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Cardiff Metropolitan University

PERROTIS COLLEGE

Programme Handbook

2023-24

*MSc (Hons) Sustainable Agriculture and  
Management*

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## 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 (UPP)
- Mitigating Circumstances Procedure (MCP)
- 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 MSc (Hons) Marketing for the Agro-Food Sector programme.

Dean <b>Dr. Konstantinos Rotsios</b>	2310-492-814	<a href="mailto:krotsi@afs.edu.gr">krotsi@afs.edu.gr</a>
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Cardiff Met Contacts		
Partner Manager: Mr. Biju Nair		<a href="mailto:bnair@cardiffmet.ac.uk">bnair@cardiffmet.ac.uk</a>
Link tutor: TBC		

## Terms and Important Dates

ACADEMIC CALENDAR 2023 – 2024	
FALL SEMESTER	
<b>FALL 2023 SEMESTER BEGINS: 2/10/2023</b> <b>*Alik Perrotis Student Residence opens October 1st</b>	
Week 1	2 -7 October
Week 2	9 -14 October
Week 3	16 - 21 October
Week 4	23 - 28 October (Public Holiday on October 26th and 28th)
Week 5	30 October - 4 November
Week 6	6 - 11 November
Week 7	13 - 18 November
Week 8	20 - 25 November
Week 9	27 November - 2 December
Week 10	4 - 9 December
Week 11	11 - 16 December
Week 12	18 - 23 December <b>*Alik Perrotis Student Residence closes December 22nd,12:00</b>
<b>CHRISTMAS BREAK &amp; study period (23/12 - 7/1)</b>	
Study period	8 - 13 January
<b>Fall Semester Final Examinations and resits</b>	<b>15 - 20 January</b> <b>*Alik Perrotis Student Residence opens January 9th,12:00</b>
Exam Board	March 2024

ACADEMIC CALENDAR 2023-2024	
All — SPRING SEMESTER	
<b>SPRING 2024 SEMESTER BEGINS: 22/1/2024</b> <b>*Alik Perrotis Student Residence is open</b>	
Week 1	22 - 27 January
Week 2	29 January - 3 February
Week 3	5 - 10 February
Week 4	12 - 17 February
Week 5	19 - 24 February
Week 6	26 February - 2 March
Week 7	4 - 9 March
Week 8	10 - 16 March
Week 9	18 - 23 March (Public Holiday: 18th of March)
Week 10	25 - 30 March (Public Holiday: 25th of March)
Week 11	1 - 6 April
Week 12	8 - 13 April
Study period	15 - 20 April
Spring Semester Final Examinations	<b>22-27 April</b> <b>*Alik Perrotis Student Residence closes April 27th, 12:00</b>
EASTER BREAK (29/4 - 11/5)	
Resits	13 - 18 May
Exam Board	July 2024
Resits	September 2024 (date TBA)
Resits' Exam Board	October, 2024

**\*\* All MSc resident students, on closing dates, they should leave Saturday after class**

## 1. The Programme of Study

<b>Awarding Institution/Body</b>	Cardiff Metropolitan University
<b>Teaching Institution</b>	Perrotis College, Thessaloniki, Greece
<b>Dean</b>	Dr. Konstantinos Rotsios
<b>Programme Accredited By</b>	Cardiff Metropolitan University
<b>Final Award (including any named exit awards)</b>	PG Cert, PG Dip, MSc
<b>Programme Title</b>  List all pathways and major/minor combinations	MSc in Sustainable Agriculture & Management
<b>Type of Award (Single subject: joint subject: major/minor: Single subject with named pathway)</b> (according to rules outlined in academic handbook Vol1, Section 10.1)	Award – PG Certificate (60 module credits completed)  Award – PG Diploma (120 module credits completed)  Final Award –MSc Sustainable Agriculture & Management (180 module and MSc Dissertation Credits completed)
<b>Programme Director</b>	Dr. Athanasios Gertsis
<b>Partner Manager</b>	Mr. Biju Nair, <a href="mailto:bnair@cardiffmet.ac.uk">bnair@cardiffmet.ac.uk</a>
<b>Link Tutor</b>	TBC
<b>Mode of Study</b>	Full-Time & Part-Time
<b>Normal Duration of Programme</b>	2 year full-time, 4 years part-time
<b>Period of Candidature</b>	4 years full-time, 5 years part-time
<b>Language of Study</b>	English



<b>UCAS Code (or other coding system if relevant)</b>	NA
<b>Relevant QAA Subject Benchmarking Group(s)</b>	There are no QAA benchmark statements at Master's level in this field.
<b>JACS Subject Code</b>	N/A
<b>Date of Production/Revision</b>	June 2023

## 2. Criteria for admission to the programme

Admission requirements: <https://www.perrotiscollege.edu.gr/graduate-admissions/>

## 3. Aim of the programme

The overall aim of this programme is to provide a high quality and professionally relevant and holistic curriculum which will develop graduates with scientific and technical knowledge, skills and abilities (KSA) in the field of "Sustainable Agriculture & Management-SA&M". Furthermore, the programme will enable and equip graduates with the necessary technological/digital tools and knowledge to work in the agricultural sector for developing and efficiently managing sustainable crop production systems to meet the new world challenges and the recent EU legislation (Common Agricultural Policy CAP>2023) in agriculture and the environment. This could also improve the profitability of the farm business that they are part of or as a stake holder in that specific agricultural industry.

## 4. Distinctive features of the programme

The programme follows a holistic and integrative approach that will enable our students to understand the major contemporary issues and problems, challenges and the opportunities within the agro-environmental continuum and total production system and provide sustainable solutions

The programme is designed to be client-specific and related to agro food stake holders. In that respect, students will be able to focus and acquire in depth knowledge and become specialists on the specific crop production and management system of their choice. During the third semester, students will have the opportunity to think of and create their own major research issue in the context of sustainable agriculture and management and holistically study the major parameters involved in implementation. During the final semester of their

studies, students will engage in primary research on a topic of their choice or a proposed by the Supervising Faculty.

Indicatively, such fields may include:

1. Innovative & sustainable crop management systems using new technologies and management systems of Precision Agriculture (PA)
2. Applying modelling and Decision Support Systems (DSS) for sustainable agriculture
3. Ecological based crop production systems
4. New hydroponic systems technologies
5. Sustainable management of specific crop species
6. Methods and application of crop production systems to mitigate/adapt to climate change effects.
7. Increase Management and Input Use Efficiency (MUE/IUE) in farms.
8. Enforcement of sustainability and efficiency in agriculture production systems
9. Applied bio-economy and cyclic-economy to increase sustainability in agriculture
10. Digital technologies for Smart Agriculture/Smart Farming Meeting the challenges of the new CAP in EU – development of a model farm
11. Satellite agriculture – using GIS and satellite imaging
12. Unmanned Aerial Systems (UAS aka Drones) or RPAAS (Remotely Piloted Aerial Application Systems) for aerial applications of pesticide, nutrients and plant health biostimulants, air seeding foliar fertilization for environmental and farm sustainability
13. Farm Business consultancy for sustainable crop production
14. Enforcement of sustainability and efficiency in agriculture production systems
15. Applied bio-economy and cyclic-economy to increase sustainability in agriculture
16. Soil microbial inoculants and bio stimulants for sustainable crop production
17. No-tillage farming systems
18. Climate-Smart Farming applications in crop production`
19. Farm scaping and ecologically based pest management
20. Developing cover crop systems for sustainable soil management and weed suppression
21. Nutrient cycling and nitrogen contribution of multispecies cover crop mixtures in organic agriculture
22. Soil fertility management in organic vegetable production
23. Perennial cover crop systems in orchards
23. Design model Community Supported Agriculture (CSA) production systems

In this highly innovative, client-specific environment, and in-depth research projects, students will acquire the skills and underpinning knowledge needed to follow a range of career paths both in Greece and abroad in agro-food industries: in Use of new technologies in agriculture, sustainable management strategies, Staff member advising on Legislation & Communication, Purchasing Manager of Raw Materials and Operational Manager. Graduates will also be able to work as entrepreneurs, independent consultants and trainers in the agro-food sector.

Perrotis College has very good and extensive links and established collaborations (through MOUs) with the agricultural industry in terms of collaboration in research projects and transfer of knowledge. Meanwhile, the agricultural industry guides the College about the nowadays needs and demands of the primary production sector.

This MSc degree may lead on to further study at a higher level e.g., PhD. The offered core courses will allow the student to be specialized on a specific subject during his/her MSc Thesis research.

In addition to the modules that the students will be studying, the institution will run a series of seminars delivered by visiting lecturers from the industry, Research and Educational Institutions from Greece, EU, USA, Australia and other countries. and research seminars from members of faculty, academics and post-graduate research students. All the graduate students will be invited to attend to broaden their knowledge and to provide network opportunities with potential employers. Updated educational methods will be used, including distance and digital learning systems.

Support in writing (Writing Center and Library), mentoring (older students are mentoring the new), tutoring and advising are provided by the College.

There is an opportunity for the students to visit other academic institutions or/and agro-food industry abroad. Additional opportunities are offered through the existing ERASMUS+ projects in progress and new proposals in EU. The above opportunities offered at Perrotis College will be available to students from various institutions around the world, through the College's study abroad programmes.

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

QAA has no relevant statement for this type of Masters programme. The development of this programme, like those in other universities, is usually being as a natural educational expansion in the field of Agro-environmental Systems Management with Precision

Agriculture pathway (our existing BSc program). The subject specific content of the Programme has been developed in consultation with the agricultural industry, the academic staff at Perrotis College and from collaborating Universities in the world and the student body to support and satisfy the demand of the agricultural industry for a high calibre graduate to take technical and managerial positions.

## 6. Programme intended learning outcomes

### Knowledge and understanding

Upon completion of the **Postgraduate Certificate in Sustainable agriculture and Management (SA&M)**, students should be able to:

- (i) Identify the commercial, scientific and technical trends in crop production systems and evaluate the technological and environmental impact of these trends
- (ii) Critically appraise, develop and evaluate interventions intended to improve efficiency and sustainability of crop production
- (iii) Evaluate the implementation of new technologies and methods in order to improve productivity, legal compliance and technical efficiency
- (iv) Enable them to efficiently manage crop production systems, acting as Ag Consultants

In addition to the above learning outcomes, students pursuing the **Postgraduate Diploma in SA&M** should be able to:

- (v) Appraise the importance of the crop production and to develop and evaluate the relevant methodologies linked to climate change adaptation or mitigation
- (vi) Integrate new and forthcoming legislation (mainly in EU through the Common Agricultural Policy -CAP- after 2021) into module content and evaluate its impacts in research.
- (vii) Analyse consumer demand or/and develop new production methods to satisfy the market and improve sustainability and profitability.

In addition to the above learning outcomes, students pursuing the **Master of Science in SA&M** should be able to:

- (i) Demonstrate the ability to design, plan, and undertake a major piece of research in a relevant study area, and present the findings in a professional way.
- (ii) Become fully aware of any developments in their own research field area

The intended learning outcome at each of the programme exit points is illustrated in Appendix 1

### **Skills and other attributes**

A set of competences that all university graduates should develop includes areas and skills that are important and in need for the employer. Graduate attributes reflect Cardiff Metropolitan's commitment to the enhancement of student's employability.

Cardiff Metropolitan's Graduate Attributes framework has developed certain generic attributes needed for the graduates (listed below) and are embedded within the programme.

Problem Solving & Analytical Ability

Inter-personal Skills & Networking

Global Citizenship (Diversity & Sustainability)

Flexibility & Adaptability

Effective Communication

Creativity & Innovation

Graduates should have the ability to reflect, manage and develop their own learning and professional practices. They also need to identify their strength and the challenges that they might face and how to tackle them and formulate an action plan to resolve any unresolved issues.

### **Module Numbers and Course Names**

<b>Module no</b>	<b>Name</b>	<b>Compulsory/Elective</b>	<b>Semester</b>
<b>First year</b>			
GRK7001	Entrepreneurship	compulsory	Fall
GRK7002	Research Methods and Data Management	compulsory	Fall
GRK7003	Innovative Technologies for Sustainable Agricultural Systems	compulsory	Fall

GRK7004	Bioinformatics/ Genomics	compulsory	Fall
GRK7009	Food Marketing & Branding	compulsory	Fall
GRK7034	Ecologically Based Pest & Disease Management	elective	Spring
GRK7032	Precession Agriculture Applications for Sustainable Farm Management	compulsory	Spring
GRK7037	Farm Business Management	compulsory	Spring
GRK7035	Climate Change and Agro meteorology	compulsory	Spring
GRK7031	Sustainable Crop Production Systems	elective	Spring
WBL7015	Work-based Learning	Elective	Spring
<b>Second Year</b>			
GRK7033	Innovative olive production & processing systems	compulsory	Fall
GRK7036	Agro-ecological design and integrated farming systems	compulsory	Fall
GRK7038	Academic Research for Sustainable Agriculture and Management	compulsory	Fall
GRK7012	MSc Dissertation	compulsory	Spring

### **The Award(s)**

On successful completion of the programme (180 module credits) , you will be awarded the title of MSc (Hons) In Marketing for the Agro-Food Sector. 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.

Other awards provided are:

Award – PG Certificate (if 60 module credits are completed)

Award – PG Diploma (if 120 module credits are completed)

### **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.

## **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 counseling), developing referral services for psychological and learning disability counseling, overseeing the student work-study programme, identifying and implementing Student Council Provisions, and coordinating the formation and functioning of student clubs and organizations and other campus life activities. The committee also coordinates the student service programme. Committee members include one faculty member, the Director of Student Life, the Head of the Human Resources Department, the Student Life Department Monitor, the Dean, the 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 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](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.

- TBC

## **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 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/Invited Lecturers**

Guest speakers (e.g. entrepreneurs; representatives from local and regional authorities; environmental organizations; development agencies; environmental and voluntary organizations and International Academic and Research Institutions) will participate and enrich the learning process, by providing practical and real-life aspects of the field of studies..

### **Group Work**

For the Marketing for the Agro-Food Sector programme, group work is considered necessary and crucial since in the industry it usually means working in teams and communicating with people. 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
GRK7001 Entrepreneurship	WRIT1 WRITTEN ASSIGNMENT	4th week of classes	Fall Exam Week	4 working weeks after submission deadline
	PRES1 PRESENTATION	4th week of classes	Fall Exam Week	4 working weeks after submission deadline
GRK7002 Research Methods and Data Management	PORTFOLIO	4th week of classes	Fall Exam Week	4 working weeks after submission deadline
GRK7003 Innovative Technologies for Sustainable Agricultural Systems	WRIT1 WRITTEN ASSIGNMENT	4th week of classes	Fall Exam Week	4 working weeks after submission deadline
GRK7004 Bioinformatics / Genomics	WRIT1 WRITTEN ASSIGNMENT	4th week of classes	Fall Exam Week	4 working weeks after submission deadline
GRK7009 Food Marketing and Branding	WRIT1 ASSIGNMENT	4th week of classes	Fall Exam Week	4 working weeks after submission deadline
	PRES1 PRESENTATION			4 working weeks after submission deadline
GRK7034 Ecologically Based Pest & Disease Management	WRIT1 GROUP ASSIGNMENT	4th week of classes	Spring Exam Week	4 working weeks after submission deadline
GRK7032 Precision	WRIT1 ASSIGNMENT	4th week of classes	Spring Exam Week	4 working weeks

Agriculture Applications for Sustainable Farm Management				after submission deadline
GRK7037 Farm Business Management	WRIT1 ASSIGNMENT	4th week of classes	Spring Exam Week	4 working weeks after submission deadline
GRK7035 Climate Change and Agrometeorology	WRIT1 ASSIGNMENT	4th week of classes	Spring Exam Week	4 working weeks after submission deadline
GRK7031 Sustainable Crop Production Systems	WRIT1 ASSIGNMENT	4th week of classes	Spring Exam Week	4 working weeks after submission deadline
WBL7015 Work-Based Learning 1	WRIT1	4th week of classes	Spring Exam Week	4 working weeks after submission deadline
GRK7033 Innovative olive production & processing systems	WRIT1	4th week of classes	Fall Exam Week	4 working weeks after submission deadline
GRK7036 Agro-ecological design and integrated farming systems	WRIT1	4th week of classes	Fall Exam Week	4 working weeks after submission deadline
GRK7038 Academic Research for Sustainable Agriculture and Management	WRIT1	4th week of classes	Fall Exam Week	4 working weeks after submission deadline
	WRIT2			
GRK7012 Dissertation	WRIT1	1st week of classes	Spring Exam Week	Ongoing
	WRIT2	1st week of classes	Spring Exam Week	Ongoing
	PRES1	1st week of classes	Spring Exam Week	4 working weeks after submission deadline

## 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

<b>Number of Class Hours per Week</b>	<b>Allowable Absences per Semester (excused and/or unexcused)</b>
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 re-sit the failed elements. All re-sits have a fee of 50€ per module.

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 re-sit 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 to 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 sent to Perrotis College's unfair practice committee, to determine whether an allegation of plagiarism is justified.

Students have the option to use Artificial Intelligence tools, however, they are requested to include the interaction with the AI Software in an Appendix and explain in a short paragraph the reasons for using AI tools (content, idea generation), the benefits of its use (availability of related information), how they used AI-generated content to create original content of their own and what they learned through the process. All references to AI generated material should be mentioned in the Appendix, otherwise it will be considered plagiarism. If it is suspected that generative AI was utilized on an assignment without proper justification in the appendix (as stated above), the instructor has the right to request an assignment review meeting.

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

### **Assignment Format**

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

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

### **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. 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.

### **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 Cardiff Metropolitan University
- ✓ Study advice at levels 4 to 7.

- ✓ 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.

### **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 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 Ms. Kally Chalkia ([kchalk@afs.edu.gr](mailto:kchalk@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 re-sit 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 / 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. 3500€ / 28 X the weeks of residence accommodation.

In both of the above cases the initial deposit of 600€ 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

For the academic year 2023-2024, all students receive a subsidy and are expected to pay fees as below:

	MSc Programme €
<b>Tuition Fees</b>	10.400€
<b>Room &amp; Board Fees (if applicable)</b>	3.500€
<b>Residence Hall Damage Deposit*</b>	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.

### Learning Centre Services

As a student at 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 123.297 titles, nearly all of which are eJournals, 280.731 eBook titles and about about 120 e-Databases [library.cardiffmet.ac.uk](http://library.cardiffmet.ac.uk)

### 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

The 'Dimitris & Aliki Perrotis' Main Library, located at Princeton Hall, maintains a collection of over 15.000 print books in a wide variety of subjects in Greek and in English, CDROMs and DVDs, subscribes to various Greek and Foreign print journals, as well as databases which comprise of eBooks and electronic journals in English and other languages. Students can also have access to past dissertations of Bachelor and Master's degrees; 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' (<https://librarycatalog.afs.edu.gr>). You can view more information on the Library's services by accessing the Library's website: <https://library.perrotiscollege.edu.gr/services/>

### **'GEORGE AND CHARLOTTE DRAPER' Information and Media Hub**

The 'George and Charlotte Draper' Information and Media Hub is the Central Library's satellite service, located at the Aliki Perroti Educational Center's ground floor, right next to the administrative offices of Perrotis College. The Hub maintains all the Required and Recommended readings of the Bachelor's program, as well as the Required readings of the Master's program. It also maintains part of the dissertations' collection and various Greek and Foreign print journals. Access to the Hub's collections is available through the Online Public Access Catalogue (OPAC) 'KOHA' (<https://librarycatalog.afs.edu.gr>). You can view more information on the Hub's services by accessing the Library's website: <https://library.perrotiscollege.edu.gr/services-for-students-hub/>

### **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 connected to PCs for group work, 2 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)
- Biochemistry/Molecular Biology Lab Plant Physiology Lab
- Physical Chemistry/Food Science Lab
- Chemistry Lab
- Tissue Culture Lab
- Microbiology Lab
- Life Sciences Lab
- Precision Agriculture Lab
- Krinos Olive Center
- New Food Product Development Lab
- Dairy Lab
- Ecological Agriculture Laboratory (Perrotis AGROCenter)
- Horticultural Labs - Greenhouses & Shadehouse (Perrotis AGROCenter)

- Educational - Research - Demonstration High density Olive grove (adapted for mechanical harvesting)
- Genomics Laboratory
- Metagenomics Lab
- Metabolomics Lab
- Bioinformatics facility
- Food Structure Lab

More information can be found at: <https://www.perrotiscollege.edu.gr/facilities/>

## **Student Representatives**

### **Student Services**

Perrotis College, by following the foundations of the American Farm School offers an overall student experience: The academic, the student life and the residence hall experience. The Perrotis Student Services' mission is to engage students in the full American Farm School Experience by improving Life and Study Skills, creating Relationships and developing a Support System. Our vision is to have young people prepared to become better citizens of the world, positive contributors to the environment, to be respectful and diverse-minded leaders. Also, Perrotis College is the only institution in Greece which is a member of the European university colleges Association. EucA gives lots of opportunities to our students such professional development through non-formal and informal activities in the fields of employability, soft skills, international mobility, responsible citizenship and opportunities to travel in various events among EU. More details are available at: <https://www.perrotiscollege.edu.gr/student-services-center/>

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 Career Office .

## **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.