Social Media Analytics & Business Intelligence.

Mr. Konstantinos Leftheriotis, B.Sc., Business Administration / Computer Information Systems, Deree–The American College of Greece; M.Sc., Lancaster University, UK.

Email: kolef@acg.edu

Tel.: +30 210 6009800 ext. 1040 / Room: CN1100

Areas of Interest: Business Intelligence, Geographic Information Systems, ERP in Higher Education.

Dr. Miltiadis Lytras, B.Sc., Athens University of Economics and Business; M.B.A., Athens University of Economics and Business; Ph.D., Athens University of Economics and Business.

Email: mlytras@acg.edu

Tel.: +30 210 6009800 ext. 1040 / Room: CN1100

Areas of Interest: Smart Cities, Cognitive Computing, Technology Enhanced Learning Semantic Web, Knowledge Management, E-learning, Social Networks, Knowledge Society, Innovation Management, and International Technology Transfer.

Dr. Despina Manouseli, MEng. in Civil and Water Engineering, University of Thessaly, Greece; MSc. in Civil and Water Engineering, University of Thessaly, Greece; Ph.D. in Water Resources Engineering, Loughborough University, UK.

Email: DManouseli@acg.edu

Tel.: +30 210 6009800 ext. 1040 / Room: CN1100

Areas of Interest: Smart Energy in Buildings, Sustainable Energy, Data Analytics, and Higher Education Program Assessment.

Dr. Krikor Maroukian, Ph.D. Applied Informatics - University of Reading, UK; M.Sc. Applied Informatics - University of Reading, UK; B.Sc. Computer Science- University of Reading, UK.

Email: kmaroukian@acg.edu

Tel.: +30 210 6009800 ext. 1040 / Room: CN1100

Areas of Interest: Cloud Solutions, IT Service Management, DevOps, Enterprise IT Architecture.

Mr. Anagnostis Sotiriadis, B.Sc., Business Administration / Computer Information Systems, Deree–The American College of Greece; M.Sc., Leicester University, UK.

Email: asotiriadis@acg.edu

Tel.: +30 210 6009800 ext. 1040 / Room: CN1100

Areas of Interest: Information Systems Development and Entrepreneurship, Cybersecurity, Innovation using ICT, Change Management, and Experiential Learning.

Dr. Athanassios Triantafyllidis, B.Sc., Business Administration / Computer Information Systems, Deree–The American College of Greece; M.Sc., Stirling University, UK; Ph.D., Plymouth University, UK.

Email: tracer@acg.edu

Tel.: +30 210 6009800 ext. 1040 / Room: CN1100

Areas of Interest: e-Learning Web Applications, Social Networks for Learning, Mobile Applications Systems design for Learning, Big Data (Banking), Banking ITS.

Dr. Emmanuel Varouhas, B.Sc., Business Administration / Computer Information Systems, Deree–The American College of Greece; M.Sc., University of Sheffield, UK; Ph.D., University of Alcalá, Spain.
Chair of the Management Department.

Email: evarouhas@acg.edu

Tel.: +30 210 6009800 ext. 1141 / Room: DC 508

Areas of Interest: strategic information systems, information systems security, and quality assurance in higher education.

Dr. Vasileios Vlaseros, B.Sc. in Mathematics, University of Athens; M.Sc. in Applied Mathematics, University of Athens; Ph.D. in Economics, University of Edinburgh, UK.

Email: VVlaseros@acg.edu

Tel.: +30 210 6009800 ext. 1040 / Room: CN1100

Areas of Interest: Digital Transformation, Big Data, Information Theory, Quantitative Finance, Decision Mechanism Design, Game Theory, Experimental Economics.

2.6 Description of Modules

BAN 1023 Introduction to Data Science – Level 4

An introduction to Data Science theory, methodology, models, and processes. An overview of coding, data visualization, mathematics, and statistics, covering material from data loading to basic machine learning techniques.

UK CREDITS: 15, US CREDITS: 3/2/3

CS 2179 Business Information Systems – Level 4

Business information systems concepts, categories and trends. The strategic impact of information systems and technologies on business functions and decision-making process. Ethical and security issues. Global information systems concepts.

Prerequisites: CS 1070 Introduction to Information Systems or
ITC 1070 Information Technology Fundamentals

UK CREDITS: 15, US CREDITS: 3/1/3

MA 2027 Linear Algebra – Level 4

A course intended to provide mathematical background in the algebra of matrices and vector spaces. Main topics include methods of solutions of linear systems, vector spaces, linear transformations, inner

products, eigenvalues, eigenvectors, quadratic forms, matrix decompositions, singular value decomposition, and applications.

UK CREDITS: 15, US CREDITS: 3/0/3

AF 2007 Financial Accounting - Level 4

Introduction to principles, concepts and procedures of the financial accounting cycle of services and merchandising businesses. Preparation and interpretation of financial statements as a source of financial information required in a business context.

UK CREDITS: 15, US CREDITS: 3/1/3

FN 2028 Principles of Finance – Level 4

Time value of money. Implementation of investment appraisal techniques. Investing decisions. Valuation of financial instruments. Cost of capital.

UK CREDITS: 15, US CREDITS: 3/0/3

MA 2021 Applied Statistics – Level 4

A comprehensive introduction of statistics for business and economics. Descriptive and inferential statistics, regression analysis and analysis of variance (ANOVA).

UK CREDITS: 15, US CREDITS: 3/1/3

MG 2063 Principles of Operations Management – Level 4

An introduction to the field of operations management. Foundation material in understanding the management of both profit and non-profit organization's operations. Familiarization with designing and managing operations.

UK CREDITS: 15, US CREDITS: 3/0/3

MA 2131 Calculus I – Level 4

An introductory course in differential and integral calculus focusing on science and engineering applications. Differentiation and integration methods are applied to solve problems involving rates of change and optimization of univariate functions of various forms including polynomial, trigonometric, and transcendental functions.

Prerequisites: MA1024 Algebra & Trigonometry **or** MA1008 College Algebra
or ITC3006 Mathematics for Computing

UK CREDITS: 15, US CREDITS: 3/1/3

MA 3240 Calculus II – Level 5

This course provides a further study of integral calculus techniques for univariate functions with applications of the definite integral, including numerical integration, improper integrals, infinite series, parametric equations, and curves in polar coordinates.

Prerequisites: MA1024 Algebra & Trigonometry **or** MA1008 College Algebra
or ITC3006 Mathematics for Computing, MA2130 Calculus I **or** MA2105 Applied Calculus

UK CREDITS: 15, US CREDITS: 3/1/3

CS 3155 Exploratory Data Analysis for Business – Level 5

Exploratory Data Analysis, Data Science methodology, models and processes in business. Analysis, extraction, transformation and data loading methods. Data Science business cases.

Prerequisites: CS 1070 Introduction to Information Systems **or**
ITC 1070 Information Technology Fundamentals
UK CREDITS: 15, US CREDITS: 3/0/3

CS 3245 Data Management for Business – Level 5

Analysis of business requirements; database management systems concepts; data modelling; database design; normalization; structured query language; database integration; information analysis and reporting; online analytical processing; decision-making support; data mining; business intelligence.

Prerequisites: CS 1070 Introduction to Information Systems
or ITC 1070 Information Technology Fundamentals
CS 2179 Business Information Systems

UK CREDITS: 15, US CREDITS: 3/1/3

BAN 3333 Business Process Automation – Level 5

Business process management; business process modeling techniques; business process mining; theoretical and practical aspects of business process automation; Robotic Process Automation (RPA); implementing Hyperautomation.

PREREQUISITES: CS 1070 Introduction to Information Systems
or ITC 1070 Information Technology Fundamentals
CS 2179 Business Information Systems **or** CS 3051 Business Driven Technology
MG 2063 Principles of Operations Management

UK CREDITS: 15, US CREDITS: 3/1/3

CS 3153 Business Problem Solving – Level 5

Problem-solving, analysis, and processing of business data implemented with a high-level general-purpose object-oriented programming language.

Prerequisites: CS 1070 Introduction to Information Systems
or ITC 1070 Information Technology Fundamentals

UK CREDITS: 15, US CREDITS: 3/1/3

PH 3005 Business Ethics – Level 5

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

UK CREDITS: 15, US CREDITS: 3/0/3

ITC 3036 Privacy, Policy, Law and Technology – Level 5

An examination of policy issues and theoretical frameworks to privacy and security. Privacy threat models and privacy protective technologies. Philosophical approaches and legal functions on information privacy. GDPR.

UK CREDITS: 15, US CREDITS: 3/0/3

MA 3232 Numerical Methods – Level 5

This course provides a practical introduction to numerical methods of approximating solutions to linear and nonlinear problems in the applied sciences. Topics covered include numerical techniques for solving a single nonlinear equation, polynomial interpolation, numerical differentiation and integration, solution of initial value problems, and the solution of systems of linear and non-linear equations.

Prerequisites: MA1024 Algebra & Trigonometry or MA1008 College Algebra

or ITC3006 Mathematics for Computing
MA2130 Calculus I or MA2105 Applied Calculus

UK CREDITS: 15, US CREDITS: 3/1/3

MA 3323 Ordinary Differential Equations – Level 5

An introduction to methods for solving ordinary differential equations with constant or variable coefficients. First order differential equations including linear, exact, and separable equations. Euler's method for approximate solutions. Solutions of higher order linear differential equations using undetermined coefficients, variation of parameters, power series, and the Laplace Transform. Solutions of systems of linear equations, eigenvalues and eigenvectors, with application to a range of model-based applications arising in various sciences.

Prerequisites: MA1024 Algebra & Trigonometry or MA1008 College Algebra
or ITC3006 Mathematics for Computing
MA2130 Calculus I or MA2105 Applied Calculus
MA2240 Calculus II

UK CREDITS: 15, US CREDITS: 3/0/3

CS 4267 Applied Business Analytics – Level 6

Data exploitation for decision-making purposes: Data Management for Decision Support, Business Intelligence, Business Analytics, Data Mining/Machine Learning, Reporting, Forecasting.

Prerequisites: CS 1070 Introduction to Information Systems
or ITC 1070 Information Technology Fundamentals
CS 2179 Business Information Systems

UK CREDITS: 15, US CREDITS: 3/0/3

CS 4252 Visualization and Reporting – Level 6

Data exploitation for decision-making purposes: Business Intelligence, Business Analytics, Data Visualization, Reporting.

Prerequisites: CS 1070 Introduction to Information Systems
or ITC 1070 Information Technology Fundamentals
CS 2179 Business Information Systems

UK CREDITS: 15, US CREDITS: 3/0/3

BAN 4342 Applied Machine Learning – Level 6

Machine Learning in the context of AI, Data Mining, Regression, Regularization, Neural Networks: Representation and learning, evaluation of machine learning algorithms, Support Vector Machines, Unsupervised Learning, Anomaly Detection.

Prerequisites: CS 1070 Introduction to Information Systems
or ITC 1070 Information Technology Fundamentals
CS 2179 Business Information Systems or CS 3051 Business Driven Technology
MA 2021 Applied Statistics

UK CREDITS: 15, US CREDITS: 3/1/3

CS 4249 Business Intelligence – Level 6

Business Intelligence characteristics, architecture, models and processes. Data warehouse: building, maintaining and accessing techniques. Business Intelligence analysis, ETL methods. Data, Web and Text mining. Big Data analysis. Business performance management, business processes and data flows.

Prerequisites: CS 1070 Introduction to Information Systems

or ITC 1070 Information Technology Fundamentals
CS 2179 Business Information Systems

UK CREDITS: 15, US CREDITS: 3/0/3

MG 4057 Project Management – Level 6

Project management as an interdisciplinary and cross-functional activity in an organization. Emphasis on the relationship of projects to the management of change and to the approaches and roles required to achieve successful project implementation.

UK CREDITS: 15, US CREDITS: 3/0/3

BAN 4848 Advanced Business Analytics – Level 6

Data Science techniques, methodology, models, and processes. Multiple and logistic regression, and advanced material for business analysts with a main focus on artificial intelligence

Prerequisites: CS 1070 Introduction to Information Systems
or ITC 1070 Information Technology Fundamentals
CS 2179 Business Information Systems
MA 2130 Calculus I
MA 2021 Applied Statistics
MA 2027 Linear Algebra
BAN 1023 Introduction to Data Science
CS 4252 Visualization and Reporting
CS 4267 Applied Business Analytics

UK CREDITS: 15, US CREDITS: 3/2/3

BAN 4950 Capstone Project in Business Analytics – Level 6

A culminating experience for Business Analytics majors involving a substantive project that demonstrates a synthesis of learning accumulated in the program, including comprehensive knowledge of the discipline and its methodologies and practices.

Prerequisites: CS 1070 Introduction to Information Systems
or ITC 1070 Information Technology Fundamentals
CS 2179 Business Information Systems
MA 2130 Calculus I
MA 2021 Applied Statistics
MA 2027 Linear Algebra
BAN 1023 Introduction to Data Science
CS 4252 Visualization and Reporting
CS 4267 Applied Business Analytics
BAN 4848 Advanced Business Analytics

UK CREDITS: 15, US CREDITS: 3/0/3

MA 4345 Calculus III – Level 6

A continuation of Calculus II. This is a study of multivariable calculus including vector-valued functions and the calculus of curves in space, differential calculus of multivariate functions, integral calculus of multivariate functions, spherical and cylindrical coordinates, line and surface integrals.

Prerequisites: MA1024 Algebra & Trigonometry **or** MA1008 College Algebra
or ITC3006 Mathematics for Computing
MA2130 Calculus I **or** MA2105 Applied Calculus
MA2240 Calculus II

UK CREDITS: 15, US CREDITS: 3/1/3

MA 4333 Mathematical Statistics – Level 6

The course aims to introduce a formal framework dedicated to the study of probability theory and statistical inference. Axiomatic approach to probability and counting techniques. Discrete and continuous distributions along with their properties and uses. Further topics in probability such as generating functions and fundamental theorems (Central Limit Theorem). General Principles for Statistical Inference. Sampling distributions. Confidence intervals and significance tests. Correlation and Regression.

Prerequisites: MA1024 Algebra & Trigonometry **or** MA1008 College Algebra
or ITC3006 Mathematics for Computing
MA2130 Calculus I **or** MA2105 Applied Calculus
MA2240 Calculus II

UK CREDITS: 15, US CREDITS: 3/0/3

2.7 Programme Resources

Library Help

Your academic 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: <https://library.acg.edu/contact>
- by phone: +30 210 600 9800 ext. 1434

The JS Bailey Library's website <https://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 licenses currently in operation. Licenses are per machine and are renewed every 5 years.
- SPSS: 100 licenses currently in operation. Licenses are concurrent and are renewed annually.
- E-VIEWS: 20 licenses currently in operation. Licenses are per machine and are renewed annually.
- STATA: 25 licenses. Licenses are concurrent and are renewed annually.
- MATLAB: 30 licenses. Licenses are concurrent and are renewed annually.
- NVIVO: 20 licenses. Licenses are per machine and are renewed annually.
- QUALTRICS: The institutional license is renewed annually.
- REFINITIV THOMSON REUTERS EIKON DATASTREAM: 15 licenses. Licenses are concurrent and are renewed annually.
- BLOOMBERG: 12 licenses. Licenses are concurrent and are renewed annually.
- Blackboard platform: The institutional license is renewed annually.
- Turnitin Plagiarism Detection software: The institutional license is renewed annually.
- Premiere editing suite: installed on lab computers for teaching and student use.

External Examiner

The External Examiner assures that you are assessed fairly 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 Dr. Achilleas Boukis, University of Birmingham, UK.

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 in your 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.

The work-based learning component for the School of Business and Economics is managed by the Internship Coordinator, Ms. Despina Gavrilu (dgavrili@acg.edu).

2.8 Opportunities for Graduates

Continuously increasing volumes of data are driving business decisions, and companies need experts to derive insights from their data sets. Business analytics is a rapidly growing and highly in-demand skill. As data and analytics affect practically every part of our lives now, jobs in business analytics are growing at a steady rate. Drawing from labor statistics reports, projections indicate that between 2020 and 2030, there will be a 7% growth in the number of business analyst's role.

The industries most involved in Business Intelligence are the high-tech sectors and they do offer most of the business analytics-related jobs: Aeronautics, Automotive, Telecommunications Automation, Robotics, Energy, Laboratories, Banking, Insurance, Applications and Services IT, Mass Distribution. This program prepares students to become quantitative analysts in companies, or even in public organizations or administrations. They will most often work in statistics departments (forecasting, data auditing, data mining) or in financial analysis (risk). Some will be involved in the development of econometric models in areas ranging from demand analysis to market risk or credit risk assessment models. Business

analytics together with data science present a real opportunity in a growing digital world. Some of the fastest-growing, most in-demand positions include:

- Analyst / Consultant for Business Case Modeling
- Business Analytics and Optimization Consultant
- Business Intelligence Analyst
- Data Scientist
- Decision Science Analyst
- Marketing Strategy Consultant
- Manager of Modeling and Analytics
- Pricing and Revenue Optimization Analyst
- Expert business intelligence consultants,
- Researcher in the areas of expertise of artificial learning, massive data mining, and business intelligence.

Note: The above list is indicative and does not limit the options available to a Business Analytics graduate.

3. Assessment and Feedback

3.1 Assessment

Assessment Strategy and Procedure

Although courses may employ assessment instruments that perform only a diagnostic or formative function, credit for the completion of a course can only be obtained based on 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 that are explicit and communicated to students. More information on the assessment strategy and the general grading criteria of the College can be found in Student Resources.

Examination Regulations and Procedures

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

Student Identity

Students must carry with them their DEREED 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

Mobile Phones and Electronic Devices

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

Student Answers/Examination Paper

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

Return of Exam Papers

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

Assessment Schedule

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

Examination Schedule

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

Coursework

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

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

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

Your responsibilities:

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

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

Assessment Method Mapping

BSc (Hons) Business Analytics Modules - Assessment method mapping

MODULE	MODULE TITLE	ASSESSMENT TYPE	WEIGHT	DETAILS	Grade Averaging
Level 4					
BAN 1023	Introduction to Data Science Level 4, UK credits: 15	Formative	0%	Coding assignments	No
		First Assessment - summative	40%	Midterm examination	
		Final Assessment - summative	60%	Research project	
CS 2179	Business Information Systems Level 4, UK credits: 15	Formative	0%	Online assignments, Case study discussions, Computer lab assignments	No
		First Assessment - summative	40%	In-class examination	
		Final Assessment - summative	60%	Final Examination - Answers to questions with choice	
MA 2027	Linear Algebra Level 4, UK credits: 15	Formative	0%		Yes
		First Assessment - summative	30%	Midterm examination	
		Second Assessment - summative	10%	Portfolio	
AF 2007	Financial Accounting Level 4, UK credits: 15	Formative	0%	Assignments	No
		First Assessment - summative	40%	Midterm examination	
		Final Assessment - summative	60%	Final examination	
FN 2028	Principles of Finance Level 4, UK credits: 15	Formative	0%	Exercises / Comprehensive problems	Yes
		First Assessment - summative	40%	Midterm examination	
		Final Assessment - summative	60%	Final examination	
MA 2021	Applied Statistics Level 4, UK credits: 15	Formative	0%	Practice sets of problems assigned through Blackboard	Yes
		First Assessment - summative	40%	Midterm examination	
		Second Assessment - summative	10%	Portfolio	
MG 2063	Principles of Operations Management Level 4, UK credits: 15	Formative	0%	Group Coursework - in-class diagnostic examination and case analyses	No
		First Assessment - summative	40%	Written project	
		Final Assessment - summative	60%	Written examination	
MA 2131	Calculus I Level 4, UK credits: 15	Formative	0%	Practice sets of exercises and word problems	Yes
		First Assessment - summative	40%	Midterm examination	
		Second Assessment - summative	10%	Portfolio	
		Final Assessment - summative	50%	Final examination	

Level 5					
MA 3240	Calculus II Level 5, UK credits: 15	Formative	0%	Practice sets of exercises and word problems	Yes
		First Assessment - summative	40%	Midterm examination	
		Second Assessment - summative	10%	Portfolio	
		Final Assessment - summative	50%	Final examination	
CS 3155	Exploratory Data Analysis for Business Level 5, UK credits: 15	Formative	0%	Programming assignments and problems	No
		First Assessment - summative	40%	Midterm examination	
		Final Assessment - summative	60%	Research project	
CS 3245	Data Management for Business Level 5, UK credits: 15	Formative	0%	Take-home assignments, Business case studies	No
		First Assessment - summative	40%	Midterm examination	
		Final Assessment - summative	60%	Project	
BAN 3333	Business Process Automation Level 5, UK credits: 15	Formative	0%	Group assignments	Yes
		First Assessment - summative	20%	In-class examination	
		Second Assessment - summative	30%	Assignment	
		Final Assessment - summative	50%	Research Project	
CS 3153	Business Problem Solving Level 5, UK credits: 15	Formative	0%	Programming problems assigned on Blackboard	No
		First Assessment - summative	40%	Midterm examination	
		Second Assessment - summative	10%	Portfolio	
		Final Assessment - summative	50%	Project	
PH 3005	Business Ethics Level 5, UK credits: 15	Formative	0%	Home assignments, Essay-type questions	No
		First Assessment - summative	30%	Midterm examination	
		Second Assessment - summative	10%	Portfolio	
		Final Assessment - summative	60%	Final examination	
ITC 3036	Privacy, Policy, Law and Technology Level 5, UK credits: 15	Formative	0%	In-class or take-home diagnostic assignments	Yes
		First Assessment - summative	30%	Midterm examination	
		Second Assessment - summative	10%	Portfolio	
		Final Assessment - summative	60%	Research Paper	
MA 3232	Numerical Methods Level 5, UK credits: 15	Formative	0%		Yes
		First Assessment - summative	40%	Midterm examination	
		Second Assessment - summative	10%	Portfolio	
		Final Assessment - summative	50%	Final examination	
MA 3323	Ordinary Differential Equations Level 5, UK credits: 15	Formative	0%		Yes
		First Assessment - summative	40%	Midterm examination	
		Second Assessment - summative	10%	Portfolio	
		Final Assessment - summative	50%	Final examination	

Level 6					
CS 4267	Applied Business Analytics Level 6, UK credits: 15	Formative	0%	Business case problems – team work	No
		First Assessment - summative	40%	Midterm Project	
		Final Assessment - summative	60%	Written and lab examination	
CS 4252	Vizualization and Reporting Level 6, UK credits: 15	Formative	0%	Business case problems – team work	Yes
		First Assessment - summative	40%	Midterm Project	
		Final Assessment - summative	60%	Lab examination	
BAN 4342	Applied Machine Learning Level 6, UK credits: 15	Formative	0%	Case problems	No
		First Assessment - summative	30%	Midterm examination	
		Final Assessment - summative	70%	Research project	
CS 4249	Business Intelligence Level 6, UK credits: 15	Formative	0%	Case problems	Yes
		First Assessment - summative	40%	Midterm Examination	
		Final Assessment - summative	60%	Research Project	
MG 4057	Project Management Level 6, UK credits: 15	Formative	0%	Diagnostic test - essay and quantitative type, case studies	No
		First Assessment - summative	30%	Midterm Examination	
		Final Assessment - summative	70%	Written Project	
BAN 4848	Advanced Business Analytics Level 6, UK credits: 15	Formative	0%	Case Problems, Coding assignments	No
		First Assessment - summative	40%	Midterm Examination	
		Final Assessment - summative	60%	Research Project	
BAN 4950	Capstone Project in Business Analytics Level 6, UK credits: 15	Formative	0%	Case Problems, Coding assignments	Yes
		First Assessment - summative	10%	Presentation - Individual presentation of the Research Project	
		Final Assessment - summative	90%	Research Project	
MA 4345	Calculus III Level 6, UK credits: 15	Formative	0%	Practice sets of exercises and word problems	Yes
		First Assessment - summative	40%	Midterm examination	
		Second Assessment - summative	10%	Portfolio	
		Final Assessment - summative	50%	Final examination	
MA 4333	Mathematical Statistics Level 6, UK credits: 15	Formative	0%	Online exercises and word problems	Yes
		First Assessment - summative	40%	Midterm examination	
		Second Assessment - summative	10%	Portfolio	
		Final Assessment - summative	50%	Final examination	

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 chair.

School of School of Business and Economics Programme Committee

The School of Business and Economics 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 Chairs and Programme Coordinators, as well as the president of each student academic society of the School. This ensures that the student community has a voice in decisions about curriculum, teaching and learning, and the development of the School of Business and Economics.

The Business Analytics Academic Society

Business Analytics is a student academic society with purpose to serve as interface between and among students in the programme, the Business Analytics faculty and college administration. The Business Analytics Society organizes events of academic and the business nature, like, conferences, field trips, and lectures from industry experts, panel discussions and information sessions about the program. These events aim to enhance students' knowledge of the Business Analytics subject and at the same time offer networking opportunities.

The Business Analytics Society joins with other student societies in the School of Business & Economics to organize the annual Business Week event, a series of speeches promoting synergies between students and industry. The chair of the Management department or a designated full-time faculty member acts as the Society's advisor, who provides with guidance and ensures the integrity of Society functions, like Society elections for the governing body as prescribed by the Society's constitution. The Society governing body implements all planned activities. The Business Analytics Society maintains a Blackboard site with information of academic and business nature available to all students in the Business Analytics program. Active membership in the Society promotes a critical link between the College, students and the professional community.

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 Business and Economics programmes. In that spirit, we ask prospective graduates a Senior Exit Survey. The survey includes questions on student satisfaction with the education provided by the School of Business and Economics and with their overall College experience at Deree. The aim is to identify areas of good practice as well as areas that need improvement. Based on the data collected through the Senior Exit Survey, a report is developed by an interdisciplinary School of Business and Economics faculty team. 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 chair, programme coordinator or instructor. Updates on action taken are also provided through blackboard and myACG.

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

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

3.4 Getting Feedback on your Assessed Work

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

3.5 How do I Get my Results?

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

3.6 Issues with Assessment

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

Examples of acceptable extenuating circumstances include:

- Bereavement
- Illness
- Hospitalization
- Transport cancellation, where this may be evidenced
- Court attendance
- Serious family illness where the impact on the students' ability to undertake assessment may be demonstrated
- Accident
- The following are not acceptable extenuating circumstances:
- Holidays
- Weddings
- Family celebrations
- Printing problems
- Computer failure, corrupt USB sticks
- Financial problems
- Work related problems
- Accommodation issues
- Reading assessment arrangements.

Late Submission

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

Resits

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

Resits in Capstone Courses

Students who fail a coursework assessment (project/paper) with a weight of 60% or above in a capstone course may request to resit the failed assessment in the resit period following the one designated for the course. Such requests from students must include the instructor's verification that it is impossible for the student to successfully complete the assignment by the scheduled course resit period. Such an extension for the completion of specified coursework in capstone courses can only be given upon the recommendation of the student's instructor and the approval of the relevant Department Chair 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 chair/programme 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 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 chairs. 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 DERE-ACG students through individual learning facilitation sessions and/or workshops. SASS learning facilitators are peers who assist students in improving and strengthening academic study skills.

4.4 Office of Student Affairs

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

in the subject area, monitors their activity, attends their general assemblies and supports the group during the year.

4.5 Student Success Centre

The Student Success Centre supports students by offering comprehensive, integrated services in the areas of academic advising, OU validation issues, student records, registration, and payments in a one-stop area. The Student Success Centre aims to create the optimum conditions so that students can follow the path to academic success. Students may visit the Student Success Centre to pay a bill, request a certificate, obtain a form, arrange to bring a visitor on campus, obtain their transcript, see an academic advisor, ask about OU validation, change a course, and obtain or replace their student ID. The SSC web page has been set up to reflect the one-stop concept of the Centre and includes information from different departments. It may be accessed from the “Quick Links” on the ACG homepage (www.acg.edu) 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 email 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. The Office maintains active accounts on Facebook and LinkedIn. The variety of programs and services offered to students and alumni include: counseling sessions about career advising and graduate studies advising; an online test that identifies strengths and personality preferences aiming to assist the students in their selection of a major; Mock Interviews - meet with a counselor to learn techniques and get advice; Graduate Studies Applications - schedule an appointment to explore possible programs and institutions, get guided on your application process and write a winning personal statement; the *Career Portal*, our All-in-One-Platform and apply to jobs and internships offered directly from the ACG employers network and beyond; *GoinGlobal*, a tool offering job openings abroad; skills workshops about job search and job interview techniques; *HigherEd*, a tool for international jobs and internships, assessment tests and masterclass webinars; the *JobBank*, a tool advertising part-time and full-time positions; CV Building, get the CV template and Career Readiness Plan of specific actions to gradually build your competencies and profile from day one; Career Days where the

students have the opportunity to have a short interview with a company representative; International Internship program. Services include:

- Personalized Career Counselling: meet with a counselor to time-set your career plans. Decide on your field of studies, adapt your CV to a desirable purpose and target your job or internship search.
- Drop-in Advising: Drop in for a 20-minute one-on-one guiding session. Have your CV reviewed and discover online resources to find your best fit in studies or work. Day/time slots: M-W 10:00–11:00 & 14:00–15:00, and T-Th 09:30–10:30 & 15:00–16:00.

4.8 Study Abroad

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

5. What to do if you...

5.1 ...are absent for more than one day

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

5.2 ...are ill

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

5.3 ...have a comment, compliment or complaint

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

5.4 ...are considering withdrawing from the course

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

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

5.5need 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

Class attendance is mandatory. Attendance and performance in class are closely correlated. Lack of attendance necessarily means that a student has not achieved the desired learning experience that course requires.

For purposes of mitigating circumstances, such as illness or other serious matters, the College allows students to miss up to 20% of class time. This applies to all courses. For certain courses instructors could take absences into account and lower a student's grade based on the marking criteria and learning outcomes of the course.

Absence from a class does not exempt a student from completing the work for that class. Students who have exceeded the 20% threshold of absences for serious mitigating circumstances will be referred by the instructor to the Registrar's Office. The Registrar will in turn inform the Committee on Academic Standards and Policies (CASP) 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/or receive an F grade).

The only mitigating circumstance related to health, acceptable for excusing absences beyond the maximum is hospitalization. It is the student's responsibility to be aware of the number of absences in each course or module.

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.

6.3 Turnitin Policy and Student Guidelines

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

Guidelines for Student Use of Turnitin:

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

6.4 Transfer of credits

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

6.5 Evaluation of Transfer Credits

The transfer credit process begins immediately after the student's first registration and only after the student has submitted both the official transcript(s) and the course syllabi or descriptions of substantial length from official publications of the institution. Course syllabi may be required for a better evaluation of the student's completed prior academic work. All submitted documents not in English or Greek must be accompanied by certified English or Greek translations and must be submitted to the Validation Office before the end of the student's first semester. The assessment process of the student's prior academic work will be completed no later than two months (excluding vacation period) after the student has submitted a complete folder of the required documents as stated above. Students cannot be granted credit (or be exempted from) courses at Level 6 and/or for more than 4 courses (i.e. 12 US credits or 60 UK credits) at Level 5. All transfer credit requests are handled by the Validation Office.

6.6 Credit by Assessment for Professional Experience

Credit by assessment may be earned for experiential learning (professional experience) by experienced professionals* who wish to begin or complete their studies. Such credit may fulfill up to 36 US credits required for a degree. No credit by assessment can be awarded for Level six (6) courses, except for

validated internship courses. No credit by assessment can be awarded for more than four (4) Level 5 courses. The method of assessment, the number of credits to be earned as well as the course(s) for which experiential credit will be given will be decided by the relevant academic department(s) depending on the disciplines for which credit has been requested. The academic department of the student's declared major will report the results of the assessment to the relevant School Dean for approval. The Office of the Dean will send the final approved evaluation to the Registrar's Office.

*Students must submit an application in order to take advantage of the Credit by Assessment program. The application includes an updated resume and a statement that describes knowledge and skills gained through experience-based learning and how they relate directly to course(s) for which credit requested. Students may also submit certificates of training, work samples, and other documents appropriate as evidence of equivalent to college learning. Once the application is approved a fee of 90 Euros per credit hour to be assessed will be charged to the student.

6.7 Student Matriculation

For the US NEASC accredited degree students have the right to complete their studies in accordance with the educational programs and requirements in effect at the time they were first admitted to the College. The maximum period of matriculation for a US NEASC accredited degree is 10 years. If the degree requirements should change during the student's period of studies at the College, the student may choose to complete those degree requirements in effect upon entry or any other set of requirements introduced subsequently and prior to graduation; all the specified requirements for the particular degree chosen must be met. Students must observe all current prerequisites for courses. Students may stay informed about current prerequisites/co-requisites of courses by consulting annually the latest on line College Catalog. Re-admitted students are required to follow the program requirements in effect of their re-admission.

6.8 Safety, Health and Wellbeing

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

Special Needs

You are expected to declare any special needs that would affect your safety in the event of a fire or earthquake, e.g. hearing impairment or the use of a wheelchair. Students with special needs must declare their special need, 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

According to Greek State laws, smoking is prohibited in all educational institutions. All types of smoking, including vaping, are prohibited in all indoor and outdoor College areas.

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