



PERROTIS COLLEGE

Programme Handbook

2022-2023

General Education

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Introduction

Historical Background

The American Farm School was founded in 1904 by Dr. John Henry House to provide students with agricultural education at the secondary level as well as technical and professional training. Based on the philosophy of its founder, the AFS follows a holistic approach by training students' body, mind and soul. The AFS has evolved ever since and now offers formal educational training at all levels of education from kindergarten to graduate studies.

Perrotis College, a branch of AFS, was founded in 1995 through an endowment from Aliki Perrotis, in order to offer higher education programs in the agro-food sector. Since 2007, in collaboration with Cardiff Metropolitan University, Perrotis College offers BSc (Hons) degrees to its students. The experiential and hands-on activities are the basis of Perrotis College educational offering. A major advantage of Perrotis College is the connection with the related Industry, which allows Perrotis College to fill the gap between Industry and Academia. Several laboratories equipped with state of the art machinery and lab instruments and the facilities of the AFS such as the farm and the dairy plant allow Perrotis College to cooperate with the Industry and Academia in research projects involving its students and thus to offer them a unique experience.

The College, consistent with its policies and governing law, promotes institutional diversity and pluralism, provides equal opportunity for all students and employees regardless of race, religion, gender or ethnicity. The Perrotis programs are open to the whole world and currently, students from different parts of Greece, Europe and the United States are enrolled.

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.perrotiscollege.edu.gr/info-current-students/>

Perrotis College Student Handbook;

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

- Your status as a student
- Academic Regulations and Conduct of Examinations
- Unfair Practice Procedure
- Mitigating Circumstances Procedure
- Data Protection and Freedom of Information
- 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) Sustainable Agriculture and Management programme.

Dean Dr. Konstantinos Rotsios	2310-492-814	krotsi@afs.edu.gr
Chief Administration Officer: Ms. Stavroula Antonopoulou	2310-492-708	santon@afs.edu.gr
Registrar's Office: Mr. Athanasios Bizmpiroulas	2310-492-818	abizbi@afs.edu.gr
Administration Office Ms. Kally Chalkia	2310-492-800	kchalk@afs.edu.gr
Accounting Office: Ms. Fani Liatsa	2310-492-741	fliatsa@afs.edu.gr
Enrollment Office: Mr. Gregorios Sougaris	2310-492-854	gsouga@afs.edu.gr
Library: Ms. Damiana Koutsomiha Ms. Iro Sotiriadou	2310-492-889 2310-492-888/935	dkouts@afs.edu.gr isotir@afs.edu.gr
Residence Life Coordinator Mr. Pantelis Hantzaras	2310-492-844	phantz@afs.edu.gr
Outreach & Internships Coordinator: Ms. Katerina Pitseli	2310-492-702	apitsel@afs.edu.gr
Alumni Office: Mr. Pantelis Hantzaras	2310-492-812	perrotisalumni@afs.edu.gr
Head Coordinator of the General Education Programme Dr. Tryfon Adamidis	2310-492-82	tadami@afs.edu.gr
Indicative Teaching staff		
Dr. Sofia Lalou		slalou@afs.edu.gr
Dr. Panagiotis Kampouridis		pkabou@afs.edu.gr
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Mr. Eleftherios Papadopoulos		epapado@afs.edu.gr
Dr. Stefania Lampoura		slampo@afs.edu.gr
Ms. Aikaterini Pltsele		apitsel@afs.edu.gr

Terms and Important Dates

ACADEMIC CALENDAR 2022 – 2023	
1st year BSc & MSc* — FALL SEMESTER	
FALL 2021 SEMESTER BEGINS: 3/10/2022 <i>*Alik Perrotis Student Residence opens October 2nd</i>	
Week 1	3-8 October
Week 2	10-15 October
Week 3	17 - 22 October
Week 4	24 - 29 October (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 <i>*Alik Perrotis Student Residence closes December 22rd, 12:00</i>
CHRISTMAS BREAK & study period (23/12 - 6/12)	
Fall Semester Final Examinations and resits	9-14 January <i>*Alik Perrotis Student Residence opens January 8th, 12:00</i>
Exam Board	March 2023

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

The Programme of Study

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 in 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 well-being of individuals, families and communities; and enhance the sustainability of agricultural and economic systems.

Proposed General Education Program

Aim

The primary aim of general education is to provide a broad, yet focused, survey of courses that will promote critical thinking and increase students' awareness of the world around them.

Distinctive features of the program

The goal of the Perrotis College General Education Program is to provide students with the information and skills common to educated people, to introduce them to new ways of thinking and to equip them with the ability of critical thinking for becoming a responsible global citizen. The General Education classes offered at Perrotis College reflect the Institution's philosophy on holistic education in the agro-food sector. By taking General Education courses students, will be exposed to new ideas, meet students and researchers from different departments, and acquire a broader range of skills and understanding to complement students' specialist knowledge. Furthermore, the selected courses support the Institution's approach on significant issues pertaining to the world and human nature such as climate change, circular economy, sustainable development, nutrition and culture, and food safety and sustainability.

Additionally, General Education classes are designed in alignment with the overall objectives/learning outcomes of the undergraduate majors by increasing students' transferable

College-to-Job skills. The soft skills are maybe the most important assets for a future employee and entrepreneurship. Communication, organization, analytical abilities, creativity, perseverance, problem solving and resourcefulness are some of the soft skills that are much appreciated by the future employers and are necessary for future entrepreneurs.

The ability to adapt, to cooperate with others and to be competent with information technology proved to be the most important skills during the recent unpredictable circumstances (pandemic) according to leading multinational companies.

The General Ed Program was developed in collaboration with the Chairs and faculty from different academic departments, Student Services and other colleagues, who all met and planned courses and curriculum in order to reflect best the needs of the students. The philosophy underpinning the design of the program clearly links to the Perrotis College Mission. The program develops the students' intellectual capabilities as well as providing an excellent base for continuing their studies in the field of interest.

Program Intended Learning Outcomes

Intellectual skills

- Recall knowledge based on the directly taught program with some evidence of wider enquiry
- Demonstrate ability to define problems, and devise and evaluate solutions to both routine and unfamiliar problems
- Analyze, synthesize, summarize and evaluate information
- Demonstrate the ability to consider issues from a range of multidisciplinary and interdisciplinary perspectives and to draw on appropriate concepts and values in arriving at a critical assessment

Practical Skills

- Conduct and present an investigation with guidance
- Relate investigations to prior work and reference it appropriately
- Use appropriate laboratory and field equipment competently and safely
- Use technologies to address problems
- Describe clearly and record in the field and laboratory
- Interpret practical results with guidance
- Present research findings effectively and appropriately in a number of formats

Communication Skills

- Communicate effectively to audiences in written, graphical and verbal forms
- Contribute coherently to group discussions
- Listen attentively and respond to others

Analytical and data interpretation skills

- Understand risk

- Solve a range of numerical problems using appropriate techniques

Digital literacy and social media skills

- Use the internet critically for communication and information retrieval
- Handle electronic information using appropriate techniques, software and applications
- Communicate effectively using social media
- Demonstrate the effective and safe use of digital media

Interpersonal and teamwork skills

- Contribute effectively to teamwork
- Recognize and respect the views of others
- Evaluate performance as an individual and team member
- Recognize and be able to comment on the moral and ethical issues associated with the subject

Self-management and professional development skills

- Understand and be able to apply professional codes of conduct
- Take a responsible, adaptable and flexible approach to study
- Develop the skills necessary for self-managed and lifelong learning (that is, independent study, time management, organizational skills)

Subject- specific knowledge

- Demonstrate a good understanding of sustainability, environmental issues, climate change, and environmental threats to human health, nutrition and culture, historical aspects of nutrition.
- Demonstrate understanding of the chemistry underpinning molecular interactions and the behavior of components
- Demonstrate understanding of the principles of Biology

Students' Attributes

On successful completion of the General Education Program, students should have developed the following set of 6 generic attributes:

- Problem Solving and Analytical Ability
- Inter-personal Skills and Networking
- Global Citizenship (Diversity and Sustainability)
- Flexibility and Adaptability (Life-long Learning)
- Effective Communication
- Creativity and Innovation

Module Numbers and Course Names

Module Codes	Semester
PGE3102 Environment and Climate Change	Fall
PGE3112 IT skills	Fall
PGE3104 Mathematics	Fall
PGE3105 Introductory Composition	Fall
PGE3110 Principles of Biology	Fall
PGE3100 English Language I *	Fall
PGE3107 Society and Sustainability	Spring
PGE3108 Mediterranean Diet: Science & Culture	Spring
PGE3109 Introduction to Academic Writing	Spring
PGE3103 Introduction to Information Systems	Spring
PGE3111 Public Speaking & Business Communication	Spring
PGE3101 English Language II **	Spring

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. 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. 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.

Student Service Committees

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 counselling), developing referral services for psychological and learning disability counselling, 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 Academic 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 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.

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.

Students are entitled to view External Examiner reports and responses submitted in the previous academic session. Please contact registry to access the reports.

The name(s), position(s) and external university or organisation of External Examiners are published 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.

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 students have access to the University's electronic resources. Guidelines on accessing these resources are available at: <https://library.perrotiscollege.edu.gr/>

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 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 the field of studies..

Group Work

Group work is considered important since industry and laboratories usually require working in teams and communicating with people. Group projects will enhance students' ability for self and team management.

Assessments

Written examinations, essays, lab reports, portfolios 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, regardless of the type of dissertation or assignment which is written.

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

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: <https://library.perrotiscollege.edu.gr/>

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 sent 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 aforementioned committee will decide on student's work.

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 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 the College's 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. 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.

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.

Study Support

- ✓ Induction programme for all incoming students, including Library and study skills packages
- ✓ Access to Learning Centre services
- ✓ Professional Development Planning
- ✓ Student handbook available online
- ✓ Programme handbook
- ✓ Library and learning resources at Perrotis College
- ✓ Study advice
- ✓ 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

Students who experience emotional or learning difficulties may consult the Counselling 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.

Appeals, Complaints and Academic Regulations

As a student 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 College directly.

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 recognizes 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.

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	4.750€
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:

Tuition Fees	4.750€
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 Advice

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.

Libraries

Students at Perrotis College have library services and facilities available to them through the ‘Dimitris & Aliki Perrotis’ Library

‘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>).

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, and
- PC 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 the following labs for academic purposes:

- Computer Lab ('Dimitris & Aiki 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.

Progression and Transfer Opportunities

As a student, studying you may be able to transfer to study some of your program or progress onto another program. If you are an international student and you wish to enquire about transfer opportunities to study at Perrotis College you should contact the Study Abroad office.

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 Career 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.