



Frances Rich School
of Arts, Humanities
and Social Sciences



STUDENT HANDBOOK

BA (Hons) Cinema Studies

Department of Arts and Creative Industries

Frances Rich School of Arts, Humanities and Social Sciences

DEREE – The American College of Greece

Fall 2025



Frances Rich School
of Arts, Humanities
and Social Sciences



.....	1
1. Welcome to the Programme	4
1.1 Message from the Dean	4
1.2 Message from the Programme Co Ordinator	5
1.4 Key Contacts	6
1.5 Keeping in Touch	6
2. Studying on this Programme	6
2.1 Programme Philosophy and Mission	7
2.2 Aim and Objectives.....	7
2.3 Programme Learning Outcomes.....	8
2.4 Programme Structure	9
2.5 Academic Staff.....	11
2.6 The Cinema Studies Society.....	16
2.7 Description of Modules	16
2.8 Programme Resources.....	16
2.9 Opportunities for Graduates	18
3. Assessment and Feedback	19
3.1 Assessment	19
3.2 Examination Regulations and Procedures	19
3.3 Classroom Conduct	21
3.4 Giving your Feedback on this Programme	22

3.5 Getting Feedback on your Assessed Work	24
3.6 Issues with Assessment	24
3.7 Assessment Deadlines	25
3.8 Assessment of Students with Special Needs	25
3.9 Resits	26
3.10 Academic Misconduct and Penalties.....	26
3.11 Complaints Procedure	28
3.12 Academic Appeals.....	29
4. Where to Get Help	29
4.1 Downloading College Forms	30
4.2 Academic Advising.....	30
4.3 Student Academic Support Services.....	30
4.4 Office of Student Affairs	30
4.5 Student Success Centre	30
4.6 Disability Status and Provisions	31
4.7 Career Services	31
4.8 Study Abroad.....	31
5. What to do if you... ..	31
5.1 ...are absent for more than one day	32
5.2 ...are ill	32
5.3 ...have a comment, compliment or complaint	32
5.4 ...are considering withdrawing from the course.....	32
5.5 ...need a reference letter	32
6. Other Relevant Policies	32
6.1 Attendance Policy	32
6.2 Student Punctuality Policy	33
6.3 Turnitin Policy and Student Guidelines.....	33
6.4 Transfer of credits	33
6.5 Evaluation of Transfer Credits	34
6.6 Credit by Assessment for Professional Experience	34
6.7 Student Matriculation	34
List of Appendices.....	35

1. Welcome to the Programme

1.1 Message from the Dean

Dear students,

At a time when the rise of technology and artificial intelligence is beginning to put into question the very concept of humanity and the potential for creative human expression, an Arts Education takes center stage in any higher education institution that caters to the present while looking to the future. At ACG, we provide a wholistic arts education through programs that combine theoretical knowledge with practical training. A faculty of distinguished academics and professionals will guide you to explore your creative potential; they will nourish your "out-of-the-box" thinking and challenge you to consider human experience through multiple points of view. Your in-class education will be complemented through extracurricular events, such as performances, masterclasses and workshops conducted by domestic or foreign artists and professionals. Our aim is to cultivate your imagination, mental flexibility and resilience, skills that will contribute to your well-being and future success as individuals and engaged citizens.

Wishing you a great academic experience,

Helena Maragou, PhD

Dean of the Frances Rich School of Arts, Humanities and Social Sciences

1.2 Message from the Programme Co Ordinator

Welcome to the Cinema Studies program at the American College of Greece, where the intersection of intellectual rigor and creative exploration defines our approach. Here, you'll immerse yourself in a dynamic curriculum that blends theoretical, historical, and practical perspectives—crafted to sharpen your analytical thinking, elevate your creative voice, and connect you with the pulse of the film industry.

At the Frances Rich School of Fine and Performing Arts, we believe that cinema is more than just a medium—it's a lens through which we understand and shape culture. Our courses invite you to critically engage with film history, theory, and production while honing the essential skills of writing, reading, and creative collaboration. Whether you envision yourself in academia, the industry, or somewhere entirely new, this program will push the boundaries of your intellectual and artistic potential.

During your time here, we encourage you to embrace curiosity, challenge conventions, and dive into the deep well of cinematic knowledge. Our goal is to support you in building a strong theoretical foundation and practical expertise that will propel you forward in your professional journey, while empowering you to contribute meaningfully as a global creative citizen.

Artemis Anastasiadou, M.F.A
Programme Co Ordinator, Cinema Studies

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

1.4 Key Contacts

- American College of Greece: +30 210 600 9800
- Programme Coordinator: Artemis Anastasiadou, aanastasiadou@acg.edu, ext.1493, room Pierce 913
- FRSFPA Dean's Office: Niki Kladakis assistant: fineperformingarts@acg.edu ext. 1456
- Academic Advising Office: dc.adv@acg.edu ext. 1431
- Student Success Centre: ssc@acg.edu ext.1326, 1333
- Registrar's Office: registrar@acg.edu ext. 1331, 1328, 1449, 1445
- Validation Office: validation@acg.edu ext. 1428
- Student Affairs: studentaffairs@acg.edu ext. 1197, 1442
- Student Government: dc.sgorg@acg.edu ext.1373
- Library helpdesk: libraryreference@acg.edu ext. 1434, 1267
- SASS: sass@acg.edu ext.1273, 1276
- Study Abroad Office: studyabroadoffice@acg.edu ext. 1029, 1412
- Career Office: career@acg.edu ext. 1313, 1316
- Educational Psychologist: ACG Care Center, carecenter@acg.edu, ext 1081
- College Nurse: Dr. Elina Grana, Head Nurse APC Campus, egrana@acg.edu, ext 1197
-

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

2.1 Programme Philosophy and Mission

In congruence with the mission of the College the BA (Hons) in Cinema Studies programme aims to teach students the theoretical concepts and the practical tools comprising the field of Cinema Studies. It aims to add distinctive value to our students through the study and practice of the moving image and thus deepen their understanding of cinema's relation to society and culture. In particular, the Cinema Studies programme provides a liberal arts education in a context that invites students from diverse cultural backgrounds to assess and assimilate different ways of studying cinema, its history, aesthetics and practice. Our faculty members bring diverse professional and academic experience to the classroom through knowledge and training that will help students acquire an understanding of cinema as an artistic medium and cultural product, as well as develop preproduction, production and post-production skills. The programme is facilitated by workshops, masterclasses, visiting lectures and participation in industry or other relevant events.

2.2 Aim and Objectives

The programme combines theoretical study and practical training to prepare students for a career in the cinema and visual media industries or postgraduate work. The programme aims to

1. Help students gain an advanced understanding of communication, expression, and storytelling via the moving image.
2. Provide students with an understanding of the history, as well as the social and cultural relevance of cinema.
3. Help students gain media production skills and technical proficiency in areas such as video and visual production, writing and digital media development.
4. Enhance student-learning experiences by creating opportunities for students to network and learn from professionals in media industries.
5. Provide students with an understanding of the ethics of the moving image, the normative issues that surround the cinema industry and the politics of cinema.

6. Provide a solid foundation of knowledge and academic skills necessary for further education in the arts, humanities and social sciences.
7. Provide students with expertise to begin entry-level positions in various areas of film/video production

2.3 Programme Learning Outcomes

A. Knowledge and Understanding

- A1. Demonstrate an understanding of major theories and concepts relevant to film study and practice
- A2. Demonstrate an understanding of the diversity of approaches to the study of film in both past and contemporary contexts.
- A3. Demonstrate knowledge of production processes and professional practices in the film industry.
- A4. Critically discuss how visual media shape and are shaped by ethical, cultural and social attitudes

B. Cognitive Skills

- B1. Compare the various techniques and styles of the moving image
- B2. Discuss ethical problems and various challenges that affect film production, distribution and reception.
- B3. Apply research tools relevant to the field
- B4. Evaluate diverse forms, genres and styles, both historically and in contemporary practice

C. Practical and Professional Skills

- C1. Communicate using appropriate and relevant language and terminology to reach a wide range of different audiences

C2. Produce work showing capability and knowledge of professional practice and production technologies

C3. Produce work that shows understanding of different forms, genres, creative disciplines, cultural industries and audiences understanding of different forms, genres and styles, and audiences.

C4. Bring creativity and originality to bear in conceiving, producing and delivering visual image projects.

C5. Demonstrate skills necessary in producing works of video/film, such as funding, budgeting, promotion, and distribution.

D. Key/Transferable Skills

D1. Identify and recognize cinema's cultural and social impact to become broadly informed citizens and professionals.

D2. Possess the oral and written communication skills to work successfully in a professional environment.

D3. Apply digital storytelling techniques in creating works for various types of distribution.

D4. Carry out various forms of research for essays, projects, and creative productions.

D5. Identify and define complex problems and issues in a variety of real-world industry settings and apply appropriate strategies and tactics to their solution.

D6. Exercise initiative, personal responsibility, decision-making and effective time management in academic and professional contexts.

2.4 Programme Structure

LEVEL 4 – 8 MODULES

Compulsory:

CN2127 Introduction to Film and TV Studies

CIN2015 Film History
CIN2227 Modern Greek Cinema
PH2016 Philosophy and Cinema
CIN2010 Film Adaptation
CIN2024 Production Sound for Film and TV
AR2017 Digital Image
CN2005 Introduction to Digital video

LEVEL 5 – 8 MODULES

Compulsory:

CIN3235 Film Theory
CIN3130 Directing Fundamentals
CIN3120 Cinematography

Choose 1 of 2:

CN3425 Film Analysis
S03012 Contemporary Cinema and Society

Choose 4 of 6:

AR3019 Video Art
MU3164 Sound Design
CIN3140 Film Design
CIN3125 Digital Compositing
CN3160 Digital Storytelling
CIN3131 Film Editing

LEVEL 6 – 8 MODULES

Compulsory:

CIN4870 Cinema Studies Senior Thesis
CN4337 Screenwriting
CN4065 American Cinema
CIN4050 World Cinema: Power and Identity

Choose 4 of 5:

CN4345 Making the Short Film

CN4239 Making the Short Documentary

DR4330 Costume Design

CIN4045 Acting and the Screen

CIN4055 Film Producing

2.5 Academic Staff

Arouh, Melenia, 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](https://orcid.org/0000-0001-9146-3441) m.arouh@acg.edu
m.arouh@acg.edu

Anastasiadou, Artemis, M.F.A, is an assistant professor and co Ordinator of the Cinema Studies Program. She 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. In 2018 she worked as Visiting Assistant Professor of film at the School of Visual Studies at the University of Missouri at Columbia. 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, Tallin Black Nights etc. She has a 12 year of experience in film editing, working for major TV Shows and documentaries for MEGA, ANTENNA, ERT. S.A. Her work has been presented at the #MeetThe Future 2019 by the Onassis Foundation and she has received film production grants by the Greek Film Center, ERT SA and the Austin Film Society. In 2022 she won the IRIS award for best Greek short film from the Hellenic Film Academy. She is a member of the Hellenic Film Academy and Women in Film & TV.GR. (WIFT) aanastasiadou@acg.edu

Falagas, Nikos, 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

Gangas, Spyros, PhD, holds a BA in Sociology from Deree and a PhD in Sociology from the University of Edinburgh. Spyros joined the Deree Sociology Department in 1999 and served as Head of the Department for two consecutive terms until 2017. He has also taught at the University of Wales (College of Cardiff), at Panteion University (Athens) and at Kobe College in Japan. His research focuses on classical and contemporary sociological theory, capability approach, value-theory, and film studies. He is the author of *Sociological Theory and the Capability Approach* (Routledge, 2019) and co-author (with Georgia Lagoumitzi) of *Sociology in Greece: Its History and Development* (Palgrave Macmillan, 2022). His work has also appeared in: *Current Sociology*, *History of the Human Sciences*, *Human Studies*, *Journal of Classical Sociology*, *Social Science Information*, *Hegel-Jahrbuch*, *The Journal of the Faculty of Letters of Tokyo University* and in the Greek journals *Axiologika*, *Deukalion* and *Momentum*. He has written on film theory, on Japanese cinema and writes film commentaries for the Greek blog cinephilia.gr and the journal *To Dendro*. He is the author of a book on Durkheim in Greek, has co-edited (with Kostas Th. Kalfopoulos) a volume of translated essays by Georg Simmel in Greek, and has contributed book chapters to edited volumes with Greek and international publishers (Routledge, Palgrave, Brill). He has also presented papers at conferences organized by the International Sociological Association, the European Sociological Association and the Hellenic Sociological Society.

sgangas@acg.edu

Dimitris Kotselis, MA, Dimitris studied Film and English (BA) at the University of the West of England, Bristol. Upon his graduation he traveled to Malaysia to shoot fellow U.W.E. alumnus Ari Abraham's debut *S'kali*. He completed an MA in Film and Media Production at Sheffield Hallam University. He then attended the Creative Writing Program of the University of Glasgow until the onset of the Greek economic crisis. Subsequently, Dimitris collaborated with The Callas, a filmmaking and art duo. He shot and edited two of their features: *Lustlands* and *The Great Eastern*. As a director, he has directed short films, music videos, and documentaries. His short film *The Mechanic* participated in various international film festivals. Dimitris has researched and directed episodes of the documentary series *Ta Stekia – Stories and Places to Hangout*: (*Car Garages*, *Comic Book Shops*, *Film Societies*) produced by Laika Productions/ERT. He has also directed selected commercials in collaboration with major agencies and production companies. In 2021 he documented Max Cooper's audiovisual concert at the Acropolis. Dimitris also collaborated with Greek production companies under the role of fiction development executive. He has translated seminal books on film including *Transcendental Style in Film* (Paul Schrader), *Zona* (Geoff Dyer) and written extensively on film and popular culture (Polar magazine). He completed an MA in Lighting Design (Hellenic Open University) focusing on the lighting style of American neo-noir. His current research focuses on transcendental style in American Cinema.

DKotselis@acg.edu

Maria Leonida, MA, is a documentary film director, co-founder and Director of Karpos, Centre for Media Education, running Greek and European film education projects since 2008. Her documentary work has been screened in Film Festivals and TV channels around Europe with subjects on art and society. Maria's first short film was selected at the New Talents section of the International Documentary Film Fest Amsterdam. She was twice awarded in Greek Festivals and the State Quality Awards. She has directed co productions with the Greek Film Centre, ERT SA, ZDF 3SAT, E.B.U. videos for NGOs and civil society. Her latest documentary is The Bet, a portrait of a whole High School during the quarantine. Senior trainer and curriculum designer for more than 12 media literacy related EU projects. Her Film Education work has been awarded in European competitions (Evens foundation, Medea Awards) and presented in several Conferences. She has extensive experience in working in participatory projects with vulnerable groups using photography and video as an expressive medium. Board member of the International Association for Media Education and ex board member of the Greek Documentary Association. PhD candidate at the University of Athens. Her research interests lie with methodologies of teaching the media language in a variety of learning environments. Maria trained in filmmaking in London and Denmark. She holds a BA in History and an MA in Art History.

MLeonida@acg.edu

Hatziyiannaki, Zoe, PhD, received her Ph.D. from Goldsmiths College. She studied photography, BA Hons in Visual Communication, in Kent Institute of Art & Design, UK and completed MA and (practice-based) PhD with funding from the Greek State Scholarships Foundation, in Goldsmiths College, University of London. Her work has received a Jerwood Photography Award (2006) and a NEON grant for solo exhibition (2018). She is part of the Depression Era collective and a co-founder of A-DASH project space in Athens. Her work focuses on space and its relation with time seeking to suggest that space is not static but a shifting reality transformed along with society and our ever changing perceptions. Based mainly on Deleuze's theories, she is investigating the multiple dynamic connections between diverse notions which construct and deconstruct space such as the near and the far, nature and culture, private and public, the outside and the inside. Her effort is to realize space and time as an incessant flow of production of relations and thus abandon fixed positions and categories. 14 Recent selected exhibitions: +9, Iera Odos, Athens 2019, Photography in Crisis Depression Era (retrospective), Slought, Philadelphia US 2019, The Tourists Depression Era, Unseen, Amsterdam 2018, The Past of Things to Come (solo), A-Dash, Athens 2018, The Decline of Heroes Depression Era, Culturescapes, Antikenmuseum, Basel 2016, (IM)Material Gestures, Fondazione Sandretto Re Rebaudengo, Turin 2016, TEN Visual Cultures, The Showroom Gallery, London 2015, Depression Era, Benaki Museum, Athens 2014, Secrets & Crises (solo), Ileana Tounta Centre of Contemporary Art, Athens 2013, To Have & Have Not, Noorderlicht Photo Festival, Groningen 2013.

zhatziyannaki@acg.edu

Nelson, Jennifer, MFA, FT, Assistant professor- Research track, is currently the Program Coordinator for Visual Arts and advisor to the Visual Arts Society. With Effie Halivopoulou, Nelson helped to create the Visual Arts Program, designing and teaching courses in time-based media, video art, and digital image, as well as working with senior students on their cap-stone projects. With her

cross-disciplinary background and research, she has also developed classes for Theatre Arts and Cinema Studies. She is a member of the Research, Technology and Innovation Network RTIN and the Center of Excellence for Sustainability.

Nelson received an MFA from University of California, Los Angeles with a specialization in New Genres. She works on creative form-finding at the intersection of art, ecology, sound, and screen-based technologies. Nelson utilizes a performative approach to reimagine social and ecological choreographies, highlighting fragile resources, natural and human, and the global sculptural flow of power and matter. She incorporates her work with restorative justice (brave spaces), trauma therapists (safe spaces) and permaculture in the collaborative, trauma-informed, sustainable making of art. Her current research investigates the use of embodied, whole-brain and interpersonal methods of learning to challenge our collectively destructive daily habits and materials. Over the last 15 years, she has developed community-based art projects and workshops with children, incarcerated people, residents of psychogeriatric facilities, and immigrant communities.

Nelson received a Guggenheim grant for Visual Arts. She has exhibited work in museums and festivals including Goethe Institut Athen; Museo MADRE; State Museum of Contemporary Art, Thessaloniki; and Kunsthalle Dusseldorf. She was the first Artist-at-Work at the National Museum of Contemporary Art, Athens with the durational performance/sculpture project *Waste (Inheritance)*.

jnelson@acg.edu

Paneta, Elissavet, 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 Composer 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.

epaneta@acg.edu

Simatou, Eva, MA, received her MA from City University of London. Eva Simatou is a professional actress. She is a first class graduate of the Advanced Drama School Theatro Technis Karolos Koun. She holds a BSc in Sociology and Media Studies and an MA in Arts Management & Criticism from the City University of London. She has successfully completed the Contemporary Drama programme offered by the Royal Academy of Dramatic Art (RADA).

She has performed at: The National Theatre of Greece, The National Theatre of Northern Greece, The National Theatre of Ankara (Şinasi Sahnesi), Southbank Centre, Michael Cacoyannis Foundation etc.

Her current teaching involves courses such as: Advanced Acting, Theatre Practicum, and Acting Techniques. She has served as an acting instructor for the study abroad program of the University of Washington.

evasimatou@acg.edu

Vovolis, Athanasios, MA, received his MA from Fontys University, Tilburg. **Thanos** is a Scenographer, Costume and Masking designer, Exhibition & Performance Curator, and Artistic Researcher. Assistant Professor and Department Head and Program Coordinator, Theatre Department Arts, 2019-2024

His work comprises more than 85 theatre productions in Sweden, Iceland, Greece, Spain and Romania and his theatre works have been exhibited in London, Berlin, Stockholm, Gothenburg, Athens, Madrid, Merida, Sevilla, and Delphi.

-Appointed Visiting Professor and Artistic Director of “The Centre of Mask Research”, Dramatic Institute, Stockholm, 2007-2010.

- National Curator for the Hellenic Participation at the Prague Quadrennial of Performance Design and Space, 2015.

-Curator for the ‘OUT-TOPIAS Performance and Outdoor Space’ Exhibition, Benaki Museum, Athens, 2016.

- Curator for the ‘Athens Intersection’ Performance Festival in collaboration with the Municipality of Athens, 2017-18.

His main artistic research projects comprise:

‘Prosopon’. The acoustical mask in Ancient Greek tragedy and contemporary theatre’. Dramatic Institute 1990-1995.

‘The Mask in the European Theatre of the 20th Century’ Dramatic Institute 2007-2010

‘The Double ontology of Public Space’ Fontys University, The Netherlands, 2019-2020

avovolis@acg.ed

Ward, Tim, DPhil, received his DPhil from the University of York. Tim Ward's PhD focused around electroacoustic composition and since this time, he has maintained an active research and performance interest in this field. He is a member of a number of ensembles engaged in the performance of this music 23 and has participated in numerous performance projects staged within Greece and abroad. His current interests have expanded to include improvised music, in which sphere he is very active with the Medea Electronique ensemble in performances, residencies and research projects. He is also active in computer music programming, undertaking projects and teaching engagements connected with the computer music languages MaxMSP and PD.

tjward@acg.edu

Stefanos Koltsidopoulos, MA, is a visual artist, illustrator, animator, and concept designer with over 20 years of experience in animation and visual storytelling. He holds an MA in Computer Imaging and Animation from London Guildhall (Metropolitan) University, a PgDip in Design for Interactive Media, and a BA in Visual Communication Design (Animation) from Middlesex University. He is also a part-time Illustration instructor in the Graphic Design program at Deree - The American College of Greece. He has worked as an animation director, character designer, and art director on a wide range of 2D and 3D productions for television, advertising, and publishing. His background includes extensive work in concept design for animated content, developing characters, environments, and visual direction for TV, commercial campaigns, and multimedia projects. He has also created storyboards, commercial illustrations for print and digital platforms,

and visual content for children's books and media. Working across both traditional and digital media, he brings a versatile visual approach to a wide variety of briefs. He is particularly focused on character and concept design, crafting stylized, story-driven visuals that support worldbuilding across formats.

SKoltsidopoulos@acg.edu

2.6 The Cinema Studies Society

All Cinema Studies majors are members of the Cinema Studies Society. Each year the Cinema Studies 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 programme coordinator.

2.7 Description of Modules

For a detailed description of the Cinema Studies modules go to [programme's webpage](#) .

2.8 Programme Resources

JS Bailey Library Resources

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

Students and academic staff have access to an array of electronic and print resources including some unique collections, as well as services to support learning, teaching, and research. The library website (library.acg.edu) serves as the primary portal for accessing electronic resources, online tools, tutorials, research guides and digital collections.

The library provides an extensive collection of resources, including:

- 623.000 e-books
- 930.000 e-textbooks
- 115.000 print books
- 69.000 journals
- 90.000 online streaming videos
- Over 2.5 million digital images

- 6 online services that provide financial data, statistics and reports
- *ACG Sphere*, the institutional repository
- The ACG institutional archive
- Various special and rare collections

Its Film and Cinema Studies Guide offer 22 research databases on books, articles, visual media resources and film.

<https://library.acg.edu/subjects/film-and-cinema-studies>

Multimedia resources

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

SPSS: 100 licenses currently in operation. Licenses are concurrent and are renewed annually.

E-views: 3 licenses currently in operation. Licenses are per machine and are renewed annually.

Blackboard platform: The license is renewed annually.

Turnitin Plagiarism Detection software: License is renewed annually.

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

Media Centers

Media centers provide a wide variety of digital media tools and outstanding staff in support of the teaching and learning mission of the College. Audiovisual equipment appropriate for Video Production and Digital Cinematography are available to students registered for the successful realization of their video production assessments.

External Examiner

The External Examiner assures that you are assessed fairly in relation to other students on the same programme and that your award is of the same standard as similar programmes offered by other UK higher education institutions.

The Chief External Examiner for this programme is: Rebecca Ellis

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 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.

2.9 Opportunities for Graduates

Having successfully fulfilled the requirements of the programme the graduates will be prepared to undertake graduate studies or find work in a variety of fields including:

- Feature and short film production
- Feature and short documentary production
- Postproduction studios
- Film and Media Production Companies
- Sound design
- Audio-visual / Media Production
- Digital videography
- Digital storytelling
- Television stations and networks
- Film and culture journalism

- Film criticism
- Media related companies
- Advertising agencies
- Film festivals
- Film curation
- Film Education & Film Literacy Programs
- Distribution
- Centers for Audio-Visual Development

3. Assessment and Feedback

3.1 Assessment

Assessment Procedure

Although courses may employ assessment instruments which perform 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 course. The assessment of a student's academic performance requires a judgment of the quality of their work. In all cases, this assessment must be governed by criteria that are explicit and communicated to students. The general grading criteria employed by the College are set out in the "Grading" section. Faculty have developed rubrics for the assessment of students, and it is the responsibility of department heads or area coordinators to ensure that these rubrics are consistent with the program specification and other documentation approved at validation.

3.2 Examination Regulations and Procedures

Student Identity

Students must carry their Deree ID card with them in the examination room. The "Checking of Student Presence Procedure" is available at myACG.

Entering and Leaving the Exam

Students who arrive late may be admitted to the exam but they will receive no additional time. 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. Materials that can be taken into the exam: Students should bring as little as possible to the examination room. Any bags, books, or 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.

Students should bring their own pens, pencils, approved calculators, and other materials they need for the exam. Students should not expect exam proctors to supply such materials. 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.

Exam Conduct

Students should aim to minimize any disturbance caused to other students in the exam which may affect their performance. Students who arrive late or leave early must bear in mind that their conduct may disturb others. Students should enter and leave an exam quietly.

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.

Academic Integrity

Once the exam has begun, examination conditions apply - talking or communicating with another student during the exam is not permitted. Failure to observe this requirement will be treated as a disciplinary offence. Cheating or attempting to cheat in the exam by using notes, cards, or any other form of inappropriate content will result in 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. It is not the proctor's responsibility to do this. Failing to do so will result in failure in the exam. The “Checking of Student Presence Procedure” is available at myACG Asking Proctors for Advice

Students who have attended the course should already be familiar with the structure and expectations of the exam. Students must read the instructions on the question paper and follow them carefully. Asking proctors for advice about how to answer exam questions is not permitted because it gives the student who asks an unfair advantage over their peers.

Student Conduct and Exam Proctor

Student conduct in the exam is at the discretion of the exam proctor and is not negotiable.

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

Appendix C presents a complete map of all module assessments

3.3 Classroom Conduct

Use of Electronic Devices in the Classroom

Instructors have the right to ask students not to use certain electronic devices during class time. Students should always seek permission if they wish to take any photos or video in class. Generally, any recording of the lectures is not allowed unless written permission is granted by the instructor. Violation of any of these rules may lead to disciplinary action.

The Use of Cell Phones in Classes

The use of cell phones and/or similar communication devices in class is disruptive and does not facilitate the teaching and learning process. Therefore, students are not permitted to use such devices in lectures, recitation, or laboratory sessions. Students are required to turn such devices off, or put them on silent mode, while in class. Similarly, to enhance fairness in examinations, students are required to turn off and put away (out of sight) cell phones and/or other communication devices during quizzes, or during midterm and final examinations.

3.4 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.

Frances Rich School of Fine and Performing Arts Programme Committee

The Fine and Performing Arts Programme Committee is responsible for the routine monitoring of programmes, including the consideration of student feedback, performance data and external examiners' reports. Proposals approved by the Committee are forwarded to the Deree Curriculum Committee and Academic Council. The Programme Committee is chaired by the Academic Dean of the School. Committee membership includes all Department 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 Fine and Performing Arts.

Departmental Academic Society

Cinema Studies 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 Cinema Studies 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 department.

Student Evaluation

Students are encouraged to actively provide constructive feedback on their experiences at Deree - ACG, and thereby contribute to enhancing those learning experiences for themselves and for future students at the College.

Student Module (Course) Evaluation

Near the end of each semester/session, students are given the opportunity to assess the effectiveness of each course and its instructor, by anonymously completing an online evaluation form for each course in which they are enrolled. Instructors use this information for course improvement. The results of these evaluations are processed and disseminated electronically to each Instructor, Department Head, Academic Dean, the Executive Dean, the Senior Vice President, Administration & Pierce and the President. This information is taken into consideration during the College's formal performance appraisal for each instructor. Summarized results are published online to students. The Open University (OU) receives feedback on the student evaluation results through the OU Annual Monitoring Report (AMR).

Senior Exit Survey

Students who are graduating at the end of a session or semester are asked to provide their feedback on the academic curricula and academic support services they experienced during their course of study at Deree - ACG. The senior exit survey is administered at the departmental level, and summarized by department and by school. Deans and Department Heads share the summary information with the relevant department faculty and with Administration. The information from the surveys is used by Program Committees for curricula and academic support services improvement.

Other Forms of Student Feedback

From time-to-time, the College may invite students to provide their feedback on a variety of issues affecting student learning experiences and College life in general. This may take the form, for example, of student participation on ad hoc committees or student participation in opinion surveys on a particular topic eg organizing debates or panel discussions on academic integrity in collaboration with the Committee on Standing and Conduct.

Student Opportunity for Input

Deree – ACG, frequently seeks student feedback and input. Online surveys are used to gather information on any number of subjects. In addition, paper surveys are occasionally used to gather data as well.

Career Services Survey

Career Services performs an annual survey at the conclusion of the academic year for all graduating seniors on the day of Academic Regalia Gown distribution. Information is gathered regarding the use of Career Services, employment data, graduate studies, career planning, etc.

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

3.5 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.

How do I Get my Results?

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

3.6 Issues with Assessment

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

Examples of acceptable extenuating circumstances include:

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

The following are not acceptable extenuating circumstances:

- Holidays
- Weddings
- Family celebrations
- Printing problems
- Computer failure, corrupt USB sticks
- Financial problems
- Work related problems

- Accommodation issues
- Mis-reading assessment arrangements

3.7 Assessment Deadlines

Students must submit work by the deadlines set in the course outline. Where coursework is submitted late and there are no accepted extenuating circumstances it will be penalized in line with the following tariff:

Fall and Spring Semesters: Submission within 6 calendar days: a 10% reduction of the awarded grade for each calendar day late down to the 40 UK points (C grade). Submission that is more than 6 calendar days late: submission refused, grade F.

Summer Term: Submission within 4 calendar days: a 10% reduction of the awarded grade for each calendar day late down to the 40 UK points (C grade). Submission that is more than 4 calendar days late: submission refused, grade F.

Summer Sessions: Submission within 2 calendar days: a 10% reduction of the awarded grade for each calendar day late down to the 40 UK points (C grade). Submission that is more than 2 calendar days late: submission refused, grade F.

3.8 Assessment of Students with Special Needs

For students registered for the Open University (OU) Award, the Board of Examiners may make special arrangements for the examination or assessment of students with disabilities or learning differences. These arrangements must be approved in advance of the first assessment to which they will apply. All students, whether they are registered for both the US-accredited NECHE degree and the OU award or not, are responsible for alerting the registrar to a special need and for providing relevant evidence to document it. The registrar will pass the information on to the Committee on Disability and Learning Differences. The committee will decide on the action to be taken to accommodate a student with special needs, having ensured that there has been full consultation with faculty in the department(s) responsible for the assessment of that student. This action must be endorsed by the chair of the relevant Board of Examiners in the case of the OU validated award. Alternative methods of assessment for non-OU validated courses or programs are suggested by the Committee on Disability and Learning Differences in consultation with the instructor.

Assessment of Students with Special Needs and in Exceptional Circumstances

The Committee on Disability and Learning Differences may make special arrangements for the examination or assessment of students with disabilities or learning differences. These arrangements must be approved by both the committee and the faculty in advance of the first assessment to which they will apply. The student is responsible for alerting the registrar to a special need and for providing relevant documentary evidence of it. The registrar will pass the information on to the Committee on Disability and Learning Differences. The committee will decide on the action to be taken to accommodate a student with special needs, having ensured that there has been full consultation with faculty in the department(s) responsible for the assessment of that student. If the committee and faculty teaching the course decide that the student should take an oral exam, the procedure described hereafter must be followed. The course professor will inform the student on the venue and the exact time for the oral exam at least

two days before the exam. The oral exam should be on the same course material and should have at least the same duration as the scheduled test for the other students of the same course. A second faculty member from the same academic department must be present during the oral examination, but as an observer only, not as an examiner. The student's answers on the oral exam questions will be assessed by the course professor. The oral exam must be recorded. After completion of the oral exam, the course professor should inform the Registrar's Office the student's grade, and of the venue, date, exact time, and duration of the exam, and of the name of the second faculty member that who present during the oral examination.

3.9 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.

3.10 Academic Misconduct and Penalties

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.

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](#) – Academic Offences).

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).

3.11 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.

3.12 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.

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 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

Established in 1976, the Office of Career Services at Deree – The American College of Greece has since been helping students and alumni chart their professional course to achieve fulfilling and rewarding careers. Qualified career facilitators offer a plethora of person-to-person and online services to support students, alumni and employers.

They help students to: Build and project key competencies for career readiness and employability, make conscious career-decisions with our guidance, search and apply effectively for jobs, internships and graduate studies through the Career's portal, meet employers and network appropriately to secure work opportunities, build a CV with the CV template and a career readiness plan, practice mock job interviews.

For more information please visit [Student Services](#) – Career Services.

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 Program Coordinator 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).

5.4are 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

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 health-related mitigating circumstance acceptable for excusing absences beyond the maximum is hospitalization. It is the student's responsibility to be aware of the number of absences they have in each of their courses or modules.

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 NECHE accredited degree is 10 years.

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

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

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

6.8 Safety, Health and Wellbeing

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

Students with disabilities

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. Students with disabilities 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 [ACG Health and Wellness Center](#).

Smoking

ACG is a smoke-free campus.

List of Appendices

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

Appendix B: Programme Specification

Appendix C: Module assessment spreadsheet

Appendix D: Regulatory Framework