



STUDENT HANDBOOK

BSc (Hons) in Sports Management

2026-2027

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1. Welcome to the Programme

1.1 Message from the Dean

Upholding the American College of Greece tradition of providing a student-oriented educational experience, Deree School of Business and Economics delivers academic programmes 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 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, PhD
Senior Associate Dean of the School of Business and Economics

1.2 Message from the Department Chair and the Programme Coordinator

The Sports Management programme teaching staff welcomes you to an exciting and fast-growing programme in Greece, which will provide you with a solid foundation in sports management and a thorough understanding of sport.

The Sports Management programme was launched in September 2014. Sports Management students will develop critical insights into the world of sports business and into the strategies available to sports organisations. The programme equips students with appropriate skills and knowledge to succeed in a competitive and challenging global environment in the sports industry.

The Sports Management programme aims to attract students from different countries who wish to study sports in the birthplace of the Olympic Games. The exceptional sport facilities at the DEREE campus in Aghia Paraskevi make it an ideal environment to study sports management.

The Sports Management teaching staff looks forward to welcoming you to our programme and to working with you to create an enriching and valuable learning experience.

Emmanuel (Manos) Varouchas, PhD
Associate Professor and Department Chair of Management

Stella Leivadi Ph.D.
Programme Coordinator, Sports Management

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 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 will have the option of pursuing only a Deree US degree. Students who wish to be considered for these exemptions must petition the Committee on Academic Standards and Policies (CASP) through the Student Success Center during the first month after their initial registration at Deree.

1.4 Academic Calendar

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

1.5 Key Contacts

- American College of Greece: +30 210 600 9800
- SBE Dean's Office: sbe@acg.edu ext. 1108, 1150, 1008
- Department Chair of Management, Dr. Manos Varouchas: evarouhas@acg.edu ext. 1141
- Programme Coordinator, Dr. Stella Leivadi, sleivadi@acg.edu , ext. 1626
- 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

1.6 Keeping in Touch

Academic and administrative staff at ACG use your student email address to contact you. It is important that you check this account regularly. You can forward emails from your student email address to your 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 BSc(Hons) in Sports Management aims to develop students into knowledgeable, ethically responsible and competent sports management professionals. The programme, international in nature and immersed in the values of the Olympic spirit, fosters the intellectual, personal and professional growth of each student through a rigorous sports management education, enhanced by an optional internship in a sports related setting that facilitates the blending of practical and theoretical competence.

2.2 Programme Aim and Objectives

The specific objectives of the Sports Management programme are to produce graduates who are:

1. Critical and creative thinkers – Students employ appropriate methodologies and tools in researching and developing an understanding of the core concepts, stakeholders, challenges, connections and thought processes involved in sports management. Students recognize relationships between stakeholders in the sport industry and the environments in which sports take place and understand the legal, ethical, governmental and managerial implications that may arise.
2. Literate and effective communicators – Students cultivate written and verbal communication, numeracy, digital literacy and information literacy skills. The sports industry relies upon people's skills and requires the ability to communicate confidently, accurately, and effectively.
3. Business-minded and Entrepreneurial – Students acquire problem-solving skills and the capacity to take calculated risks, while working individually and in teams. Students develop a good understanding of the legal, social, and professional context within which they operate. They gain experience managing day-to-day operations and strategic planning of sports organizations and develop and manage their careers.
4. Ethically, environmentally and socially conscious – Students become aware of the finite nature of resources and systems and the requisite need for responsibly addressing the sports industry's broader impact. ACG's highly diverse student body provides opportunities for cross-cultural dialogue, understanding and reflection on the ways the global context applies in their own communities.

2.3 Programme Learning Outcomes

The programme's overall learning outcomes specify that upon completion of the programme, students will be able to:

1. Demonstrate knowledge and understanding of business and economic concepts and theories that are applicable to the sports industry.
2. Demonstrate knowledge and understanding of the historical evolution of sport as well as nature, structure, and trends in the contemporary sports industry.
3. Deploy, critically evaluate and synthesize knowledge in key business functions as they relate to the sports industry.
4. Identify and evaluate the impact of legal, ethical, as well as governance and policy, considerations upon decision-making in sports organizations.
5. Deploy quantitative and qualitative methods and tools to conduct research in the field of sports management.

2.4 Programme Structure

BSc (Hons) in Sports Management 2026

	UK CREDITS		
	level 4	level 5	level 6
SM 2001 Introduction to Sports Management	15		
SM 2021 Leadership in Sport Management	15		
AF 2007 Financial Accounting	15		
BU 2003 Business Legal Issues	15		
CS 2179 Business Information Systems	15		
EC 1101 Principles of Macroeconomics	15		
MA 2021 Applied Statistics	15		
IB 2006 International Business	15		
BU 3133 Business Research Methods		15	
FN 3105 Financial Management **OR** AF 3116 Management Accounting		15	
SM 3003 The Olympic Games and their Global Legacy		15	
SM 3004 Social Issues in Sports		15	
SM 3005 Sports Operations and Facilities Management		15	
PH 3005 Business Ethics		15	
SM 3102 Sports Marketing		15	
SM 3232 Sport Events Management		15	
SM 4107 Sport Governance, Policy and Legal Issues			15
SM 4208 Sports Promotion and Social Media			15
SM 4545 Sports Entrepreneurship			15
SM 4810 Strategic Issues in Sports Management			15
SM 4746 Dissertation in Sports Management I			10
SM 4848 Dissertation in Sports Management II			20
Optional L6 modules (30 credits):			30
Option 1 (1 module)			
SM 4009 Internship in Sports Management			
SM 4040 Advances in Sports Management			
MG 4028 Corporate Social Responsibility			
Option 2 (1 module)			
MK 4104 Digital and Social Media Marketing			
CS 4267 Applied Business Analytics			
MG 4057 Project Management			
Total	**120**	**120**	**120**

2.5 Academic Staff

Dr. Stella Leivadi, BSc, National and Kapodistrian University of Athens, School of Physical Education and Sport Science; MA in Sport Studies, University of Connecticut; PhD in Sport, Leisure and Exercise Sciences, University of Connecticut.
sleivadi@acg.edu
+30 210 6009800 ext. 1626 / Room: 705C, DC
Office hours are subject to change and are posted for each academic period on blackboard.
Dr. Leivadi has been a member of the Sports Management program since January 2017. She teaches research methods, leadership in sports management, Sport Event Management, and The Olympic Games and their Global Legacy courses and serves as the program coordinator. Her field of expertise is sport and exercise psychology. Her academic career started in 1993 at Middle Tennessee State University as a tenured faculty and included the University of Miami and Florida International University. In Greece, she has taught at Centers of Postgraduate Education, in collaboration with foreign universities (e.g. University of Wales, Northumbria University etc.). She has also worked for five Organizing Committees of the Olympic Games (ATHENS 2004, LONDON 2012 & RIO 2016, TOKYO 2020, and PARIS 2024). Her research interests lie in leisure and exercise behavior; sport tourism impacts as well as quality of life areas.

Dr. Tatiana Chalkidou, BSc in Physical Education and Sport Science, National and Kapodistrian University of Athens; MBA in Business Administration, University of Leicester; MSc in HRM/HRD, University of Leicester; PhD in Health, Leisure and Human Performance, Oklahoma State University.
tchalkidou@acg.edu
+30 210 6009800 ext.1426 / Room 002 Arts Center
Office hours are subject to change and are posted for each academic period on Blackboard.
Dr. Tatiana Chalkidou joined the Department of International Business in 2013, subsequently moving to the Department of Tourism, Hospitality and Sport Management in 2016. She has a dual appointment following her working experience within the sport, recreation and tourism industry in Greece and USA. Her current teaching involves courses like the Introduction to Sport Management, Social Issues in Sports, Sports Operations and Facilities Management, and Sport Governance, Policy and Legal Issues. Furthermore, she currently teaches Introduction to Tourism and Hospitality Management, Events Management, Public Relations and Crisis Management in Tourism, and Managing Service Quality and HRM in Tourism. Her research interests include conflict management, decision-making, social issues, sport governance.

Despina Gavrili BSc, Marketing Management, Deree – The American College of Greece; BSc, Management of Businesses and Organizations, Hellenic Open University; MSc, Tourism Marketing, University of Surrey.
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Office hours are subject to change and are posted each academic period on Blackboard.
Despina Gavrili-Alexandris has been a member of the faculty since 2005. She has taught in the areas of Marketing and Tourism and Hospitality Management. She currently teaches in the areas of Tourism

Planning and Development, Hospitality and F&B Operations, and Cultural Tourism. Her research interests lie in the areas of cultural tourism and experiential learning, with recent publications in both areas. She serves as the Coordinator for the International Tourism and Hospitality Management Program and the Internship Coordinator for the School of Business and Economics, overseeing internships taken for academic credit. She has long working experience in various managerial positions in the Wine, Tourism and Hospitality industry. She has been a member of the Association of Greek Women in Tourism, whose efforts contributed to the establishment of the Museum of Tourism.

Dr. Symeon (Simos) Siomopoulos, BSc, PhD University of Athens; MS, Miami University.
symeons@acg.edu
+30 210 6009800 ext. 1626 / Room: 705C, DC
Office hours are subject to change and are posted each academic period on blackboard.
Dr. Siomopoulos received his PhD in Psychology from the University of Athens, his MSc in Sport Psychology from Miami University of Ohio, and his bachelor's degree in physical education from the University of Athens. He has published in the Greek journal of Sport Psychology and has presented papers at various congresses on the psychological aspects of sports. He has worked as a sport psychology consultant as well as a coach to professional athletes in various sports. He is currently an instructor at the Sports Management program and the head coach of the Deree Tennis Academy.

Dr. Eugenia Tzoumaka, BA, Panteion University; MS, PhD., Athens University of Economics & Business.
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Office hours are subject to change and are posted each academic period on blackboard.
Dr. Tzoumaka joined the Department of Management and International Business in 2017. She teaches undergraduate courses in the areas of Marketing and Communication. Her current teaching involves such courses as Digital & Social Media Marketing, Sports Marketing and Sports Promotion & Social Media. Her Ph.D. thesis was awarded the international João Havelange Research Scholarship by the International Federation of Association Football (FIFA). Her current research interests include celebrity brands, consumer-based brand equity, sports marketing and social identification effects on consumer behavior. She has published papers in international conferences, edited volumes and academic journals, such as the Journal of Marketing Communications.

Dr. Charitomeni Tsordia, Bachelor of Business Management, University of Patras, Greece; MBA, University of Patras, Greece; PhD in Marketing, University of Patras, Greece.
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Office hours are subject to change and are posted each academic period on blackboard.
Dr. Tsordia lectures on Advances in Sports Management and Strategic Issues in Sports Management. Her research interests are Sport Marketing, Sport Management, Sport Organizations Governance, Consumer Behavior, Brand Equity, Branding, Marketing Strategy, Sport Team Fans Consumption Behavior, Sport Sponsorship.

2.6. Academic Society

Academic Societies offer students the opportunity to engage and collaborate with faculty in an academic discipline, attend lectures and seminars as well as participate in a wide range of activities that provide deeper engagement in a particular subject area. Consisting of members elected annually, the Governing Body of the SPM Society represents SPM students for academic matters and the organization of extra-curricular events. They communicate with the faculty and administration. We would like to encourage all new and existing SPM students to get involved with the Society to make the most of the academic and extra-curricular opportunities offered by the programme.

The School of Business & Economics Sports 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.

SPM Society Facebook page: https://www.facebook.com/spmsociety/

SPM Instagram Account: #dereesportsmanagementsociety

2.7 Description of 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 CR: 3/1/3
AF 3116 MANAGEMENT ACCOUNTING – LEVEL 5
Generation and preparation of information provided to decision-makers for optimal planning and control of an organization's routine operations and long-range organizational goals. Focus on the use of accounting information in cost accumulation, profitability analysis, planning and decision making in business organizations.
Prerequisite: AF 2007
UK CREDITS: 15
US CR: 3/0/3

BU 2003 BUSINESS LEGAL ISSUES - LEVEL 4
Introduction to basic concepts and principles of company law, intellectual property law, contract law, tort law and employment law, and overview of selected emerging legal issues.
Prerequisites: NONE

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

BU 3133 BUSINESS RESEARCH METHODS – LEVEL 5
The purpose of this course is to explore 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.
Prerequisite: MA 2021 or equivalent
UK CREDITS: 15
US CR: 3/1/3

CS 2179 BUSINESS INFORMATION SYSTEMS – LEVEL 4
Business information systems concepts, categories and trends. The strategic impact of information systems and technologies on business functions and decision-making process. Ethical and security issues. Global information systems concepts.
Prerequisite: CS 1070
UK CREDITS: 15
US CR: 3/1/3

CS 4267 APPLIED BUSINESS ANALYTICS – Level 6
Data exploitation for decision making purposes: Data Management for Decision Support, Business Intelligence, Business Analytics, Data Mining/Machine Learning, Reporting, Forecasting.
Prerequisite: CS 1070 and CS 2179
UK Credits: 15
US Credits: 3/0/3

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.
Prerequisite: EC 1000
UK CREDITS: 15
US CR: 3/0/3

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 CR: 3/0/3

IB 2006 INTERNATIONAL BUSINESS - LEVEL 4
Essentials of international business and the international business environment, including its socio-cultural, political, legal, economic and ethical dimensions. International trade and foreign investment theories. Emerging markets. Implications for the future international business manager.
Prerequisites: NONE
UK CREDITS: 15
US CR: 3/0/3

MA 2010 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 CR: 3/1/3

MG 4028 CORPORATE SOCIAL RESPONSIBILITY - LEVEL 6
Total systems approach 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 CR: 3/0/3

MG 4057 PROJECT MANAGEMENT - LEVEL 6
Project management as an interdisciplinary and cross-functional activity in an organization. Emphasis on the relationship of projects to the management of change and to the approaches and roles required to achieve successful project implementation.
Prerequisites: NONE
UK CREDITS: 15
US CR: 3/0/3

MK 4104 DIGITAL AND SOCIAL MEDIA MARKETING – Level 6
Study of marketing on the Internet; how marketers can take advantage of the opportunities made possible by digital platforms such as websites, search (paid and organic), mobile and social media.
Prerequisite: MK 2030 or MK 2050
UK Credits: 15
US Credits: 3/0/3

PH 3005 BUSINESS ETHICS − LEVEL 5

Introduction to major theories and basic moral problems in the domain of business. The use of reasoning in moral assessment of business practices. Application of moral theories to specific cases of corporate conduct ranging from the individual to society in general, in the local and the international context.
Prerequisites: NONE
UK CREDITS: 15
US CR: 3/0/3

SM 2001 INTRODUCTION TO SPORT MANAGEMENT – LEVEL 4
The purpose of this course is to explore the theories and practice of sport management. By taking this module students develop a global understanding of the historical, social and cultural context of sport and acquire basic knowledge and understanding of the management process within the sport industry and its different segments.
Prerequisites: NONE
UK CREDITS: 15
US CR: 3/0/3

SM 2021 LEADERSHIP IN SPORTS MANAGEMENT-LEVEL 4
This introductory module explores the principles and practices of leadership within the context of sport management. Students will examine major leadership theories, styles, and behaviours and consider how these influence team performance, organisational culture, and decision-making in sport settings.
Prerequisites: NONE
UK CREDITS: 15
US CR: 3/0/3

SM 3003 THE OLYMPIC GAMES AND THEIR GLOBAL LEGACY – LEVEL 5
This course examines the Olympic Games through a multidisciplinary lens, focusing on their cultural, educational, historical, and environmental dimensions. From their ancient origins to the present day, the Olympics have served as a platform for global expression, political dialogue, and social change. Students will engage with primary sources, case studies, and current debates to explore how the Games influence and reflect international values, identities, and sustainability efforts.
Prerequisites: NONE
UK CREDITS: 15
US CR: 3/0/3

SM 3004 SOCIAL ISSUES IN SPORTS – LEVEL 5
The purpose of this course is to examine sport as a catalyst for social change and a site of conflict. Analyzes benefits of sport alongside systemic inequities (gender pay, athlete activism, trans rights). Explores ethical dilemmas in technology (i.e. AI scouting) and stakeholder power dynamics. Critically engages diversity, equity, inclusion, and belonging (DEIB) in sports organizations. Navigates ethical challenges for managers in polarized environments.
Prerequisites: NONE
UK CREDITS: 15
US CR: 3/0/3

SM 3005 SPORTS OPERATIONS AND FACILITIES MANAGEMENT – LEVEL 5
The purpose of this course is to cover the strategic life cycle of sport facilities: planning, development, operations, and optimization. It also applies innovative approaches like sustainable design and smart technologies. Utilizes data-driven operations to enhance efficiency, safety, and fan experience. Examines facility management across community, collegiate, and global venues.
Prerequisites: NONE
UK CREDITS: 15
US CR: 3/0/3

SM 3102 SPORTS MARKETING – LEVEL 5
The purpose of this course is to explore the marketing concepts and processes, and their relationship to the sports industry; key marketing decision areas in product/service/brand development, pricing, distribution and promotion as they relate to sports marketing.
Prerequisites: NONE
UK CREDITS: 15
US CR: 3/0/3

SM 3232 SPORT EVENT MANAGEMENT-LEVEL 5
This module provides a comprehensive examination of the sports events sector, focusing on the planning, organization, management, and legacy of sports events at local, national, and international levels. It explores the interrelationship between sports events and sport tourism, highlighting their social, cultural, and economic significance.
Prerequisites: SM 3102 SPORTS MARKETING
UK CREDITS: 15
US CR: 3/0/3

SM 4009 INTERNSHIP IN SPORT MANAGEMENT – LEVEL 6
The purpose of this course is to provide work – based learning through placement in a sports related enterprise, in which the student gets the opportunity to develop professional and academically as well as set the first steps of a successful career in the industry of sports. Formal approval of the Department Head/Program Coordinator and the Internship Administrator is required.
Prerequisites: Normally the student will have completed 70 credits before embarking on this module.
UK CREDITS: 15
US CR: 3/0/3

SM 4040 ADVANCES IN SPORTS MANAGEMENT – LEVEL 6
The purpose of this course is to further equip Sports Management students with important knowledge of the latest developments in the fields of sport management, sport marketing, sport economics, sport analytics, sport event management, sport tourism, as those arise.
Prerequisites: NONE
UK CREDITS: 15
US CR: 3/0/3

SM 4107 SPORT GOVERNANCE, POLICY AND LEGAL ISSUES – LEVEL 6
The purpose of this course is to explore sport governance principles in national and international contexts. Examines public policy's role in shaping regulatory frameworks. It further focuses on transparency, accountability, ethical leadership, and sustainability. Contemporary challenges: athlete welfare, diversity, inclusion, and governance reforms are also addressed. Moreover, it analyzes legal issues and prepares students to navigate complex governance and policy landscapes. Finally, it promotes responsible leadership and integrity in sport management.
Prerequisites: SM 3004
UK CREDITS: 15
US CR: 3/0/3

SM 4208 SPORTS PROMOTION AND SOCIAL MEDIA – LEVEL 6
The purpose of this course is to explore theories and methods in the broad field of sport communication; sports consumer and business markets; sports sponsorship and partnership; marketing in traditional (offline) and digital (web marketing, social media and mobile applications) modes to create integrated communication plans.
Prerequisites: SM 3102 and MK 2030
UK CREDITS: 15
US CR: 3/0/3

SM 4545 ENTERPRENEURSHIP IN SPORTS – LEVEL 6
The purpose of this course is to explore the core of entrepreneurship theory and its application in the field of sport. Emphasis on the strategic integration of different managerial, operational, financial, marketing, etc. processes which are essential in the launching of new ventures in a sport context.
Prerequisites: AF 2007, MK 2030, AF 3116 OR FN 3105, and SM 3102
UK CREDITS: 15
US CR: 3/0/3

SM 4746 & SM 4848 DISSERTATION IN SPORTS MANAGEMENT – LEVEL 6
The purpose of this course is to offer graduating sports management students the opportunity to conduct an extended piece of empirical research in an area and topic of their interest. Students select an original project topic involving literature research and extensive reading, planning, conducting, data analysis, and producing a written research report to publication standards.
Prerequisites: BU 3133 and any four Level 6 courses in the Sports Management Program
UK CREDITS: 30
US CR: 6/0/6

SM 4810 STRATEGIC ISSUES IN SPORTS MANAGEMENT – LEVEL 6
This course aims to integrate knowledge, theory and considerations from various business-related disciplines and sport as well as relate them to strategic decision-making, management and planning in the context of sport. For this module, students carry out a written project in the

field of sports, which enables them to gain in-depth insight into the strategic management of sport organizations.
Prerequisites: AF 2007, MA 2021, BU 3133, FN 3105 OR AF 3116, MG 3034, MK 2030, SM 3102
UK CREDITS: 15, US CR: 3/0/3

2.8 Programme Resources

Library Resources and Services

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.
Online and print resources

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

A discovery service enables users to search all library resources through a single unified search box regardless of format. Library collections are enriched and updated in close collaboration with academic staff throughout the year, ensuring alignment with evolving curricula and research needs.

Research help and support
The library offers a rich instruction program that includes online and on-site workshops on various information and data literacy concepts, citation styles and tools, digital humanities methods, as well as specific online resources. Moreover, in collaboration with the Writing Program, the library also offers workshops to students taking advanced academic writing courses. Academic staff can request customized workshops in discipline-specific, or course-specific research skills, or specialized resources and tools. In addition, the library has developed various online tutorials on topics such as research, The Information Cycle, and citing sources.

Specialized personnel are available to provide individual on-site research assistance, resolving access issues and technical problems. In addition, the Book a Librarian service, offers students and academic staff personalized 30-minute consultations with a librarian, either online or in-person. LibChat, a live chat service, allows users to communicate with library staff in real-time through instant messaging.

Interlibrary loan and document delivery

The library's resources are supplemented with extensive document delivery and inter-library loan services from various sources such as OCLC Inter-Library Loan, partner libraries around the world, or document supply services directly from publishers and vendors. Students and academic staff can easily request materials through the discovery service or through the library website to be delivered to them through email.

Library spaces

The library, named in honor of Dr. John S. Bailey, the college's sixth president, was built in 1975, expanded in 1995, and partially renovated in 2019. Featuring a variety of spaces including a large open reading area, 10 individual and 8 group study rooms, 2 activity classrooms, individual study carrels, comfortable seating, and a café, the library offers a welcoming environment for students to study and collaborate with peers. The library also houses the ACG Digital Museum, showcasing the history of the College and various digital collections, providing a platform for engaging students in digital projects.

Technology in the Library

The Library provides 30 computer stations with access to the library resources, and the internet, as well as software such as Microsoft Office, SPSS Statistics, Eviews, and Stata and two multi-function printers with printing, photocopy and scanning capabilities. In addition, laptops, MacBooks, and other electronic equipment is available for users to borrow. Wireless internet access is available in all areas of the library for users to connect through their electronic devices. All study rooms are equipped with a computer and group study rooms offer additional equipment such as cameras and headphones to facilitate collaboration and virtual meetings. Please see Appendix 7, page 29, for the Library Online Resources List.

Multimedia resources

- Microsoft Office: 750 licenses currently in operation. Licenses are per machine and are renewed every 5 years.
- SPSS: 100 licenses currently in operation. Licenses are concurrent and are renewed annually.
- E-VIEWS: 20 licenses currently in operation. Licenses are per machine and are renewed annually.
- STATA: 25 licenses. Licenses are concurrent and are renewed annually.

- MATLAB: 30 licenses. Licenses are concurrent and are renewed annually.
- NVIVO: 20 licenses. Licenses are per machine and are renewed annually.
- QUALTRICS: The institutional license is renewed annually.
- REFINITIV THOMSON REUTERS EIKON DATASTREAM: 15 licenses. Licenses are concurrent and are renewed annually.
- BLOOMBERG: 12 licenses. Licenses are concurrent and are renewed annually.
- Blackboard platform: The institutional license is renewed annually.
- Turnitin Plagiarism Detection software: The institutional license is renewed annually.
- Premiere editing suite: installed on lab computers for teaching and student use.

External Examiner

The External Examiner assures 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.

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, provides 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 internship component is managed by the Internship Coordinator Ms. Despina Gavrili (dgavrili@acg.edu), who is responsible for:

- Ensuring all relevant documentation, including Internship Handbooks, is up to date
- Advising students on the requirements and administrative processes involved

- Seeking opportunities to widen range of potential internship opportunities
- Liaising with relevant administrative offices such as Advising, Career Services etc. for the seamless deployment of the internship placement.

2.9 Opportunities for Graduates

Students holding a BSc (Hons) in Sports Management are prepared to pursue post-graduate studies in any field of business and related fields in social sciences. They are also equipped to apply the fundamental concepts of management in a variety of commercial and non-commercial organizations in both the sports and sports-related sectors, like the recreation and leisure sectors. As a result, they have a wide range of career options at a local, national and international level. Furthermore, they can choose among careers in various governing bodies within amateur, professional and community sports, commercial and non-commercial organizations. Frequent employers may include academic institutions, professional sports organizations, community sport leagues, national sports governing bodies, player management agencies, sport administration, sponsorship and marketing, apparel and merchandising companies, health and fitness centers, sporting events and venues and local government bodies.

3. Assessment and Feedback

3.1 Assessment

Assessment Strategy and Procedure

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

Examination Regulations and Procedures

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

Student Identity

Students must carry with them their DEREE ID cards to 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 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. All bags, books, notes, should be placed underneath the chair. Food and drink (including coffee) are not permitted in the exam room except for 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. Pencils may only be used for diagrams, graphs, etc. Exam answers written in pencil are not acceptable. Entry/leaving

Mobile Phones and Electronic Devices

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

Student Answers/Examination Paper

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

Return of Exam Papers

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

Assessment Schedule

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

Examination Schedule

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

Coursework

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

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

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

Your responsibilities:

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

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

Assessment Method Mapping

The following table presents the type and weight of assessment components within each module for each level of study.

Level 4

Module	Assessment 1	Assessment 2 (if applicable)	Final assessment
SM 2001	40% midterm examination		60% final examination
SM 2021	40% 2 multiple choice exams	30% Group Presentation Case Study	30% final examination
AF 2007	40% midterm examination		60% final examination
EC 1101	40% midterm examination		60% final examination
CS 2179	40% coursework examination		60% final examination
BU 2003	40% midterm examination		60% final examination
MA 2021	40% midterm examination	10% portfolio	50% final examination
IB 2006	50% midterm examination		50% final examination

Level 5

	Assessment 1	Assessment 2 (if applicable)	Final assessment
SM 3003	40% individual project		60% final examination
SM 3004	40% individual project		60% final examination
SM 3005	40% individual project		60% final examination
SM 3232	40% Event Planning Report	30% Group Presentation	30% Reflective Essay
SM 3102	40% midterm examination		60% group project
PH 3005	30% midterm examination	10% portfolio	60% final examination

MG 3034	40% individual project		60% final examination
BU 3133	40% midterm examination		60% group project
AF 3116	40% midterm examination		60% final examination
OR			
FN 3105	40% midterm examination		60% final examination

Level 6

	Assessment 1	**Assessment 2 (if applicable)**	**Final assessment**
SM 4040	40% written examination		60% individual project
SM 4009	40% individual reflective paper		60% individual PDPR
SM 4020	40% individual project		60% final examination
SM 4107	50% written examination		50% individual project
SM 4208	40% midterm examination		60% group project
SM 4545	40% written examination		60% individual project
SM 4746 & SM 4848		10% presentation	90% individual project
SM 4810	30% written examination	10% presentation	60% individual project
MG 4057	30% written examination		70% individual project
MG 4028	50% individual project	10% presentation	40% final examination
MK 4104	40% individual project		60% final examination
CS 4267	40% individual project		60% final examination

3.2 Giving your Feedback on This Programme

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

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 Heads 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

Students are encouraged to engage with the Academic Society of the SPM programme for conveying, or remaining informed about, any issues and developments related to their studies or student life in general. Please also see Section 2.6 of this document.

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

3.3 What Happens with your Feedback on This Programme?

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

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

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

3.4 Getting Feedback on your Assessed Work

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

3.5 How do I Get my Results?

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

3.6 Issues with Assessment

If you are experiencing problems which are adversely affecting your ability to study (called 'mitigating circumstances'), then you can apply providing 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 prior to the commencement of the following semester. 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 credit for that course.

Resits in the 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 programme, may appeal against the 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 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 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 students 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, the right to lodge an appeal with the Open University. The student will obtain contact details for the President and the Open University at the Student Success Center. The Registrar's Office will keep records of outcomes for all appeals cases. The Academic Council will receive annual summary reports regarding all appeals received by the College.

Cheating, Plagiarism and other forms of Unfair Practice

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

3.7 Academic Misconduct and Penalties

Charges against a student for violating academic integrity may originate from any source: a faculty member, an administrator, a staff member, a fellow student, or from the community at large. The charges are to be submitted in writing to the chair of the Committee on Standing and Conduct. If a member of the Committee joins 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 an offence has occurred and verified, 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.

First Offence File: The student's name and 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's 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. Majority vote once again determines final sanctions. Communications procedures as outlined above apply. A final report written 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).

Unauthorized use of Generative Artificial Intelligence tools

Unauthorized use of Generative Artificial Intelligence tools, including chatbots, such as Chat GPT, and other tools, such as paraphrasers, to generate and / or rewrite material is strictly prohibited. This act constitutes deliberate cheating and falls under the category of academic misconduct.

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 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 light of this advice, the student should decide whether s/he wishes to proceed with the complaint. If 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. 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, they have 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 complaint 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 academic and career-related matters. International students have an additional non-academic international student advisor who assists them in their efforts to adjust to the new culture and supports them in obtaining any student visas and residence permits required by Greek law.

4.3 Student Academic Support Services

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

4.4 Office of Student Affairs

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

4.5 Student Success Centre

The Student Success Centre supports students by offering comprehensive, integrated services in the areas of academic advising, OU validation issues, student records, registration, and payments in a one-stop area. The Student Success Centre aims to create 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 case of the validated award. Information, guidance and support are provided to all disabled students who declare their disabilities. Students with disabilities and learning differences may be eligible for special accommodations, such as extra time for examination completion, and receive support and educational counseling from the Educational Psychologist on campus.

4.7 Career Services

The Office of Career Services offers centralized, comprehensive and coordinated career development, through appointments, sessions and workshops, building relationships and longstanding collaborations between students/alumni and potential employers. In the past three years the Office has expanded the quality of the services offered by acquiring a Career Services Manager tool, Going global, as well as the handling of the international internship positions and the work study positions, transforming it 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; Going lobal, a tool offering job openings abroad; skills workshops about job search and job interview techniques; Career networking events; JobBank offering part-time and full-time positions; Career Days where the students have the opportunity to have a short interview with a company representative; International Internship program.

4.8 Study Abroad

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

5. What to do if you…..

5.1 …..are absent for more than one day

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

5.2 …..are ill

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

5.4 …..are considering withdrawing from the course

You must consult with your advisor if you wish to defer your studies, withdraw from a course, or 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 courses 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 required. Attendance and performance in class are closely correlated. Lack of attendance necessarily means that a student has not achieved the desired learning experience that the 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 on 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 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 is required. 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 is 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 an 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.

Additional documentation:

- The **Undergraduate Online Catalog** (including Regulations for Validated Awards of the Open University) can be found at: https://www.acg.edu/undergraduate/undergraduate-programs/
- The **SPM Programme Specification** document is accessible via BlackBoard.