# Cardiff Metropolitan University


# PERROTIS COLLEGE


Programme Handbook

2022-23

*BSc (Hons) Environmental Science*

# Contents

## *Introduction*

The purpose of this handbook is to tell you 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 following documents which can be found at - https://www.cardiffmet.ac.uk/study/studentservices/Pages/Student-Handbook.aspx

- Cardiff Met Student Handbook;
- Student Guidance for Students at Perrotis College;
- Student Charter

These documents will give you a large amount of additional information including:

- 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

## *Overview of the Department*

*Please find below staff details for the BSc (Hons) Food Science and Technology programme.*

| | | |
|---|---|---|
| Dean<br>Dr. Konstantinos Rotsios | 2310-492-814 | krotsi@afs.edu.gr |
| Chief Administration Officer:<br>Ms. Stavroula Antonopoulou | 2310-492-708 | santon@afs.edu.gr |
| Registrar's Office:<br>Mr. Athanasios Bizmpiroulas | 2310-492-818 | abizbi@afs.edu.gr |
| Administration Office<br>Ms. Kally Chalkia | 2310-492-800 | kchalk@afs.edu.gr |
| Accounting Office:<br>Ms. Fani Liatsa | 2310-492-741 | fliatsa@afs.edu.gr |
| Enrollment Office:<br>Mr. Gregorios Sougaris | 2310-492-854 | gsouga@afs.edu.gr |
| Library:<br>Ms. Damiana Koutsomiha<br>Ms. Iro Sotiriadou | 2310-492-889<br>2310-492-888/935 | dkouts@afs.edu.gr<br>isotir@afs.edu.gr |
| Residence Life Coordinator<br>Mr. Pantelis Hantzaras | 2310-492-844 | phantz@afs.edu.gr |
| Career Office Coordinator<br>Ms. Katerina Pitseli | 2310-492-702 | apitsel@afs.edu.gr |
| Alumni Office:<br>Mr. Pantelis Hantzaras | 2310-492-812 | perrotisalumni@afs.edu.gr |
| | | |
| Department Head: Dr. Tryfon Adamidis | 2310-492-826 | tadami@afs.edu.gr |
| Teaching staff | | |
| Dr. Kyriaki Zinoviadou | 2310-492-813 | kzinov@afs.edu.gr |
| Dr. Sofia Lalou | | slalou@afs.edu.gr |
| Dr. Panagiotis Kabouridis | | pkabou@afs.edu.gr |
| Mr. Nikolaos Gizgis | | ngizgi@afs.edu.gr |
| Dr. Vasiliki Papoti | | vpapot@afs.edu.gr |
| Dr. Zafiro Aspridou | | zaspri@afs.edu.gr |
| Mr. Efstratios Souglis | | esougl@afs.edu.gr |
| Mr. Nikolaos Chatzilias | | nchatz@afs.edu.gr |
| Mr. Christos Mourtziopoulos | | cmourt@afs.edu.gr |
| Mr. Evangelos Evangelou | | vevang@afs.edu.gr |
| Ms. Iro Sotiriadou | | isotir@afs.edu.gr |
| Dr. Nikolaos Sklavounos | | nsklav@afs.edu.gr |
| Mr. George Kartsiotis | | gkarts@afs.edu.gr |
| | | |
| Cardiff Met Contacts | | |
| Partner Manager:<br>Mr. Biju Nair | | bnair@cardiffmet.ac.uk |

## *Terms and Important Dates*

| ACADEMIC CALENDAR 2022 – 2023 | |
|---|---|
| **1st year BSc & MSc\*  — FALL SEMESTER** | |
| **FALL 2021 SEMESTER BEGINS: 3/10/2022**<br>*\*Aliki Perrotis Student Residence opens October 2nd* | |
| Week 1 | 3-8 October |
| Week 2 | 10-15 October |
| Week 3 | 17 - 22 October |
| Week 4 | 24 - 29 October<br>(Public Holiday on October 26th and 28th) |
| Week 5 | 31 October - 5 November |
| Week 6 | 7 - 12 November |
| Week 7 | 14 - 19 November |
| Week 8 | 21 - 26 November |
| Week 9 | 28 November 3 December |
| Week 10 | 5 - 10 December |
| Week 11 | 12 - 17 December |
| Week 12 | 19- 21 December<br>*\*Aliki Perrotis Student Residence closes December 22rd,12:00* |
| **CHRISTMAS BREAK & study period (23/12 - 6/12)** | |
| **Fall Semester Final Examinations and resits** | **9-14 January**<br>*\*Aliki Perrotis Student Residence opens January 8th,12:00* |
| Exam Board | March 2023 |

| ACADEMIC CALENDAR 2022 – 2023 | |
|---|---|
| **Continuing — FALL SEMESTER** | |
| **FALL 2022 SEMESTER BEGINS: 26/9/2022**<br>*\*Aliki Perrotis Student Residence September 25th* | |
| **IMPORTANT NOTE: September 2022 RESIT EXAMS will be held 19-23 September, 2022** | |
| Week 1 | 26 - 30 September |
| Week 2 | 3-8 October |
| Week 3 | 10-15 October |
| Week 4 | 17 - 22 October |
| Week 5 | 24 - 29 October<br>(Public Holiday on October 26th and 28th) |
| Week 6 | 31 October - 5 November |
| Week 7 | 7 - 12 November |
| Week 8 | 14 - 19 November |
| Week 9 | 21 - 26 November |
| Week 10 | 28 November 3 December |
| Week 11 | 5 - 10 December |
| Week 12 | 12 - 17 December |
| Study period | 19- 21 December<br>*\*Aliki Perrotis Student Residence closes December 22rd,12:00* |
| **CHRISTMAS BREAK (23/12 - 6/1)** | |
| **Fall Semester Final Examinations and resits** | **9-14 January**<br>*\*Aliki Perrotis Student Residence opens January 8th,12:00* |
| Exam Board | March 2023 |

| ACADEMIC CALENDAR 2022 – 2023 | |
|---|---|
| **AII — SPRING SEMESTER** | |
| **SPRING 2022 SEMESTER BEGINS: 21/1/2023**<br>*Aliki Perrotis Student Residence is open* | |
| Week 1 | 16-21 January |
| Week 2 | 23 - 28 January |
| Week 3 | 30 January - 4 February |
| Week 4 | 6 - 11 February |
| Week 5 | 13 - 18 February |
| Week 6 | 20 - 25February |
| Week 7 | 27 - 4 March<br>(Public Holiday: 27th of February) |
| Week 8 | 6 - 11 March |
| Week 9 | 13 - 18 March |
| Week 10 | 20 - 25 March<br>(Public Holiday: 25th of March) |
| Week 11 | 27 March - 1 April |
| Week 12 | 3 - 8 April<br>*Aliki Perrotis Student Residence closes April 8th 13:00* |
| **EASTER BREAK (10/4 - 23/4)** | |
| Study period | 24 - 29 April<br>*Aliki Perrotis Student Residence opens April 23rd, 12:00* |
| **Spring Semester Final Examinations** | **2 - 6 May**<br>*Aliki Perrotis Student Residence closes May 7th, 12:00* |
| **Resits** | **8 - 12 May** |
| Exam Board | July 2023 |
| **Resit Examinations** | **September 2023 (date TBA)** |
| Resits' Exam Board | October, 2023 |

## *The Programme of Study*

| 1. | |
|---|---|
| **Awarding Institution/Body** | Cardiff Metropolitan University |
| **Teaching Institution** | Perrotis College |
| **Dean of School** | Dr K. Rotsios |
| **Programme Accredited By** | Cardiff Metropolitan University |
| **Final Award (in full) (including any named exit awards (in full))** | BSc (Hons) Environmental Science<br><br>Inc., Cert HE and DipHE Environmental Science |
| **Programme Title**<br><br>*List all pathways and major/minor combinations* | Environmental Science |
| **Type of Award (Single subject: joint subject: major/minor: Single subject with named pathway)** *(according to rules outlined in academic handbook Vol1, Section 10.1)* | Single subject |
| **Programme Director** | Dr. Christos Vasilikiotis |
| **Mode of Study** | Full-time or part-time |
| **Normal Duration of Programme** | 3 years full-time or 5 years part-time |
| **Period of Candidature** | 5FT 10PT |
| **Language of Study** | English |
| **UCAS Code (or other coding system if relevant)** | |
| **Relevant QAA Subject Benchmarking Group(s)** | Earth Sciences, Environmental Sciences and Environmental Studies 2019 |
| **HECoS Subject Code** | CAH12-01-04 |
| **Date of Production/Revision** | May 2021 |

| **2.  Criteria for admission to the Programme** |
|---|
| **ADMISSIONS REQUIREMENTS**<br><br>**2.1. English requirements for direct entry into the BSc Programmes:**<br>A minimum of IELTS 6.0 (International English Language Testing System), overall with no less |

than 5.5 in any individual component

**Other accepted English tests/certificates for direct entry into the BSc Programmes:**

- Cambridge First Certificate in English
  Exams taken after January 2015: Overall minimum score of 160
  Exams taken before January 2015: Level B2 certificate with minimum score: 52
- Cambridge Certificate of Proficiency in English (any passing grade)
- BULATS English Language Test, 60-100, University of Cambridge
- PEARSON Test of English Level 5, EDEXCEL General Levels 3-4-5
- EDI Level 2 or PEARSON EDI Level 2 Certificate in ESOL International Jetset Level 5 (CEF B2)
- London Test of English EDEXCEL, Level 3 Certificate in ESOL international (CEF B2)
- EDI Level 1 Certificate in ESOL International JETSET Level 5 (CEF B2)
- EDI Level 1 Certificate in ESOL International JETSET Level 5 (CEF B2) or PEARSON EDI Level 1 Certificate in ESOL International (CEF B2)
- PEARSON LCCI EFB Levels 2, 3 & 4
- CITY & GUILDS LEVEL 1 CERTIFICATE IN ESOL INTERNATIONAL (reading, writing and listening) -COMMUNICATOR- and CITY & GUILDS Level 1 CERTIFICATE IN ESOL INTERNATIONAL (Spoken) -COMMUNICATOR- (both included in the final grade) or CITY & GUILDS CERTIFICATE IN INTERNATIONAL ESOL – COMMUNICATOR – and CITY & GUILDS CERTIFICATE IN INTERNATIONAL SPOKEN ESOL – COMMUNICATOR
- ESB Level 1 Certificate in ESOL International All Modes (Council of Europe Level B2)
- Test of Interactive English, B2 Level (ACELS) or Test of Interactive English, B2 Level (Gatehouse Awards)
- Advanced Level CERTIFICATE IN ENGLISH (ALCE) OF HELLENIC AMERICAN UNIVERSITY (Manchester, NH− USA) AND HELLENIC AMERICAN UNION
- MICHIGAN ENGLISH Language ASSESSMENT BATTERY (MELAB), score 80-90, CAMBRIDGE MICHIGAN Language ASSESSMENTS
- MICHIGAN ENGLISH TEST (MET), score: 157-189, CAMBRIDGE MICHIGAN Language ASSESSMENTS
- The University of Michigan Certificate of Competency in English (ECCE)
- Michigan State University – Certificate of English Language Competency (MSU – CELC) CEF B2
- Advanced Level Certificate in English (ALCE) HELLENIC American University
- State Certificate of Foreign Language Proficiency B2
- TOEFL iBT 72 provided that the certificate can be verified as genuine with ETS.
- NOCN Level 1 Certificate in ESOL International (B2)
- LRN Level 1 Certificate in ESOL International (CEF B2)

- A high school diploma from a school in which the official language of instruction is English (including graduates of IB Programmes)

**Other comparable English language qualifications**

Other English language qualifications will be considered and examined on a case by case basis and may be recognized. Applicants should submit full details including their examination results.

**Oxford Online Placement Test (by Oxford University Press)**

All students with no formal evidence of English language skills are offered the option to sit the OPT placement test, computer based and taken on the premises of Perrotis College. Successful achievement of B2 level in all the components, Use of English and Listening, and overall grade of B2, meets the English Language Requirements for entry into the BSc Programmes.

**2.2. Other academic requirements for direct entry into the BSc Programmes:**
A High School Leaving Certificate with good performance.

Note: Students who meet the English Language requirements for direct entry into the BSc Programmes, but their High School Leaving Certificate performance is moderately low, may be considered for direct entry to the BSc Programmes with the obligation to attend a parallel academic support Programme.

**2.3. Foundation -General Education**

With respect to the Admissions Requirements, all candidates who have a "Lower" (B2 - upper intermediate - independent users) knowledge of English may enrol in an additional year of the three-year academic Programme, on condition that they attend the preparatory English Language I & II modules (non-credit) in both semesters and pass all modules.

**Admissions Committee:** After receiving the student application, interview (in-person or via Skype), and English Language Exam results, an Admissions Committee consisting of both faculty and staff meet with the Enrolment Team to determine admissions decisions. The committee bases its decision on a full review of the admissions criteria: student GPA, subject requirements, examination requirements, English Language requirements, the personal

statement, and letters of recommendation. All documentation then is examined from Cardiff Met for final approval.

## 3. Aim of the Programme

The Programme aims at developing student's interest in environmental science and their appreciation of how this multidisciplinary knowledge can be used to understand contemporary issues, related to the continuously changing dynamics of the various environmental components over a range of timescales, accounting also for the social, economic, cultural and ethical considerations that affect human-environment interaction. The students will develop skills related to field work, laboratory analysis and interpretation of data, acquiring the ability to assess and to critically evaluate the state of the environment and its impacts on human life and to provide, interpretations and targeted recommendations and interventions.

## 4. Distinctive features of the Programme

The Environmental Science programme is a broad, highly flexible degree Programme that prepares students for careers in a wide range of environmental fields, including environmental law, political science, government agency employment, and private sector consulting, as well as graduate work in environmental science and all related fields. A degree in Environmental Science develops students with theoretical knowledge and practical skills, able to address challenges in the laboratory and field, as well as in public forums where environmental and public policy decisions affect the state of the environment, the use of natural resources, and human health in relation to environmental threats.

The Environmental Science programme will provide the students with an advanced scientific and quantitative understanding of contemporary environmental issues. The Programme seeks to provide students with the body of knowledge traditionally associated with environmental processes and to develop appropriate skills enabling students to apply such knowledge to both regular and emerging environmental problems. The blend of theoretical knowledge on the physicochemical processes that govern environmental processes, field work ad lab analytical techniques, remote sensing methods and computational tools for numerical calculations, as well as the capacity to translate scientific outcomes into environmental policy, will allow students to be directly relevant to the changing needs of both regulatory bodies, industry and research arena.

In addition to this, there are additional opportunities for students to practice their experience by

participating in several activities (field campaigns, lab analysis, numerical modelling) of the Environmental Engineering Laboratory of the Aristotle University of Thessaloniki [hyper link https://www.enve-lab.eu/], which is world-wide leader in the environmental science research. The practice will enable students to experience what it is like to work in environmental science related international projects.

The Programme will also facilitate the development of transferrable skills that are valued by employers in both industrial, as well as from academic/research and public agencies sectors. For example: critical awareness through research and analysis, innovative thinking, technical excellence, decision making in complex situations, independent learning for continued professional development and professional standard verbal, written and visual communication. The latter is very important when it comes the translation of scientific results into policy making or information to non-expert audience, which is a common situation when it comes to the dissemination of scientific information.

Students will benefit from an immersion into the Environmental Science landscape with modules addressing both the theoretical, technical, laboratory, and numerical computational skills necessary to feel professionally confident. Each module will have a research component, combining academic theory with up-to-date applications. The programme will combine environmental awareness focus with the acquisition of technical skills and professional expertise via experience in both the field and the lab. Modules will be designed with authentic assessments, some with live brief components, in order to simulate real world experiences and to produce work that can be utilised to enhance employability.

Finally, a distinct feature of the programme is that the modules of the final year (level 6) year aim at providing knowledge and familiarity to the most important emerging environmental problems related to the environment-health nexus, the integrated systems analysis (including life cycle impact assessment), challenges of the urban and living environment, as well as knowledge practicing and application in selected emerging case studies of environmental management in the Mediterranean Basin. As a result, the graduates, will be ready to deploy their scientific knowledge in the professional arena, having already partitioned.

**5. Relevant QAA subject benchmark statements and other external and internal reference points used to inform Programme outcomes.**

The Programme outcomes have been aligned with the following:

QAA Subject Benchmark Statement for Earth Sciences, Environmental Sciences and Environmental Studies 2019

([https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-earth-sciences-environmental-sciences-and-environmental-studies.pdf?sfvrsn=ff2c881_6](https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-earth-sciences-environmental-sciences-and-environmental-studies.pdf?sfvrsn=ff2c881_6))

**6. Programme intended learning outcomes**

### 6.1 Knowledge and Understanding

On successful completion of the Programme, the student will be able to demonstrate knowledge and critical understanding of:

- A1   The key areas of Environmental Science, such as Climate Change and Integrated Environmental Impact Analysis.
- A2   The techniques used for environmental monitoring.
- A3   The physicochemical processes that govern environmental processes.
- A4   Quantitative and qualitative approaches to acquiring and interpreting data related to environmental processes.
- A5   The methodologies for carrying out environmental risk analysis.
- A6   The management of natural and human-induced environmental changes
- A7   The socioeconomic framework of environmental pollution.
- A8   The interface between environmental science and policy.

### 6.2 Cognitive Skills

On successful completion of the Programme, the student will be able to demonstrate the ability to:

- B1   Conduct appropriate research among the various environmental science domains.
- B2   Identify key drivers of environmental pollution in local and region scale problems.

| B3 | Develop a study design for effecting environmental monitoring and assessment. |
|---|---|
| B4 | Develop the ability to communicate scientific results in various type of audience (scientific, policy makers, relevant stakeholders). |

### 6.3. Graduate Attributes

On successful completion graduates will have developed the following set of 8 generic graduate attributes:

- Problem Solving and Analytical Ability
- Analysing, Synthesising and Summarising Information Critically, Including Prior Research
- Inter-personal Skills and Networking
- Global Citizenship (Diversity and Sustainability)
- Flexibility and Adaptability (Life-long Learning)
- Effective Communication
- Creative and Innovative Thinking
- Multidisciplinary approach

## 7. Ethical Digital Global Entrepreneurial (EDGE)

On successful completion graduates should have developed the following EDGE Competencies:

| | |
|---|---|
| **Ethical** | Students have a strong sense of personal and professional ethics. They are able to critically evaluate information, make reasoned decisions on courses of actions and identify vested interests accurately. |
| **Digital** | Students are confident digital citizens. They engage with technology for learning, socialising and understanding the world. They are comfortable with the most frequently-used technologies, equipped with the curiosity to learn new technologies and able to deploy them to their best effect. |
| **Global** | Students are engaged with the world around them. They are aware of key global issues affecting their chosen professional path and of the inter-connectedness of society across continents. They are comfortable with people from a wide range of backgrounds and cultures and maintain openness and curiosity about new experiences. |

| Entrepreneurial | Students take an entrepreneurial approach to the world. They are adept at problem-solving, keen to identify new opportunities and confident in taking calculated risks. They are happy to take responsibility and comfortable in leadership roles. | |
|---|---|---|
| A mapping of EDGE competencies and any discipline/industry specific to compulsory modules at each level is appended to this specification. | | |

## *Module Numbers and Course Names*

| Level 4 |
|---|
| GRK4100 Calculus |
| GRK4101 Climate Change throughout History |
| GRK4102 General Physics |
| GRK4103 Principles of Environmental Hydrology |
| GRK4104 Principles of Ecology |
| GRK4001 Learning Methods |
| GRK4105 Environmental Chemistry |
| GRK4106 Research Methods and Statistics |
| GRK4107 Energy resources management |
| GRK4108 Environmental Microbiology |
| GRK4042 Environmental Soil Science |
| Level 5 |
| Sustainable Smart Cities and Living Environment |
| Environmental Analytical Chemistry |
| Environmental Ethics, Policy and Legislation |
| Sustainable Design |
| Marine Biology |

| |
|---|
| Circular Economy |
| Environmental Impact Study |
| Coastal Management |
| Environmental Monitoring and Risk Assessment |
| Environmental Technologies |
| Atmospheric Science and Air Pollution |
| Air, Water and Waste Water Treatment |

## *The Award(s)*

On successful completion of the programme, you will be awarded the title of *BSc (Hons) Environmental Science.* As a Cardiff Metropolitan University student studying at one of its partner institutions, 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.

## *Programme Management*

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*

The Programme Committee consists of all lecturers on the programme, elected student representatives and administrative staff. An academic member of staff appointed from Cardiff Metropolitan University will also attend one programme committee meeting per year. The Programme Committee is chaired by the Programme Director who is responsible to the Programme Committee for the effective operation of the Programme.

The Programme Director will call three formal programme committee meetings per year. Early in the programme, the student body will be asked to elect representatives to present their views at programme committee meetings and through other appropriate channels. Cardiff Metropolitan University and Perrotis College genuinely value the views of students on all aspects of the quality of their learning experience. Therefore, students should make the most of the student representative system, although it would be counter-productive to use it simply to air petty or trivial grievances.

Refer Student Guide for terms of references for Programme Committees.

### 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 issues

regarding electronic and print sources available at the Main 'Dimitris & Aliki Perrotis' Library, the satellite library 'Information & Media Hub' at the Aliki Perroti Educational Center and the College. The committee also discusses matters concerning student learning outcomes and student problems. Members include the Head Librarian (and in some occasions also the Perrotis College liaison librarian), the Academic Dean, the Associate Dean of Accreditation and Assessment and the Department Chairs.

## Admissions and Financial Aid Committee

This committee reviews all applications for admissions and financial aid and advises the administration regarding the granting of financial aid awards to all students. Committee members include the Director of Enrolment, senior academic staff, the DA and DF, and the College Recruitment Coordinator.

## 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 counselling 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.

## Staff-Student Liaison Committee

Regular meetings of the Staff-Student Liaison Committee are held and this will provide a forum for an open exchange of views between students and staff. These meetings will take place at least twice per academic session and it is expected that Student Representatives will be in attendance, though other members of the student body are also encouraged to attend.

All students will be asked to complete programme/module evaluation forms during their studies and this information, alongside feedback via the Staff-Student Committee and Student Representatives, will be utilised by the Programme Director in reviewing programmes. Issues identified will be considered at Programme Committee meetings and action taken as appropriate.

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.

## *External Examiners*

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 of offered in other institutions of which they have knowledge.

More information on the role of the External Examiner is available at http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_06.aspx

Students are entitled to view External Examiner reports and responses submitted in the previous academic session. Please contact your local institution 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.  Appropriate appeal or complaint mechanisms are available and may be found later in this handbook – in the section entitled:  Appeals, Complaints and Academic Regulations.  Examiners in receipt of contacts from students are requested to refer these to the University*.

- Dr. John John Dooley, Senior Lecturer in Food Safety and Quality


## *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: https://study.cardiffmet.ac.uk/Library/Pages/Home.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

Group work is considered necessary and crucial, since working in the industry means being able to work in teams and communicate with co-workers. Group projects will enhance students' ability for self and team management.

## Assessments

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.

## *Module Delivery and Assessment Timetable*

| Module Codes | Assignment Component | Date assignment handed out to students | Deadline for assignment/exam completion | Deadline for feedback to students |
|---|---|---|---|---|
| GRK4100 Calculus | Exam | Fall exam week | Fall exam week | NA |
| | Portfolio | 4th week of classes | Fall exam week | 20 working days |
| GRK4101 Climate Change throughout History | Assignment Component | 4th week of classes | Fall exam week | 20 working days |
| | Assignment Component | 4th week of classes | Fall exam week | 20 working days |
| GRK4102 General Physics | Exam | Fall exam week | Fall exam week | NA |
| | Practical | 4th week of classes | Fall exam week | 20 working days |
| GRK4103 Principles of Environmental Hydrology | Exam | Fall exam week | Fall exam week | NA |
| | Assignment Component | 4th week of classes | Fall exam week | 20 working days |
| | Presentation | 4th week of | Fall exam week | 20 working days |

| | | | classes | | |
|---|---|---|---|---|---|
| GRK4104 Principles of Ecology | Assignment Component | 4th week of classes | Fall exam week | 20 working days |
| | Practical | 4th week of classes | Fall exam week | 20 working days |
| GRK4001 Learning Methods | Portfolio | Throughout year | Fall exam week | 20 working days |
| | Portfolio | Throughout year | Fall exam week | 20 working days |
| GRK4105 Environmental Chemistry | Class Tests | Ongoing | Ongoing | Ongoing |
| | Practical | 4th week of classes | Spring exam week | 20 working days |
| GRK4106 Research Methods and Statistics | Assignment Component | 4th week of classes | Spring exam week | 20 working days |
| | Portfolio | 4th week of classes | Spring exam week | 20 working days |
| GRK4107 Energy resources management | Exam | Spring exam week | Spring exam week | NA |
| | Portfolio | 4th week of classes | Spring exam week | 20 working days |
| | Presentation | 4th week of classes | Spring exam week | 20 working days |
| GRK4108 Environmental Microbiology | Exam | Spring exam week | Spring exam week | NA |
| | Class Tests | Ongoing | Ongoing | Ongoing |
| GRK4042 Environmental Soil Science | Exam | Spring exam week | Spring exam week | NA |
| | Practical | 4th week of classes | Spring exam week | 20 working days |
| Sustainable Smart Cities and Living Environment | WRIT1 | 4th week of classes | Fall exam week | 20 working days |
| | WRIT2 | 4th week of classes | Fall exam week | 20 working days |
| Environmental Analytical Chemistry | EXAM1 | Fall exam week | Fall exam week | NA |
| | CTEST1 | Ongoing | Ongoing | Ongoing |
| Environmental Ethics, Policy and Legislation | WRIT1 | 4th week of classes | Fall exam week | 20 working days |
| | WRIT2 | 4th week of classes | Fall exam week | 20 working days |
| Sustainable Design | PRAC | 4th week of classes | Fall exam week | 20 working days |
| | Portfolio | 4th week of classes | Fall exam week | 20 working days |
| Marine Biology | PORT | 4th week of classes | Fall exam week | 20 working days |
| | | | | |
| Circular Economy | PORT | 4th week of classes | Fall exam week | 20 working days |
| | | | | |
| Environmental Impact Study | WRIT1 | 4th week of classes | Spring exam week | 20 working days |
| | WRIT2 | 4th week of classes | Spring exam week | 20 working days |

| | | | | |
|---|---|---|---|---|
| Coastal Management | PORT | | Spring exam week | 20 working days |
| | | | | |
| Environmental Monitoring and Risk Assessment | EXAM | Spring exam week | Spring exam week | NA |
| | PRES1 | 4th week of classes | Spring exam week | 20 working days |
| Environmental Technologies | EXAM | Spring exam week | Spring exam week | NA |
| | PRES1 | 4th week of classes | Spring exam week | 20 working days |
| Atmospheric Science and Air Pollution | EXAM | Spring exam week | Spring exam week | NA |
| | PRES1 | 4th week of classes | Spring exam week | 20 working days |
| Air, Water and Waste Water Treatment | EXAM | Spring exam week | Spring exam week | NA |
| | PRES1 | 4th week of classes | Spring exam week | 20 working days |

## *Student Commitments*

### Attendance

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 1/3 of the module's contact hours per semester. If the number of absences exceeds the allowed limit, students will normally fail those elements of the module that are due to be assessed after the date the absence limit has been crossed. However, a student who has exceeded his/her limit of absences should continue to attend the module's lectures, in order to be eligible to resit the failed elements.

All cases of students who have crossed the absences' limit will be discussed at the Committee on a case by case basis. If there are Mitigating Circumstances, any relevant documentation submitted, should be provided by official authorities. Mitigating Circumstances will be examined by the Committee only if the date of the incident matches the date the absence limit has been crossed. The Exam Board will determine whether a student who misses an assessment method due to excessive absences will be required to resit the failed element(s).

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 is in danger of exceeding their limit.

 The individual student is responsible for keeping track of his/her own absences.

### 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://study.cardiffmet.ac.uk/AcSkills/Pages/Referencing.aspx

## Unfair Practice

All written reports and assignments are submitted electronically and are checked for plagiarism by TurnItIn software. Students are required to check the similarity report on any assignment submitted and resubmit in case similarity was detected. Any assignments with higher than 25% similarity report will be send to Perrotis College's unfair practice committee, to determine whether an allegation of plagiarism is justified. 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. Always keep a backup copy of the assignment. Do not delete your copy until you have the marked assignment back. Only assignments submitted in Cardiff Met Moodle are accepted.

## *Ethics*

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.

## *Student Support*

## Careers Advice

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. TheCareer 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.

## Academic Counselling

Academic advising is an integral part of the College experience, enabling students to be properly informed regarding academic requirements, existing status, and options. All students are assigned an Academic Advisor, who helps them register, ensures that they understand and correctly follow the academic program, and periodically monitors their progress. All full-time faculty serve as Academic Advisors to incoming and continuing students. As the size of the student body is small, Perrotis College faculty have an open-door policy, allowing students to drop into faculty offices for any issues requiring attention. Students entering their final year at Perrotis choose their Dissertation Advisor, depending on the student's field of interest.

In order to be accessible to students, all full -time faculty hold posted office hours. Faculty advisors also help counsel underachieving students and may participate in student grievance procedures. Students regularly meet with their major advisor a minimum of one time per semester.

## Personal Tutoring

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.

## Language Study Support

- ✓ Induction programme for all incoming students, including Library and study skills packages
- ✓ Access to Learning Centre services (Level 4)
- ✓ Professional Development Planning (Level 4)
- ✓ Student handbook available online
- ✓ Programme handbook
- ✓ Library and learning resources at Perrotis College and the electronic resources of Criff Metropolitan University
- ✓ Study advice at levels 4 to 6.
- ✓ Plenary sessions as required
- ✓ Programme director, pathway tutors and module tutors operate a flexible office hours system.
- ✓ IT facilities American Farm School wide including specialist analysis programmes
- ✓ Crop & Livestock Production land and Laboratory Facilities at the Perrotis College & the American Farm School wide.
- ✓ Access to student services including welfare, careers etc
- ✓ Academic Advising: An integral part of the College program, academic advising enables students to be well informed of their academic requirements and options. All students are assigned an academic adviser, who helps them register, ensure that they understand and correctly follow the academic program and monitor their progress. Every effort is made to assign advisers who best know the student's area of interest. Again, before beginning Level Six, when a student has chosen a pathway, he or she will have as adviser the Pathway Coordinator for that specialization.
- ✓ Note: Students who meet the English Language requirements for direct entry into the BSc programs but their High School Leaving Certificate performance is moderately low, may be considered for direct entry to the BSc programs with the obligation to attend a parallel academic support program.

## Special support for overseas

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.

## Special support for disabled students

Please see below Student Services Center and student handbook for more information.

## Appeals, Complaints and Academic Regulations

As a student of Cardiff Metropolitan University, you are subject to a number of the University's regulations including their academic regulations, unfair practice procedure, mitigating circumstances procedure, 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 your local institution. 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 Cardiff Metropolitan University Student Handbook:

https://www.cardiffmet.ac.uk/study/studentservices/Pages/Student-Handbook.aspx

To make a complaint to your local institution contact Mr. Athanasios Bizmpiroulas (abizbi@afs.edu.gr)

## Internal complaints procedures

Perrotis College is committed to providing high quality services and facilities for students, staff and the general public. Perrotis College 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. 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 following

Perrotis College Complaints Procedure for students enrolled on Cardiff Met programmes (updated September 2015).

## 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. Those approved for reassessment on this basis receive the mark they achieve rather than being limited to a maximum of 40%. 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 Academic 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).

## Withdrawal or suspension

Students who withdraw from the College or wish to suspend their studies at any time must fill out an official Withdrawal Form and an appropriately signed Clearance Form, and submit both forms to the Student life Coordinator and the Registrar. 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. In case of early withdrawal of the programme of studies/boarding the following applies:

The calculation of the financial obligations is based on the tuition fees of the semester e.g. 2.500€ / 14 weeks X weeks of attendance.

In case of early departure from the dormitories, the following applies:

The calculation of the financial obligations is based on the annual charge of the accommodation, e.g. 2.750€ / 28 X the weeks of residence accommodation.

In both of the above cases the initial deposit of 500€ is not refundable. Students dismissed for academic or disciplinary reasons are not eligible for a refund.

## *Quality Assurance of Services*

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.

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.

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.

Please refer to Student Guidance Handbook for detailed information on complaint procedures.

## *Induction*

At the start date of programme, college administration holds an event at which students are enrolled on respective courses. During the event, weekly class- schedule and academic calendar are provided. Department Heads introduce students to academic programmes, administrative structure, regulations, rules, obligations and responsibilities, which is illustrated in the Student Guidance Handbook and Programme Handbook in details.

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.

Student Life Staff provide further orientation to students who live on campus. In addition, students enrolled in the Learning Methods module are introduced to Library and IT facilities during the first week of classes.

## *Fees*
### Full Time Fees
Fees for the 2022-2023 academic year are as follows:

| | |
|---|---|
| **Tuition Fees** | 5.180€ |
| **Room & Board Fees (if applicable)** | 3.100€ |

For the academic year 2022-2023, all students receive a subsidy and are expected to pay fees as below:

| | BSc Programme € |
|---|---|
| **Tuition Fees** | 5.180€ |
| **Room & Board Fees (if applicable)** | 3.100€ |
| **Residence Hall Damage Deposit*** | 150€ |

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

### Financial Advise
Refer to Student Guidance Handbook for financial responsibilities, AFS graduate's fees residence hall charges, audit fees, terms of payment, late payment policy, how to make payment, financial aid, other fees, refund policy and financial advice & support for first time students and continuing students.

## *Accommodation*

Please refer Student Guidance Handbook for information on Residential life, residence hall damage deposit, sign in/out contract and dining hall.

## *Learning Centre Services*

As a student 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:

http://study.cardiffmet.ac.uk/LC/Pages/default.aspx

### Libraries

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

### 'DIMITRIS & ALIKI PERROTIS' Library

'Dimitris & Aliki Perrotis' Main Library maintains a collection of over 10.000 print books, CDROMs and DVDs, subscribes to Greek and Foreign print journals, as well as databases which comprise of eBooks and electronic journals. Students can also have access to past Dissertations; requests for past Dissertations are made to the Main Library's Circulation desk. 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://study.cardiffmet.ac.uk/Pages/home.aspx

### IT Resources

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

- Library Computer Lab (Main Library; 20 computers, for teaching purposes);
- 'Edmund & Mary Keeley Computer Room' (Main Library; 8 computers);
- 'Vasilios S. and Aphrodite B. Haseotes Learning Commons' (4 TV monitors for group work2 sound-proof glass rooms with TV monitors for group work);
- Library Reference Desk (1 computer);
- Library Amphitheater (29 computers, for teaching purposes);
- Laptops (3 at the Main Library, 2 at the Hub, for use inside the library premises);Wireless access throughout the Library;
- Printing, photocopying, and scanning at the Main Library and the Hub, as well as simple binding services at the Main 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)

**Laboratories**

The College currently maintains several labs for academic purposes:

- Computer Lab ('Dimitris & Aliki Perrotis' Main Library);
- Food Science Lab;
- DNA Genomics Lab;
- Metabolomics Lab;
- Metagenomics Lab;
- Bioinformatics Lab;
- Transcriptomics Lab;
- Microscopy Lab;
- Soil Science and Agronomy Lab.
- Dairy Science Lab;
- Biochemistry Lab;
- Plant Physiology Lab,
- Physiochemistry Lab;
- Chemistry Lab;
- Tissue Culture Lab;
- New Food Product development Lab;
- Greenhouse
- Shadehouse
- Krinos Olive Center

## *Student Representatives*

### Student Services Center

The Student Services Center is devoted to helping Perrotis College students by providing the guidance and support services (academic learning support, social and psychological) required helping them excel in their studies, extra-curricular pursuits and contributions to the community. Faculty members also utilize the resources offered to direct and support their students in their academic success.  Students can take advantage of many different services provided by the Student Services Center. More details are available at Student Handbook.

Details of the Cardiff Met Student Representation system can be found at:

*http://www.cardiffmetsu.co.uk/representationhome/*

## *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 campus. 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/international/study/applying/Pages/default.aspx

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 more information on internships and exchange opportunities you can contact the Study Abroad Office or the Carreer Office .

## 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

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 200 € per year. Students are responsible for paying for any service that the nearby Health Center is not able to provide and that is not covered by the student's insurance plan. For simple health matters, a campus doctor is available for all College students, free of charge, from Monday thru Friday from 7:00 am to 3:00 pm.  The doctor's office is located in James Hall.