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University

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Cardiff Metropolitan University

PERROTIS COLLEGE

Student Handbook

2016-17

BSc Food Science and Technology

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GENERAL INFORMATION

HISTORY

THE AMERICAN FARM SCHOOL

Founded in 1904, the American Farm School (AFS) today serves students at the primary, secondary, post-secondary and adult levels, providing formal scientific and agricultural education as well as technical and professional training. It endeavors to prepare students for leadership roles in community life and to foster individual initiative, a spirit of enterprise, an appreciation of excellence, a lasting attitude of inquiry and the ability to work cooperatively.

PERROTIS COLLEGE

Perrotis College of Agriculture, Environment & Life Sciences, a division of the American Farm School, was founded as a Laboratory of Free Studies in 1995 through an endowment from Mrs. Alik Perroti in order to offer higher education programmes for careers in the food and agricultural industries. In 2007, through a partnership with the CARDIFF MET (CARDIFF MET) in the UK, the College began offering BSc (Hons) degrees.

MISSION

As an institution of higher education, Perrotis College provides degree programmes that are both research-based and practically oriented, and which respond to the public's social, economic and environmental concerns. Serving students from rural and urban Greece, southeastern Europe, the European Union, the United States and worldwide, Perrotis College pursues the following educational goals:

- To enable students to learn and critically analyze contemporary information, methods and technology, and to share and apply their learning in the pursuit of professions rising out of agriculture, business, tourism and the food industry;
- To develop in students a strong theoretical and practical foundation in the agricultural, tourism and business disciplines in order for them to pursue graduate study or advanced training;
- To develop student skills and abilities in interpersonal leadership, communication, entrepreneurship, creativity, problem – solving and critical thinking;
- To foster in students an awareness of contemporary global issues, and sensitivity to cultural diversity and interdependence;
- To encourage graduates to become an integral part of their communities in order to offer contemporary learning, build networks and foster sustainable, productive living and working environments; and
- To encourage the pursuit of learning beyond the traditional college years in order to provide ongoing access to and dissemination of information, knowledge and skills that can contribute to an abundant food and fiber supply; promote the wellbeing of individuals, families and communities; and enhance the sustainability of agricultural and economic systems.

ACCREDITATION

All credits, degrees and certificates awarded by Perrotis College are validated by the CARDIFF MET (CARDIFF MET), which, for more than a century, has been one of the most distinguished institutions of higher education in the United Kingdom.

QUALITY ASSURANCE AGENCY

As with all higher education institutions in the UK, CARDIFF MET gains its accreditation through regular review by the Quality Assurance Agency (QAA), an independent body charged with the

responsibility of ensuring that “sound standards of higher education qualifications” are maintained in all officially recognized universities and colleges and encouraging “continuous improvement in the management of the quality of higher education”.

As a partner institution of CARDIFF MET, Perrotis College is subject to the same standards and regular review process that the QAA applies to all UK universities and colleges and their affiliates. As a result of this stringent quality control, all degrees conferred through Perrotis College are recognized anywhere in the world that UK university degrees are recognized.

Perrotis College also meets all the standards and stipulations of the Greek Ministry of Education, Lifelong Learning and Religious Affairs

EQUAL OPPORTUNITY POLICY

Perrotis College, as a division of the American Farm School, promotes equal opportunity for all students and employees, as well as for all applicants for admissions or employee positions, regardless of race, religion, gender or ethnicity.

Moreover, as a collaborating institution of the Cardiff Metropolitan University, Perrotis College adheres to the following equal opportunity policy:

The CARDIFF MET recognizes that discrimination is unacceptable in any form and is committed to equality of opportunity for staff and students in all aspects of its activities as an employer, a provider of Higher Education and as a community resource.

CARDIFF MET is committed to providing a working and learning environment free from any form of harassment, intimidation, victimization or discrimination on the grounds of nationality, sex, race, color, ethnic or national origin, disability, religion, sexual orientation, age or marital status, language, social origin, political opinion, property and birth of status. All individuals will be treated with dignity and respect and valued for their contribution.

CARDIFF MET fully accepts its statutory responsibilities and is committed to extending the principles laid down in law of any individual or groups who are discriminated against or treated unfairly.

CARDIFF MET will ensure that it is fully aware of its responsibility towards the promotion of Equal Opportunities and is properly equipped to take account of diverse needs of particular groups when providing services.

All staff and students are responsible for ensuring that the Equal Opportunities Policy is put into practice.

INTRODUCTION

The purpose of this handbook is to tell you something about the programme on which you are enrolled. It provides you with a written record of the programme philosophy, structure and content, as well as key procedures and rules which the programme team have developed to facilitate the success of you and your fellow students.

This handbook should be read in conjunction with the Cardiff Met Academic Handbook which contains the following additional information:

Your status as a Cardiff Met student

The Cardiff Met Student Charter

Academic Regulations and Conduct of Examinations

Unfair Practice Procedure

Mitigating Circumstances Procedure

Data Protection and Freedom of Information

Transfer to Cardiff Metropolitan University

Cardiff Met's Student Union

Complaints and Appeals

Disciplinary Procedures, Codes of Conduct and Ethics

Health and Safety and Health advice

<http://www.cardiffmet.ac.uk/Search/Pages/results.aspx?k=Academic%20handbook>

OVERVIEW OF THE DEPARTMENT

Campus Mailing Address:	Perrotis College, American Farm School, P.O. Box 23 551 02 Thessaloniki, Greece
Street Address:	Marinou Antipa 54 551 34 Thessaloniki, Greece
Telephone:	+30-2310-492-800
Fax:	+30-2310-492-815
Email:	perrotiscollege@afs.edu.gr
Web Page:	www.perrotiscollege.edu.gr

IMPORTANT NUMBERS

Associate Dean for Accreditation, Assessment and Business Development:	2310-492-814	krotsi@afs.edu.gr
Administration Officer:	2310-492-708	santon@afs.edu.gr
Registrar's Office:	2310-492-818	tkarak@afs.edu.gr
Administrative Assistant:	2310-492-800	abizbi@afs.edu.gr
Accounting Office:	2310-492-741	egiolt@afs.edu.gr
Enrollment Office:	2310-492-854	gsouga@afs.edu.gr
Library:	2310-492-889	dkouts@afs.edu.gr
Residence Life Coordinator:	2310-492-844	phantz@afs.edu.gr
Director of Student Life:	2310-492-874	lpenna@afs.edu.gr

IMPORTANT INFORMATION

Admissions Requirements:	Enrollment Office
Course Offerings:	Enrollment Office
Financial Aid Requirements:	Enrollment Office
Academic Issues & Absences:	Registrar's Office
Degree Requirements:	Registrar's Office
Tuition & Boarding Fees:	Accounting Office & Administration Office
Student Life:	Student Services Center

CHANGES INFORMATION

The policies and regulations presented in this publication are not meant to form a contract or to constitute an offer of one. The information presented refers to the offerings and requirements in effect at the time of publication. They may be subject to subsequent change. Students are encouraged to contract the Registrar's Office for the latest policies.

TERMS AND IMPORTANT DATES

ENROMENT / MODULE SELECTION AND YEAR 1 INDUCTION

The weekend before the first week of classes of the fall semester, an event is held by the College's administration. Students are enrolled in their courses provided with the weekly class schedule and academic calendar. Students are introduced to the College's academic programmes by the Department Heads and informed regarding the Perrotis College administrative structure, regulations, rules, obligations and responsibilities and depicted below in the present Programme Handbook.

ACADEMIC CALENDAR 2016 – 2017

BSc PROGRAMME

ACADEMIC CALENDAR 2016 – 2017	
BSc Year 1 (Level 4), FOUNDATION PROGRAM — FALL SEMESTER	
FALL 2016 SEMESTER BEGINS: SEPTEMBER 26	
Week 1	September 26 – October 30
Week 2	October 3 – October 7
Week 3	October 10 – October 14
Week 4	October 17 – October 21
Week 5	October 24 – October 28 <i>Public Holiday 26/10 and 28/10</i>
Week 6	October 31 – November 4 Midterm Evaluation
Week 7	November 7 – November 11
Week 8	November 14 – November 18 <i>Public Holiday 17/11</i>
Week 9	November 21 – November 25
Week 10	November 28 – December 2
Week 11	December 5 – December 9
Week 12	December 12 – December 16
CHRISTMAS VACATION: DECEMBER 19 — JANUARY 6	
Fall Semester Final Examinations	January 9 – January 13
Exam Board	

ACADEMIC CALENDAR 2016 – 2017

BSc Year 2, 3 (Level 5, 6) — FALL SEMESTER

FALL 2016 SEMESTER BEGINS: SEPTEMBER 12

Week 1	September 12 – September 16
Week 2	September 19 – September 23
Week 3	September 26 – September 30
Week 4	October 3 – October 7
Week 5	October 10 – October 14
Week 6	October 17 – October 21
Week 7	October 24 – October 28 <i>Public Holiday 26/10 and 28/10</i>
Week 8	October 31 – November 4 Midterm Evaluation
Week 9	November 7 – November 11
Week 10	November 14 – November 18 <i>Public Holiday 17/11</i>
Week 11	November 21 – November 25
Week 12	November 28 – December 2
Study Week	December 5 – December 9
Fall Semester Final Examinations	December 12 – December 16
CHRISTMAS VACATION	
Exam Board	

ACADEMIC CALENDAR 2016 – 2017

ALL PROGRAMS — SPRING SEMESTER

SPRING 2017 SEMESTER BEGINS: January 30

Week 1	January 30 – February 3
Week 2	February 6 – February 10
Week 3	February 13 – February 17
Week 4	February 20 – 24 February
Week 5	February 27 – March 3 <i>Public Holiday 27/2</i>
Week 6	March 6 – March 10 Midterm Evaluation
Week 7	March 13 – March 17
Week 8	March 20 – March 24
Week 9	March 27 – March 31
Week 10	April 3 – April 7
EASTER VACATION: APRIL 10 – APRIL 21	
Week 11	April 24 – April 28
Week 12	May 1 – May 5 <i>Public Holiday 1/5</i>
Study week	May 8 - May 12
Spring Semester Final Examinations	May 15 - May 19
Fall Semester Resits	May 22 - May 26
Exam Board (Fall and Spring Semester)	July

THE AWARD

On successful completion of the programme you will be awarded the title of Alternative Tourism Management as a Cardiff Metropolitan University student studying at its partner institution, Perrotis College, your award will be made by Cardiff Metropolitan University. You will receive a certificate and academic transcript detailing your achievement and bearing the Cardiff Metropolitan University crest.

ACADEMIC ORGANIZATION & GOVERNANCE COMMITTEES

Perrotis College is the higher education branch of the American Farm School. The Dean of the College is responsible for its ongoing administration under the authority of the AFS President. Assessment of all degree programmes is carried out in conjunction with the CARDIFF MET and the Quality Assurance Association of the United Kingdom.

Various aspects of the College's governance are carried out by ad hoc and standing committees meet on a regular basis to discuss issues of concern to the College and its constituents and to make policy recommendations to the administration. Responsibilities and members of the standing committees are as follows:

PROGRAMME COMMITTEES TERMS OF REFERENCE

1. To monitor, review and evaluate the programme and act upon issues arising from such monitoring, review and evaluation with regards to all aspects including entrance criteria, organisation, teaching strategies used, and quality of teaching such as to promote enhancement in quality and standards.
2. To liaise with learning resources staff as necessary in relation to the appropriateness of learning materials and the availability of such materials.
3. To ensure that programme documentation, to include the programme document, the Programme Handbook, are kept up-to- date and fulfil the requirements of the Academic Handbook and Charter Systems Manual, that they meet the requirements of Validation and Review conditions and (as appropriate) of accrediting bodies and of benchmark standards.
4. To ensure that any changes to programmes are made only through approved processes and that such changes are submitted to the Quality and Standards Unit (QSU) for approval by the Academic Quality & Standards Board, and that thereafter they are incorporated into the definitive programme document, copies being deposited with the QSU.
5. To comply with the requirements of the Academic Registry in ensuring appropriate arrangements for the registration, examination, assessment of students and tracking of modular data.
6. To implement the University's regulations and procedures, and to ensure the required involvement of the External Examiners (and Moderator, where appropriate), also ensuring that such Examiners (and Moderator) are nominated in a timely and appropriate manner for presentation to the relevant committees.
7. To present information and reports pertaining to the programme as required by the School Director of Learning & Teaching for his/her use in compiling reports to the Learning & Teaching Board, and other CARDIFF MET personnel.
8. To provide an Annual Programme Review (APR) Report in accordance with the requirements of the University's quality assurance procedures.
9. To implement mechanisms which ensure the currency of the programme and its content with respect to employers and/or practitioners.

FREQUENCY OF MEETINGS

At least once per semester.

MEMBERSHIP

Programme Director – Chair

All programme lecturers, representatives of students and programme-associated support staff
Student representatives comprising at least one student from each year of each programme covered
by the Committee (such representatives to be elected by the student cohort).

This committee regularly monitors and assesses curriculum for degree programmes, hears student appeals, review financial aid awards for continuing students and provide recommendations regarding these areas to the College administration. It is also charged with identifying the means by which the academic quality of the programme will be assessed, developing instruments for measuring quality and incorporating the results of assessments into programme planning and development.

SCHOOL STAFF-STUDENT LIAISON COMMITTEE

PURPOSE

The purpose of Committee meetings shall include providing a forum for an exchange of views between students and staff in relation to any aspect of the work of the School.

FREQUENCY OF MEETINGS

Formally on at least two occasions in the session.

MEMBERSHIP

Membership of the Student-Staff Liaison Committee shall be as determined by its Dean of School and as approved by Academic Board:

at least one member of the School Management and Planning Team; (Chair)

at least four members of academic staff nominated by the Dean of School to represent both taught programmes and research degrees at each programme level (sub-degree, undergraduate, postgraduate, research degree) and for each mode of study;

at least eight students elected by the student body of the School, to represent both taught programmes and research degrees at each programme level and for each mode of study.

MITIGATING CIRCUMSTANCES COMMITTEE

The Mitigating Circumstances Committee considers claims for mitigating circumstances in the light of supporting evidence and makes recommendations to the Examining Board. The Committee is meeting according to the Terms of Reference in the Academic Handbook. It considers mitigation and judges whether or not the circumstances forming the basis of a claim were exceptional, were outside the control of the claimant and have had an effect on the claimant's academic performance and makes recommendations to the Exam Board. The minutes of the meetings are made available to the Link Tutor and the Chair of the Exam Board. The Link Tutor has the authority to confirm or reject the recommendations of the Committee.

FREQUENCY OF MEETINGS

To be convened at least once per term.

MEMBERSHIP

- School Director of Learning and Teaching (Chair)

- 2 to 5 other members of academic staff nominated by the School Management and Planning Team (this would normally include Chairs of Examining Boards and Heads of Departments within the School)
- A representative of the Academic Registry.

A representative of Student Services may be co-opted to the committee for appropriate cases.

DEPUTY CHAIR

In the temporary absence of the Chair, the Committee may elect a Deputy Chair from amongst its members.

CONSIDERATION OF MITIGATION

Decisions on requests for extension of the submission date for an assignment of up to four weeks may be taken by Programme Directors. Otherwise, all Mitigating Circumstances Forms must be considered by the relevant School's Mitigating Circumstances Committee.

The School's Mitigating Circumstances Committee will consider all Mitigating Circumstances Forms and supporting evidence submitted by candidates before the relevant Examining Board.

If Mitigating Circumstances Forms are submitted at times when the Mitigating Circumstances Committee is not scheduled to meet, the Chair shall be empowered to have discretion to take decisions on behalf of the Committee, taking advice from other members of the Committee if appropriate. All decisions taken by the Chair shall come before the next meeting of the Committee for ratification.

STUDENT SERVICES COMMITTEE

This committee's function is to identify the services the College should provide in order to cover the academic, social and psychological needs of students throughout their time at Perrotis College. Such services include arranging for student advising (including career counseling), developing referral services for psychological and learning disability counseling, overseeing the student work-study programme, identifying and implementing Student Council Provisions, and coordinating the formation and functioning of student clubs and organizations and other campus life activities. The committee also coordinates the student service programme. Committee members include one faculty member, the Director of Student Life, the Head of the Human Resources Department, the Student Life Department Monitor, the Dean, the Associate Dean and the Student Council Vice-President.

LIBRARY STEERING COMMITTEE

This committee is charged with implementing and overseeing the library acquisition plan for required and recommended readings, advising the Library and the College on other issues regarding electronic and print sources available in the Library and the College, and discussing relevant matters and student problems. Members include the Library Coordinator, and the Heads of Departments

ADMISSIONS COMMITTEE

This committee reviews all applications for admissions and financial aid and advises the administration regarding the granting of financial aid awards to new students. Committee members include the Director of Enrolment, the Dean, the Associate Dean, the Marketing and Recruiting Coordinator, and one faculty member.

FOUNDATION PROGRAMME COMMITTEE

This committee is charged with oversight of the Foundation Programme. In this capacity, it monitors and assesses curriculum for the programme, reviews student progress and the awarding of marks, and oversees the security of and provisions for taking and evaluating placement exams, as well as the counseling and placement of students into Foundation and Year 1 BSc modules. The committee is

chaired by the Foundation Programme Coordinator, and its membership is comprised of the Dean and all faculty teaching in the programme. The Register serves as an adviser for the committee.

INTERNATIONAL STUDENTS

Throughout its history, Perrotis College has promoted an atmosphere of mutual trust and respect among students from different cultural backgrounds. The Perrotis College campus is a lively, culturally diverse community comprised of students from Greece, South-Eastern Europe and elsewhere. At Perrotis, the staff and faculty understand that some students may be apprehensive about their first few days at College, especially if this involves leaving home for the first time. The college's primary goal in serving international students is to emphasize the intimate, family atmosphere of the College and its residence halls, so that all students feel at home. Another goal in servicing international students is to provide them, through New Student Orientation, with a thorough orientation to our academic and extracurricular programmes and facilities; to faculty, staff and fellow students; and to the specific necessities and international student must keep in mind while living in Greece.

STUDENT VISA REQUIREMENTS

Newly accepted students who are not EU citizens must acquire a student visa in order to enter Greece. Perrotis College will provide students with information and official documents as needed and will support students in completing the process; however, **the responsibility for obtaining visas and residence permits and tracking expiration dates is the student's.**

Obtaining a student visa can be a lengthy process, and candidates are strongly urged to begin early by contacting the appropriate Greek embassy or consulate for information and gathering all necessary documents prior to receiving the official invitation letter issued by the College. Non-EU citizens may be required to pay a deposit before their acceptance to Perrotis College can be processed. When the required deposit is received in full, the College will provide the candidate with an official invitation letter, stamped by the College, as well as by the regional authorities in Greece. The candidate must then submit to the Greek authorities-in person-this document, along with any other required documents and reports to the Greek Embassy or Consulate in their home country in order to obtain a student visa.

Students who enter Greece on a student visa must keep in mind that this kind of visa is valid for only a short period of time. Once in Greece, the holder of a student visa must apply for a Greek residence permit before his or her student visa expires.

RESIDENCE PERMIT REQUIREMENTS

As mentioned above, the procedure for obtaining a residence permit must begin once a newly accepted student has come to Greece to take up residence – and before his or her visa expires. The Greek authorities will not grant a residence permit to a student unless he or she presents a valid student visa. Any other kind of visa will not be accepted.

Orientation sessions for students who need to apply for a residence permit are held at the beginning of the semester. The College will provide students with relevant information and documents, and will assist students in completing the process. **However, the responsibility for obtaining the residence permits and tracking expiration dates is exclusively the student's.** The 150 euros residence permit processing fee (payable to municipal authorities when the application is submitted) and other related fees are in addition to the regular tuition and room & board fees and are not covered by any financial aid grant.

All non-EU students will be covered by the College's group health insurance plan which costs approximately 195 € per year (to be renewed every year in October). This coverage is mandatory and may not be replaced by any other kind of personal insurance. The cost for this insurance is in addition to the regular tuition and room & board fees and is not covered by any financial aid grant. **Note: Travel insurance, which is often required in order to obtain a student visa, is temporary and does not cover students for the entire academic year, nor can it be used for the purpose of obtaining a residence permit.** Students receive information about the process of obtaining this insurance within the first few weeks of the semester.

TRANSFER OF CREDIT

Students with passing-level credit from accredited universities and colleges may be able to transfer those credits toward appropriate degree requirements, through a student must complete at least a third of a certificate/degree at Perrotis College. A student must have official transcripts and supporting documents sent by the original institution directly to the Perrotis College Registrar. Once all the necessary documentation has been received, the Registrar will consult with CARDIFF MET to evaluate the credits and their equivalents to the college curriculum. Students may be asked to submit their documentation to a reliable international accreditation agency before it is accepted as valid. All decision concerning the acceptance of transfer credit is made by the CARDIFF MET Registrar. Since the process of approving credit for transfer can take up to several months, students should make their request for transfer of all applicable credits before they enter Year 1 of the BSc programme. Newly accepted students who wish to transfer university credit should make their request and submit documentation as early as possible.

CREDIT THROUGH EXAMINATION

Incoming students who can document life or professional experience that appears to provide a proficiency in the subject area of a degree programme module may apply to take a Challenge Exam and, if they pass the exam, credit for the module will be awarded. No more than two modules (20 credits) may be challenged. Modules in the Foundation Programme, as well as the following modules from the regular undergraduate level programme, may not be challenged: Learning Methods, Industrial Work Experience I and II, and Dissertation - Enterprise Project. For further information on the requirements and procedures for taking a Challenge Exam, see the “Academic Information” section of this Handbook or contact the Registrar’s Office.

OFFICIAL MATRICULATION

Matriculation refers to the official enrollment of a student into a college’s degree programme. While students are officially accepted into Perrotis College from the time they receive the official acceptance letter, and thus may begin taking Foundation or regular programme classes, they do not become an official member of the BSc programme until they have registered for undergraduate modules and all their transfer credit and Challenge Exam materials have been evaluated by the Registrar’s office. Once a student has been officially matriculated, he or she will receive a Declaration of Matriculation, which will identify the specific module requirements the individual must complete in order to obtain the BSc degree. The date of Matriculation also indicates which year’s graduation requirements apply to the individual student.

READMISSION

READMISSION FOR STUDENTS WHO HAVE WITHDRAWN

A student who has withdrawn from the College and wishes to re-enroll must apply for readmission. The administration will consider the request for approval or denial. Students who have been dismissed for disciplinary or academic reasons will not be able to apply for readmission unless they receive written permission from the Dean.

TRANSFER OPPORTUNITIES TO STUDY AT CARDIFF MET

PROGRESSION AND TRANSFER OPPORTUNITIES

As a student studying a Cardiff Metropolitan University programme you may be able to transfer to study some of your programme or progress onto another programme at the University’s home campuses. If you are an international student and you wish to enquire about transfer opportunities to

study at Cardiff Metropolitan University you should contact the International Office. Further information can be found at:

<http://www.cardiffmet.ac.uk/study/adviceforapplicants/Pages/How-to-Apply.aspx>

PROGRESSION OPPORTUNITIES

Regarding the optional modules especially related to outdoor recreational activities (e.g. hiking; water and mountain environmental sports), graduates will be able to design and manage similar programmes, by learning the relevant concepts, principles and good practice theories, as well as by gaining personal, practical experience of the activities they entail (e.g. experience of base camps for hiking). Based on the hours of practical experience that they gain from the programme, students will have opportunities to claim prior learning for external vocational certification/accreditation.

FINANCIAL INFORMATION

FINANCIAL RESPONSIBILITY

Every student is responsible for his or her own financial account with Perrotis College. Prior to each academic year, all students are expected to sign the Terms of Payment contract, which includes a statement acknowledging their responsibility to meet their financial obligations. Students are required, prior to each semester to deposit 500€ to the School's bank account. The College will discontinue academic and/or boarding services to students who fail to meet their financial responsibilities. It's important to note that students owing a balance will not be allowed to participate in Exams. Furthermore, the College will release transcripts and other certifications or documents (including those required for residence permit applications) only for students who have fulfilled all their financial obligations as of the date of their request. Final transcripts and degree award certificates will not be issued unless a student has met all his or her financial obligations to the College and other AFS departments. Perrotis College/AFS reserves the right to contact a student's parent, or other person (s) responsible for making payments, regarding the status of the student's financial obligations.

FEES

Fees for the 2016/2017 academic year are as follows:

Tuition Fees	4,500 €
Room & Board Fees (if applicable)	4,000 €

For 2016/2017, all students receive a subsidy and are expected to pay fees as below:

	BSc Programme €
Tuition Fees	4,500 €
Room & Board Fees (if applicable)	4,000 €
Bench Fees	180€
Residence Hall Damage Deposit*	150 €

* This deposit is a one-time fee for students who live in the residence hall. It is refunded when the student moves off campus permanently (see “Residential Life” for more details).

PART-TIME FEES

Tuition fees for students taking fewer than 45 credits in a semester are calculated on the basis of 45 € per credit. Modules count for 10 or 20 credits, but there are some exceptions (see BSc Programme Overview for modules and their credit values).

AUDIT FEES

The fee for auditing one or more modules is 80% the regular fee (see Auditing Modules for more information). Students who audit modules that add up to 45 or more credits are charged on the basis of full-time tuition fees, and students auditing the equivalent of fewer than 45 credits are charged on the basis of part-time fees (see above).

AFS GRADUATE’S FEES

AFS High School graduates are entitled to a 10% fee discount for their first year of studies. Students should maintain at least a C average in order to continue receiving the discount. Students whose academic performance and/or behavior are not up to the appropriate standard or who fail to fulfill a work assignment arranged for them by the College risk losing part or the entire discount.

RESIDENCE HALL CHARGES (DURING VACATIONS, BREAKS, RESIT PERIODS)

The AFS Dining Room and the College residence halls close during all lengthy College holidays, including Christmas, Easter, semester break and the summer months. It is the responsibility of the student to empty their rooms and find other housing during these periods of time, unless he or she has sound reasons to stay (e.g., an on-campus internship, residence permit difficulties, etc.).

Students resitting exams or redoing coursework who plan to stay on campus will be charged for room and board during their stay (see the Residence Life Manual for further information).

OTHER FEES

Other fees may be charged as follows:

Transcript & Diploma Fee (for official CARDIFF MET transcript&Diploma)	£ 100
(For additional transcripts beyond the one issued by CARDIFF MET upon graduation)	
Resit Fee (Per Module)	50€

TERMS OF PAYMENT

Students have various plans to choose from when paying academic and Residence Hall fees. The specific details of each are as follows:

PAYMENT PLAN #1: ONE PAYMENT FOR ENTIRE ACADEMIC YEAR

This option is available only to full time students who enter in the Fall semester for the Academic Year 2016/17.

A 5% discount is available to students who choose this option.

Academic Year	Payment Due Date	Tuition Fees	Room & Board*	Total (incl. 5% discount)
2016/17	Registration fee	500 €	0 €	
	28/9/2016	4.000 €	4.000 €	8.075 €

PAYMENT PLAN #2: TWO PAYMENTS – ONE PER SEMESTER

Semester	Payment Due Date	Tuition Fees	Room & Board*	Sub-Total
Fall '16	Registration fee	500 €	0 €	500 €
	28/9/2016	1.750 €	2.000 €	3.750 €
Spring '17	16/1/2017	500 €	0 €	500 €
	3/2/2017	1.750 €	2.000 €	3.750 €
Estimated Total		4.500 €	4.000 €	8.500 €

PAYMENT PLAN #3: SIX PAYMENTS – THREE PER SEMESTER

Semester	Payment Due Date	Tuition Fees	Room & Board	Sub-Total
Fall '16	Registration fee	500 €	0 €	500 €
	28/9/2016	750 €	920 €	1.670 €
	2/11/2016	500 €	540 €	1.040 €
	2/12/2016	500 €	540 €	1.040 €
Spring '17	16/1/2017	500 €	0 €	500 €
	3/2/2017	750 €	920 €	1.670 €
	1/3/2017	500 €	540 €	1.040 €
	3/4/2017	500 €	540 €	1.040 €
Estimated Total		4.500 €	4.000 €	8.500 €

*If applicable

LATE PAYMENT POLICY

All students are expected to pay their educational fees according to the payment plan that they choose at the beginning of the academic year. If a student wishes to change his or her payment plan, they must coordinate this with the AFS Accounting Office.

Students are obligated to deposit each installment **by the due date specified in the payment plan that they have chosen.**

MAKING PAYMENTS

Payments may be deposited into the College's bank account, the information for which follows:

ALPHA BANK

Branch: Thermi (720)

Address: Alexandrou Papagou 36, Thermi, Thessaloniki

Bank Account Name: ΟΜΙΛΟΣ ΜΕΤΑΛΥΚΕΙΑΚΗΣ ΕΚΠΑΙΔΕΥΣΗΣ & ΚΑΤΑΡΤΙΣΗΣ ΑΓΣ

IBAN: GR97 0140 7200 7200 0232 0001 822

BIC: CRBAGRAA

All bank deposits must **clearly state the student's first and last name** so that the appropriate account can be credited, and a copy of the receipt should be sent to the AFS Accounting Office by fax or e-mail (fax: +30 2310-492-710, attention Ms E. Gioltzoglou, +30 2310-492-741, egiolt@afs.edu.gr).

Any and all fees or bank commissions related to the transferring of funds to the AFS bank account (e.g. bank processing fees) are the responsibility of the student (or other person making the payment) and may NOT be subtracted from the payment itself.

Perrotis College and the AFS reserve the right to change additional fees as applicable, in accordance with the procedures and policies outlined in the Programme Handbook.

REFUND POLICY

Applicants who pay a required deposit to Perrotis College but are subsequently unable to obtain a student visa or are otherwise prevented from leaving their home country, and thus cannot enroll at Perrotis College, are eligible to receive a full refund on the deposit, less the registration fee, any charges incurred to Perrotis College related to receiving or returning the payment.

Up to the fourth week of the semester, students who withdraw from the College are eligible to receive a refund on their academic fees based on the number of weeks they have attended. For every week the student attended the semester from which he or she is withdrawing, he or she will be charged 7% of the semester's tuition fees. **Anyone withdrawing after the end of the fourth week of the semester will not receive a refund.** Students who move out of the residence hall at any point during the academic year – either because they are withdrawing from the College or because they choose to live off campus – will be charged 7% of room & board fees for every week they occupied the residence hall room.

Students dismissed for academic or disciplinary reasons are not eligible for a refund on academic or residence hall fees.

FINANCIAL AID

Perrotis College, as a division of the American Farm School, is a non-profit educational institution whose mission, in part, is to provide higher education opportunities to those who would otherwise not be able to gain a college education.

Financial aid is applied to tuition fees. **Financial aid grants do NOT cover room and board fees, additional fees and deposits such as the residence hall damage deposit, add/drop fees, health insurance, residence permit fees, etc.**

Financial aid is awarded to incoming and continuing students based on the following procedures, requirements and criteria. Aside from the provisions identified below, the level of aid offered to an individual may vary according to the funds available from year to year. Financial aid awarded to students is examined by the Admissions and Financial Aid Committee once a year.

FIRST TIME APPLICANTS

Any applicant wishing to apply for financial assistance must fill out the Financial Aid Application and submit this to the Enrollment Office along with the Application for Admission. Both applications are reviewed by the Admissions Committee, which makes all recommendations regarding admissions and financial assistance for new students.

First-time students are awarded financial assistance based on the following criteria:

- Amount of annual family income;
- Family status (i.e., number of dependent children or other dependents in the family); and
- Potential for success at the college level, as indicated by the individual's application material and performance on the Placement Exam, the admissions interview and/or other interviews with staff.

Those applicants who show exceptional promise and who require a more immediate response regarding their financial aid application will be given priority. **Students whose academic performance and/or behavior are not up to the appropriate standard or who fail to fulfill a work assignment arranged for them by the College risk losing part or all of their financial aid grant.**

CONTINUING STUDENTS

Continuing students are awarded financial assistance based on the quality of his or her academic performance and behavior. Students who did not receive financial assistance when they initially applied may reapply in a subsequent year if their level of need has changed. Awards may be increased or decreased based on changes in academic performance, standard of behavior, place of residence (on or off campus) and the availability of funds.

Continuing students need to maintain at least a C average in order to continue receiving or to apply for financial aid. Students whose academic performance and/or behavior are not up to the appropriate standard or who fail to fulfill a work assignment arranged for them by the College risk losing part or their entire financial aid grant.

STUDENT SERVICES

Perrotis College offers a wide range of services to its students, including Library and Internet Technology (IT) resources, career counseling, personal and learning disability referral services, academic advising, student life activities and more.

NEW STUDENT ORIENTATION

At the beginning of each academic year, New Student Orientation is held for all incoming students. This orientation is primarily aimed at familiarizing students with the College campus and its facilities, with the College procedures and policies, and with the American Farm School. Another aim is to help students adjust to this significant transition in their life and to enable them to get to know the persons – fellow students as well as faculty and staff – with whom they will share the next few years of their life. More information about specific activities is provided to new students prior to New Student Orientation. Students who live on campus are further oriented by the Student Life staff. Those enrolled in the Learning Methods module are introduced to Library and IT facilities during the first weeks of classes.

LIBRARY AND INFORMATION TECHNOLOGY SERVICES

LIBRARY RESOURCES & SERVICES

Dimitris & Alikis Perrotis Library maintains a collection of over 10000 print books, CDROMs and DVDs, subscribes to 30 Greek print journals as well as databases which comprise of eBooks and electronic journals. In addition, the Library houses the Historical Archives of the American Farm School. Access to the Library's collections is available through the Online Public Access Catalogue (OPAC) Koha (<http://librarycatalog.afs.edu.gr>).

The following library services are available to Perrotis College students on an ongoing basis:

- Library Orientation, as coordinated through the New Student Orientation
- Program;
- Information Literacy and Bibliographic Instruction sessions for new students in their first year of their studies
- Reference services;
- Audio-visual services;
- Bar-coded Student cards, with borrowing privileges;
- Photocopying, printing and scanning services
 - Classroom and computer lab facilities, including the following:
 - Computer Lab (20 computers for teaching purposes),
 - Amphitheater (29 computers for teaching purposes),
 - Edmund & Mary Keeley Computer Room (8 computers),
 - Reference Area Collection (4 computers),
 - Front Desk computer (1 computer) at the Circulation Desk,

- Wireless connection throughout the Library.

Classroom and computer lab facilities, including the following:

- Computer Lab (20 computers)
- Edmund & Mary Keeley Computer Room (8 computers)
- Reference Area Collection (4 computers), Circulation Desk (1 computer)
- Amphitheater (29 computers, for teaching purposes)
- Wireless connections throughout the Library.

OPERATING HOURS

During the regular academic year library hours are as follows:

- Monday through Thursday 07:30 – 22:00
- Friday 07:30 – 17:30
- Saturday 11:00 – 13:00

The Library is closed on national and religious holidays.

*NOTE: September 2016 schedule – September 12th till 30th Monday to Thursday 07:30 – 19:00 and Friday 07:30 – 15:30.

BORROWING POLICY

Perrotis College students can use their student id cards and borrow print library materials based on the following circulation policy:

- Reference books do not comprise a part of the collection that is made available for full circulation. This material remains in the library and is used only in the premises.
- The Circulating Collection material is comprised of books which are borrowed from the Library. Up to three items from this collection may be borrowed for a period of 14 days . Renewals depend on timely return and availability.
- The Reserve Collection includes Perrotis College required readings, which may be borrowed out of the Library as follows: Monday – Thursday from 7.30am until 9.00PM the following day. Fridays from 2pm until Monday 8am (you can keep it for the weekend). Books from the Reserve Collection may not be renewed. Requests for books and materials on Reserve are made to the Circulation desk.
- Up to three back issues of magazines may be borrowed for 7 days. The most recent issue of a periodical received by the Library may be used only in the premises.

OVERDUE BOOKS

- In the event that a book is more than one month overdue, the library will consider it lost, and will charge the student the cost of replacement.
- Overdue books that have been requested by others: Students who have overdue books and have been notified that a particular title has been requested by someone else have 24 hours to return the book. After that time the student will be charged 5€ per day, until the book is returned.
- Students who do not return books will be reported to the College administration for disciplinary action.
- Students who return books and/or other Library material that has been damaged will be charged for the cost of replacing them, along with processing fees.

PHOTOCOPYING AND PRINTING

- One Xerox photocopier/printer is available for student use in the Library. This copier is equipped with a card-feeder, which operates with a photocopy card.
- Students may purchase new photocopy cards for 3€ at the Circulation Desk (100 photocopied/print pages).
- The charge for photocopying/ printing is 0.03€ (black & white) and 0.20€ (color) per page. Students are required to have their photocopy card.
- Transparent page protectors cost 0.10€ each.
- Spiral binding for assignments cost 0.10 per spiral.

SCANNING:

- Scanning is performed without the use of a photocopy card. For instructions, please refer to the library staff.

POLICES ON SMOKING, FOOD & DRINKS

Smoking is prohibited in all library spaces.

Water, coffee and light lunch bags are allowed in all library spaces except the: Amphitheater, Conference Room and Computer Lab.

CARDIFF MET LEARNING RESOURCES

Through the College's collaborative arrangement with the CARDIFF MET students enrolled in BSc programme modules have access to the CARDIFF MET library's extensive electronic resources, which include over 80 electronic databases. All new students eligible for CARDIFF MET electronic library privileges are provided with instructions and access information in order to take advantage of these additional resources <https://tsr.cardiffmet.ac.uk/pages/student.aspx>.

IT RESOURCES

As indicated above, students at Perrotis College have access to over 60 computers, as well as printing and photocopying services in the Library, and wireless internet access there as well as in each of the rooms of the residence halls. In addition they have access to Moodle learning services. A distance learning lab in the College's main classroom building enables students to participate in video conferencing and internet education activities anywhere in the world.

STUDENT EMAIL ACCOUNTS

All incoming students are provided with a personal AFS/Perrotis email account for their use while enrolled at Perrotis College. Students enrolled in the BSc programme also have an email account through CARDIFF MET. Every account is protected by a password, and email account and password information is provided to students during the first weeks of the semester.

Important academic, financial and other information is sent to students via their e-mail accounts.

For this reason, students are expected to check their Perrotis College/ CARDIFF MET email accounts regularly and are held responsible for all information that is sent to them via these accounts.

Students are expected to respond promptly and appropriately as requested by College staff through messages sent to their AFS or CARDIFF MET account. This includes meeting requests as well as other requests such as confirmations that a message has been received and understood.

For further information regarding student rights and responsibilities in using the CARDIFF MET and AFS Web Mail systems see "Student Rights and Responsibilities."

COUNSELING SERVICES

ACADEMIC ADVISING

An integral part of the College programme, academic advising enables students to be well informed of their academic requirements and options. All students are assigned an academic adviser. Every effort is made to assign advisers who know the student's area of interest. For this reason, after the second semester, when a student has chosen a course (major), he or she will be assigned an adviser from that subject area. Again, before beginning Level Six, when a student has chosen a pathway (specialization), he or she will have as adviser the Pathway Coordinator for that specialization. Please note that in order to ensure the quality of your studies no pathway (specialization) will be offered if less than 5 students express their interest. For further information on faculty advising, see "Academic Information."

CAREER OFFICE

The career office assists students in obtaining information concerning potential careers in areas relevant to their studies, as well as information on post-graduate study opportunities. The Career Office helps students in finding information, contacting employers and academic institutions, filling out applications and CVs, preparing for relevant exams, obtaining certifications, etc. Since the College maintains collaborative relationships with universities, business firms and corporations, both locally and abroad, the Career Office can often help bring students into direct contact with potential employers or graduate school representatives.

PERSONAL & LEARNING DISABILITIES COUNSELING REFERRAL SERVICE

Students who experience emotional or learning difficulties may consult the Counseling Referral Coordinator, who can refer the student to appropriate professionals for further assistance. By virtue of the community atmosphere of the College, Student Life and other College staff members often spend time informally with students who are experiencing difficulties. The College Dean and/or faculty members may also discuss specific issues with a student's parents when it is considered appropriate and potentially helpful.

STUDENT LIFE

The Perrotis College Department of Student Life strives to advance the educational purposes of Perrotis College by sponsoring a wide range of extracurricular activities that complement the regular curriculum, enrich the student experience and provide students with a voice in College policies and procedures. Student Life staff also seek to facilitate the personal and interpersonal development of students by creating a campus environment that is both challenging and supportive.

STUDENT COUNCIL

All students are represented by an annually elected Student Council (SC), whose purposes are as follows:

1. To improve the quality of student life;
2. To help the Residence Life Coordinator to solve problems in the best possible manner;
3. To represent the various class levels and the off-campus students regarding academic and other issues;
4. To propose educational trips and events for the students; and
5. To encourage student involvement in College governance and activities.

ELECTION PROCEDURES

1. Early in the fall semester, the Residence Life Coordinator will provide students with a list of students identifying their class levels (i.e., Foundation Programme, Level Four, Level Five and Level Six), as well as those students who live off campus. The election date deadline for receiving nominations will also be announced at this time.
2. For purposes of the elections, a student's level is determined by the level of modules he or she is taking in the fall semester (regardless of what level they will be taking in subsequent semesters). Bridging students who are taking both Level Four and Level Five modules will be considered Level Five students.
3. Students are eligible to nominate up to three names each for President, Vice President and members of their specific class level. Student living off campus may also nominate up to three names from the list of off-campus residents.
4. At least one week before the elections, the Residence Life Coordinator will submit the names of nominees to the Student Services Committee for approval. Only students in good standing may run for office. A student in a "good standing" is one who is not on academic or disciplinary probation and who exhibits behavior consistent with the goals and values of the American Farm School and Perrotis College, as determined by the discretion of the Student Services Committee.
5. On the day before the elections, an Election Council (EC), consisting of two Election Coordinators (the two student life interns) and three students, chosen by the Residence Life Coordinator, is established. No one running for office may be a member of the EC. The purpose of the EC is to ensure fair elections.
6. The SC consists of seven members:
 - President (BSc Student)
 - Vice-President (BSc Student)
 - Level Six Representative
 - Level Five Representative
 - Level Four Representative
 - Foundation Programme Representative
 - Greek Programme Representative
 - Off-Campus Representative
7. A student may be nominated for more than one position, but may not hold more than one office. If a candidate is elected to more than one SC office, he or she will choose the position he or she want to keep. The nominee who received the next largest number of votes will assume the vacated position.
8. Every student has the right to vote for one candidate for President, one candidate for Vice-President and a candidate from his or her class level. In addition, off-campus students have the right to vote for one candidate for off-campus representative.
9. When voting has been completed, the EC will count the votes under the supervision of the Residence Life Coordinator. The winner will be the candidate who received the most number of votes for each position. In case of a tie, a run-off election will be held on the earliest possible date. The same rules apply to voting in run-off elections as apply in the initial election process.
10. If there are no nominees for a specific position, the elections will take place as scheduled and a special election will held (at the same time as a run off, if any) based on a new list of nominees. The same rules apply to voting in this special election as apply in the initial election process.
11. Once the election resulting are publicly announced, the new Student Council must hold its first meeting before five working days have passed. Their first order of business should be to choose a Treasurer, a Recording Secretary and a Correspondence Secretary from the elected members.

Beyond the duties identified for the President and Vice President below, and the basic class/off-campus representational duties of the other members, the Student Council may, by consensus, assign other duties to its members.

STUDENT COUNCIL PROCEDURES

The Student Council will meet and conduct business according to the following rules:

- Regular meetings will be held on the first and third weeks of each month at a time to be determined by the Student Council at their first meeting.
- Meeting procedures will follow the agenda prepared by the President.
- If any additional meetings are necessary, members will determine meeting times as the need arises.

DUTIES OF EACH OF THE MEMBERS OF THE STUDENT COUNCIL

All officers in the Student Council should remain aware that their classmates have elected them in a fair election and that they have a responsibility to attend all SC meetings and participate in all SC events. SC members who do not fulfill their responsibilities and/or act in a way that violates the trust that the administration and students have placed in them may be removed from their position by a vote of the Student Services Committee.

As a committee, the Student Council will work to do the following:

- Ascertain the important issues that the student body has and communicate them to the Administration.
- Communicate to the student body pertinent information regarding changes in the College's administrative procedures and policies.
- Focus on acting for the benefit of the student body.
- Maintain positive attitudes at all student activities, meetings, and events.
- Attend and support events led by their fellow students.

PRESIDENT

The duties of the President, who must be a student enrolled in the BSc programme, are as follows:

1. To call and preside over meetings of the Student Council, including preparing an agenda for each meeting in consultation with the other members of the Council and relevant College administration and staff.
2. To prepare a working plan of proposed activities to be submitted at the beginning of every semester to the Dean.
3. To provide the Dean with a summary of the activities carried out by the Student Council during the previous semester. This summary must contain no information that is inappropriate for students to learn.
4. To represent the Student Council at all relevant institutional events.
5. To serve as the student representative on the Programme Committee and prepare a summary of these meetings (containing only information appropriate for dissemination outside the Committee) to present to the rest of the Student Council members at the next meeting.

VICE PRESIDENT

The duties of the Vice President, who must be a student enrolled in the BSc programme, are as follows:

1. To assist the president with his/her regular duties.
2. To assist in preparing the Student Council reports to the Dean each semester.

3. To serve as the student representative on the Student Services Committee and prepare a summary of these meetings (containing only information appropriate for dissemination outside the Committee) to present to the rest of the Student Council members at their next meeting.
4. To assume the role and tasks of the president at any time that the president may be unable to do so.

TREASURER

The duties of the Treasurer are as follows:

1. To oversee all financial matters of the Student Council, including (but not limited to) planning and conducting fundraising activities, collecting money, and documenting and keeping official records of all income and expenses.
2. To prepare regular reports to the Student Council on the organization's current financial status.
3. To provide a semesterly report on the Student Council's financial status to the Dean at the end of each semester.
4. To arrange for the safekeeping of Student Council funds through an account with the AFS Accounting Office and/or with a bank.
5. To serve as the student representative on the Learning Resources Committee and prepare a summary of these meetings (containing only information appropriate for dissemination outside the Committee) to present to the rest of the Student Council members at their next meeting.

RECORD SECRETARY

The duties of the Recording Secretary are as follows:

1. To precisely record the minutes and attendance of each Student Council meeting.
2. To type each meeting's minutes into a precise summary that will then be distributed to the Residence Life Coordinator, the Chair of the Student services Committee and other relevant members of the Administration.
3. To stand in for the Corresponding Secretary whenever necessary.

CORRESPONDING SECRETARY

The duties of the Corresponding Secretary are as follows:

1. To prepare and process all Student Council correspondence.
2. To prepare announcements and conduct all other forms of communication on behalf of the Student Council, including announcements to students, arranging meetings with the Administration, etc.
3. To stand in for the Recording Secretary whenever necessary.

PERROTIS COLLEGE & RESIDENCE HALL POLICY AGAINST BULLYING & HARASSMENT CODE OF CONDUCT

The Perrotis College policy is based on the principle that all candidates have the right to the safety and security of their person and property. Harassment, intimidation, assault or discrimination—in any form—toward a member of the College and/or the broader AFS community is not acceptable. This policy also applies to the use of email or other electronic means and mechanisms for the purpose of harassing or offending others by sending annoying, threatening, libelous or sexually, racially or religiously offensive messages.

Perrotis College adheres to the Harassment and Bullying policy and Code of Conduct, which includes the following relevant principles:

An act will be regarded as misconduct and therefore the subject of disciplinary action, if it constitutes or is likely to constitute improper interference with the normal and legitimate functioning and activities of Perrotis College and AFS, if it affects the freedom of others, if it endangers the safety or property of others or if it damages or is likely to damage the reputation of Perrotis College.

Perrotis College code includes the following types of misconduct:

- violent, indecent, disorderly, threatening or offensive behaviour or language (including possession of weapons, chemicals and acts of terrorism);
- action likely to cause or impair the health, safety, and well-being of any student, member of staff or other employee of Perrotis College
- verbal abuse, bullying or any form of harassment, intimidation, victimisation or discrimination of any student, member of staff or other employee of Perrotis College; and
- misuse or unauthorised use of Perrotis College premises or items of property, including misuse of computers or other electronic devices to transmit, receive, view or display offensive, defamatory, discriminatory, obscene or otherwise illegal material or to introduce any virus, worm or other harmful or nuisance programme or file into any IT facility.

PREVENTION

Perrotis College makes every effort to prevent incidents of bullying and harassment from taking place. In order to prevent bullying/harassment, the College disseminates this policy to students, faculty and staff; organizes educational activities addressed to students; and provides training sessions for faculty and staff responsible for educating and counseling students and for reporting or responding to reports of harassment.

REPORTING PROCESS

A student, who feels that he or she is the victim of bullying, harassment, or any other form of abuse, either from a fellow student, a Perrotis College faculty or staff member, or any other member of the AFS community, is encouraged to report the incident, using the following procedures:

1. Discuss the issue with his or her faculty adviser and/or student life staff member. Depending on the seriousness of the incident, the faculty adviser may discuss the student's concerns with the student, instructor or staff member involved in order to find a resolution, or, for more serious incidents or incidents where the identity of the student must be kept confidential, the faculty adviser may report the incident to the Associate Dean of Academic Affairs, and, if faculty or staff are involved, to the Human Resources Office.
2. If no resolution is found in discussing the incident with the student's faculty adviser, or if the issue is serious enough to require the involvement of the College administration, then the student may meet with the Associate Dean of Academic Affairs to discuss the issue further.
3. If a resolution is still not found, the student or the Associate Dean of Academic Affairs may bring the issue to the attention of the Dean, who will discuss the incident with all parties involved and then decide what action, if any, should be taken.
4. In order to avoid potential retaliation, the student reporting the incident has the right to confidentiality throughout the grievance procedure process and after.
5. The student reporting the incident also has the right to formally appeal any decision by the Associate Dean of Academic Affairs or Dean, as does any individual (student, faculty or staff) accused of violating Perrotis College codes of conduct.
6. In the event that the student's faculty adviser is the person accused of violating codes of conduct, the student may report the incident directly to the Associate Dean of Academic Affairs. If the Associate Dean of Academic Affairs or the Dean is the accused person, the student should direct his or her report regarding the incident to the AFS Human Resources Office.

Perrotis College faculty or staff members who feel they are the victim of bullying, harassment or any other form of abuse from a student are encouraged to report the incident directly to the Dean, who will follow the procedures outlined above, starting with Step 3. If a faculty or staff member's report involves another faculty or staff member, the regular AFS grievance procedures will be followed.

The Associate Dean of Academic Affairs should keep the AFS administration (the HR Office and the President) informed in all serious cases investigated and, when deemed necessary, should recommend that the central administration seek legal advice.

DISCIPLINARY ACTION IN THE CASE OF HARASSMENT OR BULLYING

Students who are found to have seriously violated Perrotis College rules and/or acceptable standards of behavior will be brought to the attention of the Dean for disciplinary action, which may include placing the individual on disciplinary probation for one or more semesters, or, in the case of more serious or repeated offenses, dismissal from the College. Those placed on disciplinary probation are also referred to the College's Program Committee, which may reduce or cancel the offender's financial aid.

Faculty or staff members found to have seriously violated acceptable standards of behavior are subject to the rules and regulations that apply to all AFS employees.

STUDENT CLUBS

In addition to other extracurricular activities, the College sponsors various student clubs. Club activities are designed to increase student involvement in college life and enhance learning outside the classroom and beyond the campus. Club activities often emphasize volunteerism and community service projects that enable students to invest time and energy into helping others in the community and thereby cultivate community oriented values.

At the beginning of each academic year, students are asked to identify the clubs they would like the College to make available. In addition, faculty members suggest clubs that they feel would complement the academic curriculum and enrich the student educational experience. Based on this information, the College sanctions clubs that meet the following criteria:

- An appropriate coordinator (i.e., a faculty, staff or community member to oversee events and activities) is available;
- Activities are educational and/or recreational and coincide with the AFS and Perrotis College mission;
- The club has a sufficient degree of student interest (i.e., a minimum number of participants, based on the type and nature of the activity);
- Appropriate space and facilities are available; and
- Where budgetary concerns are involved (i.e., clubs that conduct activities which earn money and/or use funds to provide instructor compensation, equipment and supplies, etc.), the Associate Dean and the President of the AFS have approved the ability.

CLUB ENTRANCE FEE

In order to ensure that each club member takes the responsibility for participating in the club seriously, attends club meetings regularly and participates in all club events and activities, each student participant is asked to pay a fee of 5 € per club, per semester, to the AFS Accounting Office. This fee will not apply to environmental or community service clubs.

GUIDELINES FOR CLUB PARTICIPANTS

Clubs can only be successful if all members take responsibility for participating in the club seriously. This means that all participants are expected to do the following:

- Pay the 5 € Club Entrance Fee;
- Attend club meetings regularly; and
- Participate in all club activities and events.

The Club Entrance Fee must be paid at the AFS Accounting Office before an individual may begin participating in a club. When paying the fee, each participant should make sure that the receipt shows his or her name as well as the name of the club. The receipt should then be turned over to the Residence Life Coordinator (Mr. P. Hantzaras), who will begin the procedure for setting up a club only when enough participants have confirmed that they have paid the fee.

GUIDELINES FOR CLUB COORDINATORS

Club Coordinators are expected to do the following:

- Monitor the participation level of each individual member, as well as the club as a whole;
- Ensure that only those who are on the official list of members (i.e., those who have paid their 5 € membership fee) are participating in the club;
- Inform the Residence Life Coordinator regarding poor participation by individual members and for the club as a whole;
- Inform the Residence Life Coordinator if and when a club drops below the minimum number of participants (as established by the Student Services Committee) for five successive meetings, events and/or other activities;
- Monitor the use of all funds connected to club activities; and
- Present a report at the end of each academic year which provides the following information:
 - The names and quality of participation by each club member;
 - The names of members who did not participate at an appropriate level, including those to whom the deposit should not be refunded;
 - A brief description of each event and activity the club conducted;
 - A brief financial statement (where applicable) identifying club income and expenditures (accompanied by appropriate receipts, invoices, deposit slips, etc.) during the previous academic year;
 - An evaluation of the club's activities since the previous year; and
 - Recommendations regarding future club activities and any other relevant concerns.

ATHLETICS

The College's Department of Student Life helps maintain a variety of sports facilities for student use, including the following:

- A gymnasium with indoor basketball and volleyball courts, weightlifting and gymnastics room and a Ping-Pong room;
- An outdoor soccer field with natural grass;
- An outdoor tennis court; and
- Two outdoor basketball courts.

RESIDENTIAL LIFE

Life in the residence halls is designed to be a positive educational experience that fosters personal and social development, respect for cultural diversity and individual behavior that is conducive to a community atmosphere.

Since most Perrotis College students live on campus, they soon develop a close-knit community spirit. New arrivals quickly learn the importance of cultural diversity and tolerance and just as quickly form friendships and mutually supportive relationships with co-residents who come from a completely different tradition and language background. However much students may learn from the College's organized classroom curriculum, a considerable part of their education while at Perrotis College comes out of simply living in the rich, culturally diverse environment residential life provides.

RESIDENCE HALL DAMAGE DEPOSIT

Prior to moving into a residence hall, each student is required to pay a 150 € damage deposit to the AFS Accounting Office. Repair costs arising from damage caused by the student to residence hall rooms and/or common use areas will be deducted from the offender's deposit. Any remainder of the damage deposit will be refunded to the student at the end of his or her studies at the College; however, if a student does not complete the withdrawal deposit as stipulated (see "Official Withdrawals") he or she forfeits the deposit, and the amount will be used to support the College's teams and clubs. For further information regarding the damage deposit, see the Residence Life Manual, which is given to all residence hall residents at New Student Orientation.

SIGN IN/OUT CONTRACT

When a student moves into a residence hall room, he or she inspects the room along with a designated AFS staff member, and both sign the Sign In/Out Contract. By signing the contract, occupants agree that they have received the room, furniture and equipment, and that everything is working in order. They agree to abide by the rules and regulations governing the use of residence hall rooms, common areas, keys, etc. At the end of the year (or earlier, if the student leaves before the end of the school year), the occupants of a room and an AFS staff member again inspect the room, after which the occupants are permitted to sign out. If a room, its furniture and/or equipment have been damaged (beyond normal wear-and-tear), the cost for repairing or replacing damaged items will be deducted from the damage deposit. In cases where there is destruction of rooms or common use areas, and specific offenders are not identified, the applicable charges will be shared by all residents of the residence hall.

DINING HALL

The AFS Dining Hall provides meals for Perrotis College students who live in the residence halls, and also for those who do not live on campus but have made the appropriate financial arrangements with the Accounting Office. On-campus residency includes the complete meal plan of three meals per day. For further information regarding the residence hall policies, see the Residence Life Manual.

STUDENT – SERVICE PROGRAMME

In accordance with the American Farm School's mission to "educate students to use their heads, hands, and hearts" the College has implemented this year the Student-Service Programme, which provides for all student receiving financial aid to do volunteer service, in one of the departments of the AFS, in order to cover a portion of their financial aid grant.

More specifically, the goals of the Student-Service Programme are as follows:

- To instill in students the values, habits and attitudes associated with all forms of work, manual and mental;
- To help students develop the ability to communicate, collaborate and interact with others as co-workers with shared goals;

- To enable students to develop their personal skills and abilities through practical work experience;
- To provide students with the opportunity to learn and serve as individuals and as members of a community; and
- To enable students to contribute to the cost of their own education.

The Student Services Department, assigns positions to students participating in the programme at the beginning of each semester. Prior to the end of each semester, each student's supervisor will submit to the Student Services Department an evaluation of that person's work performance along with recommendations for future labor assignments. These evaluations will be reviewed, by the Student Services Department and the College Administration. In cases where unsatisfactory job performance is indicated, appropriate actions will be taken. These actions can include a verbal or written warning to the student, or, in more serious cases, the lessening or revoking of financial aid. Students who receive exemplary evaluations, on the other hand, can be rewarded with a written commendation.

WORK-STUDY PROGRAMME

The College offers a limited number of on-campus employment opportunities through its Work-Study Programme. The programme's objectives are to enable students to apply theoretical knowledge to actual work responsibilities, to gain work experience and thus a competitive employment advantage when they complete their studies, and to earn income while studying for their degree.

Some work-study positions are granted to students as part of their financial aid arrangement (i.e., Priority Work-Study), while other positions are assigned on a competitive basis to those who apply, based on each applicant's qualifications, academic progress, behavior and self-motivation. All Work-Study positions are part-time, never exceeding 20 working hours per week (exceptions may be made during vacations and breaks), and offer a payment rate of 3.20 € per hour. The Student Services Department and the College administration, arranges positions on a semester basis in various AFS departments, including the College, the Library, the Poultry Unit, the Dairy Unit and the Landscape Department.

Students who wish to apply for a Work-Study position should contact the Student Services Department.

STUDENT HEALTH

All students are required to have personal or family health insurance valid in Greece. In the event that a student does not have health coverage, he or she is required to participate in the College's student health plan, the cost of which is approximately 195 € per year. In addition, students are requested to pay 5€ per year for emergency medical services.

HEALTH CARE

In order to provide basic health care, a nurse is on duty at the AFS from 07.00 to 15.00 daily. She attends to student health needs, provides timely advice and refers students to local health care providers. In the event of a medical emergency she also informs the Student Life staff in order to arrange immediate transportation to the nearby health center (10 minutes away), which is a branch of the Greek national health care system, or to a local hospital.

VISITORS/GUESTS STAYING ON CAMPUS

Based on the space availability, students may arrange for parents or relatives to stay on campus in one of the AFS lodging facilities, providing they make arrangements well in advance and pay a modest fee. No relatives or any other guests are allowed to spend the night in student rooms. For further information regarding visiting policies, please see the Residence Life Manual.

TEACHING AND LEARNING METHODS

LECTURES

Formal lectures are used for the transfer of basic subject material. All staff make their lecture notes available on Perrotis College virtual learning environment called Moodle and students are able to download material as necessary, Moodle should not be seen as a substitute for attending. Lectures provide an opportunity to deliver a broad overview of a topic and to initiate further research and study by students for tutorials, seminars and private study.

DIRECTED READING

Students are expected to undertake significant directed reading in all aspects of the programme. All Cardiff Met students, including those studying at a partner institution, have access to the University's electronic resources. Guidelines on accessing these resources are available at:

<http://tsr.uwic.ac.uk/Learning/Library/eleclib/Pages/default.aspx>

TUTORIALS

Tutorial sessions are used to reinforce material presented by the other methods and to clear up possible misconceptions. Tutorials enable students to build on their understanding of the subject gained via the lecture and preparatory readings. Tutorials also provide an environment in which you are able to clarify queries and raise questions about the subject. It is also likely that you will be asked to prepare presentations and you will receive formative feedback on assessed activities.

CASE STUDIES

Case studies present realistic examples and by study, research and discussion students are expected to gain insights into problems that they might otherwise not encounter.

ON-SITE VISITS

On-site visits to a range of alternative tourism destinations and enterprises will be arranged to provide students with an opportunity to experience some of the theory they have studied being implemented in the work-place in a variety of settings and develop their practical skills especially for outdoor activities.

GUEST SPEAKERS

Guest speakers (e.g. entrepreneurs; representatives from local and regional authorities; environmental organizations; development agencies; environmental and voluntary organizations) will participate and enrich the learning process, by providing practical and real-life aspects of alternative tourism industry.

GROUP WORK

For the Alternative Tourism Management programme, group work is considered necessary and crucial, since tourism usually means working in teams and communicating with people (e.g. visitors). Group projects will enhance students' ability for self and team management.

ASSESSMENT

Written examinations, essays and presentations.

It is essential when writing essays, examination papers or any form of assignment to write good English. If you do not express yourself accurately and correctly, then you will almost certainly lose marks.

Writing essays and assignments allows students to demonstrate their own ideas and understanding of a topic. The HARVARD method of referencing is recommended by Cardiff Metropolitan University, regardless of the type of dissertation or assignment which is written.

LABORATORIES

Please refer to page 65.

STUDENT RIGHTS & RESPONSIBILITIES

As an institution of higher education, Perrotis College affirms essential principles and values that ensure learning, the free dissemination and examination of knowledge, and personal and professional development. Those who attend the College, as well as all staff and faculty, are expected to demonstrate respect for the rights, dignity, responsibilities and wellbeing of all members of the College community, and a readiness to act in ways that create an environment conducive to intellectual, professional and personal growth.

STUDENT RIGHTS

Along with their rights as individuals and citizens, Perrotis College students have the right to the following:

FREEDOM OF ACCESS

Based on equal opportunity principles, which Perrotis College – as a branch of the American Farm School and a partner institution of the CARDIFF MET – adheres to, all qualified applicants have equal access to acceptance into the College. (For more information regarding the College’s equal opportunity policy, see “General Information”). Once matriculated, a student has the right of access to all College services and facilities which he or she is qualified to use. Access to the services and facilities may be denied to those who are not currently enrolled in the College.

CLASSROOM RIGHTS AND PRIVILEGES

Perrotis College instructors are expected to encourage open discussion and inquiry in all educational activities. Students have the right to hold and express reasoned exception to information provided in any academic setting and to make independent judgments, based on sound principles of critical thinking. Students also have the right to be assessed fairly and transparently, according to appropriate academic standards, and using methods that measure an individual’s actual academic performance.

ACCESS TO INFORMATION

As a partner institution of CARDIFF MET, Perrotis College abides by the UK Freedom of Information Act 2000, which provides students with access to recorded information held by CARDIFF MET. The Publication Scheme lists the information held by CARDIFF MET that is already available to students, much of it electronically.

The Scheme is available at:

<http://www3.uwic.ac.uk/English/Secretariat/foi/Pages/PublicationScheme.aspx> or a student can request a paper copy from the Perrotis College Registrar. Any of the information contained in the Scheme can also be requested in hard copy. If the information an individual wants to access is not included in the Publication Scheme, he or she can make a request for it. Unless a request is particularly complex or involves a considerable amount of information there is generally no charge. Guidance on making a request is also available on the above website.

For further information about the Freedom of Information Act and advice or assistance before making a request or about a request that has already made, please contact the Registrar.

PROPER DISCLOSURE OF PERSONAL INFORMATION

Students have the right to maintain the privacy of personal information provided in College documents or expressed in any academic setting. In this context, information regarding a student’s marks, statements made in Student Evaluations, or personal information as provided on College forms, may not be disclosed to anyone outside the College without his or her written permission.

Regarding information provided by CARDIFF MET, students should be aware that there are some exemptions to their right to have access to information. These exemptions are mostly designed to protect certain information that should not be generally known (such as personal information about staff or students, or information that CARDIFF MET staff has been given in confidence).

The exemptions will also mean that a request from others for access to information the university holds relating to a specific student would usually be refused. Some information, such as dissertations or other assessments, may not be covered by an exemption and may, therefore, be disclosed if a request is received. We will, however, make every effort to contact the student involved before doing so.

SAFETY AND SECURITY OF PERSON AND PROPERTY

All students have the right to the safety and security of their person and personal property. In this regard, a student has the right to peaceful use of College property, grounds and facilities for all legitimate purposes. Harassment, intimidation, assault or discrimination – in any form – toward a member of the College and/or AFS community will not be tolerated by the College, its faculty and staff.

RIGHT TO FEEDBACK ON ALL ASSESSED WORK

Students have the right to receive feedback from their instructors on all work they have turned in for assessment, including coursework and exams, which includes the actual marks or marks obtained, within ten (10) working days. Marks, however, can be withheld until a student has met his or her financial obligation and fulfilled his/her responsibility of participating in quality assurance by completing and turning in the Faculty/Module Evaluation Form for each module taken.

RIGHT TO DUE PROCESS

All individuals enrolled at Perrotis College have the right to appeal within ten (10) working days after they receive their feedback form on anything that the individual feels denies his or her rights. In issues regarding academic judgment, while a student may request that an instructor recalculate a mark, all final assessment decisions, as determined by the CARDIFF MET Examining Board, are binding.

A student who has a perceived grievance is entitled to pursue a resolution of the issue according to the following procedure:

- 1) Discuss the perceived problem directly with the instructor or staff member involved;
- 2) If no resolution is found, discuss the issue with his or her faculty adviser, who may also act as an intermediary in arranging further discussions with the instructor/staff member involved;
- 3) If no resolution is found in these discussions, the student may meet with the Associate Dean to discuss the issue further;
- 4) If a resolution is still not found, the student may present an appeal to the Program Committee, whose decision regarding the matter will be binding, except in issues regarding academic assessment.
- 5) Students have the right to appeal directly to Cardiff using their own procedures.

VERIFICATION PROCEDURE (and associated application form)

For students wishing just to verify (confirm) whether or not their marks are free from errors or to verify that the mitigating circumstances they reported before the Exam Board were actually taken into consideration.

APPEALS PROCEDURE (and associated application form)

Direct access, without going through the old verification stage, for students wishing to appeal on grounds of (i) mitigating circumstances they could not report before the Exam Board, or (ii) alleged irregularities in conduct of assessment or associated written instructions or advice (e.g. from supervisors).

The only way a decision of an Exam board can be changed is following a successful outcome from either the Verification Procedure or the Appeals Procedure.

STUDENT RESPONSIBILITIES

As in any community, the exercise of rights by students at Perrotis College must be accompanied by corresponding responsibilities. Besides the duty to safeguard the rights identified above, all enrolled students must meet the following responsibilities:

ACADEMIC INTEGRITY

Students at Perrotis College are expected to demonstrate academic integrity in all educational pursuits. Adherence to this principle means that each individual is responsible for his or her own behavior in all activities connected to the College's academic programme and that such behavior is characterized by honesty, fairness and forthrightness. Violations of academic integrity include – but are not limited to – the following:

- Introducing into an examination room any unauthorized materials such as books, mathematical tables, papers or unauthorized information of any kind;

- Communicating with any other person in the examination room, except as authorized by the instructor or proctor;
- Copying or using in any other way unauthorized materials or the work of any other examinee;
- Impersonating an examination candidate or allowing oneself to be impersonated;
- Engaging in plagiarism by using other people’s work and submitting it as one’s work;
- Claiming either to have carried out experiments, observations, interviews or any form of research which one has not in fact carried out, or claiming to have obtained results which have not in fact been obtained.
- Presenting evidence of special circumstances to the Programme Committee, or any other Perrotis College or CARDIFF MET body, which is false or falsified, or which, in any way, intends to mislead.
- Offering money or any item or service to a faculty or staff member in order to gain academic advantage for oneself or another.

Students caught violating principles of academic integrity will be immediately reported to the College administration and are subject to dismissal, suspension, loss of financial aid and/or other disciplinary actions. An individual who believes he or she has been wrongly accused of violating principles of academic integrity may appeal a decision by following the due process procedure identified above. Instructors have the right to orally examine all students on their submitted written course works.

ETHICS POLICY

The Academic Board ethics policy requires ethical approval to be sought and granted for all primary research conducted by students studying on Cardiff Metropolitan University programmes. This will, in the majority of cases, relate to undergraduate dissertations.

In such cases students will be required to submit and have approved an ethics proposal before commencing on the research.

A 100% penalty will apply to all undergraduate dissertations for which an ethics proposal has not been submitted and approved. This means the student will be awarded a mark of zero and therefore they will fail the module. The Department Heads will advise and assist students on the process.

ATTENDANCE AND PARTICIPATION REQUIREMENTS

Class attendance is mandatory and students are expected to attend every class prepared to engage fully in all activities. Because the College’s Administration understands that absences sometimes are unavoidable, the following attendance policy has been developed

Number of Class Hours per Week	Allowable Absences per Semester (excused and/or unexcused)
3	9 Hours
4	12 Hours
5	15 Hours

Students are allowed to miss up to three classes per semester (excused and/or unexcused). If the number of absences exceeds the allowable limit, students will be asked to retake the module.

Lab coursework is a very important part of your studies. For that reason the absences limit to lab sessions may be less than the lectures. Lab absences are subjected to relevant Module Leader and Department Head decision.

Cases of students with a higher number of absences will be discussed at the Programme Committee on a case by case basis, only if considered serious. In order for relevant documentation to be accepted, it has to be provided by official authorities.

The instructor is responsible for keeping accurate attendance records on all his/her students and for reporting to the Registrar the names of any student who has been required to stop attending a module due to excessive absences.

The individual student is responsible for keeping track of his or her own absences. The Exam Board will determine whether a student who misses an assessment method due to excessive absences will be allowed to resit the specific failed exam or coursework.

LATE COURSEWORK POLICY

If a major assessment method is due during the final examination period, but has not been turned in on or before the assigned deadline, the student fails that assessment method. No assignments will be accepted after the due date in the final examination period unless there are exceptional circumstances beyond the student's control. Documentation for such mitigating circumstances must be submitted to the Registrar (no later than one class session after the deadline date or one weekday after the exam period). If questions arise, the situation will be reviewed by the Associate Dean in consultation with the relevant faculty member. In cases where a student fails because of lateness in turning in an assignment, the relevant Exam Board will review the mark and the mitigating circumstances (if any).

PROGRESS TOWARD COMPLETING A DEGREE

In the BSc programme, full-time students are normally expected to pursue at least 12 modules (120 credits) during each academic year, and are expected to complete all assignments within five years. Part-time students are expected to complete a minimum of 20 credits per semester and to complete their degree in not less than four and no more than ten years. Time limits may be extended only on appeal to the Programme Committee.

Students wishing to change from full to part-time status, or vice versa, must apply to do so through the Registrar's office.

MINIMAL ACADEMIC PERFORMANCE

Students are expected to demonstrate a minimal level of academic performance by maintaining an acceptable mark average every semester they are enrolled. Those who fail to maintain a "D" (40%) average or better for one semester or more will be placed on Academic Probation. If a student falls below this average for two semesters in a row, or fails to raise an overall mark average in an appropriate period of time to the required level, he or she is subject to academic suspension or dismissal and is likely to see a decrease or complete elimination of financial aid.

When a module is assessed by more than one component (for example by assignment and examinations) in order to pass, students are normally expected to score at least 25% in each of the components. If this minimum mark is not achieved, the assessor of the module may opt to give the student the opportunity to pass on the average mark. This will depend either on the students' overall academic performance or on his/her performance in a ten minute oral examination.

WORK ASSIGNMENTS

The College expends considerable effort to find work positions for students, not only for those completing their internships through the Industrial Work Experience module, but also for those interested in earning money and obtaining valuable work experience through the Work – Study and Student – Service programmes. If students fail to complete a work assignment, they jeopardize the College's relationship with employers and thus make it more difficult to secure positions in the future. For this reason, students who accept but fail to complete a work assignment arranged for them by the College or another department of the American Farm School will be responsible for finding all future work assignments, including internship positions that fulfill the IWE academic requirement. Those students receiving financial aid may also jeopardize all or part of that support. Exceptions to this policy will be made only for those who have mitigating circumstances due to illness or other condition beyond their control, which they can document. Students must provide relevant documents and gain the Dean's approval prior to leaving a work assignment.

DISCIPLINARY PROBATION AND DISMISSAL

Students who seriously violate College rules and/or acceptable standards of behavior will be brought to the attention of the College administration for disciplinary action, which may include placing the individual on Disciplinary Probation for one or more semesters, or, in the case of more serious or repeated offenses, dismissal from the College. Those placed on disciplinary probation are also referred to the Programme Committee, which may reduce or cancel the offender's financial aid. Students are dismissed from the College are not eligible to receive a fee refund.

STUDENT RECORDS

Each student receives copies of all official documents relating to his or her academic status and progress, including a Registration Form each semester, Declaration of Matriculation, Mark Reports each semester, the Declaration of Course and Declaration of Pathway forms, etc. (see "Academic Information" for more details). Each student is responsible for keeping copies of these records and verifying the accuracy of information contained in them.

LAB USE POLICIES

Agronomy, Biology, Horticulture, Plant Propagation, Soil Science Labs and all Labs for the Food Science & Technology Course:

When working in the College's laboratories, students should follow appropriate safety and use procedures, including the following:

PERSONAL SAFETY

- Always wear clothes appropriate for laboratory work. Long hanging necklaces, bulky jewelry and excessive or bulky clothing should never be worn in the laboratory.
 - Long hair or loose clothes must always be tied back or confined.
 - Never eat, drink or smoke while working in the laboratory. Do not store food in laboratories.
- When using solutions, specimens, equipment or materials hands should be kept away from the face, eyes and body.
- When handling dangerous substances, wear gloves, laboratory coats and a safety shield or glasses.
 - Be alert and move from one place to another with caution at all times. Take care not to bump into other students. Remain at your table while performing lab activities.
 - Keep the work area clear of all materials except those needed for your work. Coats should be hung in the space made available, at an appropriate distance from lab activities.
 - Always clean all desks, tables and laboratory work areas at the conclusion of each lab activity.
 - Wash hands thoroughly with soap before leaving the lab and before eating.

GENERAL LAB SAFETY

- Never work alone in the laboratory.
- Immediately report all accidents to the instructor, no matter how minor.
- Follow all written and verbal instructions carefully.
- Do not use any equipment unless you have been approved by the instructor.
- Never obstruct access to any exits, fire extinguishers, electrical panels or eye washes.
- Comply with fire regulations concerning storage quantities, types of approved containers and cabinets, proper labeling, etc. If uncertain about regulations, contact the instructor immediately.
- Do not leave an on-going experiment unattended.
- If a piece of equipment fails while being used, report it immediately to the instructor. Never try to fix the problem yourself, because you could harm yourself and others.
- You, as all individual students, are responsible for properly disposing of the materials you have used. All solid waste should be thrown in separate waste baskets, jars or other designated receptacles. Do not discard any solids in laboratory sinks, especially glass items such as tubing or cover slips.

CHEMICAL SAFETY

- Treat every chemical as if it were hazardous.
- Never "smell" or "taste" a chemical. Never pipette by mouth (siphon) chemicals; use a bulb or a roller.
- Read all labels carefully.
- Never do unauthorized experiments.
- Check your glassware for cracks and chips each time you use it. Cracks can cause the glassware to fail during use and cause serious injury.
- Make sure that all chemical solutions that you prepare are clearly and accurately labeled with the substance name, concentration, date of preparation and name of the individual responsible.
- Never return chemicals to reagent bottles. In order to avoid waste, use correct amounts only and share any excess.
- Never allow a chemical to come into contact with your skin. In case this happens, wash immediately with water and report to the instructor;
- Clean up spills immediately.
- Use volatile and flammable compounds only in a fume hood.
- Extreme caution should be exercised when using a burner. Keep your hands and clothing away from the flame and turn the burner off when it is not in use.

IT LAB

The mission of the American Farm School Computer Laboratories, including those used by the College, is to provide contemporary technological resources and services to support all the educational programmes. All users must abide by the following policies:

- Faculty and staff may schedule the labs for instructional purposes. If no formal instruction is scheduled, AFS faculty, staff, students and residents may use computer labs for any legal purpose which does not conflict with the American Farm School's code of ethics for computer use (see below). The labs are not open for use by the general public except with permission of the librarian in charge.
- No children under the age of 12 should be left unattended to use the computers in the computer labs.
- Lab users will be respectful of others and will not make unnecessary noise or cause distractions. Quiet conversations that are not disturbing to others are permitted.
- Use of computers for gambling, commercial gain, private entertainment or private profit is prohibited.
- Users shall be respectful of lab equipment and facilities and must not damage or remove any hardware equipment. This includes both physical damage and destruction or misuse of furniture, equipment, software or data. This specifically includes the creation and dissemination of viruses, worms or any other destructive programme.
- Equipment and cables are to be moved only by authorized personnel.
- It is sometimes necessary to reserve a computer lab facility for instructional purposes. Every effort will be made to inform facility users prior to the arrangement of such reservations. However, the Library reserves the right to close a facility to users at short notice in order to accommodate instructional or maintenance needs.
- Users who violate Computer Lab policies will be asked to leave the premises.

ICT POLICIES AND CODE OF ETHICS

In order to provide efficient and appropriate access to Internet and computer technology for all members of the College and AFS community, students are responsible for adhering to the policies and ethical code identified below.

CODE OF ETHICS

Computer facilities are provided at the American Farm School as shared resources intended to support and facilitate the teaching, research, and administrative activities carried out at the institution. Students and authorized guests are encouraged to use these resources to their maximum benefit in performing these functions. Experimentation, exploration and learning are promoted within the bounds of common sense and legal constraints.

The contents of electronic files and network communications are considered to be and treated as private and confidential. Any inspection of electronic files, and any action based upon such inspection, will be governed by applicable Greek and European laws and by AFS policies.

Computing facilities are only as useful as their users allow them to be, so are dependent upon the integrity of their users. These facilities may not be used in any manner prohibited by law or disallowed by existing licenses, contracts or AFS regulations. Individuals are accountable for their actions as well as all activity involving the accounts for which they have responsibility. AFS policies and Greek law make certain kinds of activities involving information technology either civil or criminal offenses. Students should be aware that they may be criminally prosecuted if they violate the law.

COMPUTER USE POLICIES

In order to maintain the above Code of Ethics and to ensure the equitable sharing of computer labs, equipment and facilities, the following specific policies and rules, which all Perrotis College students must abide by, have been established:

- Users with a personal account: a personal account shall be used only for academic or research purposes pertaining to the American Farm School or Perrotis College. Network accounts are only for the use of the individual to whom they have been assigned. Use of another user's account or loaning account privileges to another is strictly prohibited. The user may use this account for personal purposes, such as receiving and sending mail, keeping personal material on-line, if and only if such use does not violate any policies stated herein. The user must not read, copy, change or delete another user's files or software without the permission of the owner.
- Users are not to deliberately destroy, damage, disconnect or steal (either through physical means or through the introduction of programmes) computers, peripherals, networks, software or files. The addition of wireless routers and other devices that extend the AFS campus network is prohibited. Users are not allowed to engage in any action that is intended to compromise the security of any system resource. Users are not allowed to take advantage of any system security flaw or circumvent data protection schemes. They are encouraged to report any information relating to a flaw in, or bypass of, computer facilities to campus security.
- Users are prohibited from engaging in any attacks on computer systems on and off campus and from taking any actions abusive to others, such as Denial-of-Service attacks or sending e-mail spam. Deliberate creation, distribution or use of any software (viruses, worms, Trojans, etc.) designed to maliciously destroy data and/or disrupt services are prohibited, as are the use of any AFS resource as a staging ground to crack (break into) any other system or remote computer without permission, and as is accessing or attempting to access files, disks, or network communications other than one's own without first getting appropriate permission.
- Users are not allowed to make illegal copies of software on AFS computers. Illegal copying includes copying other people's work without permission and copying copyrighted programmes and databases from AFS computers that do not explicitly include permission for such copying. Theft, including the illegal duplication of copyrighted material, or the propagation, use, or possession of illegally copied software, data, music, and games files is not allowed. Misrepresenting one's identity (forgery), plagiarism and violations of copyright, patent and trade secrets are prohibited. Students are required to submit their course work through Turn-It-In, and check the originality reports.

- Users are not to use student computing/network facilities for commercial purposes or personal financial gain. The American Farm School and Perrotis College prohibit the use of such facilities for this purpose. Students may not use computer facilities to make programmes, type papers, or prepare financial reports or taxes, if these are being done for others. Students are also not allowed to use the computer facilities to advertise products other than American Farm School ones. The American Farm School/Perrotis College is linked to the National Network for Research and Technology (EDET) for Internet Services. EDET does not allow commercial use of this Internet connection, including such activities as sales of goods or services and advertising.
- The following types of information or software cannot be placed on any AFS-owned computer system: pirated software, destructive software, pornographic materials, libelous statements or any other material that can be used for advertising or commercial enterprises. Users are not allowed to store computer games and illegal software in a personal user directory, on the network servers or on the local machine.
- Users are not allowed to play computer games in the computer labs or library. Educational games are permitted if applicable policies are adhered to.
- Because resources are limited, and for other reasons, users must not deliberately perform acts that are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output or printing, creating unnecessary network traffic or downloading unnecessary large files (such as music/video).
- Users are prohibited from utilizing computer messages, electronic mail or other mechanisms for the purpose of harassing or offending others by sending annoying, threatening, libelous or sexually, racially or religiously offensive messages.
- Smoking, eating and drinking are not allowed in the computer labs.

Please note that any networking traffic exiting the AFS campus is subject to the acceptable use policies of the network through which it flows, as well as to the policies listed above. In addition to the above use policies, students with CARDIFF MET email accounts and library access must abide by that university's Electronic Communications Policy, a copy of which is available on the Perrotis College Web Site. That policy includes the following statement, which users of CARDIFF MET on-line services are required to be aware of:

It has been widely accepted that education institutions cannot monitor the vast amount of information disseminated and accessible through their networks, and therefore an effective control over the persons responsible for transmitting and accessing such information cannot be exercised. Nevertheless, CARDIFF MET is committed to responding promptly to any potentially damaging publication by withdrawing from its services any unacceptable materials and taking any other necessary action. This may mean that users responsible for such materials have their access to CARDIFF MET's IT facilities withdrawn. It may also result in action being taken against those responsible under CARDIFF MET's disciplinary regulations, and/or prosecution under the law. All of those who have access to on-line services through CARDIFF MET's network must be aware of the legal consequences attached to the inappropriate use of those services.

PERSONAL COMPUTERS ON THE AFS CAMPUS NETWORK

The policies identified below refer to the use of personal computers on the AFS computer network. Users are reminded that they must also abide by the above stated AFS Code of Ethics and policies for the use of computers, facilities and equipment.

- Students wishing to connect their personal computers to the AFS campus network need to apply to do so through the IT Department (ITD). Once the application form has been filled out and turned into that department, ITD will activate network access for the student's computer.

- It is important for users to have up to date anti-virus software installed on their personal computer, which also must be updated regularly in order to protect the user's computer and to prevent misuse of AFS facilities.
- Users are advised to install an anti-spyware programme such as MALWARE BYTES Anti-Malware to further protect their computer and to prevent misuse of AFS facilities.
- Peer-to-peer applications for downloading of audio/video/data – such as BitTorrent and Limewire, etc. – are not allowed on the AFS campus network, nor are similar applications which create security and bandwidth problems.
- Users must not deliberately perform an act that will seriously impact on the operation of AFS computers or network, including the addition of wireless routers and other devices.
- Users must not use their personal computers with the AFS Internet connection for private financial gain. This includes activities such as sales of goods or services and advertising. Commercial use of its services is prohibited by the EDET network (National Network for Research and Technology), which is the Internet provider for AFS.
- Users must respect copyright rules and licenses for the software they have installed on their personal computers and also must abide by all Greek, international and EDET rules and acceptable use policies. AFS and Perrotis College are not responsible for any illegal act committed by a private user.
- Users are encouraged to use AFS Network Services at off-peak hours when bandwidth is more readily available, such as when student labs are closed and outside AFS working hours.

PLAGIARISM

According Cardiff Met's policy, it is imperative that you give full and correct acknowledgement of any materials you use in your academic work which are not your own. Failure to do so will be regarded as Plagiarism Students fail programmes because they do not acknowledge the source of materials.

It is normal practice to find information and quote it in an academic essay and the action of quoting and referencing is actively encouraged. It demonstrates research, reading about the topic and provision of a balanced argument. An assignment should be accompanied by a bibliography detailing all the books you read when preparing the assignment, even if no quotes were taken from them. You will need to learn how to reference, support material and short programmes are available at:

<http://tsr.uwic.ac.uk/learning/AcSkills/Pages/Home.aspx>

UNFAIR PRACTICE

Where there is justifiable evidence to suggest that a student has presented for assessment work that is not the result of his/her own legitimate efforts e.g. copying from fellow students or the internet, the following procedures will apply:

http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_08.aspx

ASSIGNMENT FORMAT

All assessments require a front cover to enable mark recording and feedback, please ensure you use the official form. The front covers can be obtained from the instructor. Always ensure your name is on every sheet of your assignment and the pages are clearly numbered. The pages should be stapled together and placed in a protective wallet.

CD ROMs containing work should always be clearly marked with your name, programme name, module and assignment name. Always keep a backup copy of the assignment. Do not delete your copy until you have the marked assignment back.

FEEDBACK & LATE SUBMISSION POLICY

Students will receive feedback on their assignment within 10 working days of submission. Please note that **late submission of an assignment where there have been no exceptional circumstances will be classed as a fail and any re-submission capped at 40.**

APPEALS, COMPLAINTS AND ACADEMIC REGULATIONS

As a student of Perrotis College you are subject to a number of the Cardiff Met's regulations including their academic regulations, unfair practice procedure, mitigating circumstances procedure (see paragraph SCHOOL MITIGATING CIRCUMSTANCES COMMITTEE), appeals procedure and complaints procedure.

If you are unhappy with any aspect of your experience and wish to make a complaint you should first try and resolve your complaint through the mechanisms that are in place at Perrotis College. (see paragraph RIGHT TO DUE PROCESS for more details on procedures). Once you have completed these procedures, if you are still not satisfied you may complain to the University directly.

Details of these procedures can be found in the Appendix of this handbook and at the link of Cardiff Metropolitan University Academic Handbook:

<http://www.cardiffmet.ac.uk/Search/Pages/results.aspx?k=Academic%20handbook>

CLEARANCE FORM

Students who have completed their studies at the College, or who are planning to withdraw for any reason, are required to fill out a Clearance Form, which can be obtained at the Registrar's Office. The departing student is expected to obtain all the required signatures identified on the form, thus indicating that they have cleared all obligations connected to the Library, Residence Hall, Accounting Office and Registrar's Office. Students will have thirty days from the time they leave the College to complete the withdrawal process and collect the remainder of the residence hall damage deposit. If a student does not complete the withdrawal procedure as stipulated, he/she forfeits the deposit, and the amount will be used to support the College's teams and clubs. In addition, a student who has not completed the Clearance Form will not be eligible to receive a final mark report, an official final transcript or a degree.

STUDENT ID POLICY

For security reasons, students are expected to keep with them at all times their personal official ID or passport and their Perrotis College ID card, which is issued to students at the beginning of the semester. Students will be required to present their College ID whenever entering the campus.

ON-CAMPUS SMOKING POLICY

In accordance with Greek law, smoking is not allowed indoors anywhere on campus. This includes residence hall rooms, the classroom building and all other spaces. Nor are students allowed to smoke outside in areas that students from the AFS High School frequent, such as the steps to Princeton hall and its surrounding area. Students are requested to smoke only in outdoor areas where ashtrays have been provided. Under no circumstances are students to dispose of cigarettes by throwing them on the ground or anywhere else except in the receptacles provided for that purpose.

Students who are found to be smoking in areas where it is prohibited, or found to be disposing of cigarettes in inappropriate places will be punished as follows:

- First offence: a verbal warning from the Residence Life Coordinator or, in cases involving off-campus students, the Associate Dean;
- Second offence: a written warning from the Director of Student Life;
- Third offence: Disciplinary Probation
- Fourth offence: Dismissal from the residence hall and potential dismissal from the College.

Students should note that the same policy is applied if guests of theirs are found to be smoking in prohibited areas. In the case of a guest smoking in one of the residence hall rooms, the student whose guest it is will be held responsible, as will his or her roommate if present at the time of the violation.

RESIDENCE LIFE POLICIES

Student who reside in a residence hall are expected to follow all policies and procedures as described in the Residence Life Manual, which will be provided to resident students when they sign into their rooms.

ACADEMIC INFORMATION

REGISTRATION

REGISTRAR'S OFFICE

In addition to registering students for each semester that they are at Perrotis College, the Registrar's Office assists students in a variety of other ways, including the following:

- Evaluating transfer credit;
- Approving the adding and dropping of modules;
- Maintaining and issuing records of student marks;
- Maintaining records on student Declarations of Courses (Majors) and Pathways (Specializations);
- Monitoring student progress toward a degree;
- Issuing official mark transcripts and degrees;
- Processing student grievance petitions; and
- Processing applications by students for withdrawal from the College programme.

REGISTRATION PROCEDURES

NEW STUDENTS

Once a newly accepted student has completed all admissions requirements, including the payment of fees, the Registrar will assist him or her in registering for classes.

CONTINUING STUDENTS

During the first two weeks of the semester, the Registrar will issue an official Registration Form to the student. This form lists the modules for which the student is registered, the class instructor, schedule of class meetings, number of credits, room location, etc.

ADDING AND DROPPING MODULES

A student wishing to add or drop a module must fill out and submit to the Registrar an Add/Drop Form within the designated time period (see academic calendars for applicable deadlines). There is a fee of 5 € which must accompany the Add/Drop Form. In cases where the College Administration requires or recommends that a student drop a module, no such fee will be charged.

ADD PERIOD

A student may add a module up to the end of the first week of classes. From the second week on, no new modules may be added to a student's schedule.

DROP PERIOD

A student may drop a module without penalty through the end of the fourth week of classes. After that point, a student who drops a module will receive a failing mark ("F").

OFFICIAL WITHDRAWALS

Students who withdraw from the College at any time must fill out an official Withdrawal Form and an appropriately signed Clearance Form, and submit both forms to the Registrar, along with the required 5 € Withdrawal Fee. Students will have thirty days from the time they leave the College to complete the withdrawal process and collect the remainder of the residence hall damage deposit. If a student does not complete the withdrawal procedure as stipulated, he/she forfeits the deposit, and the amount will be used to support the College's teams and clubs. In addition, a student who has not completed the Clearance Form will not be eligible to receive a final mark report, an official final transcript or a degree. Up to the eighth week, those who withdraw early from the semester are eligible to receive a refund based on the number of weeks they have attended. After the end of the seventh week of the semester, no refunds for withdrawal will be granted. For every week the student did attend, he or she will be charged 7% of the semester academic fees and room & board fees (if applicable). Students dismissed for academic or disciplinary reasons are not eligible for a refund.

STUDENT RECORDS

Each student receives copies of all official documents relating to his or her academic status and progress, including a Registration Form each semester, a Declaration of Matriculation, Mark Reports each semester, the Declaration of Course and Declaration of Pathway forms, etc. (see "Academic Information" for more details). It is important to note that each individual student is responsible for keeping copies of these records, being familiar with their contents, and verifying the accuracy of information contained in them.

DIPLOMAS AND DEGREES OFFERED

BSc (HONS) DEGREE

The BSc (Hons) that Perrotis College confers is a baccalaureate award granted by all recognized UK universities and their affiliates. Holders of this degree—which is validated by the University of CARDIFF MET (CARDIFF MET)—have completed Levels Four, Five and Six of the degree programme (a minimum of 360 credits; 120 credits per level), including the preparation of a 30-credit independent project, a Dissertation. According to the UK system of higher education, typically only those who have attained “Honours” status (either a BA or BSc) are eligible for entry into post-graduate programmes. Information on Cardiff Met graduate programmes can be found at: <https://tsr.cardiffmet.ac.uk/pages/student.aspx>.

OTHER QUALIFICATIONS AWARDED BY PERROTIS COLLEGE

In addition to the BSc (Hons) degree, Perrotis College offers the following UK certificate- and intermediate-level post-secondary degrees, which are also validated by CARDIFF MET:

BSc (Ord)

Those who complete Levels Four and Five, as well as half of Level Six (300 credits in total, excluding the Dissertation or Enterprise Project), are eligible to receive a BSc (Ord) Degree, a bachelor-level award that typically does not make its recipient eligible for post-graduate study.

ACADEMIC ADVISING

An integral part of the College programme, academic advising enables students to be well informed of their academic requirements and options. All students are assigned an academic adviser, in order to help them register, ensure that they understand and correctly follow the academic programme and monitor their progress. Every effort is made to assign advisers who best know the student's area of interest. For this reason, after the second semester, when a student has chosen a course (major), he or she will be assigned an adviser from that subject area. Again, before beginning Level Six, when a student has chosen a pathway (specialization), he or she will have as adviser the Pathway Coordinator for that specialization. Please note that in order to ensure the quality of your studies no pathway (specialization) will be offered if less than 5 students express their interest.

POLICIES & PROCEDURES

The following policies and procedures apply to the academic advising programme:

- All incoming students will be assigned a faculty adviser at the beginning of the semester
- Students will be divided as equally as possible among the fulltime faculty teaching in degree areas;
- Foundation students will be divided among the faculty teaching in the Foundation Programme;
- New students will be registered directly by the Registrar's Office prior to the first day of classes;
- Students will meet with their advisers at least three times each semester—within the first three weeks of the semester, in the middle of the semester (to monitor student progress and identify potential issues) and during the study period (to pre-register);
- In order to be readily available to students, all fulltime faculty will arrange for and announce office hours for each semester by posting them on their office door and including them in each module handbook. An instructor's office hours should be equivalent to one hour per week per module taught; and
- Faculty advisers should be prepared to help counsel underachieving students and should also participate in student grievance procedures.

BSc ACADEMIC PROGRAMME

ACADEMIC PROGRAMME STRUCTURE

As a partner institution of Cardiff Metropolitan University, Perrotis College follows the UK model for higher education. In that academic structure, a full-time student pursuing a bachelor degree completes a specific course of study over a three-year period, with each year referred to as a “Level” (i.e., Level Four = Year One; Level Five = Year Two; and Level Six = Year Three). Students take approximately 60 credits each semester (120 per year), which are usually divided up into six 10-credit modules (classes). Some modules, such as Learning Methods, are 20 credits, and others, such as Dissertation, are 30 credits. In order to earn the BSc (Hons) degree, a student must complete 360 credits, including the 30-credit Level Three Dissertation Module or Enterprise Project Module.

COURSES IN FOOD SCIENCE & TECHNOLOGY

The goals of the Food Science & Technology course are to enable students to accomplish the following:

- To demonstrate an in-depth knowledge in the selected field;
- To critically evaluate contemporary approaches and technologies in the field of food sciences, and design and execute a research project in a relevant area;
- To communicate clearly and appropriately, demonstrating an awareness of a variety of content through reading, listening, writing and presenting;
- To manipulate data numerically and coherently in an appropriate form in the discipline-specific professional context;
- To manage information through applying technology (including ICT);
- To demonstrate an ability to manage and develop themselves in terms of learning, time management, appreciating their own roles and reflecting on their development;
- To work with others with confidence, initiative and effectiveness; and

To show flexible, methodical, informed and creative approaches to problem-solving, and act in a professional and ethical manner, demonstrating the ability to learn and reflect on experiences

ACADEMIC FACILITIES

LIBRARIES

Students at Perrotis College have library services and facilities available to them through both the Dimitris & Alik Perrotis Library and the electronic databases of CARDIFF MET (CARDIFF MET).

DIMITRIS & ALIKI PERROTIS LIBRARY

Dimitris & Alik Perrotis Library maintains a collection of over 10000 print books, CDROMs and DVDs, subscribes to 30 Greek print journals as well as databases which comprise of eBooks and electronic journals. In addition, the Library houses the Historical Archives of the American Farm School. Access to the Library’s collections is available through the Online Public Access Catalogue (OPAC) Koha (<http://librarycatalog.afs.edu.gr>).

CARDIFF MET LEARNING RESOURCES

As a student of a partner institute of Cardiff Metropolitan University you are entitled to full access to the University's electronic resources. These include a range of guidance on academic skills, access over 30,000 e-journals, 4500 e-books and about 120 databases:

<https://tsr.cardiffmet.ac.uk/Learning/Library/services/Pages/Students.aspx>

IT RESOURCES

Perrotis College students have the following IT services and facilities available to them:

- Library Computer Lab (20 computers);
- Edmund & Mary Keeley Computer Room (Library; 8 computers);
- Library Reference Area Collection (4 computers, one of which has a scanner);
- Library Reference Desk (1 computer);
- Library Amphitheater (29 computers, for teaching purposes);
- Wireless access throughout the Library;
- Printing, photocopying and simple binding services in the Library;
- Video conferencing facilities in the classroom building;
- E-mail services (PC and CARDIFF MET); and
- PC and CARDIFF MET electronic databases

FARMS

In its academic programme Perrotis College uses the two AFS demonstration farms, which are as follows:

- Campus Farm (67 Hectares)
- The Zannas Farm (85 Hectares)

LABS

The College currently maintains four labs for academic purposes:

- IT Lab (Library);
- Horticulture Lab;
- Plant Propagation Lab;
- Soil Science and Agronomy Lab.
- Dairy Science Lab;

ACADEMIC ASSESSMENT

As a partner institution to the CARDIFF MET (CARDIFF MET), Perrotis College follows the academic assessment policies and procedures of its validating institution. As such, the policies and procedures described below are meant as a complement to the assessment policies and procedures CARDIFF MET sets forth in its Academic Handbook, a copy of which is available on the Perrotis College web site.

PRINCIPLES OF ASSESSMENT

The primary purpose of assessment is to enable students to demonstrate that they have fulfilled the learning outcomes of a programme of study, or part of a programme, and have achieved the standard required to progress to the next stage or to qualify for an award. Assessment involves judgment, not simply compilation. Marks and percentages are not absolute values but symbols to communicate an

examiner's judgment of different aspects of a student's work in order to provide information for the final decision on a student's fulfilment of the programme learning outcomes.

For every Module, there are three (3) attempts. After that, the student may not be allowed to continue his/her studies through the programme. The final decision will depend on the overall academic profile of the student.

The assessments done by individual instructors and other examiners must be carried out within the constraints of academic programme aims, learning outcomes and assessment regulations as identified in the module descriptors and programme specifications approved by CARDIFF MET, as well as in the CARDIFF MET Academic Handbook.

METHODS OF ASSESSMENT

The performance of students may be assessed by any combination of assessment methods as appropriate to the level and learning outcomes of the assessment exercise and typically include the following:

- Written examinations with fixed time-limits and previously unseen questions;
- Open book examinations (approved books being taken into the examination room);
- Multiple-choice tests;
- Oral examinations;
- Practical examinations;
- Individual or group projects;
- Assignments;
- Dissertation;
- Free-time examinations (where a set of questions is given to a student to answer over a period of time, e.g. 14 days);
- Portfolios;
- Dialogue, reflective or other types of journals;
- Professional placement/internship.

Specific methods of assessment, together with any weighting which may apply, and the number of such assessments, are described in the individual module descriptors.

Students need to resit module elements in which they receive a mark below 25%, regardless their overall module mark.

PROCEDURES FOR INTERNAL MODERATION OF ASSESSED WORK

Internal Moderation

Internal moderation of student work ensures the use of agreed marking criteria, comparability and equity of standards, consistency and fairness of marking. Internal moderation may be undertaken via double seen marking or double unseen marking.

Internal moderation by sampling of the cohort

Regardless of the assessment weighting, if the assessment is not individual in nature, and where a number of students will be using the same title and rubric and the cohort size is not too small, then internal moderation can be done via sampling. The sample should include sufficient examples from each of the classification bands if the size of cohort permits, that is, three fails, three 40s, three 50s, three 60s and three in the 70s and above, or 10% of the cohort size from across the classification bands, whichever is the greater number of samples. Where a large cohort is marked by a large team, it may be necessary to moderate a greater sample in order to ensure consistency of marking across the team. It is not necessary to include in the sample all fails and all firsts unless this is specifically requested by an external examiner. If a module has two external examiners (e.g. where there is an academic and a practitioner) then arrangements should be made for both external examiners to review the same sample of work.

Internal moderation by double marking the whole cohort

It may be appropriate for all work in a cohort to be internally double marked if the numbers on the module are low and sampling would not provide a sufficiently representative group of work.

Double Seen Marking of Assessments

A process which involves a second member of academic staff using their professional judgement to mark fully pieces of work with sight of the comments and marks of the first marker. It involves a second member of academic staff using their professional judgement to confirm the validity and equity of the marks for the cohort, taking into account the marks and comments of the first marker; and that marking schemes have been properly applied. The second marker reviews the marking and may comment on how the work does (or does not) meet the learning outcomes. This process of internal moderation should be clearly visible and the comments of the second marker should be available for external examiners.

Double Unseen Marking of Assessments

A process which involves a second member of academic staff using their professional judgement to mark fully pieces of work without sight of the comments or marks of the first marker. The process of internal moderation should be clearly visible and the comments of the second marker should be available for external examiners.

2. Aims of internal moderation

2.1 The aims of internal moderation, in line with chapter B6 of the Quality Code are: (i) to provide a check that an assessment has been marked in line with the expressed aims and learning outcomes of the assignment/examination, and in terms of marking criteria; (ii) to provide assurance for students of fairness of marking and hence the equality of treatment of each student; (iii) to assure internal consistency of assessment within a module; (iv) to provide an approach to the comparability of standards across modules within a subject area.

3. Ensuring fairness and consistency

3.1 As students are not permitted to appeal against academic judgement, it is important to ensure fairness and consistency through the internal moderation process. In addition the External Examiners will review the marking process and marks awarded. Both the overall results of assessment as well as each individual student's result will be further scrutinised at the meeting of the final Examination Board.

3.2 Borderline marks are not subject to routine special consideration at the level of individual assessment or module. Where a marker is uncertain which side of grade boundary an assessment should be graded it is recommended that script is included in the moderation process for a final decision. At programme award level the university processes for raising the degree, diploma or certificate class, as detailed in the assessment regulations 04.1, apply.

3.3 Written examinations are subject to anonymous marking. Anonymity is lifted after the marking and moderation process is complete, and before examination boards take place. While anonymous marking is not always feasible for coursework, it is encouraged where appropriate and practicable. Performances and presentations are not subject to anonymous marking.

3.4 The University recognises the need for Schools and Examination Boards to conduct the assessment of students in a manner that is appropriate to individual disciplines and to the methods of assessment employed, although Schools are expected to adopt the following procedures in regard to internal moderation. Where programmes are subject to Professional, Statutory and Regulatory Body (PSRB) regulations, these procedures may be adapted to meet their specific requirements: (i) Student work and marks should be returned to students after internal moderation has taken place, though feedback could be returned sooner. This will normally be before the student work has been externally moderated and passed through an examination board, and therefore students should be advised that these marks are unconfirmed. (ii) Performances and presentations are normally attended and assessed by two members of staff, one of whom is a subject specialist. The mark is agreed by both assessors and feedback is provided using set assessment criteria. If only one member of staff is available, the assessment will normally be recorded and moderated by another member of staff after the event. (iii) Where a module is delivered by a franchised partner, if normal moderation processes do not lead to a satisfactory outcome, the script should be referred to the link tutor or moderator. (iv) For all level 7 dissertations, and in some instances, at other levels, where the assessment usually carries all or most of the marks for the module, the assessment is of an individual nature with each student undertaking their own specific title, and where the cohort is usually marked by a group of staff, then sampling is not appropriate and all students' work must be double unseen marked.

4 Mark Variances between the First and Second Markers (double marking)

4.1 These can be expected and arise naturally from independent academic judgement. Nevertheless, the External Examiners and the Board of Examiners Meeting must be given a single set of agreed marks.

4.2 Where differences in marks arise in cases where the assessments have been double marked they should be resolved through a discussion between the markers on the application of the assessment criteria. An average mark can only be utilised where the two marks are within the same degree classification and not more than 5% apart.

4.3 Should the above measures fail to resolve differences (between the two marks which cannot be resolved), a 3rd marker should be employed.

4.4 Only in very exceptional circumstances should unresolved differences between marks be presented to the External Examiners for finalisation.

5 Double marking versus sampling in terms of changing marks

When all work for a cohort is double marked then individual marks can be changed as a result of the internal moderation process by agreement between the markers. If the work is moderated by sampling then individual marks cannot be changed. However, if a sample is moderated which indicates that it would be appropriate to change marks for the whole cohort, then it is possible to change all marks in the cohort as a whole.

6 Internal moderation of retrieved work

Since internal moderation of student work will have been done for the first submission, further internal moderation for in-module retrieval is not required. For retrieval work all fails will be subject to internal moderation.

7 Organisation of Internal Moderation

7.1 The first marker will normally be the person who set the assessment or the module leader.

7.2. A clear record of which individual pieces of assessment have been moderated must be kept to ensure that the process can be audited.

https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_12.pdf

External Examiners are individuals from other educational institutions as well as from industry, business and the professions who can provide an objective view of the operation of the programmes they are associated with. They enable comparisons with the standards of programmes offered in other institutions of which they have knowledge. Students are entitled to view External Examiner reports and responses submitted in the previous academic session. Please contact the Registrar for access to the reports. The name(s), position(s) and external university or organisation of External Examiners are published below, for information only. Please note that students must not contact External Examiners directly.

Name	Programme
Rita Walsh	BSc IB & BSc A-ESM
Mike Lewis	BSc FST
Rita Walsh/ Mike Lewis	Study Abroad (Summer) programme

EXAM BOARDS

Students advance through both the Foundation Programme and the BSc degree programme based on decisions made by the College's Exam Boards. The BSc Programme Exam Board is comprised of all full-time faculty as well as the CARDIFF MET Internal Moderator, the CARDIFF MET Director of Learning & Teaching, who chairs the Board, and the External Examiner.

At the end of each semester, each Exam Board meets in order to review students potentially ready to progress to a higher level in the programme (e.g., from Low to High Foundation or from Level Four to Level Five). An Exam Board can make any of the following decisions regarding a student:

- Approve the progression of a student from one level to another, with or without conditions. Normally, students need to successfully complete all level 5 requirements in order to progress onto level 6.
- Identify specific assessment methods that a student must resit in order to pass one or more modules (up to 40% of the modules at any one level); or
- Retake one or more modules, or the entire level, with attendance.

For more information regarding reassessment, see "Failure and Reassessment."

CONDUCTING OF EXAMINATIONS

INFORMATION TO BE SUPPLIED TO STUDENTS

All students will be provided at the beginning of the semester with a copy of the module descriptor for each of the modules they are taking, which should identify the methods of assessment to be used in the module, including the weighting given to the various forms of assessment and criteria to be used in evaluating the assessment.

The Academic Calendars contained in this Handbook identify the Study Periods, the final examination dates and the dates for conducting of resits for each semester. Students in each class will be informed of the final exam testing time for their module by the instructor. Individual students will be informed by the Registrar regarding the specific dates and times for resitting exams and coursework.

STUDY PERIOD

Study Period refers to the days prior to final examinations when time is set aside for students to complete assignments and prepare for final exams. No regular classes are scheduled for this period (except in cases where cancelled class sessions need to be made up). All previous assignments should be evaluated by instructors and returned to the students before Study Period begins, and no new assignments should be given to students during Study Period.

FINAL EXAMINATIONS

At the end of each semester, a period is set aside for students to complete final exams or other major assessment assignments. Before a class's final meeting (i.e., before the Study Period), the Registrar will inform faculty regarding the meeting time for the exam of each module, who in turn will inform the students. In modules where no examination is required, instructors may arrange class meetings during this period to collect assignments and/or return evaluated work to students.

RESIT PERIOD

Immediately prior to the fall semester the resitting of methods of assessment are conducted. Students are required to pay the Resit Fee (50 euros/module) prior to the Resit Period. Students eligible to resit an exam or other method of assessment must do so at the time and date assigned during this period. Failure to do so will result in the student being required to retake one or more modules with attendance. The Registrar will inform individual students regarding the specific dates and times for their resits. According to the School's financial policy, students with financial obligations will not be allowed to resit the modules. Note: Students resitting exams or redoing coursework who plan to stay on campus will be charged for room and board during their stay. For further information, please see the Residence Life Manual

RESPONSIBILITY OF STUDENTS

It is the responsibility of students to attend examinations and to submit work for assessment as requested by each module instructor. In order to pass a module, a student must complete work connected to all methods of assessment as identified in the class' Module Descriptor and the individual instructor's Module Handbook (syllabus).

If a student fails to attend examinations or to submit work for assessment without good cause, the instructor has the authority to deem the student to have failed the assessments concerned. A zero mark shall be awarded for the particular element of assessment or examination concerned.

EVALUATION OF EXAMS AND OTHER ASSESSMENT MATERIALS

The instructor responsible for each module initially evaluates student exams and other assessment materials, in accordance with academic programme aims, learning outcomes and assessment regulations as identified in the Module Descriptors and programme specifications approved by CARDIFF MET, as well as in the CARDIFF MET Academic Handbook. For all BSc classes, instructors assign percentage, based on the grading scales described in this Handbook. All marks assigned by instructors are reviewed at the end of each semester by the Exam Board as described above.

MARK REPORTS & PASS LISTS

The Perrotis College Registrar's Office is responsible for the dissemination of Final Mark Reports to individual students each semester, as well as the immediate dispatch of the official, signed pass-list to the appropriate CARDIFF MET office.

Since the final marks of individual students are considered confidential information, they are not to be posted in any public place. Nor are instructors allowed to make known the final mark of a student to any other student.

In the event that a case of suspected unfair practice arises subsequent to the publication of a Final Mark Report or a pass-list, and it is established under the extant procedures that an allegation made against a candidate is proved, the Exam Board shall review and shall re-determine the candidate's result in the light of any penalty which may have been imposed. In such circumstances the Exam Board shall, if necessary, cancel a result previously recorded, as appropriate, and shall issue a supplementary Final Mark Report or pass-list.

FAILURE & REASSESSMENT

In the case of students who, following assessment, are deemed by the Exam Board not to have achieved a satisfactory performance, the Exam Board is empowered to require that such students undertake one or more of the following:

- **Reassessment:**
Resit one or more methods of assessment before being allowed to proceed to the next phase of the programme (unless otherwise indicated in the Board decision). In order to allow students adequate time to retake an exam, two specific time periods are identified (see the Academic Calendar) for the conducting of re-examinations. Note: Students resitting exams or redoing coursework who plan to stay on campus will be charged for room and board during their stay. For further information, please see the Residence Life Manual.
- **Mitigating Circumstances:**
Students who have failed to complete or pass a module because of illness or other conditions beyond the individual's control may make a request to the Exam Board to resit one or more methods of assessment based on documented mitigating circumstances (see "Grading System" below). Those approved for reassessment on this basis receive the mark they achieve rather than being limited to a maximum of 40%.
- **Retake with Attendance:**
Retake the whole module with satisfactory performance in its associated assessments before proceeding to the next phase of the programme or during that phase.
If the student's performance in a module is below that which can be retrieved through reassessment, then the Exam Board may stipulate that the student must retake the module in its entirety.
If the student's performance in a semester falls below that which can be retrieved by reassessment in elements or modules, or by retaking individual modules, then the Exam Board may stipulate that the student must retake the semester or year in its entirety. Students whose performance falls below a prescribed level (i.e., below a "D" or 40% in four or more modules in a semester or 8 or more modules in a year) would normally be considered to be in this category, and thus would be placed on academic probation.

Reassessment shall not normally allow a student to improve on a mark or mark above the pass level in the particular element of assessment. Similarly, where a student has failed an assessment element within a module and the overall mark for the module prior to reassessment does not exceed the module pass mark, then the successful reassessment shall not improve the module mark above the minimum pass level.

ORAL EXAMINATION

The Exam Board has the right to approve the examining of any student orally, in addition to the assessments specified in the programme regulations. Oral Examinations may be used in the following instances:

- To determine difficult or borderline cases, such additional assessment being used only to raise and not to lower a student's marks;
- As an alternative or additional assessment where valid reasons for poor performance (such as a documented learning disability) have been established.

FAILURE TO SIT FOR AN EXAM OR COMPLETE A MAJOR ASSESSMENT ASSIGNMENT

If a student fails to sit for an exam or complete a major assessment assignment without an acceptable and documented excuse (as determined by the Registrar), he or she will receive a "0" mark for that

assessment method. However, if the reason for not completing the assessment method is due to a documented illness or other acceptable reason, he or she may make a request to the Exam Board to be allowed to resit the exam or resubmit the work at a later date. Such requests must be made within five working days of the absence or deadline for the specific assessment assignment and no later than the date that instructors are required to turn in marks for that semester. Inadequately documented absences from exams or failures to complete major assessment assignments for unexcused reasons will be considered failures.

SPECIAL EXAMINATION ARRANGEMENTS

Students with special needs have the right to take an examination under specific alternative arrangements, providing that the student request those arrangements no less than one week prior to the exam date and that he or she provides appropriate documentation regarding their special need.

Regarding the most common medical circumstances, the following arrangements are appropriate:

- **Dyslexia:**

A student may be permitted additional time for his or her examinations and/or the use of an amanuensis, word processor or other appropriate means. An official report from a qualified Education Psychologist certifying dyslexia, which is dated within three years of the date of submission, must be submitted with the application to the Committee.

- **Visual Impairment:**

A student may be permitted the use of an amanuensis, word processor or other appropriate means, and where appropriate, the typeface on the examination may be enlarged. If the physical impairment is known to be prolonged or permanent, a student may be permitted additional time for his or her examination(s).

- **Hearing Impairment:**

A student shall be made aware of any announcements during an examination by the issue of written information.

- **Physically Impaired from Writing a Script:**

A student may be permitted the use of an amanuensis, word processor and/or other appropriate means. If the physical impairment is known to be prolonged or permanent a student may be permitted additional time for his or her examination(s).

The examination shall, in any of the above cases, be conducted in a separate room under the supervision of an appropriate proctor.

ACADEMIC INTEGRITY

Students at Perrotis College are expected to demonstrate academic integrity in all educational pursuits. Adherence to this principle means that each individual is responsible for his or her own behaviour in all activities connected to the College's academic programme and that such behaviour is characterized by honesty, fairness and forthrightness. In order to ensure the above all written assignments can only be submitted through Cardiff's TurnItIn Platform. No other submission methods will be considered valid.

Violations of academic integrity include—but are not limited to—the following:

- Introducing into an examination room any unauthorised materials such as books, mathematical tables, papers or unauthorised information of any kind;
- Communicating with any other person in the examination room, except as authorised by the instructor or proctor;
- Copying or using in any other way unauthorised materials or the work of any other examinee;
- Impersonating an examination candidate or allowing oneself to be impersonated;
- Engaging in plagiarism by using other people's work and submitting it as one's own work;

- Claiming either to have carried out experiments, observations, interviews or any form of research which one has not in fact carried out, or claiming to have obtained results which have not in fact been obtained.
- Presenting evidence of special circumstances to the Programme Committee, or any other Perrotis College or CARDIFF MET body, which is false or falsified, or which, in any way, intends to mislead.
- Offering money or any item or service to a faculty or staff member in order to gain academic advantage for oneself or another.

Students caught violating principles of academic integrity will be immediately reported to the College and CARDIFF MET administration and are subject to dismissal, suspension, loss of financial aid and/or other disciplinary actions.

GRADING SYSTEM

All students receive letter marks and percentages as identified in the charts that follow:

90%–100%	Quite exceptional and outstanding work, providing insights which would not be available publicly and would, with some editing, be publishable. In addition to the features of the next section, this range is distinguished by superior organization, economic use of language and complete comprehensiveness, given the conditions of the exercise.
80% – 89%	Work that demonstrates an excellent understanding of the subject matter and of the complexity of the issues involved. There is a sound basis of relevant factual knowledge and/or the theoretical concepts. Most important issues are dealt with in a detailed, specific and systematic way. Either some measure of original thinking in the material presented or an accurate and comprehensive account is given in a way which demonstrates understanding, for example, by structuring the material such that it could not have been based just on reproduction of lecture notes and programme material. The work also shows clear evidence of creativity, a critical approach and wide reading beyond the core subject matter.
70% – 79%	The work demonstrates most of the qualities above but at a slightly less consistently excellent level. Alternatively, this range of mark may be given for work that, while not possessing original insights, gives comprehensive and accurate coverage of the issues at a high level throughout, without significant omissions or errors.
60% – 69%	Work which demonstrates a clear understanding of the question and grasp of the complexity of the issues involved. There is a sound basis of relevant factual knowledge and/or the theoretical issues involved, with few significant errors. The issues involved are dealt with in a systematic way. Some of the response to the issues may be limited in its critical approach, but it is organized to display a comprehensive understanding and essentially complete factual information.
50% – 59%	A response which demonstrates an understanding of the major or basic issues involved in the question. There is a basis of factual knowledge and/or of relevant theoretical issues. Although some errors may be present, the overall framework of the answer is sensible and accurate. Most of all the issues may be dealt with at the level of obviously available programme material given to the student. The material shows planning in its construction, with a clear train of thought and, where relevant, the development of an argument. It reflects average competent performance, is well presented and demonstrates understanding of most of the essential issues.
40% – 49%	A response which demonstrates a limited understanding of the major or basic issues involved in the question. There is some relevant factual knowledge and/or awareness of theoretical issues, but it is patchy. A few significant errors may be present. The work offers little development of argument, contains a fair degree of irrelevant material and lacks clarity of expression. The lower range (40–45) would include an answer where relevant factual knowledge and/or awareness of theoretical issues are poor and confused, but not absent. Many significant errors may be present. The answer is poorly planned, with little clear train of thought or

	development of argument, and some of the answer may be irrelevant.
38% – 39% Fail	A work which fails to demonstrate any appreciable understanding of the major or basic issues of the question. Relevant factual knowledge and/or awareness of theoretical issues, if present, are very poor, confused and limited. Many significant errors may be present. Much of the answer may be irrelevant. The answer is poorly organized and very limited in scope.
35% – 37% Fail	The response attempts an answer, but relevant factual knowledge and/or awareness of theoretical issues are extremely poor, confused and limited, with many significant errors.
16% – 34% Fail	It is not clear that a response has been properly attempted. Only a few minor points made are relevant to the answer and these may be superficial. Most material is irrelevant or incorrect.
1% – 15% Fail	A response that is so short or irrelevant that only a few marks are justified. For example, one or two points may be made which show some peripheral awareness of certain possibly relevant issues.
0% Fail	No answer is presented. A zero mark may also be warranted for unfair practice such as plagiarism or collusion.

GRADING SCALES

Percentages	Results
90 – 100 80 – 89 70 – 79	Pass with First Class Honors
67 – 69 64 – 66 60 – 63	Pass with Upper Second Class Honors
57 – 59 54 – 56 50 – 53	Pass with Lower Second Class Honors
47 – 49 44 – 46 40 – 43	Pass with Third Class Honors (Lowest Passing Level)
35 – 39	Fail
31 – 34 16 – 30 0 – 15	Fail

OTHER MARKS

IN PROGRESS (IP)

In Progress marks are reserved for modules, such as the Dissertation or Enterprise Project, which take more than one semester to complete. Once the module has been completed, the regular awarded mark will replace the IP.

INCOMPLETE (INC)

The mark of Incomplete (Inc) can only be assigned when a student, who is doing otherwise acceptable work, is unable to complete a module because of illness or other mitigating circumstances beyond the student's control. In order to obtain an Incomplete, a student must submit a Request for Incomplete Form and provide appropriate documentation in order to verify the illness or condition that is preventing him or her from completing the module. Unfinished work must be completed with the same instructor except under extenuating circumstances. The student has one semester from the date of the incomplete mark to complete the module unless otherwise indicated by the instructor and identified on the request form. An Incomplete mark is not allowed to be used for purposes of providing a student more time to complete assessment requirements or improve a mark.

In cases where a student has failed to complete or pass an entire module because of illness or other conditions beyond the individual's control, he or she may make a request to the Exam Board to resit one or more methods of assessment based on documented mitigating circumstances.

NO MARK (NG)

A No Mark is used by the Registrar to indicate that a pending mark has yet to be received and/or recorded.

DEAN'S LIST

At the end of each semester, the Dean of the College recognizes high academic achievement in the BSc programme by issuing a list of those students who have excelled in their studies by finishing in the top 10% of their class. Only full time students (i.e., those who attempt 50 or more credits during the semester) are eligible for this distinction.

ACADEMIC PERFORMANCE REQUIREMENTS

LATE COURSEWORK POLICY

If a major assessment method is due during the final examination period, but has not been turned in on or before the assigned deadline, the student fails that assessment method. No assignments will be accepted after the due date in the final examination period unless there are exceptional circumstances beyond the student's control. Documentation for such mitigating circumstances must be submitted to the Registrar (no later than one class session after the deadline date or one weekday after the exam period). If questions arise, the situation will be reviewed by the Associate Dean in consultation with the relevant faculty member. In cases where a student fails because of lateness in turning in an assignment, the relevant Exam Board will review the mark and the mitigating circumstances (if any).

UNDERACHIEVING STUDENTS

Regarding the perceived underachievement of students, instructors and advisers take the following actions:

- Students identified by the adviser or an instructor as potentially needing personal or learning disability counselling will be encouraged to schedule an appointment with the Counselling Coordinator.
- Students identified by the adviser or an instructor as underachieving for reasons other than those identified above should be brought to the attention of the Programme Committee, which regularly sets aside time at each meeting to discuss issues connected to student progress.

While faculty and staff take care to help underachieving students, it's important to note that all students are expected to maintain at least a "D" (40%) mark average each semester and overall. Students who fail to maintain the appropriate level for one semester or overall will be placed on academic probation. If a student falls below this average for two semesters in a row, or fails to raise an overall mark average in an appropriate period of time to the required level, he or she is subject to academic suspension or dismissal and is likely to see a decrease in or complete elimination of financial aid.

ACADEMIC ADVANCEMENT

Students progress from one level of the Foundation and BSc programmes based on regular reviews by each of the Exam Boards. In addition, once a student is accepted into the BSc programme and begins taking classes, his or her progress toward graduation is monitored by the Registrar, in coordination with faculty advisers. In order to ensure that each student is completing all requirements correctly and in a timely manner, the following documentation is used by the Registrar's Office:

DECLARATION OF MATRICULATION

Once a student has been officially accepted into the Perrotis College BSc programme, and all transfer credits, as well as credits from Challenge Exams and other sources, have been officially evaluated by the Registrar's Office (which may take one or two semesters), he or she will receive an Declaration of Matriculation. This document officially states that the student is enrolled in a degree programme at the College and identifies the following:

- The official date of matriculation;
- Which academic year's Programme Handbook applies to the student until he or she completes the degree programme;
- Number of transfer credits accepted;
- Number of credits completed at Perrotis College to date;

- Number of credits needed to graduate; and
- Estimated date of graduation.

DECLARATION OF COURSE

When a student registers for Level Four (near the end of Foundation or new students) he or she will complete a Declaration of Course Form in order to indicate which course he or she will begin studying—International Agribusiness, Environmental Systems Management, Food Science and Technology or Alternative Tourism Management. This document, which must be approved by both the Academic Adviser and the Registrar, identifies all the modules that the student needs to take in order to complete that specific course, and enables the student and his or her adviser to track when each module will be completed. If, for whatever reason, a student wishes to change courses, he or she must fill out a new declaration, and must again have the declaration approved by the academic adviser and the Registrar.

ELIGIBILITY FOR A BSc (HONS) AND BSc (ORD) DEGREE

In order to obtain a BSc (Hons) degree a student must complete 360 credits, including the 30-credit Dissertation or Enterprise Project modules, with at least a “40%” average. Final marks for the degree are calculated by taking 30% of the Level Five average and 70% of the Level Six average. If the average of these composite marks is 70 – 100%, the student will graduate with First Class Honors, the highest distinction a graduating student can receive. If a student completes the degree with a 50 – 69% composite average, he or she will receive Second Class Honors. And if a student graduates with a 40 – 49% composite average—the lowest passing level—he or she will receive Third Class Honors. A student may also graduate with a BSc (Ord) degree if he or she completes all requirements except the 30-credit Dissertation (i.e., 330 credits) with at least a 40% overall average. Only students who obtain a BSc (Hons) degree are usually eligible to pursue postgraduate study.

CONFERRAL OF DEGREES

Candidates for graduation are required to attend the Graduation Ceremony. Candidates may have their degrees conferred in absentia if they are not able to attend the ceremony. To make this arrangement, a candidate must request permission, in writing, from the Registrar’s Office no later than three weeks before the scheduled date of the graduation ceremony. All candidates for degrees will be listed in the commencement programme.

It is important to note that attending the graduation ceremony does not assure that a candidate will graduate, since the commencement ceremony takes place before candidates have completed all work for their degrees. The degree will not be officially conferred until after College faculty and the BSc Award Board have approved the granting of a degree. Once the granting of a degree has been approved, the CARDIFF MET Registrar then orders the degree itself. **The process of preparing and sending the degree takes about three months. Also, a degree will not be issued to a student until he or she has fulfilled all financial obligations to the College.**

Perrotis College BSc graduates are also eligible to participate in the CARDIFF MET graduation ceremony in Cardiff, Wales, which takes place each year in July.

ALTERNATIVE INSTRUCTIONAL MODES

AUDITING MODULES

A student may enrol as an auditor in any module other than laboratory or internship modules, with the permission of both his or her academic adviser and the class instructor. Students who audit a module must complete all assessment activities and attend class regularly. Credit is not given for audited modules. However, if the auditor requests, the Registrar may provide certification that the auditor attended the class and provided assessment materials at a passing level. **The fee for auditing a module is 80% the regular fee.** Auditors may not add an audit option after the last day for entering classes and may not take for credit any module previously audited.

TRANSITORY STUDENTS

Students who wish to take modules without working towards a degree are identified as “Transitory Students,” and are not officially matriculated into the College. Those in this category pay the full fee for each module they take and are eligible to receive an official transcript from the Registrar’s Office for purposes of transferring their completed credits elsewhere.

DIRECTED STUDY

A Directed Study is an approved module from the regular BSc Programme taught independently to an individual student. A Directed Study may be approved only if a student needs the module for graduation and only if it is not available on that semester's schedule of classes. In order to be approved for a Directed Study, a student must appeal to the Programme Committee by submitting a Directed Study Request Form to the Registrar's Office. If the committee approves the request, it will arrange for an instructor to teach the module.

CHALLENGE EXAMS

Credit may be awarded to a student who, through life and/or employment experience, can demonstrate exceptional command of the content of a specific module through taking and passing a specially prepared Challenge Examination.

APPROVAL CRITERIA

A student may take a Challenge Exam only if he or she can produce documentation that demonstrates that he or she has had life experience or employment responsibilities that are equivalent to the content of a specific module in the College curriculum.

A student may **not** take a Challenge Exam for a specific subject if he or she

- has or is registered for or audited that specific module;
- has or is registered for or audited a module that duplicates the subject area of the module being challenged;
- has attempted to challenge the module before; and/or
- has not gained the approval from his or her academic adviser, the Course Coordinator and the Associate Dean.

Students may not challenge Foundation and Level Four subject areas covered by the College Placement Exam (i.e., ESL/English, Mathematics, ICT and Biology), nor the Dissertation / Enterprise Project module at Level Six.

APPROVAL & TESTING PROCESS

In order to challenge a module, a student must do the following:

- Obtain a Request for Challenge Form from the Registrar's Office;
- Consult with his or her academic adviser to determine the student's eligibility and the appropriateness for taking the exam (and thereby obtain the adviser's signature);
- Consult with the Course Coordinator in order to gain his or her approval for the Challenge;
- Consult with the Associate Dean and obtain the Associate Dean's signature as well;
- Upon gaining the above approvals the student will submit the request form to the Registrar's Office and will receive a copy of the appropriate Module Descriptor;
- The Registrar's Office will contact the appropriate module instructor in order to arrange for the Challenge Exam to be prepared and to set (in coordination with the student) a specific date for the exam to be given;
- Once a student has taken the exam, the module instructor will mark the exam and provide a written evaluation to the Registrar's Office, which will in turn notify the student of the results.

All Challenge Exams are marked on a Pass/Fail basis (a Fail mark is not posted on the student's transcript). Students who pass the exam receive full module credit. The non-refundable fee for taking a

Challenge Exam is 40 €. If a student passes the exam, and thus receives credit, an additional 40 € administration fee is charged.

A Challenge Exam must be approved before the sixth week of the semester prior to the one in which the module will normally be offered (i.e., Fall for modules taught the following Spring; Spring for modules taught the following Fall) and must be completed during the Study Period prior to that same semester. Entering students who wish to challenge a module offered during their first semester must apply for and complete the Challenge Exam during the month of September.

STUDY AND INTERNSHIP EXCHANGE PROGRAMMES

As part of its holistic approach to education, Perrotis College encourages students to participate in the study abroad opportunities the school provides through collaborations with other higher education institutions, as well as with farms, business concerns and other organizations.

For example second-year students can gain hands-on work experience while living in the U.S. through participating in paid internship programmes sponsored by such institutions as Ohio State University or the WISE Foundation. These programmes are also open to Perrotis College graduates for up to a year after the date they have completed their course work.

In addition to the above, Perrotis College undergraduates have the opportunity to participate in student exchange programmes at several US institutions, including the Iowa State University, Virginia Tech, University of Georgia and Berea College, as well as at international institutions such as the International Center for Agribusiness Research and Education Foundation, Yerevan, Armenia; Earth University, Costa Rica; Zamorano University, Tegucigalpa, Honduras; Guadalajara University, Mexico City, Mexico; and Kaunas University of Applied Sciences, Kauno, Lithuania.

For more information on internship and exchange opportunities, contact Ms Victoria Georgouvela, Study Abroad Coordinator.

STUDENT MODULE EVALUATIONS

As part of the overall quality assurance process of the College, at the end of every semester students are requested to evaluate each module they have attended. The purpose of these evaluations is to obtain information concerning the quality of the instructor of each class, the class itself, and the instructional materials used. All Student Module Evaluations are kept strictly confidential. Students are strongly encouraged to fill and submit their evaluations in order to provide the College valuable information in order to further enhance the quality of its academic services.

EVALUATION PROCESS

Each semester the following steps are followed in order for students to have the opportunity to evaluate the modules they have taken and their instructors.

1. During the last week of classes the Registrar will send to individual students an Evaluation Form for each Module they are taking, through the online software.
2. On their own time, students will complete the evaluation forms and submit them through the online system by the specified deadline. The evaluation forms that students turn in should be completed fully. Students are encouraged to provide their own personal responses in these evaluations rather than sharing and exchanging responses with others.
Also, it is important for students to understand that all module evaluations are anonymous and strictly confidential and that instructors will see only tabulated results of evaluations for each module as well as their typed comments from each evaluation form.
3. In order to improve the quality of the curriculum and instruction, student input is necessary. For this reason, those who do not turn in an evaluation for every module they are taking will not be allowed to register for the next semester.
4. Once the Registrar has received evaluations from all students, she will provide the tabulated results to each instructor, but only after each has turned in the final marks for all modules he or she is teaching.

The tabulated and typed up results will be provided to each instructor (with no indication of which individuals filled out the evaluations). These results will also be given to the Administration for faculty review purposes.

REQUESTS FOR LETTERS OF RECOMMENDATION

Students should keep the following principles in mind before approaching an instructor for a letter of recommendation for graduate school applications or employment opportunities:

- Consider carefully whom to ask a letter from. Only instructors who have enough experience with you and your work are able to provide an accurate and detailed appraisal.
- Since faculty members need ample time to prepare letters of recommendation, make requests at least two weeks in advance of the date a letter is due.
- Do not request too many letters (three or four at most) from a single faculty member in any one semester.
- When requesting a letter, provide the instructor with the following:
 - The precise purpose of the letter, including the specific programme (if applicable) that you are applying for
 - The name, position and address of the person who will receive the letter (if this information is available);
 - A list of the modules you have taken with that instructor, what semester you took them in, and the final mark you received in each module;

A copy of the recommendation form (if applicable); and

- The method or procedure by which the letter should be sent or submitted.
- A faculty member always has the right to decline writing a letter. In the event that an instructor chooses not to do a letter, seek out another appropriate member of the staff to provide a recommendation.

REQUESTS FOR CERTIFICATIONS & TRANSCRIPTS

Because it takes time to generate certifications, transcripts and related documents (e.g., certification of your status as a student, descriptions of the degree programme and grading structure, statements that the programme is taught in English), requests for such documents should be made in writing (e-mail) to the Registrar at least five working days prior to the date that the documents are needed. Be sure to specify whether the Registrar is to send the requested documents directly to the school/company that you are applying to, or whether you can receive them and send them. Perrotis College will issue one unofficial transcript free of charge; any remaining transcripts must be prepaid at 5€ per copy.

One official transcript and Diploma are issued free of charge by CARDIFF MET following the applicable award board. Those documents are usually received at Perrotis College 2-3 months after the particular award board. Students who wish to order additional copies of these official documents should contact the Perrotis College Registrar.

MODULE DESCRIPTIONS

MODULE DESCRIPTIONS

FOOD SCIENCE AND TECHNOLOGY

Level 4

STF 4000	Food Raw Materials	20
	Applied Food Law	10
STF 4002	Professional Studies	20
STF 4003	Introductory Biochemistry	20
STF 4005	Food Preservation & Sensory Analysis	10
PHN 4004	Nutrition	20
EHN 4001	Foundation Law	10
	Food Labelling and Composition	10

Module Title			Module Number	JACS Subject Code(s) and each subject	ASC Category(ies)
Food Raw Materials			STF 4000	D400, D610	3
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Credits	Module Value	% Taught in Work	Module Type
4	20	10	1	0%	Standard Taught
Teaching Period			Pre-requisites		
Terms 1,2 & 3			None		
Module Leader		School(s)		Campus	
Dr. Maria Gougouli		CSHS		Perrotis College	
Assessment Methods					
Assessment Type	Duration/Length of Assessment Type		Weighting of Assessment		Approximate Date of Submission
Presentation	15 min		20%		December
Assignment	1500 words		30%		December
Exam	2 hours		50%		May
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).					
Aim(s)					
<p>The food industry is dependent upon a regular supply of high quality primary and derived raw materials. This module examines characteristics of major raw materials and their uses.</p> <p>To introduce the fundamental agricultural principles which underline food sources, supply and production.</p> <p>To investigate factors which affect food sources, supply and products: including developments in science & technology and changes in consumer behaviour/ requirements.</p>					
Learning Outcomes					
<p>Identify trends in the production of food material.</p> <p>Explain the environmental, technological and political influences on raw material procurement.</p> <p>Describe the significance of solar energy and chemical cycles within agricultural systems.</p> <p>Recognise the types of animals used as food resources.</p> <p>Gain an understanding of importance of Industry Schemes for Farming.</p> <p>Describe the anatomy/morphology of the major food raw materials.</p> <p>Explain the wide use of raw materials in food manufacturing.</p> <p>Define and discuss the use of specific raw materials e.g food additives.</p> <p>Identify the major storage requirements of raw materials</p>					

Learning and Teaching Delivery Methods	
Lectures	48 hours
Tutorials / Seminars	12 hours
Presentation workshops	6 hours
Indicative Content	
<p>Environmental factors which affect raw material supply.</p> <p>Trends in production food politics.</p> <p>Current development in raw material supply e.g. G.M. crops and organic farming trends.</p>	

Principles of crop physiology, crop nutrition, photosynthesis, nitrogen fixation.
Nutrition and physiology of animals and effect of welfare and management.
Importance of pesticides.
Structure, characteristics and storage requirements of plant and animal derived raw materials (cereals, fruit vegetables, meat, fish, eggs, milk, sweetening agents e.g sugar, glucose syrup, fats and oils, coffee, tea, cocoa food additives – classification, function, uses and legal requirements.

Recommended Reading & Required Reading

Arthey, D. & Ashurst, P.R. (1996). *Fruit Processing*. Blackie. London
 Davis, B. (1994). *Food Commodities*. 2nd Edition. Heinemann. Oxford
 Euro PA and Associates. (1998). *Food and Drink Statistics 1998*. Cambridgeshire
 Gaman, P.M. & Sherrington, K.B. (1996). *The Science of Food*. 4th edition. Butterworth-Heinemann. Oxford
 Halley, R.J. & Soffer R.J. eds. (2000). *Primrose McConnell’s Agricultural Notebook*
 19th Ed. Blackwell. London
 Introduction to the physiology and handling of fruit and vegetables. 3rd Edition. Oxford,
 Blackwell Scientific
 Lawrie, R. A. (1998). *Meat Science*. 6th Edition. Pergamon. Oxford
 Rubatzky, V.E. & Yamaguchi, M. (1997). *World Vegetables: Principles, Production and Nutritive Value*. Chapman & Hall. London
 Strak, J. & Morgan, W. (1995). *The UK Food & Drink Industry*. Euro PA and Associates. Cambridgeshire
 Varnam, A.H. & Sutherland, J.P. (1994). *Milk and Milk Products*. Chapman and Hall.
 Wills, R. H. H., McGlasson, W.B., Graham, D., Lee, T.H. & Hall, E.G. (1989). *Pos-harvest: an Introduction to physiology and handling of fruit and vegetables*. 3rd Edition. Oxford, Blackwell Scientific
 Wilson, K.C. (1999). *Coffee, Cocoa and Tea*. Crop Production Science in Horticulture Series No.8. CABI Publishing. Wallingford.
 Wreford, A., Moran, D. & Adger, N. (2011) *Climate Change and Agriculture: Impacts, Adaptation and Mitigation*. OECD Publishing.
 The students should utilise the internal and world wide web as a source of material-
 Farm Assured British Beef and Lamb (www.britishmeat.org) and the Farm Animal Welfare Council accessed
 Food Standards Agency website, are particularly useful.

Access to Specialist Requirements

Module Title	Module Number	JACS Subject Code(s) and % of each subject	ASC Category(ies)
Applied Food Law	ENHXXX	D620	3

Level (3 to 8)	Credits	ECTS Credit	Module Value	% Taught in Welsh	Module Type
5	10	5	0.5	0	Standard Taught Module

Teaching Period	Pre-requisites
September - December	None

Module Leader	School(s)	Campus
Nicolas Gizgis		Perrotis College

Assessment Methods			
Assessment Type	Duration/Length of Assessment Type	Weighting of Assessment	Approximate Date of Submission
Coursework	3000 words	100%	November / March

Aim(s)
<p>Understand the principles, methods and legal requirements investigating complaints of contaminants of foodstuffs.</p> <p>Appreciate the UK / EU legal framework within which Regulators and Industry operate including available statutory defences.</p>

Learning Outcomes
<p><i>By the end of the module, students should be able to:</i></p> <ul style="list-style-type: none"> The ability to determine the existence or otherwise of contraventions of relevant statutes. Develop an ability to inspect food hygiene premises, in order to determine compliance with statutory standards and good practice and identify the most appropriate course of action.

Learning and Teaching Delivery Methods
Students will have a series of lectures and workshops exploring key law and legal procedures. Students will be provided with all essential reading.

Indicative Content
<p>The statutory interpretation of determining fitness for human consumption of foodstuffs.</p> <p>Detailed analysis of the Food Safety Act 1990, The Food Hygiene (E/W) Regulations 2006 and associated EU</p>

Regulations: 178/2002; 852/2004; 853/2004; 854/2004, Code of Practice and Practice Guidance, Industry Guides to Good Hygiene Practice.

An introduction to the “Due Diligence” defence.

The legal requirements of sampling and associated Codes of Practices.

Food Hygiene Interventions.

Recommended Reading & Required Reading

MacDonald, I et al (2000) Food Standards Regulation, Jordans.

Sprenger, R. (2012) Food Hygiene Management (14th Ed), Highfield Publications.

Malcolm, R; Pointing, J (2006) Food Safety Enforcement (1st edition) Chadwick House Publishing

Dillon, M., Griffiths, C., (2007) How to HACCP A MANAGEMENT GUIDE (5th Edition) M.D. Associates.

HACCP Campden Food & Drink Research Guidelines for the establishment of hazard analysis critical control
pt No. 19 3rd Ed.

Food & Drugs Encyclopaedia, Butterworths.

Industry Guides to Good Hygiene Practice.

Food Safety Act 1990 and associated regulations

Food Standards Agency: Code of Practice and Practice Guidance.

EU Food Regulations: 178/2002; 852/2004; 853/2004; 854/2004; 2073/2005

LACORS Guidance Notes. (See Technical Indexes on Library Electronic Resources)

Access to Specialist Requirements

None

Module Title	Module Number	JACS Subject Code(s) and % of each subject	ASC Category(ies)
Food Labelling and Composition	STFXXX	D620 (50%) M200 (50%)	3

Level (3 to 8)	Credits	ECTS Credit	Module Value	% Taught in Welsh	Module Type
5	10	5	0.5	0	Standard Taught Module

Teaching Period	Pre-requisites
Term 2 - 3	None

Module Leader	School(s)	Campus
Nicolas Gizgis		Perrotis College

Assessment Methods			
Assessment Type	Duration/Length of Assessment Type	Weighting of Assessment	Approximate Date of Submission
Coursework	Case study 1500 words Written assignment 1500 words	50% 50%	April/ May
Aim(s)			
<p>This module aims to evaluate the way in which the legal background affects the food industry in relation to labelling and compositional requirements. Students will assess the establishment of the minimum legislative standards required in the global food industry and identify the responsibilities and liabilities of the consumer and food business operators</p>			

Learning Outcomes
<p>At the end of this module the student should be able to:</p> <ol style="list-style-type: none"> 1. Evaluate legal frameworks and sector specific practices relating to the composition and labelling of food and food products sold for human consumption 2. Identify and evaluate the responsibilities and liabilities of producers, manufacturers and suppliers of food and food products 3. Apply legal frameworks and best practice in relation to ensuring product conformity. 4. Support food companies' response to the legal requirements of labelling and compositional standards

Learning and Teaching Delivery Methods
<p>Lectures 24 hours Tutorials 6 hours Student centred learning – 70 hours</p>

Indicative Content

- Review of European and national food law
- The application of legal principles relating to food and food products supplied for consumer use
- Analysis and application of legislation applying to food safety, composition and labelling
- The responsibilities and liabilities of the consumer and manufacturer

Required Reading

The Food Safety Act 1990, associated regulations and guidance as recommended by module leader
Reg (EU) 1169/2011 on Food Information to Consumers and guidance recommended by module leader
Reg (EU) 178/2002 laying down the general principles and requirements of food law The
Food Information Regulations 2014
Various guidance as advised by module leader

Recommended Reading

[Kirchsteiger-Meier](#), E and Baumgartner, T (Eds) (2014) *Global Food Legislation: An Overview*, Wiley
Van der Meulen, B., (2014) *EU Food Law Handbook*. Wageningen.

Access to Specialist Requirements

None

Module Title		Module Num	JACS Subject Code(s) and each subject	ASC Category(ies)
Introductory Biochemistry		STF 4003	C720	3
Level (0-M)	Credits	ECTS Credit	% Taught in Welsh	Module Type
4	20	10	0%	Standard Taught Module
Teaching Period		Pre-requisites		
Term 1,2,3		None		
Module Leader		School(s)	Campus	
Jeanie Iskos		CSHS	Perrotis College	
Assessment Methods				
Assessment Type	Duration/Length of Assessment Type	Weighting of Assessment	Approximate Date of Submission	
Course work and Practical report	Equivalent to 3000	50%	February	
Examination	2 hours	50%	May	
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).				
Aim(s)				
<p>To develop students' knowledge on basic organic and inorganic chemistry</p> <p>To develop students' skills and understanding of biochemistry by experimenting</p> <p>To train students in laboratory skills which will be used in the subsequent modules</p> <p>To understand the relationships between biology and chemistry</p> <p>To provide students with a basic introduction to the chemistry involved in food and biological systems</p> <p>To explore the relationship between structure and role of selected compounds in biological systems</p> <p>To establish basic biochemical principles and to demonstrate the dynamic nature of cells and their constituents</p>				
Learning Outcomes				
<p>At the end of this module, the student will be able to:</p> <p>Describe and present experimental data</p> <p>Understand the role of biochemistry in food</p> <p>Create a link between biology and chemistry</p> <p>Describe the structure and function of a range of biological molecules including carbohydrates, proteins, and lipids</p> <p>Gain an understanding of the role of macro- and micro-nutrients in foodstuffs</p> <p>Understand the basic chemistry and interactions</p> <p>Describe the basic concepts of chemical sciences as applied to biological macromolecules.</p> <p>Describe the structure of cells and their organelles.</p> <p>Explore the connections between chemical structure and biological importance.</p> <p>Gain an understanding of the role of macro- and micro-nutrients in foodstuffs.</p> <p>Outline a range of catabolic pathways responsible for the metabolism of nutrients and the generation of energy</p> <p>Outline a range of anabolic pathways responsible for the synthesis of biological macromolecules and the storage of energy.</p> <p>Describe the underpinning role of biochemistry in food production/processing.</p>				
Learning and Teaching Delivery Methods				
Lectures	55 hours (22 hours term one + 33 hours term two)			
Practical	18 hours (term one)			
Tutorials	11 hours (9 hours term one + 2 hours term two)			
Optional workshops	17 hours (5 hours term one + 12 hours term two)			
Supporting material available on Blackboard				
Indicative content				
Term One				
Basic atomic structure, relationship between inorganic and organic chemistry				
Physical and Inorganic chemistry:				

<p>Water and electrolytes, pH, acids – bases and salts, preparation and relevance of buffers, morality, solutions and colloids</p> <p>Chemical bonds, atom and atomic structure</p> <p>Introduction to Spectroscopy</p> <p>Introduction to metabolism: 1</p> <p>Organic chemistry and macronutrients:</p> <p>Chemistry of proteins , peptides and amino acids and Enzymes</p> <p>Chemistry of lipids, fatty acids, phospholipids and triacylglycerols</p> <p>Chemistry of carbohydrates, poly saccharides, di and mono</p> <p>Chemistry of organic acid and vitamins</p> <p>The module will continue in the second term indicating the following elements which complete the Introductory Biochemistry module.</p> <p>Term Two:</p> <p>Cellular structure and function.</p> <p>Structure and function of animal and plant carbohydrates.</p> <p>Structure and function of enzymes to include classification, active sites, kinetics, allosterism, coenzymes.</p> <p>Structure and function of fatty acids, steroids, phospholipids and triacylglycerols.</p> <p>Energy production by biological oxidation systems including glycolysis, TCA cycle, oxidative phosphorylation energy compounds.</p> <p>Inter-relationships between Fat, Amino Acid and Carbohydrate metabolism.</p> <p>Specific and general control mechanisms.</p> <p>Dietary requirements with regard to essential and non-essential amino acids, fatty acids etc.</p>
Recommended Reading
<p>Nelson, D. L; Cox, M. M; Lehninger, A. L (2013), Lehninger – Principles of Biochemistry, (6TH EDITION), Wiley and company</p> <p>Campbell, M. K & Farrell, S.O (2011), Biochemistry, (7thEdition) Brooks/Cole, CA, USA.</p> <p>Berg, J.M, Tymoczko, J.L, Stryer, Lubert (2011), Biochemistry, (7th Edition), Freeman, NY, USA</p> <p>Hames, B. D & Hooper, N. M (2011), Biochemistry, (4th Edition), Garland Science, , NY, USA</p> <p>Lehman, J. W (2010), Multiscale operational organic chemistry: a problem-solving approach to the laboratory course, 2nd Prentice Hall,</p> <p>Aleyamma N, (2008) Organic chemistry: how organic chemistry works, (2nd Edition), Abergele, Norwich UK</p> <p>Baird, C (2006) Chemistry in Your Life. (2nd Edition) Freeman</p> <p>Sutton, R. et al. (2009) Chemistry for Life Sciences.(2nd Edition) Taylor & Francis</p> <p>Hames B.D & Hooper N (2005), Instant Notes in Biochemistry , (3rd Edition), BIOS Taylor & Francis, NY, USA</p> <p>Alais, C. & Linden, G. (1991). Food Biochemistry. Ellis Horwood. Virginia, USA</p>

Module Title		Module Number	JACS Subject Code(s) and each subject	ASC Category(ies)	
Food Preservation & Sensory Analysis		STF 4005	D632	3	
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Credits	Module Value	% Taught in Wales	Module Type
4	10	5	1	0%	Standard Taught module

Teaching Period		Pre-requisites	
Terms 2 & 3		None	
Module Leader	School(s)	Campus	
Dr Maria Gougouli	CSHS	Perrotis College	
Assessment Methods			
Assessment Type	Duration/Length of Assessment Type	Weighting of Assessment	Approximate Date of Submission
Examination	2 hours	80%	
Practical reports	1500	20%	
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).			
Aim(s)			
To enable the student to gain an understanding of the principles and practices of food processing & preservation techniques, sensory analysis, and how these relate to distribution, storage, quality and safety of food.			
Learning Outcomes			
<p>On completion of the module, the student should be able to:</p> <p>Identify the full range of preservation techniques used in the food industry. Describe the characteristics of the major techniques and examine their effect on shelf life and food quality. Describe the types of sensory analysis test available and their uses in the food industry. Demonstrate a basic understanding of the psychological factors that can affect taste panels and how these factors can be minimised. Carry out, analyse and comment on the results of sensory analysis panels. Evaluate a wide range of packaging materials. Use a range of food processing/preservation equipment and demonstrate practical skills and techniques. Evaluate experimental results and compare data with manufacturers' labels and the literature.</p>			
Learning and Teaching Delivery Methods			
Lectures: 24 hours Practical / tutorials: 12 hours			
Indicative Content			
Techniques for preservation: Pasteurisation, Sterilisation (UHT and canning), Dehydration, Smoking of foods Chemical preservation (e.g. use of sugar, salt and other chemicals), Chilling, Freezing, Irradiation Functions, requirements, advantages and disadvantages of packaging materials. Modified Atmosphere Packaging. Introduction to sensory evaluation its theory, methods and analysis.			
Recommended Reading & Required Reading			
There is no single required text for this module the following are suitable: Beckett, S.T. (1996) Physico-Chemical Aspects of Food Processing. Blackie Academic and Professional. London Brennan, J.G. (1994) Dehydration : A Dictionary and Guide. Blackie Academic and Professional. London Gaman, P.M. & Sherrington, K.B. (1996) The Science of Food. 4th edition. Butterworth-Heinemann. Oxford Gould, G.W. (1994) New Methods of Food Preservation. Blackie Academic and Professional. London			

Heldman, D.R. & Hartel, R.W. (1997) Principles of Food Processing. Chapman and Hall. London

Kemp S.E., Hollowood, T. & Hort, J. (2009) Sensory Evaluation. A Practical handbook. Chichester. Wiley-Blackwell

Kyzlink, V. (1990) Principles of Food Preservation. Elsevier. New York

Meilgaard M.C., Civille G.V. & Carr T (2006) Sensory Evaluation Techniques. 4th Edition. CRC Press Inc; Cambridge, UK.

Moskowitz, H.R., Beckley J.H & Resurreccion A.V.A (2005) Sensory and Consumer Research in Food Product Design and Development. Institute of Food Technologists. USA.

Paine, F.A. (1992) A Handbook of Food Packaging. 2nd edition. Blackie Academic and Professional. London

Food Standard's Agency (2004) McCance and Widdowson's The Composition of Foods. 6th Summary Edition. Cambridge. Royal Society of Chemistry.

Poste, L. M. et al (1991) Laboratory Methods for the Sensory Evaluation of Food. Ministry of Supplies & Services Canada. Ottawa Canada.

Proudlove, R.K. (1992) The Science and Technology of Foods. 3rd edition. Forbes, London.

Rees, J.A.G. (1991) Processing and Packaging of Heat Preserved Foods. Blackie Academic and Professional. Royal Society of Chemistry (Including updated supplements). Cambridge

Sidel J.L & Stone H (2004) Sensory Evaluation Practices. Academic press Inc. USA.

Wilkinson, V.M. (1996) Food Irradiation : A Reference Guide. Butterworth-Heinemann. Oxford

Access to Specialist Requirements
Food processing and sensory analysis laboratories

Module Title		Module Number	JACS Subject Code(s) and each subject	ASC Category(ies)
Nutrition (Macro and Micronutrients)		PHN 4004	B400	2
Level (0-4)	Credits	Module Value	% Taught in Welsh	Module Type
4	20	2.0	0%	Standard taught
Term (s)		Pre-requisites		
Term 1, 2 and 3		None		
Module Leader		School(s)	Campus	
Dr Tryfon Adamidis		Cardiff School of Health Sciences	Perrotis College	
Assessment Methods				
Assessment Type		Duration/Length of Assessment Type		Weighting of Assessment
Coursework		2000 words		40%
Coursework (Macronutrients)		1500 words		30%

Exam (Micronutrients)	1 ½ hour	30%
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).		
Aims		
<p>The module aims to;</p> <p>Provide a sound basic understanding of the role of macro- and micronutrients in the body</p> <p>Explore the functions of macro- and micronutrients in population health</p> <p>Describe the concept of energy balance</p>		
Learning Outcomes		
<p>By the end of this module students will be able to;</p> <p>Describe the role of macro and micronutrients in human health including consideration of dietary reference values.</p> <p>Discuss current health recommendations for intake of macro-and micronutrients for the UK population</p> <p>Describe the pattern of macro and micronutrient intakes in the UK population and the implications for public health</p> <p>Explain the concept of energy balance and relate these to students own energy intakes and expenditure</p> <p>Discuss the possible causes and consequences of a deficiency of specific micronutrients</p> <p>Explain how excessive intakes of some micronutrients may be harmful</p> <p>Appreciate the role of the food industry</p> <p>Undertake a nutritional analysis of an individual's diet using a computer based system.</p>		
Learning and Teaching Strategies		
A combination of lectures, workshops and student centred learning supported through the virtual Learning Environment. Contact time: approximately 67 hours		

Indicative Content
<p>Protein Amino acids, protein quality, physiological functions, current intakes, dietary reference values</p> <p>Limiting Amino Acids</p> <p>Malnutrition</p> <p>Carbohydrate Physiological functions, current intakes, dietary reference values</p> <p>Glycaemic Index</p> <p>Dental caries</p> <p>Fat Lipoproteins, essential fatty acids, physiological functions, current intakes, dietary reference values</p> <p>Introduction to fats and health</p> <p>Energy Energy intakes and output</p> <p>Energy balance</p> <p>Vitamins Vitamins of the B complex, vitamins A, C, D, E, K</p> <p>Absorption, metabolism and physiological functions</p> <p>Dietary reference values, patterns of intake in the UK</p> <p>Effects of deficiency and excess, interaction between vitamins</p> <p>Role in disease prevention</p> <p>Minerals Sodium, potassium, calcium, magnesium, phosphorus, iron, zinc, copper, fluoride, selenium and iodine</p>

<p>Absorption, metabolism and physiological functions Dietary reference values, patterns of intake in the UK Effects of deficiency and excess, interaction between minerals Role in disease prevention Introduction to role of Food Industry Food labelling</p>
Recommended Reading & Required Reading
<p>Required Reading Department of Health (1991) Dietary Reference Values for Food Energy and Nutrients for the United Kingdom Report on Health and Social Subjects, No. 41. London: HMSO. Lean M and Combert E (2013) Barasi's Human Nutrition – a Health Perspective (3rd Edition). London: Hodder Arnold</p>
<p>Recommended Reading Bender, D.A. (2007) Introduction to Nutrition and Metabolism (4th edition). Oxford: CRC Press British Nutrition Foundation Reports, various dates and titles. Eastwood, M. (2003) Principles of Human Nutrition (2nd edition). Oxford: Blackwell Science. Geissler, C. and Powers, H. (Eds) (2010) Human Nutrition (12th Edition). Churchill Livingstone. Gibney, M., Lanham-New, S., Cassidy, A., & Vorster, H. H. (eds) (2009) Introduction to Human Nutrition. Edition Oxford: Wiley Blackwell. Lean, M. E. J. (2006) Fox and Cameron's Food Science, Nutrition and Health. London: Hodder Arnold. Mann, T. and Truswell, A.S. (Eds) (2012) Essentials of Human Nutrition (4th Edition). Oxford: Oxford University Press Sanders, T. and Emery, P. (2003) Molecular Basis of Human Nutrition. Oxford: Taylor & Francis. Whitney, E. N., Cataldo, C. B., Rolfes, S. R. (2002) Understanding Normal and Clinical Nutrition (6th edition). Belmont: Wadsworth.</p> <p>Useful journals include; British Food Journal, Proceedings of the Nutrition Society, Nutrition Bulletin Useful websites include; British Nutrition Foundation; www.nutrition.org.uk Department of Health; www.dh.gov.uk DEFRA; www.defra.gov.uk Food Standards Agency; www.foodstandards.gov.uk</p>

Access to Specialist Requirements
Dietary analysis programme (NetWISP)

Module Title			Module Number	JACS Subject Code(s) and each subject	ASC Category(ies)
Foundation Law			ENH4001	M110	8
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Credits	Module Value	% Taught in V	Module Type
4	10	5	1.0	0	Standard Taught
Teaching Period			Pre-requisites		
September – December			None		
Module Leader		School(s)		Campus	
Maria Soumelidou		CSHS		Perrotis College	
Assessment Methods					
Assessment Type	Duration/Length of Assessment		Weighting of Assessment		Approximate Date of Submission
Examination	2-hour		100%		January
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).					
Aims					

<p>Appreciate the nature and role of law in society. Understand the process by which laws are made Be aware of the British and European constitutional background to the law. Understand the procedures to be followed before a court or tribunal hearing. Understand the structure, composition, jurisdiction and procedures of the criminal and civil courts and other tribunals. Understand the nature and role of evidence in criminal trials. Be aware of the nature of tortious liability and appreciate its relevance to statute law.</p>
<p>Learning Outcomes</p>
<p>Students will be able to: Understand the British and European legal system. Appreciate the methodology of interpretation of statute. Understand the nature and role of evidence. In addition, the following key skills have been embedded into the module: Communication (written) Problem solving</p>
<p>Learning and Teaching Strategies</p>
<p>Lectures: 22 hours Tutorials: 8 hours Practicals: 4 hours</p>

<p>Indicative Content</p>
<p>The nature of law. The nature, sources and categories of law. United Kingdom government and constitution. The concepts of state, government, separation of powers and constitution, with specific reference to the United Kingdom. The composition, functions and procedures of the legislature and executive in the United Kingdom Europe: The institutions of the European Union, their composition and functions. The developing relationship between the United Kingdom and European institutions. Legal institutions The courts of law, tribunals and inquiries. Legal Personnel. Legal procedures Hearing and pre-hearing procedures in criminal and civil courts, including tribunals and inquiries. Statutory interpretation, precedent, appeals, judicial and administrative review. Evidence. Torts The nature and relevance of tortious liability. Examples of torts. Remedies. Evidence An introduction to the role and collection of evidence available to enforcement officers</p>
<p>Recommended Reading & Required Reading</p>
<p>Alder, J (2009, 7th Ed) Constitutional and Administrative Law Palgrave MacMillan: Basingstoke Boylan-Kemp, J (2008) English Legal System – The Fundamentals Sweet & Maxwell: London Darbyshire, P (2008, 9th Ed) Darbyshire on the Legal System Sweet & Maxwell: London Giussani, E (2008) Constitutional and Administrative Law Sweet & Maxwell: London Herring, J (2009, 6th Ed) Criminal Law Palgrave MacMillan Basingstoke Hogan, G & Smith, R (2008, 2nd Ed) Core Statutes on Public Law and Human Rights Palgrave MacMillan: Basingstoke Paula Giliker, P and Beckwith, S (2008, 3rd Ed) Tort Sweet & Maxwell: London Huxley, P (2008) Evidence – The Fundamentals Sweet & Maxwell: London Szyszczak, E & Cygan, A (2008, 2nd Ed) Understanding EU Law Sweet & Maxwell: London McAlhone, C & Huxley-Binns, R (2008) Criminal Law – The Fundamentals Sweet & Maxwell: London Szyszczak, E & Cygan, A (2008, 2nd Ed) Understanding EU Law Sweet & Maxwell: London Useful Websites: http://www.explore.parliament.uk/ http://www.bis.gov.uk http://europa.eu/index_en.htm http://www.opsi.gov.uk/legislation/uk.htm</p>

<http://www.hmcourts-service.gov.uk>
<http://www.homeoffice.gov.uk/>
<http://police.homeoffice.gov.uk/operational-policing/powers-pace-codes/pace-code-intro/>
<http://www.uwic.ac.uk/library/electronic/elecresources/lexisnexis.htm>
<http://www.lawreports.co.uk/>
<http://www.parliament.uk/>
<http://www.cps.gov.uk/>
<http://www.magistrates-association.org.uk/>
http://www.cjsonline.gov.uk/the_cjs/whats_new/news-3509.html
<http://www.hse.gov.uk/lau/lacs/22-1.htm>
<http://www.hse.gov.uk/enforce/enforcementguide/notices/notices/service.htm>
<http://www.justice.gov.uk>
<http://www.lawcom.gov.uk>
<http://www.statutelaw.gov.uk>

Level 5

STF 5002	New Product Development	20
STF 5004	Processing Technology	10
STF 5005	Biochemistry	10
STF 5006	Analysis and Examination of Food	20
STF 5007	Research Methods	20
STF5011	Confectionery Technology	10
STF5012	Dairy Technology	10
	Applied Food Law	10
	Labelling and Composition	10

Module Title		Module Number	JACS Subject Code(s) and each subject	ASC Category(ies)	
New Product Development		STF 5002	D633	3	
Level (4-6 u/g; 7 p/ doctorate)	Credits	ECTS Credit	Module Value	% Taught in Wels	Module Type
5	20	10	2	0%	Standard Taught
Teaching Period		Pre-requisites			
Terms 1,2,3		none			
Module Leader		School(s)	Campus		
Dr. Filippos Papadopoulos Nikolaos Chatziliadis Dr. E. Katsanidis		CSHS	Perrotis College		
Assessment Methods					
Assessment Type	Duration/Length of Assessment Type		Weighting of Assess	Approximate Date of Submission	
Ongoing assessment (class tasks and practicals)	1000 word equivalent		20%	Term 1, 2	
Presentation	2000 word equivalent		30%	Term 3	
Product History File	3000 word equivalent		50%	Term 3	
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).					
Aim(s)					
Identify the needs of the consumer and manufacturer for food products Review an area of food not fully exploited where a new product could be introduced or work to an industry Employ a variety of skills to produce a new product Describe and evaluate the development of this new product					
Learning Outcomes					
On successful completion of the module students will be able to: Identify the requirements of new product development Recognise an area suitable for a new product to be developed Create, plan and produce a new product within a given time scale and budget Review the development of this new product, evaluating associated development data Produce a Product History File for the product developed Launch the product in a presentation					
Learning and Teaching Delivery Methods					
Lecture hours 26 hours Laboratory practicals 18 hours Student presentations 8 hours					

Indicative Content
<p>NPD Product History Files and the Stage gate process</p> <p>Gate 1 project approval and risk assessments</p> <p>Review of categories & commercial viability inc. legal requirements.</p> <p>Gate 2 Concept generation : focus on product/package/portion, costing basics</p> <p>Gate 3 Concept selection: sensory testing and benchmarking</p> <p>Gate 4 Concept Confirmation: allergen assessment and shelf life testing, the H of HACCP, supplier/raw material approval and product specifications</p> <p>Gate 5 Product seal: Production trials (scale up): nutritional analysis and shelf life trials, legal aspects</p> <p>Gate 6 and 7 Launch and Post launch review</p>
Recommended Reading & Required Reading
<p>There is no single required text for this module, but the following are recommended</p> <p>Beckley, J., Huang J., Topp, E., & Foley M. (2007) Accelerating New Food Product Design and Development. of Food Technologists. USA.</p> <p>Butterworths Law of Food and Drugs, Lexis Nexis Local Governement Direct Database</p> <p>Earle, M., Earle R., & Anderson A. (2001) Food Product Development. CRC press, London.</p> <p>Fuller, G.W. (2004). New Product Development, From Concept to Marketplace. 2nd edition CRC Press. London</p> <p>Lyon, D.H (2000).Guidelines for Sensory Analysis in Food Product Development and Quality Control Kluwer Academic / Plenum Publishers</p> <p>Lyon, D.H (2001). International Guidelines for Proficiency Testing in Sensory Analysis (CCFRA Guidelines) Campden & Chorleywood Food Research Association</p> <p>Current Food manufacturing and science journals as appropriate..</p>
Access to Specialist Requirements
<p>Food production laboratories and Consumer Science kitchen, Sensory Analysis Laboratories</p> <p>Netwisp</p> <p>Electronic resources Mintel, BSOL etc</p>

Module Title		Module Num	JACS Subject Code(s) and each subject	ASC Category(ies)	
Processing Technology		STF 5004	D632	3	
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Cred	Module Valu	% Taught in W	Module Type

5	10	5	1	0%	Standard Taught module
Teaching Period			Pre-requisites		
Term 2/3			None		
Module Leader		School(s)		Campus	
Nikolaos Gizgis		CSHS		Perrotis College	
Assessment Methods					
Assessment Type	Duration/Length of Assessment Type		Weighting of Assessment		Approximate Date of Submission
Report	2000		67%		
Presentation	1000		33%		
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).					
Aim(s)					
The module aims to build upon the principles of preservation introduced at level one. It will provide a basic technical knowledge and understanding of industrial processing of food in a general and wide-ranging context, with a view to assessment and evaluation of methods, equipment and control parameters.					
Learning Outcomes					
After completing this module, the student should be able to: Apply the basic methods and engineering concepts of a wide range of unit processes used in the food industry Analyse the factors which influence the choice of equipment for a unit operation Constructively evaluate and assess equipment performance and suitability. Select and configure the composition of unit operations within an integrated food process Examine process control systems used in the food industry					
Learning and Teaching Delivery Methods					
Lectures		24 hours			
Practicals/Tutorials and industrial visits		14 hours			
Indicative Content					
Each food unit operation will deal with basic methods of operation, the suitability of application in a wide range of food processes including safety in operation. Techniques used will involve interaction of the raw materials with the operation and the effect on shelf life and food quality. Operating parameters of different types of equipment will be identified and compared. Commercial aspects will also be examined. The range of operations to be covered includes heat processing, filtration, evaporation, centrifugation, mixing, drying, materials handling (including fluid flow) and process control.					

Recommended Reading & Required Reading
Required Reading Fellows, P.J. (2009) Food Processing Technology: Principles and Practice 3rd ed. Woodhead Publishing Brookfield (2009) More solutions to sticky problems, Brookfield Recommended Reading Singh P.R., Heldman D.R. (2001) Introduction To Food Engineering 3rd Edn Food Science and Technology International Series Saravacos, G.D. and Maroulis, Z.B. (2011) Food Process Engineering Operation, CRC Press Potter N H, Hotchkiss J H., (1995) Food Science 5th ed. Chapman & Hall

Access to Specialist Requirements
Processing Technology Laboratory, Industrial Visits (where possible)

Module Title		Module Num	JACS Subject Code(s) and each subject		ASC Category(ies)
Biochemistry		STF5005	C7		3
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Cred	Module Valu	% Taught in V	Module Type
5	10	5	1.0	0%	Taught and Practical
Teaching Period			Pre-requisites		
Term 1			Introductory Biochemistry		
Module Leader		School(s)		Campus	
Jeanie Iskos		CSHS		Perrotis College	
Assessment Methods					
Assessment Type	Duration/Length of Assessment Type		Weighting of Assessment		Approximate Date
Practical reports	2000		66%		December
On-line test	1 hour		34%		November
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).					
Aim(s)					
To develop principles of biochemistry from the level 4 biochemistry module. To develop practical laboratory skills and To explain metabolism in relation to human nutrition and health. To recognise the biochemical changes that can take place in food and food materials.					
Learning Outcomes					
Extend the knowledge of biochemical pathways. Demonstrate the role of normal control mechanisms in the maintenance of health. Explain how disruption of normal control mechanisms can lead to metabolic disorders and relate this to the food and pharmaceutical industry. Identify some of the metabolic changes that can take place in food.					
Learning and Teaching Delivery Methods					
Lectures			22hours		
Practicals			16 hours		
Student Centred Learning			72 hours		
Indicative Content					
Control of metabolism by enzymes and hormone regulation. Enzymology and enzyme kinetics. Lipid metabolism to include biosynthesis of fatty acids, prostaglandins, terpenoid metabolism. Carbohydrate metabolism to include photosynthesis, glycogen formation, gluconeogenesis etc. Nitrogen metabolism to include transamination, urea cycle etc. Nucleic acid metabolism and protein biosynthesis Errors of Metabolism to include ketosis, lipoproteinaemias. Glycogen storage disorders, amino acid error etc. Trace element metabolism to include copper, zinc, manganese Metabolic changes in animal and plant products etc. Data processing and calculation important to experimental design and analysis.					
Recommended Reading & Required Reading					

Required Reading

ONE of the following texts is required:

Brody, T. (1999) Nutritional Biochemistry 2nd edition. Academic Press. London

Nelson, L.N. and Michael, M.C. (2008) Lehninger Principles of Biochemistry, 5th edition, Freeman. New York

McKee, T. & McKee, J.R. (1996). Biochemistry, An Introduction. William C. Brown. London

Stryer, L. (2007). Biochemistry. 6th edition Freeman. New York, USA

Voet, D. & Voet, J.G. (2010). Biochemistry 4th edition. Wiley. Chichester.

Recommended Reading/Learning Materials

Hui, Y.H. (2006) Food Biochemistry and Food Processing, Blackwell Publishing.

Yildiz, F. (2009) Advances in Food Biochemistry, CRC Press.

Access to Specialist Requirements

NA

Module Title			Module Num	JACS Subject Code(s) of each subject	ASC Category(ies)
Analysis & Examination of Food			STF5006	C500	3
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Cr	Module Value	% Taught in Wels	Module Type
5	20	10	2	0%	Taught Practical
Teaching Period		Pre-requisites			
Terms 1, 2 & 3		Food Safety Management, Introductory biochemistry			
Module Leader		School(s)		Campus	
Dr. Vassiliki Papoti Dr. Maria Gougouli		CSHS		Perrotis College	
Assessment Methods					
Assessment Type	Duration/Length of Assessment Type		Weighting of Assessm	Approximate Date of Submission	
Practical reports	6 (3000 word equivalent)		50%	March	
Assignment	3000 word equivalent		50%	May	
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).					
Aim(s)					
To enable the student to gain an understanding of the principles and practice of chemical, nutritional and microbiological analytical techniques.					
Learning Outcomes					
<p>On completion of the module, the student should be able to:</p> <p>Explain the theory and practice underlining the main analytical techniques used in the food industry.</p> <p>Describe the classification of micro-organisms and state the groups of bacteria important to the food industry</p> <p>Plan, analyse and select appropriate analytical techniques with reference to safety and technical constraints.</p> <p>Analyse samples of foods and produce a report outlining the nutritional, chemical and microbiological status of the food.</p> <p>Evaluate results and compare data with manufacturers/literature/legal values.</p> <p>Determine the potential shelf life of foods using theoretical and practical approaches</p> <p>Explain the role of the food microbiologist within food safety and quality assurance</p> <p>Demonstrate ability to operate as part of a team.</p> <p>Perform analysis to appropriate degree of accuracy in specified time scale.</p> <p>Construct and interpret appropriate food microbiological sampling plans</p> <p>Apply theoretical concepts to problem solving.</p>					
Learning and Teaching Delivery Methods					
Lectures: 30 hours					
Practicals / tutorials: 40 hours					

Indicative Content
<p>Sampling techniques, good laboratory practice and the legal approval of sampling officers.</p> <p>Nutritional analysis of foods using British Standard Methods.</p> <p>Range of instrumental techniques (chromatographic/spectrophotometric spectro/fluorimetric, Thermal (DSC and Bomb Calorimeter) analysis.</p> <p>Specific product analysis to selected commodities.</p> <p>Modern approaches to microbial classification and identification. The microbial ecology of foods, intrinsic and extrinsic parameters affecting microbial growth and approaches to shelf life testing.</p>

The effect of food processing on microorganisms.
Techniques used in the examination and identification of food bacteria.
Microbiological quality assurance, laboratory accreditation (ISO17025) and the use of sampling plans, statistical criteria and specifications.
Roles of ICMSF and importance of HACCP and GMP. Application of statistics to analytical data.

Recommended Reading & Required Reading

Required Reading

Food Standard's Agency (2004) McCance and Widdowson's The Composition of Foods. 6th Summary Edition. Cambridge. Royal Society of Chemistry.
Kirk, R.S. & Sawyer, R. (1991). Pearson's Composition and Analysis of Foods, 9th Edition. Longman Scientific & Technical. Harlow.
Neilson, S. (1994). Introduction to the Chemical Analysis of Foods. Jones and Bartlett. London

Recommended Reading

Adams, M.R. and Moss, M.O. (2000) Food Microbiology, 2nd Edition. Royal Society of Chemistry. Cambridge
Collins, C.H., Lyne, P.M. and Grange, J.M. (1995) Microbiological methods. Butterworth Heinemann, Oxford
James C.S. 1994. Analytical Chemistry of Foods. Blackie Academic and Professional. London
Jay, J.M. (2005) Modern Food Microbiology, 7th Edition. Aspen Publishers. Maryland, USA.
Leatherhead Food Research Association. 1987. Analytical Methods Manual.
Mossel, D.A.A., Corry, J., Baird, R. and Struijk, C.B. (1995) Essentials of the Microbiology of Foods. Wiley. Chichester
Pomeranz and Meloan. 1994. Food Analysis. Chapman and Hall. London.
Roberts, D., Hooper, W. and Greenwood, M. (1995) Practical Food Microbiology. PHLS, London

Access to Specialist Requirements

Microbiology and chemistry laboratories, analytical equipment

Module Title		Module Number	JACS Subject Code(s) and each subject	ASC Category(ies)	
Research Methods		STF 5007	G310	6	
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Cr	Module Value	% Taught in Weeks	Module Type
5	20	10	2.0	0%	Standard taught with workshop
Teaching Period			Pre-requisites		
Term 1,2 and 3			Professional skills		
Module Leader		School(s)		Campus	
Dr. Christina Kotakou		CSHS		Perrotis College	
Assessment Methods					
Assessment Type	Duration/Length of Assessment	Weighting of Assessment		Approximate Date of Submission	
Assignment	6,000 words equivalent	100%		January/May	
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).					
Aim(s)					
To enhance students research skills from first year module, in preparation for Research Project					
Learning Outcomes					
<p>On completion of this module, the student will be able to:</p> <ul style="list-style-type: none"> explain the differences, advantages and limitations of different research methods identify suitable sampling methods determine appropriate sample sizes identify and carry out appropriate data collection and statistical techniques for data analysis. Interpret calculated descriptive and inferential statistics. 					
Learning and Teaching Delivery Methods					
Lectures: 32 hours					
Workshops: 20 hours					
Indicative Content					
<p>Quantitative and qualitative research methods</p> <p>Study designs</p> <p>Use of primary and secondary data sources</p> <p>Sampling methods</p> <p>Treatment of data from cleaning to presentation</p> <p>Use of computer programmes in data analysis</p> <p>Ethical issues associated with research</p> <p>Research project protocols</p>					
Recommended Reading & Required Reading					
<p>There is no single required text for this module, students may use texts such as:</p> <p>Bell J (2005) <i>Doing Your Research Project: A Guide for First-Time Researchers in Education, Health and Science</i>. 4th Edition. Berks, England. McGraw Hill.</p> <p>Bryman, A. & Cramer, D (2011) <i>Quantitative Data Analysis with IBM SPSS 17, 18 & 19: A Guide for Social Scientists</i>. London. Psychology Press.</p> <p>Creswell J.W (2008) <i>Research Design: Qualitative, Quantitative and Mixed Method Approaches</i>. 3rd Edition. London Sage.</p> <p>Greenhalgh, T (2010) <i>How to Read a Paper: The Basics of Evidence-Based Medicine</i>. Chichester. Wiley-Blackwell.</p>					

Kumar R. (2010) Research Methodology: A Step-by-Step for Beginners. 3rd edition London. Sage.

MacBeth H and MacClancy J (2004) Researching Food Habits methods and problems. Oxford. Berghahn I

Salkind, N.J. (2011) Statistics for people who think they hate statistics. 4th Edition. London, Sage.

Access to Specialist Requirements

Computer suites: excel and SPSS programmes.

Module Title		Module Number	JACS Subject Code(s) and each subject	ASC Category(ies)
Confectionery Technology		STF5011	D634	3
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Credits	Module Value	% Taught in Wales
5	10	5	1	0%
Teaching Period		Pre-requisites		
Term 2/3		None		
Module Leader		School(s)	Campus	
Nikolaos Chatziliias		CSSH	Perrotis College	
Assessment Methods				
Assessment Type	Duration/Length of Assessment Type		Weighting of Assessment	Approximate Date of Submission
Practical + Report	2,000 words		70%	May
Class room tests	1000 words		30%	Throughout module
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).				
Aim(s)				
The confectionery industry is an important sector of the food manufacturing industry producing a wide range of products, both small and large scale. With increasing competition, there is a need for product and process control to optimise raw material utilisation. This module examines the inter-relationship between raw materials and processing operations.				
Learning Outcomes				
After completing the module, the student should be able to: Evaluate the function, properties and interaction of raw materials by manufacturing a range of products. Use a selected range of testing procedures to assess the performance of raw materials in the product. Analyse production faults and suggest corrective actions. Assess product quality for industry and consumer requirements.				
Learning and Teaching Delivery Methods				
Lectures	12 hours			
Practicals	36hours			
Indicative Content				
Function and behaviour of raw materials. Production processes suitable for a range of products. Formula balance to produce optimum quality products Product quality assessment. Fault-finding and adjustments required to correct economically, efficiently and effectively. Packaging alternatives and shelf life assessment.				
Recommended Reading & Required Reading				
There is no single required text for this module, but the following are recommended: Beckett, S.T. (2008) Science of Chocolate 2nd edition. RSC Publishing. Cambridge Beckett, S. T. (1994). Industrial Chocolate Manufacture and Use. 3rd Edition. Blackwell. Oxford. Brody, A.L. and Marsh, K.S. (1997) Encyclopaedia of Packaging Technology 2nd Edition. John Wiley and sons, New York. Edwards, W.P. (2000) The Science of Sugar Confectionery. R S C Publishing. Cambridge Jackson, E B. (1999). Sugar Confectionery Manufacture. 2nd edition. Aspen. New York Knight, I. (1999). Chocolate and Cocoa: Health and Nutrition. Blackie. Oxford Lees, R. and Jackson, E. B. (1994). Sugar Confectionery and Chocolate Manufacture. Leonard Hill. London Minifie, B. (1989). Chocolate, Cocoa and Confectionery. AVI. London				

Access to Specialist Requirements

Confectionery Laboratory

Module Title			Module Number	JACS Subject Code(s) and each subject	ASC Category(ies)
Dairy Technology			STF 5012	D633	3
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Credits	Module Value	% Taught in Wales	Module Type
5	10	5	2	0%	Taught Practical
Teaching Period			Pre-requisites		
Term 2			None		
Module Leader		School(s)		Campus	
Dr E. Souglis		CSHS		Perrotis College.	
Assessment Methods					
Assessment Type	Duration/Length of Assessment Type		Weighting of Assessment		Approximate Date of Submission
Practical Reports	Full written coursework 2000 words		60%		April
Test	1 hour		40%		May
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).					
Aim(s)					
<p>This module is designed:</p> <p>To enable the student to gain an understanding of the technological and commercial issues related to the production of liquid milk.</p> <p>The manufacture of dairy products and the handling and storage of these products.</p> <p>To acquire the necessary theoretical & technical skills to apply them in industry</p>					
Learning Outcomes					
<p>On completion of the module, the student should be able to:</p> <p>Demonstrate a knowledge of the technological and commercial principles underpinning the manufacture and processing of high quality dairy products and liquid milks</p> <p>Work hygienically and safely in a dairy industry environment</p> <p>Work effectively in a team to solve technological problems</p> <p>Demonstrate an in-depth knowledge of quality assurance techniques commonly used</p>					
Learning and Teaching Delivery Methods					
<p>Lectures: 24 hours</p> <p>Practical / tutorials: 18 hours</p>					

Indicative Content
<p>General view of liquid milk Industry, its structure, trends, national and international markets, product types and farm activities.</p> <p>Milk composition, milk quality: including effects of heat, nutrition, dairy microbiology and classification.</p> <p>Processing including pasteurisation and ultra heat treatment, homogenisation & centrifugation</p> <p>Operation of processing equipment and stages of manufacturing for liquid milk and other dairy products such as butter, spreads, cheese, yoghurt, ice cream and dairy desserts.</p> <p>Legislation: labelling, hygiene and compositional.</p> <p>Safety/Quality: sensory evaluation, chemical analysis, microbiological examination</p>
Recommended Reading & Required Reading
<p>Required Reading/Learning Materials</p> <p>Britz TJ and Robinson RK (2008) Advanced dairy science and technology. http://books.google.co.uk/books/about/Advanced_dairy_science_and_technology.html?id=djFT2hP6UpAC John Wiley & Sons</p>

Ramesh C. Chandan, RC, Nagendra, AK and Shah P (2005) Dairy processing and quality assurance

Fox,P.F. & McSweeney, P.J.H. (2003) Advanced Dairy Chemistry, 3rd ed, Kluwer academic/Plenum publish
London

Fox, P.F. & McSweeney, P.J.H. et al. (1999). Fundamentals of Cheese Science. Aspen Publications. Maryland

Alfa Laval Dairy Processing Handbook (1995), Alpha Laval, Sweden.

Harding, F. (1996). Milk Quality. Aspen Rockville. MD, USA

Tamime, A.Y and Robinson, R.K. (1999) Yoghurt science and technology, 2nd edn, Woodhead publishing, Cambridge.

Recommended Reading/Learning Materials.

Smit G (2003) Dairy Processing Error! Hyperlink reference not valid., Woodhead Publishing

Tamime, A.Y. and Law, B. A. (2001)Mechanisation and automation in dairy technology, Sheffield academic

Robinson, R.K. & Wilbey, R.A. (1998) R Scott Cheese making practice, 3rd ed. Aspen Rockville. MD, USA

Early, R. (1997). Technology of Dairy Products. Aspen Rockville. MD, USA

Fox,P.F. & McSweeney, P.J.H. (1998). Dairy Chemistry & Biochemistry. Aspen Rockville. MD, USA

Marshall, R.T. & Arbuckle, W.S. (1996). Ice-cream 5th edition. Aspen Rockville. MD, USA

Robinson, R.K. (1993). Modern Dairy Technology. Thomson Science. California, USA

Access to Specialist Requirements

Food processing laboratories

Level 6

STF 6000	Applied Quality Management	20
STF 6001	Research Project	30
STF 6002	Industrial Work Experience	10
STF 6004	New Product Development II	20
STF 6005	Applied Food Safety	10
STF 6007	Food Biotechnology	10
STF 6008	Applied Food Biochemistry	10
STF 6010	Independent Study	10
PHN6001	Contemporary Nutrition	10
PHN6005	Nutrition and the Consumer	10

Module Title		Module Num	JACS Subject Code(s) and each subject	ASC Category(ies)	
Applied Quality Management		STF 6000	D690	3	
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Credit	Module Value	% Taught in V	Module Type
6	20	10	2	0%	Standard Taught
Teaching Period		Pre-requisites			
Terms 1,2 & 3					
Module Leader		School(s)	Campus		
Christos Mourtzopoulos		CSHS	Perrotis College		
Assessment Methods					
Assessment Type	Duration/Length of Assessment Type		Weighting of Assessment	Approximate Date of Submission	
Coursework	3000 words		50%	Dec	
Examination	2 hours		50%	May	
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or order to successfully pass the module. Any elements marks below 25% would automatically require the s to retrieve that particular failed element (regardless of overall module mark).					
Aim(s)					
<p>A major consideration for continued profitability in today's markets is that the quality needs of the custo satisfied and quality assurance and effective implementation of quality management systems are an integ of any successful business.</p> <p>This module examines appropriate systems for the creation and maintenance of quality assurance throug the business and its workforce to maintain profitability through appropriately meeting legal requirement customer needs.</p> <p>This module aims to give students an overview of global food standards and auditing techniques and how they can be applied to the food industry</p>					
Learning Outcomes					
<p>To further apply the principles of risk assessment in the context of HACCP and quality management syst To examine how these apply to a range of activities including quality issues, health and safety and food sa issues.</p> <p>To evaluate the importance and impact of the Global Food Safety Initiative in the world wide food supply To define and discuss some of the standards for quality and food safety including the British Retail Cons Global Standard for Food Safety and other GFSI benchmarked standards.</p> <p>To be able to plan and undertake an audit of a food environment against a recognised standard.</p> <p>Evaluate the appropriate level of quality needed. Design and assess appropriate auditing as needed. Manage and appraise staff attitudes to quality.</p>					

Learning and Teaching Delivery Methods	
Lectures	40 hours
Seminars	6 hours
Indicative Content	
<p>The Global Food Safety Initiative and the relevant GFSI recognised food standards</p> <p>The use of auditing as a means of assessing compliance with a standard.</p> <p>Auditing principles and procedures.</p> <p>Applying risk assessment techniques to a range of situations for quality, food safety and health and safety.</p> <p>Preparation of Audit Pro-forma, planning and undertaking an audit and presenting the findings.</p> <p>Customer needs, specifications and standards, meaning of quality appropriate to meet customer needs.</p> <p>Costs of good and bad quality.</p> <p>Quality systems e.g. ISO 9001:2000, IIP etc, requirements of a quality system.</p> <p>Quality Manuals – construction and implementation</p> <p>Current issues relating to quality management</p> <p>Staff attitudes to quality, quality culture, how to achieve quality throughout an organisation, leadership, empowerment, team working.</p>	
Recommended Reading & Required Reading	
<p>There is no single required text for this module, but the following are recommended:</p> <p>British Retail Consortium Global Standard for Food Safety (Issue 6)</p> <p>British Standards Institute ISO 9000 Quality Management Series</p> <p>CCFRA Technical Manual No:42 HACCP – A Practical Guide</p> <p>Engel, D; MacDonald, D; (2007) Managing Food Safety (2nd Edition) CIEH.</p> <p>Entis P. (2007). Food Safety: Old Habits and New Perspectives. ASM Press.</p> <p>Industry Guides to Good Hygiene Practice: Retail and Catering Guides (CIEH).</p> <p>Sprenger, R. (2012) Food Hygiene Management (16th Ed), Highfield Publications.</p> <p>McLaughlin J. and Little C. (2007) Hobbs' Food Poisoning and Food Hygiene 7th Edition. Hodder Arnold. London</p> <p>Mortimore, S., Wallace, C. (2013) HACCP: A Practical Approach (3rd Edition). Chapman & Hall</p> <p>Wallace C., Sperber W. & Mortimore S. (2010) Food Safety for the 21st Century: Managing HACCP and Safety Throughout the Global Supply Chain. Wiley Blackwell</p> <p>Sprenger, R. (2012) Food Hygiene Management (16th Ed), Highfield Publications.</p> <p>Useful websites include:</p> <p>http://www.salsafood.co.uk</p> <p>http://www.brc.org.uk/brc_home.asp</p> <p>http://www.mygfsi.com/</p> <p>http://www.ifsqn.com</p> <p>http://www.iso.org/iso/home/standards.htm</p>	

<http://foodqualityandsafety.wfp.org/>
<http://www.fao.org/food/food-safety-quality/home-page/en/>

Access to Specialist Requirements

Module Title		Module Number	JACS Subject Code(s) and % of subject		ASC Category(ies)
Research Project		STF 6001	D690		3
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Credit	Module Value	% Taught in Wales	Module Type
6	30	15	3	0%	Dissertation
Teaching Period			Pre-requisites		
Terms 1, 2 & 3			None		
Module Leader		School(s)	Campus		
Dr. Tryfon Adamidis Dr. Kyriaki Ziniviadou		CSHS	Perrotis College		
Assessment Methods					
Assessment Type	Duration/Length of Assessment Type		Weighting of Assessment	Approximate Date of Submission	
Literature review	3,000 words		30%	December	
Academic Paper	5,000 words		50%	April	
Poster presentation	1,000 words		20%	June	
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).					
Aim(s)					
<p>The research project is deemed critical for the development of higher cognitive skills and is intended to provide students with the opportunity to work independently in an area of specific interest, thus students take a more active role in the learning process. It is seen as a major integrating force for the course as a whole and an academic challenge for the student as is reflected by its prominence in the first year. The module aims to enable the students to work independently and develop abilities of original and critical thinking. They should also be thoroughly conversant with methods of research design, data generation and collection, analysis and presentation.</p>					
Learning Outcomes					
<p>Assess the nature, types and process of academic research; Demonstrate experience in all stages of the research process and be aware of the pitfalls in research design, data collection and analysis, and drawing conclusions and generalisations from data; Develop expertise in the area researched; Apply enhanced approaches and skills in critical analysis, synthesis and evaluation; and Design, and execute and report a research project topic.</p>					
Learning and Teaching Delivery Methods					
Student centred learning			120 hours		
Indicative content					
<p>Research project leads on from level 5 research methods module, where students have selected a topic, been assigned a supervisor and produced a protocol for their level 6 topic.</p> <p>The research project handbook and blackboard module is the basis of instruction, together with on-going supervision, given to each individual student by their appointed supervisor in the special areas of research as well as issues related to research methods and analysis.</p>					
Recommended Reading and Required Reading					
<p>Required Reading Project specific as directed by Supervisor.</p> <p>Recommended Reading Bell J (2005) <i>Doing Your Research Project: A Guide for First-Time Researchers in Education, Health and Social Science</i>. 4th Edition. Berks, England. McGraw Hill.</p>					

Bryman, A. & Cramer, D (2011) Quantitative Data Analysis with IBM SPSS 17, 18 & 19: A Guide for Social Scientists.

Creswell J.W (2008) Research Design: Qualitative, Quantitative and Mixed Method Approaches. 3rd Edition. London. Sage.

Greenhalgh, T (2010) How to Read a Paper: The Basics of Evidence-Based Medicine. Chichester. Wiley-Blackwell.

Kumar R. (2010) Research Methodology: A Step-by-Step for Beginners. 3rd edition Sage. London. Sage.

MacBeth H and MacClancy J (2004) Researching Food Habits methods and problems. Oxford. Berghahn Books.

Salkind, N.J. (2011) Statistics for people who think they hate statistics. 4th Edition. London, Sage.

Access to Specialist Requirements

Use of specialist laboratories and analytical equipment under supervision.

Module Title		Module Num	JACS Subject Code(s) and each subject	ASC Category(ies)
Industrial Work Experience		STF 6002	D633 – 100%	3
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Credit	Module Value	% Taught in
6	10	5	1	0%
Teaching Period		Pre-requisites		
12 week summer vacation		None		
Module Leader		School(s)	Campus	
Dr. Tryfon Adamidis		CSHS	Industry Based	
Assessment Methods				
Assessment Type	Duration/Length of Assessment Type	Weighting of Assessment	Approximate Date of Submission	
Written Project	3000 words	100%	November	
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).				
Aim(s)				
Many companies prefer to employ graduates with practical work experience of the industry and this module provides the student with the opportunity to gain this industrial work experience.				
Learning Outcomes				
Appraise the organisation in which they carried out their placement. Relate theory and practice between the university taught modules and their work placement. Develop and apply problem solving approaches during the placement. Evaluate the strengths and weaknesses of the organisation and their own performance. Demonstrate the application of transferable skills and their own development.				
Learning and Teaching Delivery Methods				
Tutorials	10 hours			
Indicative Content				
Construct a report detailing: Students' role, Employers'/Organisations' role and the role of Cardiff Metropolitan University. Relate taught modules and work carried out on placement. Demonstrate students' development and learning throughout the placement. Appraise students' own strengths and weaknesses. Examine the organisations' strengths, weaknesses and opportunities provided.				
Recommended Reading & Required Reading				
Any Company literature as appropriate.				
Access to Specialist Requirements				
The majority of this module takes place in industry and is, therefore, supported by the company's facilities.				

Module Title		Module Number	JACS Subject Code(s) and each subject	ASC Category(ies)
New Product Development II		STF 6004	D631 - 60% N510 - 40%	3 7
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	Module Value	% Taught in Welsh	Module Type
6	20	2	0%	Taught Practical
Teaching Period		Pre-requisites		
Term 1,2,3		STF5002		
Module Leader		School(s)	Campus	
Nikolaos Chatziliadis Dr. E. Katsanidis		CSHS	Perrotis College	
Assessment Methods				
Assessment Type	Duration/Length of Assessment Type		Weighting of Assessment	Approximate Date of Submission
Ongoing assessment (class and practicals)	1000 word equivalent		20%	Term 1
Presentation	20 mins		30%	February
Product History file	3000 word equivalent		50%	February
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).				
Aim(s)				
<p>The module aims to:</p> <ul style="list-style-type: none"> Produce product line extensions of the product launched in Level 5 New Product Development Research the target market and consumer for the product line extensions Use a variety of skills to prepare a range (3+) of new products for their launch into the Marketplace Undertake appropriate sensory analysis, technical tests and HACCP for the product range Launch the product range by means of a presentation and preparation of a product history file. 				
Learning Outcomes				
<p>This module extends the previous module. On successful completion of the module, students will be able to:</p> <ul style="list-style-type: none"> Review the sensory analysis data for the product Produce a flow diagram with HACCP critical control points Appraise the shelf life requirements of the new product Assess the packaging needs of the product Design appropriate labelling for the product Plan marketing strategies for the launch of the product Estimate the costings and price the new product Identify the potential for further development of the product 				
Learning and Teaching Delivery Methods				
Lectures/workshops	30 hours			
Laboratory practicals	18 hours			
Verbal presentations	20 minutes per student			
Indicative Content				

<p>Review the concepts and theoretical considerations for New Product Development from level 5</p> <p>Evaluate and develop the considerations for shelf life, hygiene, storage, packaging, labelling, HACCP, QA, costing of the new product developed</p> <p>Review sensory analysis data previously obtained & comment on the analysis</p> <p>Prepare marketing and plan for the product launch into the marketplace</p> <p>Consideration of KPI's</p> <p>Assess future recommendations for further development areas associated to the new product</p>
<p>Recommended Reading & Required Reading</p> <p>Beckley, JH, Foley M, Huang JC, Topp, E.J., &. (2007) Accelerating New Food Product Design and Development. Institute of Food Technologists. USA.</p> <p>BSI sensory analysis guides - various</p> <p>Butterworths Law of Food and Drugs, Lexis Nexis Local Government Direct Database</p> <p>Dillon, M. & Griffith, C (2001) How to HACCP. 3rd Ed. MD Associates. Grimsby.</p> <p>Earle, R, & Anderson A, (2010) Food Product Development: Maximising Success. London. Woodhead Publishing Limited.</p> <p>Fuller, G.W. (2010). New Product Development, From Concept to Market-place. 3rd Edition, CRC Press. London. The 1st and 2nd editions of this are also good.</p> <p>Jukes D.J (2010) Food law website http://www.rdg.ac.uk/foodlaw</p> <p>Lyon, D.H (2000).Guidelines for Sensory Analysis in Food Product Development and Quality Control, Kluwer Academic / Plenum Publishers.</p> <p>Lyon, D.H (2001). International Guidelines for Proficiency Testing in Sensory Analysis (CCFRA Guidelines Campden & Chorleywood Food Research Association</p> <p>Man, D. (2002) Shelf Life (Food Industry Briefing). London. IFST.</p> <p>Current Food manufacturing and food science journals as appropriate.</p>
<p>Access to Specialist Requirements</p> <p>Food Production Laboratories & sensory evaluation suite. Netwisp for nutritional analysis.</p>

Module Title		Module Num	JACS Subject Code(s) and % of subject		ASC Category(ies)
Applied Food Safety		STF6005	D620		3
Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Credit	Module Value	% Taught in Welsh	Module Type
6	10	5	1	0%	Standard Taught
Teaching Period			Pre-requisites		
Term 1					
Module Leader		School(s)		Campus	
Nikolaos Gizgis		CSHS		Perrotis College	
Assessment Methods					
Assessment Type	Duration/Length of Assessment Type		Weighting of Assessment	Approximate Date of Submission	
Coursework	3000 words		100%	January	
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).					
Aim(s)					
There is an increasing demand for qualified personnel who assume overall responsibility for food safety issues. This module will prepare the student for the demands of industry with regard to food safety and to understand how food safety is driven in Europe and world-wide.					
Learning Outcomes					
Construct a management strategy for food safety control. Analyse the hazards associated with a range of food products and processes. Evaluate appropriate training strategies for food handlers. Examine the current food safety issues within the global food market.					
Learning and Teaching Delivery Methods					
Lectures		20 hours			
Seminars		4 hours			

Indicative Content
<p>The role of management in food safety control Practical applications of HACCP in both large and small food manufacturing industries Setting up and delivery of a training programme for food handlers The role of government and other agencies in setting food safety objectives Identification and analysis of food safety issues world-wide</p>

Recommended Reading & Required Reading
<p>Mortimore, S.E. and Wallace, C. (1994) HACCP: A Practical Approach. Chapman and Hall. London Dillon, M. & Griffith, C.J. (1995) How to HACCP. MD Associates. Grimsby. Sprenger, R.A. (1998) Hygiene for Management. Highfield Publications. Doncaster. MAFF and Department of Health Monthly Food Safety Information Bulletins. British Food Journal Food Law Monthly (Monitor Press) Barbour Microfile: Food Safety (updated every 3 months)</p>

Access to Specialist Requirements

Module Title	Module Number	JACS Subject Code(s) and % subject	ASC Category(ies)
Food Biotechnology	STF 6007	D633 (100)	3

Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Credits	Module Value	% Taught in Welsh	Module Type
6	10	5	1	0%	Standard Taught
Teaching Period			Pre-requisites		
Term 2,3			none		
Module Leader		School(s)		Campus	
Dr. Eleni Naziri		CSHS		Perrotis College	

Assessment Methods			
Assessment Type	Duration/Length of Assessment Type	Weighting of Assessment	Approximate Date of Submission
Examination	2 hours	50%	May
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).			
Aim(s)			
The aim of this module is to provide the student with a knowledge and understanding of the development and application of biotechnology. This will include molecular biology, applied enzymology and intact cellular systems and their role in food materials and processing.			

Learning Outcomes
<p>Review the history of biotechnology and evaluate its importance to current food products and manufacturing processes.</p> <p>Critically evaluate the role of enzymes in the food industry, including both novel food manufacture, improve existing products and waste treatment.</p> <p>Evaluate the current and future developments in microbial genetics and molecular biology with respect to food production.</p> <p>Critically assess the role of biotechnological techniques for solving problems in food and nutrition and for achieving sustainability in the food industry.</p>

Learning and Teaching Delivery Methods
<p>Lectures: 24 hours</p> <p>Tutorials: 3 hours</p> <p>Practicals: 8 hours</p>

Indicative Content
<p>The historical and traditional aspects of biotechnology – fermented foods, plant and animal genetics and breeding, and microbial development and selection.</p> <p>The role of enzymes in the production of foods, deterioration of foods, texture and flavour development, modification of food components, food analysis.</p> <p>Biochemistry of microbial cells and viruses, plasmids, microbial vectors, transgenic animals and plants, ethical issues.</p> <p>Upstream and downstream processes, product purification techniques.</p> <p>Case studies concerning the implementation of biotechnological processes within the food industry.</p>

Recommended Reading & Required Reading

Stanbury, P.F. and Whitaker, A. (1995) Principles of Fermentation Technology. Pergamon Press. Oxford.
Tucker, G.A. (1995) Enzymes in Food Processing. Blackie. London.
Smith, J.E. (1996) Biotechnology, 3rd Ed., Cambridge University Press.
Heldt, H.W. (1997) Plant Biotechnology and Molecular Biology. Oxford University Press.
Uhlig, H. (1998) Industrial enzymes and their applications. New York ; Chichester : Wiley
Menrad, K. (1999) Future impacts of biotechnology on agriculture, food production, and food processing : a Delphi survey : Final report to the Commission of the European Union. New York : Springer
Donnellan, C. (2000) Genetically Modified Food. Independence. Cambridge

Access to Specialist Requirements

Microbiology and chemistry laboratories

Module Title		Module Num	JACS Subject Code(s) and % of subject		ASC Category(ies)
Applied Food Biochemistry		STF 6008	C720		3
Level (0-M)	Credits	ECTS Credit	Module Value	% Taught in	Module Type
3	10	5	1	0%	Standard Taught module

Teaching Period	Pre-requisites
Term 1	

Module Leader	School(s)	Campus
Dr. Kyriaki Zinoviadou	CSHS	Perrotis College

Assessment Methods			
Assessment Type	Duration/Length of Assessment Type	Weighting of Assessment	Approximate Date of Submission
Practical reports	2000 words	66%	December
On-line test	1 hour	34%	November
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).			

Aims
All foods are made up of large and small molecules of biological origin and the chemistry and biochemistry of these molecules are crucial in determining the nutritional value, appearance, taste, texture, colour, metabolism and overall acceptability and cost of foods and food products. This module extends earlier biochemistry modules and builds on the studies of the basis of food macromolecular behaviour, food biotechnology and processing and storage.

Learning Outcomes
<p>Critically discuss the functional behaviour of food constituents and the underlying chemistry and biochemistry involved.</p> <p>Relate the fundamental chemistry of food molecules to physiological effects, sensory properties and aspects of food toxicology</p> <p>Analyse the effects of food processing on food components, relate this to food quality and toxicological safety</p> <p>Discuss and evaluate food deterioration and spoilage processes in terms of changes at the molecular level and relate them to food products and food quality.</p> <p>Summarise developments in biochemistry and biotechnology and assess their impact on food chemistry and food manufacturing.</p>

Learning and Teaching Strategies
Lectures 24 hours
Practicals 15 hours

Indicative Content
<p>Simple and complex carbohydrates, the production of syrups and applications of polysaccharides and gums.</p> <p>The chemistry and functional behaviour of lipids including interesterification, transesterification, free-radical modification and applications of lipids in food products.</p> <p>Natural and synthetic preservatives, flavours, colours, vitamins, toxins, anti-nutritional factors, food allergens.</p> <p>Protein chemistry and structure with emphasis on structure-function relationships and modification of proteins.</p>

during food manufacture and storage. The positive and negative health impacts of process induced changes protein chemistry.

Applied enzymology including enzyme purification methods, uses in bioreactors (immobilised enzymes) and biosensors and enzymic modification of food macromolecules.

Recommended Reading & Required Reading

Required

Belitz, H.D., Grosch, W. and Schieberle, P. (2009) Food Chemistry 4th edition , Springer publication.

Hui, Y.H. (2006) Food Biochemistry and Food Processing, Blackwell Publishing.

Yildiz, F. (2009) Advances in Food Biochemistry, CRC Press.

Recommended Reading

Cooper, J. and Cass, T. (2004) Biosensors 2nd edition, Oxford University press.

Cho, S.S., Prosky, L. and Dreher, M. (1999) Complex carbohydrates in foods. Marcel Dekker Inc.

Shibamoto, T. and Bjeldanes L.F. (2009), Introduction to Food Toxicology, Elsevier Press.

Nagodawithana, T. and Reed, G. (1993) Enzymes in Food Processing, 3rd Edition Academic Press.

Whitaker, J.R., Voragen, A.G. and Dominic, W.S. (2003) Handbook of food enzymology, Marcel Dekker Inc

Whitehurst, R. J. and Van Oort, M. (2009) Enzymes in Food Technology, 2nd Edition. Wiley

Access to Specialist Requirements

Chemistry laboratories

Module Title	Module Number	JACS Subject Code(s) and each subject	ASC Category(ies)
Contemporary Nutrition	PHN 6001	B400	2

Level (4-6 u/g; 7 p/ doctorate)	Credits	ECTS Credit	Module Value	% Taught in Welsh	Module Type
6	10	5	1.0	0	Standard Taught
Teaching Period			Pre-requisites		
Term 2			PHN4004, PHN5007		
Module Leader		School(s)		Campus	
Dr Tryfon Adamidis		Cardiff School of Health Sciences		Perrotis College	
Assessment Methods					
Assessment Type		Duration/Length of Assessment Type		Weighting of Assessment	Approximate Date of Submission
Exam		2 hour		100%	May
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or above in order to successfully pass the module. Any elements marks below 25% would automatically require the student to retrieve that particular failed element (regardless of overall module mark).					
Aim(s)					
The module aims to: Consider some contemporary nutrition issues Discuss scientific controversies of relevance to nutrition and food industry practice					

Learning Outcomes
On successful completion of the module students will be able to: Critically review some current nutritional issues Critically discuss the role of nutrition in relation to the promotion of health and/or prevention of disease in the UK context

Learning and Teaching Delivery Methods
Lectures and Workshops 24 Hours

Indicative Content
Contemporary Nutritional Issues: the content will be reviewed each year. Examples are: Early diet and later disease Nutrition and bone health Nutrition and various cancers Nutrition and the eye Nutrition and the GI tract Nutrition and the brain Excessive protein intakes and health Metabolic syndrome

Recommended Reading & Required Reading
Required Reading: This will vary with the topic being researched; the following may be relevant to specific topics: American Institute for Cancer Research and World Cancer Research Fund (2007) Food, Nutrition, Physical Activity and the Prevention of Cancer: A Global Perspective. USA, WCRF. Geissler C and Powers H (2010) Human Nutrition and Dietetics. 12th Edition. Edinburgh. Churchill Livingstone. Gibney MJ, Margetts BM, Kearney JM, Arab L (2012) (Eds) Public Health Nutrition. Oxford. Blackwell Publishing Langley-Evans S.C. (2004) (Ed) Foetal Nutrition and Adult Disease. CABI Publishing

Mann, J and Truswell A.S. (Eds) (2002). Essentials of Human Nutrition (2nd Edition). Oxford University Press (available as e-book at UWIC)

New S & Bonjour JP (2003) Nutritional Aspects of Bone Health. Royal Society of Chemistry

Recommended reading:

Students will be advised to research topics from current literature sources.

Publications from SACN, BNF and other Government organisations and NGO's.

Access to Specialist Requirements

Module Title	Module Number	JACS Subject Code(s) and each subject	ASC Category(ies)
Nutrition and the Consumer	PHN 6005	B490	2

Level (4-6 u/g; 7 p/g; 8 doctorate)	Credits	ECTS Credit	Module Value	% Taught in Well	Module Type
6	10	5	1.0	0	Standard Taught

Teaching Period	Pre-requisites
Terms 2 and 3	None

Module Leader	School(s)	Campus
Daphne Dalapa	Cardiff School of Health Sciences	Perrotis College

Assessment Methods			
Assessment Type	Duration/Length of Assessment Type	Weighting of Assessment	Approximate Date of Submission
Consumer Issue presentation	1,500 words equivalent	50%	March
Production of a leaflet with supporting rationale	Rationale 1500 words	50%	February
Students need to achieve a minimum of 25% in each element, in addition to a module average of 40% or in order to successfully pass the module. Any elements marks below 25% would automatically require the students to retrieve that particular failed element (regardless of overall module mark).			

Aim(s)
<p>The module aims to:</p> <ul style="list-style-type: none"> Utilise aspects of media studies in the areas relevant to nutrition graduates. Give an insight into the complexity and evolution of the food chain / system and consideration of the power dynamics involved. Give an insight into the marketing and advertising of food and an appreciation of the role of the corporate nutritionist. Allow the in-depth study of current consumer issues relevant to food and nutrition.

Learning Outcomes
<p>On successful completion of the module students will be able to:</p> <ul style="list-style-type: none"> Plan and evaluate different methods of mass communication. Locate the potential work of the nutritionist within the food system. Demonstrate an understanding of the marketing and advertising of food and the role nutritionists can

play.

- Show knowledge and understanding of legislation and codes of practice controlling the use of nutrition in food marketing.
- Show an in-depth knowledge of current consumer issues relevant to food and nutrition.

Learning and Teaching Delivery Methods

Lectures: 12 Hours

Seminars / Visits: 5-8 Hours

Indicative Content

- Media theory: including the role and effect of the media on UK/EU society.
- Advertising and PR as a means of communication.
- TV, video and radio communication.
- Nutrition in food marketing, including nutritional labelling, nutrition claims and health messages.
- Evaluation of legislation and codes of practice in nutritional labelling and advertising.
- Current consumer issues of relevance to food and nutrition, e.g. food safety, functional foods, role of supermarkets.
- The module will also include visits to relevant organisations and lectures from invited speakers.

Recommended Reading & Required Reading

Required Reading

Required reading will be highlighted/made available as necessary.

Recommended Reading

- Beckwith, H. (2001) *Selling the Invisible: A field guide to modern marketing*. London: Texere
- Blythe J (2008) *Essentials of Marketing* (4th Edition). Prentice Hall.
- Brigham N (2001) *How to do Leaflets, Newsletters and Newspapers*. Readers Digest Books.
- Dowler, E. & Finer, C.J. (2003) *The Welfare of Food*. Wiley Blackwell Publishing
- Heasman, M. & Mellentin, J. (2001) *The Functional Foods Revolution: healthy people, healthy profits?* Earthscan
- Lang T & Heasman M (2004) "Food Wars: The Global Battle for Mouths, Minds & Markets" London: Earthscan
- Mortimer, R., Brooks, G., Smith, C., Hiam, A. (2011) *Marketing for Dummies* (UK Edition). Wiley

- Schroeder, S.E. (2005) Visual Consumption. Routledge.

Relevant journals, periodicals and electronic sources of data.

REGULAR FACULTY

Dr. Tryfon Adamidis

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Vasileios Liolios

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Appendix 1



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Perrotis College Complaints Procedure for students enrolled on Cardiff Met programmes

Established: September 2015

www.cardiffmet.ac.uk



1.0 Policy Statement

- 1.1 The Institution is committed to providing high quality services and facilities for students, staff and the general public. Integral to this is monitoring and evaluating those services to enhance quality and to ensure specified standards are met.
- 1.2 The Institution has in place a variety of mechanisms to ensure that students, staff and public have the opportunity to participate fully in the development and improvement of services and it is expected that all parties will take full advantage of these in making their views known.
- 1.3 The Institution recognises that there may be occasions when ordinary feedback mechanisms are not sufficient to deal with problems. It is for this reason that a formal Complaints Procedure has been established.

2.0 Definition of a complaint

2.1 A complaint is defined as an oral or written expression of dissatisfaction or concern someone may have about policies, processes, facilities or services provided by the Institution or about actions or lack of actions by the Institution or its staff.

2.2 This does **NOT** include:

2.2.1 requests for new or different services

2.2.2 harassment and bullying by Cardiff Met Students or Cardiff Met staff, which should be dealt with through Cardiff Met's Bullying and Harassment Procedure

2.2.3 academic decisions which should be dealt with through Cardiff Met's Verification, Appeals and Mitigating Circumstances Procedures

2.2.4 disciplinary or misconduct procedures

2.2.5 financial matters

2.2.6 staff grievance procedures

However if in doubt contact the complaints point of contact for the institution who will advise further on the correct procedure to be applied within the institution.

Where a complaint involves more than one School/Unit within Perrotis College, one will undertake the Complaint investigation. This will be agreed between the Schools/Units and the complaints point of contact for Perrotis College.

- 2.3 Where an issue involves aspects that are covered by more than one procedure, it would not be prudent to have more than one investigation into a case running concurrently. In this situation, the complaints point of contact for the institution will write to the complainant advising of the situation and clarifying the approach that will be adopted. This will vary depending on the facts of the case, but the decision will always be explained to the complainant and they will be given an opportunity to object. For example, it is usually in the best interests of the complainant to have an Application for Verification investigated before a complaint, due to the time limits involved in each process.
- 2.4 The Rules of Natural Justice will be observed in all complaint investigations to ensure that the complaint is investigated and processed fairly, that there is no bias and that the complainant is given the opportunity to state their case, having been apprised of all relevant facts.

3.0 Purpose of the Complaints Procedure

- 3.1 The purpose of the procedure is to provide a formal route through which a complainant, as a student or member of staff or member of the public, can bring a complaint to the attention of Perrotis College.
- 3.2 The procedure aims to:
- be accessible;
 - encourage informal conciliation and resolution nearest to the source of the complaint;
 - allow speedy handling, within established time-frames;
 - ensure full and fair consideration of complaints;
 - respect complainants' confidentiality;
 - provide an effective and appropriate response;
 - support the right of the complainant to be accompanied at any stage of the procedure;
 - contribute to Perrotis College's performance measurement;
 - Identify areas of weakness in order to support the Institution's development and improvement.

4.0 Who is responsible?

- 4.1 The Perrotis College has overall responsibility for the Institution's Complaints Procedure, including reviewing, monitoring and reporting upon its implementation.
- 4.2 The complaints point of contact has day to day responsibility for the delivery and management of the Complaints Procedure.

5.0 Ground Rules?

- 5.1 Before making a formal complaint, an attempt must be made to resolve the matter informally with the relevant person or through her/his line manager or the Complaints Officer. **Appropriate action must be taken to prevent unnecessary escalation of the complaint.**
- 5.2 At all stages of both the informal and formal procedure, a complaint should be acknowledged, handled in a quick, polite and straightforward way and investigated thoroughly and impartially.
- 5.3 A complainant will not be disadvantaged in any way by raising a complaint.
- 5.4 The Institution reserves the right not to investigate or act upon anonymous complaints, those raised on behalf of an anonymous third party or where a third party makes a complaint on behalf of someone else without their written consent.
- 5.5 If a complaint is found to be frivolous, vexatious, defamatory or motivated by malice, the Institution reserves the right not to proceed with the complaint and to take action against the complainant.
- 5.6 The subject of a complaint about will be informed of the detail of the complaint.

- 5.7 To enter the formal stages of the procedure, the complaint must be submitted in writing and a statement of the desired outcomes must be provided.
- 5.8 At all stages of the informal and formal procedures the case may be presented in English. If a complainant intends to be present at a hearing, they must give prior notice of their preferred language.
- 5.9 The timescales laid down in the procedure may need to be extended by one of the parties in certain circumstances, for example where witnesses or the Investigating Officer are unavailable. Where this need arises, the Complaints Officer will inform the parties in writing. Perrotis College reserves the right, however, not to consider any complaint that is submitted more than three months after the event and to set a final deadline at any stage, after which the complainant will forfeit the right to pursue the complaint further.
- 5.10 Privacy and confidentiality will be maintained and information restricted to only those involved in the investigation and resolution of the complaint.
- 5.11 All persons involved will be provided with details of the complaint and any supporting documentation at least **5** working days before any interview or hearing.
- 5.12 When making a formal complaint the complainant and the person(s) being complained about may be accompanied at any time by a friend, representative or colleague, but not by a solicitor or barrister acting in a professional capacity, unless this is agreed by both parties. If legal action is considered by a complainant, the Institution will take suitable steps to ensure that its legal position is fully protected.
- 5.13 If a complainant is complaining as a member of a group, one person must be prepared to act as the spokesperson and correspondent for the purpose of the formal procedure, and all complainants must be able to demonstrate that they have been personally affected by the matter. All complainants must all agree in writing to the spokesperson acting on their behalf.
- 5.14 Decisions and outcomes will be communicated to the person(s) complained about at the same time as the complainant.
- 5.15 Throughout the process due regard will be given to the Data Protection Act (1998). This means that no details about any individual will be given out without his/her permission. Until a complainant's identification is verified, only information about process and procedures will be supplied.
- 5.16 All records of complaints will normally be destroyed after **6** years has elapsed from the complaint being resolved.

6.0 How, where and to whom do I complain?

6.1 Informal

- 6.1.1 The first step is to try to resolve the complaint informally with the person(s) concerned at the point at which the problem arose. If the complaint is about treatment by a specific individual, then the complainant must try to approach this person in the first instance. Alternatively, s/he may wish to talk informally with someone else¹ or approach the person's line manager or the Institution's complaints point of contact for advice.
- 6.1.2 Normally a complaint must be raised as soon as possible after the event that is the cause for complaint.
- 6.1.3 An acknowledgement will normally be sent within within 5 working days and hopefully a resolution within **30** working days.
- 6.1.4 The informal process will generally be an oral one and only the outcome will generally be recorded in writing.
- 6.1.5 All involved must try to reach a resolution before considering any formal procedures.

6.2 Formal Procedure - Stage 1

- 6.2.1 If the complainant is dissatisfied with the outcome of attempts to reach an informal resolution of the complaint, Stage 1 of the formal Complaints Procedure should be initiated. This must be done either by letter or e-mail which must be submitted to the complaints point of contact, who will forward it to the appropriate person.
- 6.2.2 The nature and grounds of the complaint must be outlined and the outcome or redress sought. This must be received within **10** working days of the failure to resolve the issues informally.
- 6.2.3 The Dean will acknowledge receipt of the formal complaint within **5** working days and then arrange for an investigation to be undertaken by an investigating Officer who will be a senior colleague from a different department/area within the School who has no involvement with the events complained of; this may involve holding meetings and interviews with relevant people. Written notes of such meetings will be made.
- 6.2.4 Should the complaint be against the Dean, it will be dealt with directly at Stage 2 of the Procedure.

The investigation will be completed as quickly as possible and the parties involved will normally be informed of the outcome by the Dean within **30** working days. If the complaint is upheld, the parties will be informed of any action which the Institution intends to take.

- 6.2.5 When the investigation is concluded, the Investigating Officer will submit a report of the enquiry to the complaints point of contact for monitoring purposes (as per the format provided in Appendix 2).

6.3 Formal Procedure – Stage 2

- 6.3.1 Where the complainant remains dissatisfied with the response from Stage 1 of the Formal Procedure, they may request that the outcome be reviewed by a different investigator at

¹ Appendix 1 provides contact details of the complaints point of contact

Stage 2, who will be independent of the matter under investigation, normally the Director of Student Life. In order to initiate this process the complainant must submit details in writing to the complaints point of contact within 10 working days from the date of notification of the outcome of Stage 1, reiterating the grounds for the complaint, the desired outcomes and outlining why the decision of Stage 1 is not satisfactory.

- 6.3.2 Taking into account the substance of the complaint and previous attempts at resolution, the situation will normally be reviewed by the complaints point of contact or her/his nominee (the Independent Investigator) and the complainant will be notified within 5 working days whether the investigation is to proceed.
- 6.3.3 The Independent Investigator will have access to all prior correspondence and the results of the informal investigation. S/he may wish to meet with the complainant and any other parties involved, in order to reach a decision.
- 6.3.4 The Independent Investigator's enquiry should be completed and the decisions/recommendations communicated to all parties within 30 working days of the start of the investigation. Where appropriate, the complainant will also be informed of any action which the Institution intends to take. If the review is expected to take longer parties will be kept informed of progress.

7.0 Conclusion

- 7.1 The Formal Stage 2 completes the internal procedures for complaints. If you are not happy that your issue has been resolved once you have reached this point then visit your Cardiff Metropolitan University Student Handbook [or www.cardiffmet.ac.uk/complaints](http://www.cardiffmet.ac.uk/complaints) for details of the University's Complaints Procedure and the Complaint's Officer's contact details. Please note you must raise your complaint with the University within a month of being issued with the final outcome from the institution.

8.0 Monitoring and Review

Perrotis College's Complaints Procedure will be reviewed annually, usually before the beginning of the next academic year.

Monitoring of the process is undertaken by:

- maintaining a complete tracking system and record of each complaint;
- feeding back details of actions and outcomes to relevant Schools and Units;
- following up complaints that have been resolved with a questionnaire to complainants about the effectiveness of the system and, where relevant, reporting on action taken;
- ensuring all staff responsible for co-ordinating complaints undertake staff development in the system.
- establishing a rigorous and effective system of dealing with proven culpability by one or more parties and feeding back to the complainant the course of action that has been taken by requiring a report from the Dean of School/Head of Unit involved on what has been achieved and implemented to prevent the same situation happening again.

Appendix 1

Contact Details for complaints points of contact:

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Leighanne Penna
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Appendix 2

GUIDELINES FOR WRITING A REPORT ON COMPLETION OF A FORMAL STAGE OF THE COMPLAINTS PROCEDURE

1. Purpose of the Report
2. The Nature of the Complaint
3. Background/Context, including outcomes of any previous Stages
4. The Evidence reviewed
5. Details of the Complaint and Investigator's findings in relation to each issue/aspect
6. Conclusion and Recommendations including whether the complaint is upheld or not.