STUDENT HANDBOOK

BSc (Hons) Shipping Management

2026-2027

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1. Welcome to the Programme

1.1 Message from the Senior Associate Dean

Upholding the American College of Greece tradition of providing a student-oriented educational experience, Deree School of Business and Economics delivers academic programmes that are based on quality instruction and pedagogic best practice. Blending critical enquiry 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, safeguard the quality and warrant 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

1.2 Message from the Department Chair and Programme Coordinator

The Department of Maritime Transport and Supply Chain and its faculty welcome you to one of the most internationally oriented programmes of the School of Business and Economics, which will provide you with a solid foundation in shipping management.

As you may know, Greece is a major shipping nation in the world. In fact, Greek ship owners, own approximately 5,500 vessels and control roughly 20% of the global fleet in terms of cargo carrying capacity. The shipping industry has substantial contribution to the Greek economy (around 7-8% of GDP) and employs about 160,000 people accounting for more than 3% of total Greek employment. The Shipping Management programme will prepare you for careers in this industry.

The Shipping Management programme was launched in 2015 and aims at developing high-calibre and ethically responsible professionals who will be equipped with in-depth academic knowledge and skills necessary to succeed in the shipping industry. Graduates of our Shipping Management programme pursue careers in Greek or foreign companies and organizations in the shipping industry and/or pursue postgraduate studies in related fields. As all Deree graduates, Shipping Management graduates are held in high regard and are much sought after by Greek or foreign shipping companies and organizations.

The Shipping Management faculty have very strong academic credentials and many of them are working professionals in the shipping industry. They bring to the classroom their expertise, professional experience and extensive networks in the shipping industry. You will find interaction with them very enriching and inspiring.

As you begin your Shipping Management studies, we want to encourage you to become engaged in college life, participate in curricular and extra-curricular activities that will enrich your college experience and seize the opportunities for your personal and professional development that our College offers inside and outside of the classroom.

A bright future awaits you, enjoy the journey of learning and don’t hesitate to reach out to us if you need help. We are here to support you!

Stamos Theloudis, LLM
Programme Coordinator

Athena Tsirimpa, PhD
Department Chair of Maritime Transport and Supply Chain

1.3 Deree-The American College of Greece

The American College of Greece (ACG) is a US non-profit institution. The educational system at DEREE-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, DEREE-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 the undergraduate programs offered at DEREE-ACG are validated by The Open University, UK (www.open.ac.uk/validate). Through these accreditation and validation relationships, DEREE-ACG students undertake studies leading to the award of two degrees: a US Bachelor's degree, reflecting institutional accreditation by NECHE, and a UK Honour's 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 can pursue 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:

https://www.acg.edu/academics/undergraduate/academic-calendar/

1.5 Key Contacts

- American College of Greece: +30 210 600 9800

- Department Chair: Athena Tsirimpa; e-mail: a.tsirimpa@acg.edu; telephone: 210-600-9800, extension 1622; room: DC 704
- Programme Coordinator: Stamos Theloudis; email: stheloudis@acg.edu ; telephone: 210-600-9800, extension 1622; room: DC 704
- SBE Dean's Office: sbe@acg.edu@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: carecenter@acg.edu ext. 1081
- College Nurse: Efi Arvaniti, EArvaniti@acg.edu ext. 1093, 1193, 1500 6951798225 or 6936583599 or 6937723616

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 inform the Registrar's Office when 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

Programme Philosophy and Mission

The Shipping Management Programme at Deree aims to prepare students as critical, independent thinkers, ethically sensitive and socially responsible, who will excel in their chosen management careers in the shipping sector and in other related areas. Engaged in a rigorous learning experience—both academic and practical in nature—students gain knowledge and understanding of core business management principles and practices, integrated with an in-depth study of the nature, dynamics, and demands of the shipping sector.

The Shipping Management programme aims to:

1. Equip students with a thorough understanding of maritime business, shipping company management, and the evolving global context in which the industry operates.
2. Enable students to pursue postgraduate studies in shipping and related disciplines.
3. Foster the development of students' personal, professional, and transferable skills to support successful careers in maritime business and allied fields.
4. Enhance students' awareness and understanding of ethical considerations and sustainability practices within the shipping industry, promoting socially responsible professional conduct.
5. Encourage a commitment to reflective practice and lifelong learning.

Programme Learning Outcomes

Level 4 Outcomes – Apply a broad base of knowledge in business and management foundations and functions to the shipping sector. Explain the shipping sector as a significant area of study and economic activity and employ a range of specialized knowledge and skills related to shipping management. Differentiate the variety of contexts of the shipping sector and explain the implications for shipping management.

Level 5 Outcomes – Develop ideas through the analysis of theoretical concepts and analyze information in and related to the shipping sector. Use highly specialized knowledge and skills effectively in exercising judgment and in making decisions across a broad range of functions and activities related to shipping management.

Level 6 Outcomes – Select, integrate, evaluate and extend theoretical concepts and paradigms, particularly regarding shipping management and the shipping sector, through the effective use of highly specialized knowledge and skills. Evaluate information from a variety of sources in and related to the shipping sector, judge its relevance and application to practical problems, and formulate, recommend and implement solutions under diverse circumstances. Design and carry out research related to shipping management and the shipping sector.

Programme Structure

BSc (Hons) in Shipping Management			
Year 1 – Level 4			
Fall	**Credits**	**Spring**	**Credits**
EC 1000 Principles of Microeconomics	15	AF 2007 Financial Accounting	15
MA 2021 Applied Statistics	15	EC 1101 Principles of Macroeconomics	15
MG 2003 Management Principles	15	SH 2020 Introduction to Logistics and Supply Chain Management	15
SH 2010 Introduction to Shipping	15	SH 2061 Ship Operations and Technical Management	15
Year 2 – Level 5			
Fall	**Credits**	**Spring**	**Credits**
BU 3233 Business Research Methods	15	FN 3105 Financial Management	15
SH 32XX Contemporary Issues in Ship Operations	15	SH 3030 Transportation and Intermodal Systems	15
EC 3227 Maritime Economics	15	SH 3058 International Shipping Policy	15
SH 31XX Risk and Sustainability in Maritime Transport	15	SH 3159 Port Management	15
Year 3 – Level 6			
Fall	**Credits**	**Spring**	**Credits**
SH 4012 Carriage of Goods by Sea	15	SH 4169 Chartering and Shipbroking	15
SH 4092 Shipping Law and Marine Insurance	15	SH 48xx Dissertation in Sh. Management	15
SH 4416 Maritime Financial Management	15	One option module	15
MG 4415 Strategic Management	15	One option module	15
Option modules:			
CS 4267 Applied Business Analytics SH 4057 Project Management SH 4242 Supply Chain Management MG 4023 Business Negotiation		MG 4028 Corporate Social Responsibility SH 4129 Decision Making: A Qualitative Approach SH 4176 Maritime Accounting and Reporting	15 each

SH 4071 Passenger Shipping SH 4145 Total Quality Management	SH 4270 Maritime Human Resource Management	
Total UK credits: 360		

Academic Staff – Maritime Transport and Supply Chain Department

Minos Eleftheriou, Ph.D.: Diploma, National Technical University of Athens; MSc., Rensselaer Polytechnic Institute; Ph.D., Rensselaer Polytechnic Institute University – Assistant Professor and Program Coordinator of the Operations Management pathway.

melefth@acg.edu
+30 210 6009800 ext. 1623 / Room: 704 DC
Office hours are subject to change and are posted each academic period on blackboard.

Dr. Eleftheriou lectures in operations management, supply chain management, and project management.

Areas of Interest:
Operations, Production Planning, Sustainability, Research and Innovation Strategy.

Kelly Gerakoudi, DBA, MBA, Msc: BA in Shipping & Transport, London Guildhall University, MBA, Edinburgh Business School, Msc in Financial Management, Edinburgh Business School, Higher Education Teaching Certificate, Harvard- The Derek Bok Center, DBA, Edinburgh Business School - Assistant Professor, Maritime Transport and Supply Chain Department
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Office hours are subject to change and are posted each academic period on blackboard.

Dr. Gerakoudi lectures in Introduction to Shipping, International Shipping Policy, Port Management, Principles of Management

Areas of Interest:

Shipping Management, Business Management, Shipping Operations, Shipping Policy, Ports, Short Sea Shipping

Georgios Kokosalakis, Sc.D.: Dipl Eng. National Technical University of Athens; MSc., Massachusetts Institute of Technology; Sc.D., Massachusetts Institute of Technology – Associate Professor of the Maritime Transport and Supply Chain Department.

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Office hours are subject to change and are posted each academic period on blackboard.

Dr. Kokosalakis lectures courses in Shipping Management and Entrepreneurship Management.

Areas of Interest: Management, Strategy and Operations in the fields of Shipping & Entrepreneurship.

Ioanna N. Pentheroudakis, MSc.: BSc.in Maritime Business and Maritime Law, University of Plymouth, MSc in International Transport and Shipping, University of Cardiff-Wales – Part time Instructor Maritime Transport and Supply Chain Department

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Office hours are subject to change and are posted each academic period on blackboard.

Ms Pentheroudakis lectures in Chartering and Shipbroking – Cross cultural management and Human resource management in shipping.

Areas of Interest:
Shipping, Chartering, Maritime business, Maritime law, Human resource management, Shipping management, Negotiations.

Nikolaos Reizis, M.B.A.: BSc., University of Piraeus; M.B.A., University of Wales: Cardiff Business School; – Adjunct Professor of the Maritime Transport and Supply Chain Department

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

Mr. Reizis lectures in shipping management and operations

Areas of Interest:

Maritime economics, shipping cycles.

Christos Sigalas, Ph.D.: BSc., Athens University of Economics and Business; MBA, Athens University of Economics and Business; Ph.D., University of Piraeus – Associate Professor at **Maritime Transport and Supply Chain Department**

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Office hours are subject to change and are posted each academic period on blackboard.

Dr. Sigalas lectures Maritime Financial Management, Strategic Management, Maritime Accounting and Reporting, Financial Modeling, Business Research Methods, Chartering and Shipbroking.

Areas of Interest:

Strategic Management, Corporate Finance, Financial Accounting.

Stamatis Theloudis, LLM.: Law Degree Thrace School of Law, Democritus University; LLM, Law School, University of Bristol; Attorney at law; - Lecturer Maritime Transport and Supply Chain Department and program coordinator of the Shipping Management Program

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Office hours are subject to change and are posted each academic period on blackboard.

Stamos Theloudis lectures in Business legal issues, Carriage of goods by sea, Shipping and Marine Insurance International Shipping Policy.

Areas of Interest:
Maritime Law, Shipping and Commercial law, Ship Sale and Purchase, Carriage of goods by sea, International and European law, Shipping Policy, Passenger Shipping

Athena Tsirimpa, Ph.D.: BSc., University of the Aegean; MSc., University of the Aegean; Ph.D., University of the Aegean – Assistant Professor and Chair of the Maritime Transport and Supply Chain Management and Program Coordinator of Logistics and Supply Chain Management
atsirimpa@acg.edu
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Office hours are subject to change and are posted each academic period on the blackboard.

Dr. Tsirimpa lectures in shipping and logistics & supply chain management.

Areas of Interest:
Transportation systems, supply chain management, transportation economics.

Description of Modules – Compulsory and Option Modules

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.
Prerequisites: NONE
UK CREDITS: 15
US CREDITS: 3/1/3

COMPULSORY

EC 1000 PRINCIPLES OF MICROECONOMICS – LEVEL 4

Introduction to economics and the economy. Product markets, elasticity, and consumer theory. Costs, production and the theory of the firm. Pricing and output determination in various market structures.

Prerequisites: NONE
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

EC 1101 PRINCIPLES OF MACROECONOMICS – LEVEL 4

National income accounting, economic growth, taxation, business cycles, unemployment, inflation, deficit and debt. Aggregate expenditures and the Aggregate Supply/Aggregate Demand model. Countercyclical fiscal and monetary policy. The banking system and the money supply.

Prerequisites: EC 1000
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

SH 2020 INTRODUCTION TO LOGISTICS AND SUPPLY CHAIN MANAGEMENT – LEVEL 4

Overview of the logistics and supply chain industry. The logistics and supply chain context, importance of logistics and supply chain management to value offered, economic impact of logistics and supply chain industry, functions and operations, basic principles.

Prerequisites: None
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

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).

Prerequisites: None
UK CREDITS: 15

US CREDITS: 3/1/3
COMPULSORY

SH 2010 INTRODUCTION TO SHIPPING – LEVEL 4

Reasons for sea transport, the interactions with international trade, and fundamental concepts concerning the physical, economic and regulatory environment in which shipping operates.

Prerequisites: NONE
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

MG 2003 MANAGEMENT PRINCIPLES – LEVEL 4

Nature, functions and responsibilities in the management of organizations. History of management thought, theories, concepts and practices. The managerial functions of planning and decision making, organizing, leading and controlling.

Prerequisites: NONE
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

SH 2061 SHIP OPERATIONS AND TECHNICAL MANAGEMENT – LEVEL 4

The ship as the production unit of a shipping firm. Principal ship types and corresponding cargoes, ship's equipment and machinery, ship and cargo operations, technical aspects of ship management.

Prerequisites: NONE
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

BU 3133 BUSINESS RESEARCH METHODS – LEVEL 5

The Business Research process, the Research Report and the Proposal. The Research problem, the Literature Review and Research Questions. Research Design and Methodology. Data Collection methods. Quantitative and Qualitative Data Analysis.

Prerequisites: MA 2021
UK CREDITS: 15

US CREDITS: 3/1/3
COMPULSORY

SH 32XX CONTEMPORARY ISSUES IN SHIP OPERATIONS – LEVEL 5
Key ship operation risks and concerns. Interaction of ship operations and strategic decisions. Application of contemporary technologies to enhance efficiency, safety and environmental protection.
Prerequisites: SH2010 and SH2061
UK CREDITS: 15
US CREDITS: 3/1/3
COMPULSORY

EC 3227 MARITIME ECONOMICS – LEVEL 5
The economics of sea transport and related markets. Shipping & ship demand & supply, economies of scale, shipping cycles, ship & shipyard productivity, shipyard subsidisation, return on shipping investment, evolution of fleet costs as more ships are activated, shipping risk & FFAs, bulk carriers vs. specialised ships, marginal cost pricing, fast vs. slow steaming.
Prerequisites: EC 1000, MA 1008
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

FN 3105 FINANCIAL MANAGEMENT – LEVEL 5
The course provides the basic knowledge and skills required to examine the role of financial management within companies, the nature of financial decisions companies make, the implementation of investment appraisal techniques, and the importance of capital structure and its implications for the company.
Prerequisite: AF 2007
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

SH 3030 TRANSPORTATION AND INTERMODAL SYSTEMS – LEVEL 5
Transportation systems and intermodal shipping networks; key principles governing transportation planning; transportation and logistics concepts.

Prerequisites: None
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

SH 31xx RISK AND SUSTAINABILITY IN MARITIME TRANSPORT – LEVEL 5
Integration of sustainability, safety, and risk management in maritime transport. Environmental, human, and organizational dimensions shaping safe and resilient ship and port operations.
Prerequisites: SH3058
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

SH 3058 INTERNATIONAL SHIPPING POLICY – LEVEL 5
International and European Union policies and regulatory frameworks that influence the developments in the shipping industry. Protection of human life, the marine environment, and property at sea. Responsibilities of states and private operators. Elements of risk management in shipping. The roles of international organizations and relevant conventions.
Prerequisites: NONE
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSLORY

SH 3159 PORT MANAGEMENT AND OPERATIONS – LEVEL 5
Port organization, functions, planning, operations, and management. Port competition and pricing. Modern port management practices with an emphasis on the position of ports in the logistics and supply chains. Port sustainability and environmental impacts.
Prerequisites: SH 2010
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

SH 4416 MARITIME FINANCIAL MANAGEMENT – LEVEL 6

Overview of the maritime shipping industry. Sources of capital in the maritime shipping industry. Capital budgeting and valuation of maritime shipping assets. Traditional, contemporary and alternative debt financing for ship-owning companies. Equity and debt capital markets available to maritime shipping companies. Maritime shipping equities valuation. Sources of risk in maritime shipping companies and risk mitigation strategies.
Prerequisites: EC 1000, EC 1001, AF 2007, FN 3105
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

SH 4012 CARRIAGE OF GOODS BY SEA – LEVEL 6
The framework of carriage of goods by sea pursuant to an international sale of goods contract and the fundamental concepts concerning rights and liabilities of parties in the procedure of transportation of those goods.
Prerequisites: None
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

SH 4169 CHARTERING AND SHIPBROKING – LEVEL 6
Chartering of vessels and ship sale-and-purchase in theory and practice. Charter-party types, negotiations and documentation. Fixture and post fixture activities. Chartering decisions and shipbrokers' contribution to chartering and sale-and-purchase transactions.
Prerequisites: SH 4012
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

SH 4092 SHIPPING LAW AND MARINE INSURANCE – LEVEL 6
Legal aspects of national and international shipping. Historical dimension of global shipping and the development of the modern Greek and Greek-owned fleet since the last quarter of the 20th century. Legal structure of shipping companies, shipping contracts, legal aspects of ship finance, national, EU and International regulatory framework of shipping, marine insurance, collisions, pilotage, towage, salvage, general average, marine pollution, limitation of liability of the ship-owner.

Prerequisites: None
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

MG 4415 STRATEGIC MANAGEMENT – LEVEL 6

Sources of competitive advantage, competitive advantage, superior performance. Steps of strategic planning process, analysis of external environment, analysis of internal environment, business-level strategies, corporate-level strategies, corporate governance, business ethics.
Prerequisites: AF 2007, EC 1000, FN 2128 or FN 3105, MG 2003 or MG 3034
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

SH 4880 DISSERTATION IN SHIPPING MANAGEMENT – LEVEL 6

Qualitative or quantitative research into a topic related to shipping management. Special and unique aspects of the shipping companies operating in the global shipping industry, organizational systems of the shipping firm, strategic decisions concerning the fleet, trade, cargo, labour and other aspects of ship's operation and management. Field research principally includes interviews with managers and/or maritime professionals in Greece.
Prerequisites: BU 3133, MA 2021, SH 2010, SH 2061, SH 3058, SH 3159, SH 32xx, SH31xx (Students must have at least 90 earned US credits before taking this course)
UK CREDITS: 15
US CREDITS: 3/0/3
COMPULSORY

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 3051 or CS 1070 or ITC1070, CS 2179
UK CREDITS: 15
US CREDITS: 3/0/3
OPTION

SH 4057 PROJECT MANAGEMENT – LEVEL 6

Key principles and methodologies of project management, emphasizing planning, scheduling, and control in organizational contexts. Students learn to evaluate, design, and apply project management techniques across industries, focusing on time, cost, scope, and quality while addressing ethical and sustainable dimensions of professional practice

Prerequisites: None

UK CREDITS: 15

US CREDITS: 3/0/3

OPTION

SH 4242 SUPPLY CHAIN MANAGEMENT – LEVEL 6

Design and management of complex supply chain systems. A systems approach to the management of the activities involved in physically moving raw materials, in-process and finished-goods inventories from point of origin to point of use or consumption. Emerging information technologies.

Prerequisites: MA 1008, MA 2021

UK CREDITS: 15

US CREDITS: 3/0/3

OPTION

MG 4023 BUSINESS NEGOTIATION – LEVEL 6

The negotiation process, negotiation and management, and the concepts of power and influence at work and in other settings. Business agreements, corporate diplomacy, inter-state and international agreements, and the dynamics of bargaining in national and international contexts.

Prerequisites: NONE

UK CREDITS: 15

US CREDITS: 3/0/3

OPTION

SH 4071 PASSENGER SHIPPING – LEVEL 6

Overview of cruise shipping, yachting, and coastal ferry transport. Historical evolution, market development, operational frameworks, regulatory regimes, and economic significance of passenger mobility by sea. Distinctive features of the yachting industry (ownership models, chartering, and marina infrastructure) and

coastal shipping (ferry operations, inter-island connectivity, and regional development).
Prerequisites: None
UK CREDITS: 15
US CREDITS: 3/0/3
OPTION

SH 4145 TOTAL QUALITY MANAGEMENT – LEVEL 6
The role of quality as a system for establishing global competitive position. The impact of tools and integration of customer, human resources and management issues. Topics include the role of management, cost of quality, methods to keep the product and process excellent, the excellence models, the ISO 9000 standards, and the philosophies and ideas of the leading thinkers in quality management.
Prerequisites: MG2003 or MG3034
UK CREDITS: 15
US CREDITS: 3/0/3
OPTION

MG 4028 CORPORATE SOCIAL RESPONSIBILITY – LEVEL 6
Total systems approach to integrating factors related to the workplace, human rights, the community, the environment and the marketplace into core business strategies. Examination of the economic, environmental and social dimensions necessary for sustainable business success.
Prerequisites: None
UK CREDITS: 15
US CREDITS: 3/0/3
OPTION

SH 4129 DECISION MAKING: A QUALITATIVE APPROACH – LEVEL 6
Rational decision making, in a multi-disciplinary context and in an uncertain, complex environment. The role of decision making in management. Foundations of managerial and strategic decision-making. Interdisciplinary aspects of managerial decision-making. Implementing strategic decisions. Gap analysis and the use of scenarios.
Prerequisites: MG 2003 or MG 3034
UK CREDITS: 15

US CREDITS: 3/0/3
OPTION

SH 4176 MARITIME ACCOUNTING AND REPORTING – LEVEL 6
Overview of the main types of maritime shipping companies. Chart of accounts and form of financial statements of maritime shipping companies. Accounting treatment of vessels. Revenue and operating expenses recognition. Accounting treatment of various financing transactions. Disclosures in financial statements. Financial statements analysis for decision making.
Prerequisites: AF 2007
UK CREDITS: 15
US CREDITS: 3/0/3
OPTION

SH 4270 MARITIME HUMAN RESOURCE MANAGEMENT – LEVEL 6
Managing maritime human resources for the sustainable competitive advantage of shipping companies. Characteristics of the seagoing and shore-based workforce. Special emphasis on analyzing the importance of a unified and coherent maritime human resource management system.
Prerequisites: SH 2010, MG 2003 or MG 3034
UK CREDITS: 15
US CREDITS: 3/0/3
OPTION

Programme Resources

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

The JS Bailey Library's website library.acg.edu provides access to thousands of resources and information about Library services. You can also access key services via your smart phone or tablet.

Multimedia resources

- Microsoft Office: 750 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.
- Clarksons Shipping Intelligence Network (SIN)
- VesselsValue
- Maritime Economies (electronic version)

External Examiner

The External Examiner assures us 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 Dr. Kristel Miller, Ulster University, 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 practical skills development in contexts where professional criticism is 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 is managed by the Internship Administrator, Ms. Despina Gavrili (dgavrili@acg.edu).

2.4 Opportunities for Graduates

Capitalizing on the strong academic background that the curriculum offers, our graduates are well prepared to enter and successfully complete postgraduate programs in shipping and in related areas.

Alternatively, our graduates may decide to enter the workforce and may be employed in shipping companies or in related businesses and other organizations. Students may pursue careers, for example in:

- various departments in ship owning or ship management companies
- ship broking firms, as chartering or sale and purchase brokers
- commodity trading firms
- consulting firms as shipping consultants
- crewing companies
- port administration as port agents
- marine insurance companies and P & I Clubs
- shipping finance
- maritime organizations

3. Assessment and Feedback

3.1 Assessment

Assessment Strategy and Procedure
Although courses may employ assessment instruments which perform only a diagnostic or formative function, credit for completing 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 their work's quality. In all cases, this assessment is governed by criteria that are explicit and communicated to students. More information on the assessment strategy and the College's general grading criteria 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 DEREE ID card in the examination room. For details on Checking of Student Presence Procedure, please visit myACG.

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

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

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

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

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

Assessment Schedule
Note the exam/assessment periods in the academic calendar and make sure 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

Module Rubric	Module Title			First Assessment	Weight	Second Assessment	Weight	Final Assessment	Weight	Presentation	Weight	Other	Weight	Averaging
	OU Level 4													
AF 2007	**Financial Accounting**	R	15	In class exams (closed books)	40%			In class exams (closed books)	60%					No
EC 1000	**LE Principles of Microeconomics**	R	15	In class exams (closed books)	40%			In class exams (closed books)	60%					Yes
EC 1101	**LE Principles of Macroeconomics**	R	15	In class exams (closed books)	40%			In class exams (closed books)	60%					Yes
SH 2020	**Introduction to Logistics and Supply Chain Management**	R	15	In class exams (closed books)	40%			In class exams (closed books)	60%					No
MA 2021	**Applied Statistics**	R	15	In class exams (closed books)	40%	Portfolio (individual)	10%	In class exams (closed books)	50%					Yes
SH 2010	**Introduction to Shipping**	R	15	In class exams (closed books)	40%			In class exams (closed books)	60%					Yes
MG 2003	**Management Principles**	R	15	In class exams (closed books)	50%			In class exams (closed books)	50%					No
SH 2061	**Ship Operations and Technical Management**	R	15	individual Written project (1.400-1.600 words)	40%			In class exams (closed books)	60%					No
	OU Level 5													
BU 3133	**Business Research Methods**	R	15	In class exams (closed books)	40%			Group project (3,000 words; groups of 3-4 students)	40%	individual Q&A	20%			No
SH32XX	**Contemporary Issues in Ship Operations**	R	15					Group Project: Case Study, 4500-5000 words	80%	Group Presentation and Q&A (FNA)	10%	Peer assessment (FNA)	10%	No
EC 3227	**Maritime Economics**	R	15	In class exams (closed books)	40%			In class exams (closed books)	60%					Yes
FN 3105	**Financial Management**	R	15	In class exams (closed books)	40%			In class exams (closed books)	60%					No
SH 3030	**Transportation and Intermodal Systems**	R	15	Group project (4,000-4,500 words	35%			In class exams (closed books)	30%	Group Presentation and Q&A (FA)	35%	Peer assessment (FA)	0%	No
SH31XX	**Risk and Sustainability in Maritime Transport**	R	15	Group Written project (4,000-5,000 words)	40%			In class exams (closed books)	40%	Group Presentation and Q&A (FA)	20%			No
SH 3058	**International Shipping Policy**	R	15	individual Written project 1,800-2,200 words)	40%			In class exams (closed books)	50%	Individual Presentation and Q&A (FA)	10%			No
SH3159	**Port Management and Operations**	R	15	Group Written Project 3,300-3,800	50%			In class exams (closed books)	40%	Group Presentation and Q&A (FA)	10%			Yes
	OU Level 6													

SH4416	**Maritime Financial Management**	R	15	In class exams (closed books)	30%			Vessel Investment Appraisal (in MS Excel format, individual)	70%					No
SH 4012	**Carriage of Goods by Sea**	R	15	Group project (case study) 4,000-5,000 words	60%			Executive report (exam type) (1,000-1,500 words)	30%	Group Presentation and Q&A (FA)	10%			No
SH 4169	**Chartering and Shipbroking**	R	15	In class exams (closed books)	40%			Individual Project (2500-3000)	60%					Yes
SH 4092	**Shipping Law and Marine Insurance**	R	15	Group project (case study) 4,000-5,000 words	60%			Executive report (exam type) (1,000-1,500 words)	30%	Group Presentation and Q&A (FA)	10%			No
MG 4415	**Strategic Management**	R	15	In class exams (closed books) (Empirical Analysis Report, individual, 1,000 – 1,500 words)	30%			Consultancy Report (Strategic Planning, individual, 2,000-2,500 words	70%					No
SH 4880	**Dissertation**	R	15					Individual project (2,500-3,000 words)	90%	Individual Presentation and Q&A (FA)	10%			No
	Two of the following L6 (total 6 credits)													
CS 4267	**Applied Business Analytics**	O	15	individual Written project	40%			In class exams (closed books) & Lab Examination	60%					No
SH 4057	**Project Management**	O	15	individual Written project 2500 words)	50%			In class exams (closed books)	50%					No
SH 4242	**Supply Chain Management**	O	15	Group project (case study) 4,000-4,500 words	60%			In class exams (closed books)	40%					No
MG 4023	**Business Negotiation**	O	15	In class exams (closed books)	40%			Individual project (1,800-2,200 words)	60%					No
SH 4071	**Passenger Shipping**	O	15	individual Written project 2,300-2,700 words	60%			In class exams (closed books)	40%					No
SH 4145	**Total Quality Management**	O	15	Group project 4,000-4,500 words				In class exams (closed books)	40%					No
MG 4028	**Corporate Social Responsibility**	O	15	CSR Campaign Design written project (Groups of four-2500-3000 words)	50%	Group Presentation of FA	10%	CSR Stakeholder Recorded Debate Simulation – Groups of four	40%					No

SH 4129	**Decision Making: A Qualitative Approach**	O	15	individual Written project 2,300-2,700 words	60%			In class exams (closed books)	40%					No
SH 4176	**Maritime Accounting and Reporting**	O	15	In class exams (closed books)	30%			Benchmarking Report (in PowerPoint format, individual)	70%					No
SH 4270	**Maritime Human Resource Management**	O	15	In class exams (closed books)	40%			In class exams (closed books)	60%					Yes

3.2 Giving your Feedback about this Programme

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

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.

Departmental Academic Society

The Shipping Management programme has a student society, which organizes field trips, on-campus lectures, and informational meetings about the programme and which participates with other student societies in organizing the annual Business Week event. 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.

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 and 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 about this Programme?

Your feedback helps us to continually enhance this programme. You can find out what actions have been taken in response to your feedback through your academic society, student government, department Chair 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

The College has committed to a three-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 adversely affecting your ability to study (called 'mitigating circumstances'), you can apply providing evidence of your circumstances to verify your request.

Examples of acceptable extenuating circumstances include:

- Bereavement
- Illness
- Hospitalization
- Transport cancellation, where this may be evidenced
- Court attendance
- Serious family illness where the impact on the students' ability to undertake assessment may be demonstrated
- Accident
- The following are not acceptable extenuating circumstances:
- Holidays

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

Late Submission

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

Resits

In the case of an initial failure of one or more assessments in a course, you have the right to be reassessed in (i.e. resit) the element that you have failed. This reassessment will normally be scheduled before the following semester begins. Only one resit per 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 Dissertation Modules

Students who fail the assessments may request the failed assessment in the resit period following the one designated for the module. 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 these modules can only be given upon the recommendation of the students' supervisor and the approval of the 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 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 submitting documentary evidence supporting 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/area coordinator and Academic Council (through the Chief Academic Officer) and submits to them all relevant evidence and correspondence.

The Academic Dean will assess the appeal's validity 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 advantage 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 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 agrees 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. A 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 after 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 complaint's nature, the academic Dean or Dean of Students will assess its validity and advise the student accordingly. In the light of this advice, the student should decide whether s/he wishes to proceed with the complaint. In the event that the student decides to proceed with the complaint, a subcommittee of the Academic Council will be convened no later than three weeks after receiving the student's decision. The membership of the subcommittee shall not include any

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

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

4. Where to Get Help

4.1 Downloading College Forms

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

4.2 Academic Advising

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

international student advisor who assists them in their efforts to adjust to the new culture and supports them in obtaining any student visas and residence permits required by Greek law.

4.3 Student Academic Support Services

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

4.4 Office of Student Affairs

The Office of Student Affairs is dedicated to promoting student development and improving student life quality. 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 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 validated award. Information, guidance and support are provided to all disabled students who declare their disabilities. Students with disabilities and learning differences may be eligible for special accommodations, such as extra time for examination completion, and receive support and educational counseling from the Educational Psychologist on campus.

4.7 Career Services

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

4.8 Study Abroad

The Study Abroad Programme not only brings US and international students to Athens, it also sends Deree students to several partner universities in the US and other countries. The International Internship and Study Abroad Program combines and provides a first-ofits-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…..

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.

5.5 ….need a reference letter

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

6. Other Relevant Policies

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

6.4 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 h Greek law, 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