



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Cardiff Metropolitan University

PERROTIS COLLEGE

Student Handbook

2023-2024

TABLE OF CONTENTS

GENERAL INFORMATION	6
HISTORY.....	7
THE AMERICAN FARM SCHOOL.....	7
PERROTIS COLLEGE.....	7
MISSION.....	7
ACCREDITATION	7
CARDIFF METROPOLITAN UNIVERSITY	7
NECHE	7
QUALITY ASSURANCE AGENCY	8
EQUAL OPPORTUNITY POLICY	8
INTRODUCTION.....	8
OVERVIEW OF THE DEPARTMENT	9
IMPORTANT NUMBERS.....	9
IMPORTANT INFORMATION	10
CHANGES INFORMATION	10
ENROLLMENT / MODULE SELECTION AND INDUCTION	10
PROGRAMME OUTCOMES	10
STUDY MODES.....	10
ALTERNATIVE INSTRUCTIONAL MODES.....	11
AUDITING MODULES	11
TRANSITORY STUDENTS.....	11
DIRECTED STUDY.....	11
ACADEMIC ORGANIZATION & GOVERNANCE COMMITTEES	11
PROGRAMME COMMITTEES TERMS OF REFERENCE.....	11
FREQUENCY OF MEETINGS	12
MEMBERSHIP	12
SCHOOL STAFF-STUDENT LIAISON COMMITTEE	12
MITIGATING CIRCUMSTANCES COMMITTEE.....	12
LIBRARY STEERING COMMITTEE	13
ADMISSIONS AND FINANCIAL AID COMMITTEE.....	13
STUDENT SERVICES	13
INTERNATIONAL STUDENTS	14
SPECIAL SUPPORT OF OVERSEAS STUDENTS.....	14
RESIDENCE PERMIT REQUIREMENTS	15

TRANSFER OF CREDIT	15
CREDIT THROUGH EXAMINATION.....	15
OFFICIAL MATRICULATION.....	16
READMISSION	16
READMISSION FOR STUDENTS WHO HAVE WITHDRAWN	16
TRANSFER OPPORTUNITIES TO STUDY AT CARDIFF MET	16
PROGRESSION AND TRANSFER OPPORTUNITIES	16
FINANCIAL INFORMATION.....	16
FINANCIAL RESPONSIBILITY.....	16
FEES	16
RESIDENCE HALL CHARGES (DURING VACATIONS, BREAKS, RE-SIT PERIODS).....	17
LATE PAYMENT POLICY	17
MAKING PAYMENTS	17
REFUND POLICY	18
FINANCIAL AID	18
FIRST TIME APPLICANTS.....	18
CONTINUING STUDENTS.....	19
NEW STUDENT ORIENTATION.....	19
LIBRARY RESOURCES & SERVICES	19
OPERATING HOURS	20
BORROWING POLICY.....	20
PHOTOCOPYING AND PRINTING	21
SCANNING:	21
POLICIES ON SMOKING, FOOD & DRINKS	21
LEARNING CENTER SERVICES	21
IT RESOURCES	21
IT LAB	22
ICT POLICIES AND CODE OF ETHICS.....	22
CODE OF ETHICS.....	22
COMPUTER USE POLICIES.....	23
PERSONAL COMPUTERS ON THE AFS CAMPUS NETWORK	24
STUDENT EMAIL ACCOUNTS	25
COUNSELING SERVICES	25
ACADEMIC ADVISING	25

CAREER OFFICE	25
PERSONAL & LEARNING DISABILITIES COUNSELING REFERRAL SERVICE.....	25
STUDENT LIFE.....	26
STUDENT COUNCIL	26
ELECTION PROCEDURES	26
STUDENT COUNCIL PROCEDURES	27
DUTIES OF EACH OF THE MEMBERS OF THE STUDENT COUNCIL	27
PRESIDENT	27
VICE PRESIDENT	28
TREASURER.....	28
RECORD SECRETARY	28
CORRESPONDING SECRETARY.....	28
PERROTIS COLLEGE & RESIDENCE HALL POLICY AGAINST BULLYING & HARASSMENT CODE OF CONDUCT	29
PREVENTION	29
REPORTING PROCESS.....	29
DISCIPLINARY ACTION IN THE CASE OF HARASSMENT OR BULLYING	30
ATHLETICS	30
RESIDENTIAL LIFE.....	30
HOUSING POLICY.....	31
DINING HALL.....	31
STUDENT SERVICE PROGRAMME	31
HEALTH CARE	32
VISITORS/GUESTS STAYING ON CAMPUS	32
MODULAR PROGRAMMES FRAMEWORK	32
Definitions	32
TEACHING AND LEARNING METHODS	33
LECTURES	33
DIRECTED READING	33
TUTORIALS	34
CASE STUDIES.....	34
ON-SITE VISITS.....	34
GUEST SPEAKERS	34
GROUP WORK	34

ASSESSMENT	34
STUDENT RIGHTS & RESPONSIBILITIES	34
STUDENT RIGHTS	34
FREEDOM OF ACCESS	35
CLASSROOM RIGHTS AND PRIVILEGES	35
ACCESS TO INFORMATION	35
PROPER DISCLOSURE OF PERSONAL INFORMATION	35
SAFETY AND SECURITY OF PERSON AND PROPERTY.....	35
RIGHT TO FEEDBACK ON ALL ASSESSED WORK	36
RIGHT TO DUE PROCESS	36
STUDENT RESPONSIBILITIES	36
ACADEMIC INTEGRITY	36
ETHICS POLICY	37
ATTENDANCE AND PARTICIPATION REQUIREMENTS	37
LATE COURSEWORK POLICY	38
PROGRESS TOWARD COMPLETING A DEGREE.....	38
MINIMAL ACADEMIC PERFORMANCE	38
DISCIPLINARY PROBATION AND DISMISSAL	39
STUDENT RECORDS	39
PLAGIARISM.....	39
UNFAIR PRACTICE	39
ASSIGNMENT FORMAT.....	40
FEEDBACK & LATE SUBMISSION POLICY	40
APPEALS, COMPLAINTS AND ACADEMIC REGULATIONS	40
STUDENT ID POLICY	40
ON-CAMPUS SMOKING POLICY	40
RESIDENCE LIFE POLICIES	41
ACADEMIC INFORMATION	41
REGISTRATION	41
REGISTRAR'S OFFICE	41
REGISTRATION PROCEDURES	41
NEW STUDENTS	41
CONTINUING STUDENTS.....	41
OFFICIAL WITHDRAWAL.....	41
STUDENT RECORDS	41

AWARDS.....	42
ACADEMIC ADVISING	42
POLICIES & PROCEDURES	43
ACADEMIC FACILITIES	43
LIBRARIES.....	43
‘DIMITRIS & ALIKI PERROTIS’ LIBRARY	43
CARDIFF MET LEARNING RESOURCES	43
IT RESOURCES	43
FARMS.....	44
LABS.....	44
ACADEMIC ASSESSMENT	44
PRINCIPLES OF ASSESSMENT	44
METHODS OF ASSESSMENT	45
PROCEDURES FOR INTERNAL MODERATION OF ASSESSED WORK	45
INTERNAL MODERATION.....	46
INTERNAL MODERATION BY DOUBLE MARKING THE WHOLE COHORT	46
DOUBLE SEEN MARKING OF ASSESSMENTS	46
DOUBLE UNSEEN MARKING OF ASSESSMENTS	46
AIMS OF INTERNAL MODERATION	46
ENSURING FAIRNESS AND CONSISTENCY	46
MARK VARIANCES BETWEEN THE FIRST AND SECOND MARKERS (DOUBLE MARKING)	47
DOUBLE MARKING VERSUS SAMPLING IN TERMS OF CHANGING MARKS	47
INTERNAL MODERATION OF RETRIEVED WORK	47
PROCEDURES FOR EXTERNAL MODERATION OF ASSESSED WORK	48
EXTERNAL EXAMINERS.....	48
EXAM BOARDS.....	48
CONDUCTING OF EXAMINATIONS.....	48
INFORMATION TO BE SUPPLIED TO STUDENTS	48
STUDY PERIOD	49
FINAL EXAMINATIONS	49
RE-SIT PERIOD	49
RESPONSIBILITY OF STUDENTS	49
EVALUATION OF EXAMS AND OTHER ASSESSMENT MATERIALS	49

MARK REPORTS & PASS LISTS	49
FAILURE & REASSESSMENT	50
ORAL EXAMINATION.....	51
FAILURE TO SIT FOR AN EXAM OR COMPLETE A MAJOR ASSESSMENT ASSIGNMENT	51
SPECIAL EXAMINATION ARRANGEMENTS	51
GRADING SCALES	53
OTHER MARKS	54
IN PROGRESS (IP).....	54
INCOMPLETE (INC).....	54
ACADEMIC PERFORMANCE REQUIREMENTS.....	54
LATE COURSEWORK POLICY	54
UNDERACHIEVING STUDENTS	55
ACADEMIC ADVANCEMENT	55
DECLARATION OF MATRICULATION	55
ELIGIBILITY FOR PROGRAMME ENTRY.....	55
CONFERRAL OF DEGREES	56
REQUESTS FOR LETTERS OF RECOMMENDATION	56
REQUESTS FOR CERTIFICATIONS & TRANSCRIPTS	56
STUDENT MODULE EVALUATIONS	57
EVALUATION PROCESS	57
PERROTIS COLLEGE FACULTY AND STAFF	57
DIRECTORY	58
Appendix 1	60
Perrotis College Complaints Procedure for students enrolled on Cardiff Met programmes	60

GENERAL INFORMATION

HISTORY

THE AMERICAN FARM SCHOOL

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

PERROTIS COLLEGE

Perrotis College of Agriculture, Environment & Life Sciences, a division of the American Farm School, was founded as a Laboratory of Free Studies in 1995 through an endowment from Mrs. Alikí Perroti in order to offer higher education programmes for careers in the food and agricultural industries. In 2007, through a partnership with the CARDIFF MET (CARDIFF MET) in the UK, the College began offering BSc (Hons) degrees and in 2017 it began offering MSc (Hons) degrees.

MISSION

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

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

supply; promote the wellbeing of individuals, families and communities; and enhance the sustainability of agricultural and economic systems.

ACCREDITATION

CARDIFF METROPOLITAN UNIVERSITY

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

NECHE

Perrotis College has been granted initial accreditation by the New England Commission of Higher Education in the United States.

QUALITY ASSURANCE AGENCY

As with all higher education institutions in the UK, CARDIFF MET gains its accreditation through regular review by the Quality Assurance Agency (QAA), an independent body charged with the responsibility of ensuring that “sound standards of higher education qualifications” are maintained in all officially recognized universities and colleges and encouraging “continuous improvement in the management of the quality of higher education”.

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

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

EQUAL OPPORTUNITY POLICY

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

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

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

CARDIFF MET is committed to providing a working and learning environment free from any form of harassment, intimidation, victimization or discrimination on the grounds of nationality, sex, race, color, ethnic or national origin, disability, religion, sexual orientation, age or marital status, language, social origin, political

opinion, property and birth of status. All individuals will be treated with dignity and respect and valued for their contribution.

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

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

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

INTRODUCTION

The purpose of this handbook is to state the rules and policies that are set for all programmes offered at Perrotis College. It provides you with a written record of the key procedures and rules which the programmes teams have developed to facilitate the success of you and your fellow students.

This handbook should be read in conjunction with the Cardiff Met Academic Handbook

(<https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/default.aspx>) which contains the following additional information:

Your status as a Cardiff Met student
The Cardiff Met Student Charter
Academic Regulations and Conduct of Examinations
Unfair Practice Procedure
Mitigating Circumstances Procedure
Data Protection and Freedom of Information
Transfer to Cardiff Metropolitan University
Cardiff Met's Student Union
Complaints and Appeals
Disciplinary Procedures, Codes of Conduct and Ethics
Health and Safety and Health advice

OVERVIEW OF THE DEPARTMENT

Campus Mailing Address:	Perrotis College, American Farm School P.O. Box 60097 57001 Thermi, Greece
Street Address:	Marinou Antipa 54 57001 Thermi, Greece
Telephone:	+30-2310-492-800
Fax:	+30-2310-492-815
Email:	perrotiscollege@afs.edu.gr
Web Page:	www.perrotiscollege.edu.gr

IMPORTANT NUMBERS

Dean	2310-492-814	krotsi@afs.edu.gr
Associate Dean of Academic Affairs	2310-492-813	kzinov@afs.edu.gr
Associate Dean of Research	2310-492-824	cvasil@afs.edu.gr
Chief Administration Officer	2310-492-708	santon@afs.edu.gr
Registrar's Office	2310-492-818	kchalk@afs.edu.gr
Registrar's Assistant	2310-492-968	akastr@afs.edu.gr
Administration Office	2310-492-800	mkosto@afs.edu.gr
Accounting Office	2310-492-741	fliatsa@afs.edu.gr
Enrollment Office	2310-492-854	gsouga@afs.edu.gr kpilia@afs.edu.gr
Library	2310-492-889 2310-492-888/935	dkouts@afs.edu.gr isotir@afs.edu.gr
Student Life Coordinator	2310-492-843	phantz@afs.edu.gr
Residence Life Coordinator	2310-492-844	mliako@afs.edu.gr
Career Counseling	2310-492-702	ttasio@afs.edu.gr
Outreach & Internships Coordinator	2310-492-702	apitsel@afs.edu.gr

IMPORTANT INFORMATION

Admissions Requirements	Enrollment Office
Course Offerings	Enrollment Office
Financial Aid Requirements	Enrollment Office
Academic Issues & Absences	Registrar's Office
Degree Requirements	Registrar's Office
Tuition & Boarding Fees	Accounting Office
Student Life	Student Life Coordinator
Grievances	Administration Office
Career Opportunities	Career Office

CHANGES INFORMATION

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

ENROLLMENT / MODULE SELECTION AND INDUCTION

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

PROGRAMME OUTCOMES

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

STUDY MODES

Please note that students are eligible to receive their awards in specific time frames which are dependent on the study mode, which are a) full-time mode of study and b) part-time mode and on the level of studies. Part time students need to contact the registrar's office in order to finalize their enrollment in this type of study mode.

ALTERNATIVE INSTRUCTIONAL MODES

AUDITING MODULES

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

TRANSITORY STUDENTS

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

DIRECTED STUDY

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

ACADEMIC ORGANIZATION & GOVERNANCE COMMITTEES

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

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

PROGRAMME COMMITTEES TERMS OF REFERENCE

1. To monitor, review and evaluate the programme and act upon issues arising from such monitoring, review and evaluation with regards to all aspects including

entrance criteria, organization, teaching strategies used, and quality of teaching such as to promote enhancement in quality and standards.

2. To liaise with learning resources staff as necessary in relation to the appropriateness of learning materials and the availability of such materials.

3. To ensure that programme documentation, to include the programme document, the Programme Handbook, are kept up-to-date and fulfill the requirements of the Academic Handbook and Charter Systems Manual, that they meet the requirements of Validation and Review conditions and (as appropriate) of accrediting bodies and of benchmark standards.

4. To ensure that any changes to programmes are made only through approved processes and that such changes are submitted to the Quality and Standards Unit (QSU) for approval by the Academic Quality & Standards Board, and that thereafter they are incorporated into the definitive programme document, copies being deposited with the QSU.

5. To comply with the requirements of the Academic Registry in ensuring appropriate arrangements for the registration, examination, assessment of students and tracking of modular data.

6. To implement the University's regulations and procedures, and to ensure the required involvement of the External Examiners (and Moderator, where appropriate), also ensuring that such Examiners (and Moderator) are nominated in a timely and appropriate manner for presentation to the relevant committees.

7. To present information and reports pertaining to the programme as required by the School Director of Learning & Teaching for his/her use in compiling reports to the Learning & Teaching Board, and other CARDIFF MET personnel.

8. To provide an Annual Programme Review (APR) Report in accordance with the requirements of the University's quality assurance procedures.

9. To implement mechanisms which ensure the currency of the programme and its content with respect to employers and/or practitioners.

FREQUENCY OF MEETINGS

At least once per semester.

MEMBERSHIP

Programme Director – Chair

All programme lecturers, representatives of students and programme-associated support staff,

Student representatives comprising at least one student from each year of each programme covered by the Committee (such representatives to be elected by the student cohort).

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

measuring quality and incorporating the results of assessments into programme planning and development.

SCHOOL STAFF-STUDENT LIAISON COMMITTEE

PURPOSE

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

FREQUENCY OF MEETINGS

Formally on at least three occasions in the session.

MEMBERSHIP

Committee members include senior academic and administrative staff and faculty and student representatives normally composed of one student from each year of each program.

MITIGATING CIRCUMSTANCES COMMITTEE

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

FREQUENCY OF MEETINGS

To be convened at least once per term.

MEMBERSHIP

Committee members include the Academic Deans, Department Chairs and the Registrar.

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

DEPUTY CHAIR

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

CONSIDERATION OF MITIGATION

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

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

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

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 & Alikis Perrotis' Library, the satellite library 'Information & Media Hub' at the Alikis Perrotis 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 Deans of Graduate and Undergraduate programmes, Department Chair and faculty.

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 Enrollment, senior academic staff, the CAO and DF, and the College Recruitment Coordinator.

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). EuCA gives lots of opportunities to our students such as professional development through non-formal and informal activities in the fields of employability, soft skills, international mobility, responsible citizenship and opportunities to travel to various events in the 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/>

- Academic Support Center to support all full-time students to meet their academic potential. In addition, we support students with official documentation of learning difficulties, such as dyslexia, or dysgraphia, etc.
- Student Services seminars to address each bachelor's level specific developmental needs, including CV writing sessions, adjusting to college and social life, organization and time management skills, etc.

- Tutors Program to support students' academic performance and success. Leaders and Mentors Program to help transition 1st year bachelor's students into college life.
- Career Counseling to assist students individually with CVs, cover letters, interviewing tips and techniques, as well as the job search process.
- Medical & Psychological Support to provide crisis/intervention counseling for students in need, as well as basic medical and psychological needs.
- Residence Life to provide housing and dining services for on-campus students.
- Student Life to offer clubs, activities, events, excursions, etc. to all students.

INTERNATIONAL STUDENTS

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

SPECIAL SUPPORT OF OVERSEAS STUDENTS

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

RESIDENCE PERMIT REQUIREMENTS

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

Orientation sessions for students who need to apply for a residence permit are held at the beginning of the semester. The College will provide students with relevant information and documents, and will assist students in completing the process. **However, the responsibility for obtaining the residence permits and tracking expiration dates is exclusively the student's.** The residence permit processing fee (e-paravolo of 150€ and e-paravolo of 16€, payable via bank and ebanking when the application is submitted) and other related fees are in addition to the regular tuition and room & board fees and are not covered by any financial aid grant.

All non-EU students must be covered by the health insurance plan which covers some basic items, according to state law, (eg. partial or complete disability due to accident, wide hospital care in Greece in public hospitals due to illness or accident, medical / pharmaceutical expenses) for a small fee per year (to be renewed every year in October). This coverage is mandatory and may not be replaced by any other kind of personal insurance. The cost for this insurance is in addition to the regular tuition and room & board fees and is not covered by any financial aid grant. Note: Travel insurance, which is often required in order to obtain a student visa, is temporary and does not cover students for the entire academic year, nor can it be used for the purpose of obtaining a residence permit. Students receive information about the process of obtaining this insurance within the first few weeks of the semester. For further details, please contact the Administration Offices.

TRANSFER OF CREDIT

Students with passing-level credit from accredited universities and colleges may be able to transfer those credits toward appropriate degree requirements, though a student must complete at least a third of a certificate/degree at Perrotis College. A student must have official transcripts and supporting documents sent by the original institution directly to the Perrotis College Registrar. Once all the necessary documentation has been received, the Registrar will consult with CARDIFF MET to evaluate the credits and their equivalents to the college curriculum. Students may be asked to submit their documentation to a reliable international accreditation agency before it is accepted as valid. All decisions concerning the acceptance of transfer credit are made by the CARDIFF MET

Registrar. Since the process of approving credit for transfer can take up to several months, students should make their request for transfer of all applicable credits before they begin their programme of study. Newly accepted students who wish to transfer university credit should make their request and submit documentation as early as possible.

CREDIT THROUGH EXAMINATION

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

OFFICIAL MATRICULATION

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

READMISSION

READMISSION FOR STUDENTS WHO HAVE WITHDRAWN

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

TRANSFER OPPORTUNITIES TO STUDY AT CARDIFF MET

PROGRESSION AND TRANSFER OPPORTUNITIES

As a student studying a Cardiff Metropolitan University programme you may be able to transfer to study some of your programme or progress onto another programme at the University's home campuses. If you are an international student and you wish to enquire about transfer opportunities to study at Cardiff Metropolitan University you should contact the International Office. Further information can be found at:

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

FINANCIAL INFORMATION

FINANCIAL RESPONSIBILITY

Every student is responsible for his or her own financial account with Perrotis College. Prior to each academic year, all students are expected to sign the Terms of Payment contract, which includes a statement acknowledging their responsibility to meet their financial obligations. Students are required, prior to each semester, to deposit 600€ to the College's bank account. The College will discontinue academic, administrative and/or boarding services to students who fail to meet their financial responsibilities. It's important to note that students owing a balance will not be allowed to participate in Exams. Furthermore, the College will release transcripts and other certifications or documents (including those required for residence permit applications) only for students who have fulfilled all their financial obligations as of the date of their request. Final transcripts and degree award certificates will not be issued unless a student has met all his or her financial obligations to the College and other AFS departments.

Perrotis College/AFS reserves the right to contact a student's parent, or other person (s) responsible for making payments, regarding the status of the student's financial obligations.

FEES

The fees for each programme can be found at the Programme Handbooks. Terms of Payments are provided to students, who must fill and sign them at the beginning of the academic year. Please note the following:

- Registration Fee is not refundable.
- A 5% discount on annual tuition fees is offered in case annual tuition fees (including registration fee), as well as room and board fees are deposited in advance before the commencement of the academic year.
- A 10% discount on annual tuition fees, as well as room and board fees is offered to siblings who enroll or study at the same time at Perrotis College and/or the IIEK and AFS.
- A 10% discount is offered to all graduates of the American Farm School who are admitted at Perrotis College. The discount is offered throughout their studies, unless the financial aid committee decides otherwise due to considerably low academic performance or disciplinary issues.

The abovementioned discounts are not – in any case – cumulative. If a candidate falls into more than one discount categories or is offered further financial aid he/she is only offered the highest discount among them.

- Perrotis College reserves the right to charge additional fees as applicable, in accordance with the procedures and policies outlined in the Student Handbook.
- All of the above are agreed upon with the finance office and the student and received in writing before the enrollment of the student or the commencement of the academic year.

- Tuition and other fees, as well as discount policies are reviewed annually, and Perrotis College reserves the right to amend them. Tuition and other fees as well as discount policies are not reviewed before the completion of the current academic year.

RESIDENCE HALL CHARGES (DURING VACATIONS, BREAKS, RE-SIT PERIODS)

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

Students re-sitting exams or redoing coursework who plan to stay on campus will be charged for room and board during their stay (see the [Residence Life Manual 2023-24](#) at the website for further information).

LATE PAYMENT POLICY

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

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

MAKING PAYMENTS

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

ALPHA BANK

Branch: Thermi (720)

Address: Vasilikis Tavaki 34, Thermi, Thessaloniki

Bank Account Name: ΟΜΙΛΟΣ ΜΕΤΑΛΥΚΕΙΑΚΗΣ ΕΚΠΑΙΔΕΥΣΗΣ & ΚΑΤΑΡΤΙΣΗΣ ΑΓΣ

IBAN: GR97 0140 7200 7200 0232 0001 822

BIC: CRBAGRAA

Or

PIRAEUS BANK

Branch: Thermi (2216)

Address: Platia Paramanas 1, Thermi, Thessaloniki

Bank Account Name: ΟΜΙΛΟΣ ΜΕΤΑΛΥΚΕΙΑΚΗΣ ΕΚΠΑΙΔΕΥΣΗΣ & ΚΑΤΑΡΤΙΣΗΣ ΑΓΣ

IBAN: GR87 0172 2160 0052 1608 7495 532

BIC: PIRBGRAA

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

Any and all fees or bank commissions related to the transferring of funds to the AFS bank account (e.g. bank processing fees) are the responsibility of the student

(or other person making the payment) and may NOT be subtracted from the payment itself.

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

REFUND POLICY

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

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. 2.600€ / 14 weeks X the weeks of attendance.

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 on academic or residence hall fees.

FINANCIAL AID

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

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

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

FIRST TIME APPLICANTS

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

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

- Amount of annual family income;

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

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

CONTINUING STUDENTS

Continuing students are awarded financial assistance based on the quality of his or her academic performance and behavior. Students who did not receive financial assistance when they initially applied may reapply in a subsequent year if their level of need has changed. Awards may be increased or decreased or suspended based on changes in academic performance, standard of behavior, place of residence (on or off campus) and the availability of funds. Continuing students need to maintain at least a C average in order to continue receiving or to apply for financial aid. Especially for students who receive full scholarship, they are expected to maintain at least a B average. Students whose academic performance and/or behavior are not up to the appropriate standard or who fail to fulfill a work assignment arranged for them by the College risk losing part or their entire financial aid grant. Students, who choose to take a gap year, need to reapply in order to receive financial assistance. All applications are reviewed on a case-by-case basis by the Admissions and Financial Aid Committee.

NEW STUDENT ORIENTATION

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

LIBRARY RESOURCES & SERVICES

'Dimitris & Alikis Perrotis' Main Library maintains a collection of over 18,000 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>).

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

- Library Orientation, as coordinated through the New Student Orientation

- Program;
- Information Literacy and Bibliographic Instruction sessions for new students in their first year of their studies;
- Writing Center for strengthening your writing skills in English;
- Reference services;
- Research assistance (one-on-one or group);
- Main book collection (in Greek and in English);
- Audio-visual services;
- Library online Subject Guides (LibGuides) for your courses;
- Bar-coded Student cards, with borrowing privileges;
- Photocopying, printing and scanning services;
- Classroom and computer lab facilities at the Main Library, including the following:
 - Computer Lab (20 computers, for teaching purposes),
 - Amphitheater (29 computers, for teaching purposes),
 - Edmund & Mary Keeley Computer Room (8 computers),
 - 'Vasilios S. and Aphrodite B. Learning Commons' (4 TV monitors for groupwork and 2 sound-proof glass rooms with TV monitors for groupwork),
 - 3 laptops for use inside the library premises,
 - Front Desk computer (1 computer) at the Circulation Desk,
- Facilities at our new satellite library branch, the 'Information and Media Hub' at Aliki Perroti Educational Center:
 - All the Required and Recommended readings for your modules;
 - Main Study hall (5 computers);
 - Photocopying, printing and scanning services;
 - Lounge area with two big tables and sofas for group work or leisure;
- Wireless connection throughout the Main Library and the Hub.

OPERATING HOURS

'Dimitris & Aliki Perrotis' Central Library (DAPL):

- Monday through Thursday 07:30 – 19:00
- Friday 07:30 – 15:30

'George and Charlotte Draper Information & Media Hub' at Perrotis (Hub):

To be announced. Please check your emails

The Library is closed on national and religious holidays.

The Hub's hours may be extended during study week or exam periods.

BORROWING POLICY

Perrotis College students can use their Student ID Cards and borrow print library materials based on the following circulation policy.

- The Circulation collection (located at the DAPL) contains books which can be issued to patrons. Students can borrow up to three items from this collection for 14 days. Renewals depend on timely return and availability.
- The Reserve collection (located at the new 'Information and Media Hub' at Alik Perroti Educational Center) includes Perrotis College required reading, which may be borrowed as follows:

Monday – Thursday: from 12pm until 3pm the following day

Friday: from 12pm until Monday 3pm
(you can keep it for the weekend)

Books from the Reserve Collection may not be renewed. Requests for books and materials on Reserve are made to the Hub's circulation desk.

- Up to three back issues of Magazines may be borrowed for 7 days. The most recent issue of a periodical received by the Library may be used only in the premises.

OVERDUE BOOKS

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

PHOTOCOPYING AND PRINTING

- One Xerox photocopier/printer is available for student use in the Main Library and one in the Hub. These copiers are equipped with a card-feeder, which operate with a photocopy card.
- Students may purchase new photocopy cards for 3€ at the Circulation Desk of the Main Library (100 photocopies/print pages).

- The charge for photocopying/printing is 0.05€ (black & white) and 0.20€ (color) per page. Students are required to have their photocopy card with them in order to perform the above actions.
- Transparent page protectors cost 0.10€ each (sold at the Main Library).
- Spiral binding for assignments cost 0.10 per spiral (sold at the Main Library).
- The copier at the Hub can also accept USB sticks for direct printing.

SCANNING:

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

For more information on our services, your borrowing privileges, and much more, please go to our website at <http://library.perrotiscollege.edu.gr/>

POLICIES ON SMOKING, FOOD & DRINKS

Smoking is prohibited in **all** library spaces.

Water, coffee, and light lunch bags are allowed in all library spaces except the: Amphitheater, Conference Room and Computer Lab of the Main Library and on the computer desks at the Hub.

LEARNING CENTER 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

IT RESOURCES

As indicated above, students at Perrotis College have access to over 60 computers and 5 laptops, as well as printing, photocopying, and scanning services in the Library (both at the Main Library and the Hub), and wireless internet access there as well as in each of the common area of the rooms of the residence halls. In addition they have access to Moodle learning services while enrolled at Perrotis College. A distance learning lab in the College's main classroom building enables students to participate in video conferencing and internet education activities anywhere in the world. **All Perrotis College classrooms can accommodate distance learning, which enables students to participate in video conferencing and internet education activities anywhere in the world.** Following you can find more information about the IT infrastructure, services and responsibilities.

IT LAB

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

- Faculty and staff may schedule the labs for instructional purposes. If no formal instruction is scheduled, Perrotis faculty, staff, students and residents may use computer labs for any legal purpose which does not

conflict with the Perrotis College code of ethics for computer use (see below). The labs are not open for use by the general public except with permission of the librarian in charge.

- No children under the age of 12 should be left unattended to use the computers in the computer labs.
- Lab users will be respectful of others and will not make unnecessary noise or cause distractions. Quiet conversations that are not disturbing to others are permitted.
- Use of computers for gambling, commercial gain, private entertainment or private profit is prohibited.
- Users shall be respectful of lab equipment and facilities and must not damage or remove any hardware equipment. This includes both physical damage and destruction or misuse of furniture, equipment, software or data. This specifically includes the creation and dissemination of viruses, worms or any other destructive programme.
- Equipment and cables are to be moved only by authorized personnel.
- It is sometimes necessary to reserve a computer lab facility for instructional purposes. Every effort will be made to inform facility users prior to the arrangement of such reservations. However, the Library reserves the right to close a facility to users at short notice in order to accommodate instructional or maintenance needs.
- Users who violate Computer Lab policies will be asked to leave the premises.

ICT POLICIES AND CODE OF ETHICS

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

CODE OF ETHICS

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

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

Computing facilities are only as useful as their users allow them to be, so are dependent upon the integrity of their users. These facilities may not be used in any manner prohibited by law or disallowed by existing licenses, contracts or AFS

regulations. Individuals are accountable for their actions as well as all activity involving the accounts for which they have responsibility. AFS policies and Greek law make certain kinds of activities involving information technology either civil or criminal offenses. Students should be aware that they may be criminally prosecuted if they violate the law.

COMPUTER USE POLICIES

Students must abide by the following policies that have been established:

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

prohibited. Students are required to submit their course work through Turnitin, and check the originality reports.

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

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

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

PERSONAL COMPUTERS ON THE AFS CAMPUS NETWORK

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

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

- Users are encouraged to use AFS Network Services at off-peak hours when bandwidth is more readily available, such as when student labs are closed and outside AFS working hours.

STUDENT EMAIL ACCOUNTS

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

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

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

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

COUNSELING SERVICES

ACADEMIC ADVISING

An integral part of the College programme, academic advising enables students to be well informed of their academic requirements and options. All students are assigned an academic adviser. Every effort is made to assign advisers who know the student's area of interest.

CAREER OFFICE

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

PERSONAL & LEARNING DISABILITIES COUNSELING REFERRAL SERVICE

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

STUDENT LIFE

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

STUDENT COUNCIL

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

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

ELECTION PROCEDURES

1. Early in the fall semester, the Student Life Coordinator will provide students with a list of students identifying their class levels as well as those students who live off campus. The election date deadline for receiving nominations will also be announced at this time.
2. For purposes of the elections, a student's level is determined by the level of modules he or she is taking in the fall semester (regardless of what level they will be taking in subsequent semesters). Bridging students who are taking both Level Four and Level Five modules will be considered Level Five students.
3. Students are eligible to nominate up to three names each for President, Vice President and members of their specific class level. Students living off campus may also nominate up to three names from the list of off-campus residents.
4. At least one week before the elections, the Student Life Coordinator will submit the names of nominees to the Student Services Committee for approval. Only students in good standing may run for office. A student in a "good standing" is one who is not on academic or disciplinary probation and who exhibits behavior consistent with the goals and values of the American Farm School and Perrotis College.
5. On the day before the elections, an Election Council (EC), consisting of two Election Coordinators (the two student life interns) and three students, chosen by the Student Life Coordinator, is established. No one running for office may be a member of the EC. The purpose of the EC is to ensure fair elections.
6. The SC consists of eleven members:
 - President (BSc or MSc Student)
 - Vice-President (BSc Student)
 - MSc Representative Food Science & Technology Representative

- International Business Representative
- Sustainable Agriculture & Management Representative
- Environmental Science Representative
- Digital Marketing Representative
- General Education Representative
- Off-Campus Students Representative
- Resident Students Representative

7. A student may be nominated for more than one position, but may not hold more than one office. If a candidate is elected to more than one SC office, he or she will choose the position he or she wants to keep. The nominee who received the next largest number of votes will assume the vacated position.

8. Every student has the right to vote for one candidate for President, one candidate for Vice-President and a candidate from his or her class level. In addition, off-campus students have the right to vote for one candidate for off-campus representative.

9. When voting has been completed, the EC will count the votes under the supervision of the Student Life Coordinator. The winner will be the candidate who received the most number of votes for each position. In case of a tie, a run-off election will be held on the earliest possible date. The same rules apply to voting in run-off elections as apply in the initial election process.

10. If there are no nominees for a specific position, the elections will take place as scheduled and a special election will be held (at the same time as a run off, if any) based on a new list of nominees. The same rules apply to voting in this special election as apply in the initial election process.

11. Once the election results are publicly announced, the new Student Council must hold its first meeting before five working days have passed. Their first order of business should be to choose a Treasurer, a Recording Secretary and a Correspondence Secretary from the elected members. Beyond the duties identified for the President and Vice President below, and the basic class/off-campus representational duties of the other members, the Student Council may, by consensus, assign other duties to its members.

STUDENT COUNCIL PROCEDURES

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

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

DUTIES OF EACH OF THE MEMBERS OF THE STUDENT COUNCIL

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

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

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

PRESIDENT

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

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

VICE PRESIDENT

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

1. To assist the president with his/her regular duties.
2. To assist in preparing the Student Council reports to the Dean each semester.
3. To serve as the student representative on the Student Services Committee and prepare a summary of these meetings (containing only information appropriate for dissemination outside the Committee) to present to the rest of the Student Council members at their next meeting.
4. To assume the role and tasks of the president at any time that the president may be unable to do so.

TREASURER

The duties of the Treasurer are as follows:

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

RECORD SECRETARY

The duties of the Recording Secretary are as follows:

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

CORRESPONDING SECRETARY

The duties of the Corresponding Secretary are as follows:

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

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

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

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

An act will be regarded as misconduct and therefore the subject of disciplinary action, if it constitutes or is likely to constitute improper interference with the normal and legitimate functioning and activities of Perrotis College and AFS, if it

affects the freedom of others, if it endangers the safety or property of others or if it damages or is likely to damage the reputation of Perrotis College.

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

PREVENTION

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

REPORTING PROCESS

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

1. Discuss the issue with his or her faculty adviser and/or student life staff member. Depending on the seriousness of the incident, the faculty adviser may discuss the student's concerns with the student, instructor or staff member involved in order to find a resolution, or, for more serious incidents or incidents where the identity of the student must be kept confidential, the faculty adviser may report the incident to the Associate Dean of Academic Affairs and, if faculty or staff are involved, to the Human Resources Office.
2. If no resolution is found in discussing the incident with the student's faculty adviser, or if the issue is serious enough to require the involvement of the College administration, then the student may meet with the Associate Dean of Academic Affairs to discuss the issue further.
3. If a resolution is still not found, the student or the Associate Dean of Academic Affairs may bring the issue to the attention of the Human Resources Manager who will discuss the incident with all parties involved and then decide what action, if any, should be taken.
4. In order to avoid potential retaliation, the student reporting the incident has the right to confidentiality throughout the grievance procedure process and after.

5. The student reporting the incident also has the right to formally appeal any decision by the Associate Dean of Academic Affairs, as does any individual (student, faculty or staff) accused of violating Perrotis College codes of conduct.

6. In the event that the student's faculty adviser is the person accused of violating codes of conduct, the student may report the incident directly to the Associate Dean of Academic Affairs. If the Associate Dean of Academic Affairs is the accused person, the student should direct his or her report regarding the incident to the AFS Human Resources Office.

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

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

DISCIPLINARY ACTION IN THE CASE OF HARASSMENT OR BULLYING

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

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

ATHLETICS

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

- A gymnasium with indoor basketball and volleyball courts, weightlifting and gymnastics room and a Ping-Pong room;
- An outdoor soccer field with natural grass;
- An outdoor 5X5 soccer field;
- Two outdoor basketball courts;and
- An outdoor tennis court

RESIDENTIAL LIFE

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

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

More information can be found at Residence life manual at:

<https://www.perrotiscollege.edu.gr/info-current-students/>

HOUSING POLICY

According to the Perrotis College Housing Policy, 1st year students, who wish to stay on-campus, are given priority for housing facilities, upon availability. The College is not obliged to provide housing facilities for continuing students. However continuing students may apply by the end of the academic year and will be accommodated upon availability.

DINING HALL

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

STUDENT SERVICE PROGRAMME

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

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

- To instill in students the values, habits and attitudes associated with all forms of work, manual and mental;
- To help students develop the ability to communicate, collaborate and interact with others as co-workers with shared goals;
- To enable students to develop their personal skills and abilities through practical work experience;
- To provide students with the opportunity to learn and serve as individuals and as members of a community; and
- To enable students to contribute to the cost of their own education.

At the beginning of each semester, the Outreach & Internships Coordinator emails a list of all Work-Service opportunities to students. Students are not assigned a Work-Service position, the student must apply for the position or positions they are interested in and complete their number of required hours each semester.

Prior to the end of each semester, each student's supervisor will submit to the Outreach & Internships Coordinator an evaluation of that person's work performance and hours completed and these evaluations will be reviewed by the College Administration team and senior faculty. In cases where unsatisfactory job performance is indicated, appropriate actions will be taken. These actions can include a verbal or written warning to the student, or, in more serious cases, the lessening or revoking of financial aid. Students must complete a certain number of hours based on their financial aid award. Below are some examples of the required hours based on the scholarship award:

- If a student has a 100% scholarship, they are required to complete 100 hours of Work-Service per semester.
- If a student has a 50% scholarship, they are required to complete 50 hours of Work-Service per semester.
- If a student has a 20% scholarship, they are required to complete 20 hours of Work-Service per semester.

If a student fails to complete their required Work-Service Hours, the Financial Aid & Scholarship Committee will be informed and they may lose their scholarship.

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 80€ 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.

VISITORS/GUESTS STAYING ON CAMPUS

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

MODULAR PROGRAMMES FRAMEWORK

Definitions

The following definitions pertain to the modular system adopted by Cardiff Metropolitan University. They are presented for convenience in communication and are not intended to be exhaustive or prescriptive.

Programme: The coherent collection of modules taken by a student leading to a particular award. A programme is a validated entity.

Module: A discrete and academically coherent block of learning activity with defined learning outcomes and assessment criteria. Modules may have specified prerequisite requirements.

Credit: The value placed on the volume and level of successful study. The award of credits for a module is dependent upon the achievement of a pass mark for that module.

Compulsory Module (Compensatable): A module which the student must include in his/her programme route. Compensation across the profile may be applied to this module if not passed.

Non-compensatable: A module which the student must include in his/her programme route. Compensation across the profile may **not** be applied to this module, which must be passed.

Module Study Time: The actual duration of a module depends upon the mode of study. The length of time spent in study will be a function of the ability and subject familiarity of the individual student, so that it is impossible to specify how much time and effort will be required in individual cases. However, the notional study time is anticipated to be 100 hours for all 10-credit modules and represents the total study effort for a typical student to complete the module successfully.

Optional Module: A module, which the student may, or may not, choose to include in his/her programme route.

Elective Module: An additional module that students can take (above the required number of credits per level) which does not contribute to the award.

Prerequisite Module: A module that should normally be completed before a subsequent specified module.

Dissertation Module: One or more modules consisting of a project or investigation conducted by the student resulting in a written submission.

Level: Modules are assigned to a particular level, which relates to the academic demand of the module. Levels 4, 5 and 6 (HE Levels 1, 2 and 3) will normally correspond sequentially to the first, second and third years of an undergraduate three year degree, whereas level 7 corresponds to graduate studies.

Modules designated with levels contribute ultimately to an award and are defined in terms of learning outcomes, have specified success criteria and be formally assessed.

Thus, modules, which incorporate industrial experience, professional practice, etc, may be included as award bearing modules provided that, as ascertained through programme validation, they meet the above requirements.

Single Subject Award: An award for which all modules presented are deemed to be associated with a single subject area.

Pathway: An award route through the modules of a validated programme.

The Academic Year: The academic year is based on 1200 hours of learning time for undergraduate study and 1800 hours of learning time for postgraduate study. The academic year is divided into two terms separated by the Christmas, Easter and Summer breaks.

This assumes that, in the majority of cases, full-time study is 40 hours per week for approx. 30 weeks of the year.

Normally 120 credits may be achieved in a full-time undergraduate academic year, whilst 180 credits may be achieved in a postgraduate year.

Module Levels: Modules within a programme are assigned a hierarchy of levels. The term 'level' rather than 'year' is used to allow for modules to be completed at different rates; for example, so that the same module may be used on a full-time and part-time programme where the year in which the module is taken may be different.

- **Level 4 (HE Level 1)** modules develop a rigorous approach to the acquisition of a broad knowledge base; employ a range of specialized skills; evaluate information, using it to plan and develop investigative strategies and to determine solutions to a variety of unpredictable

problems; operate in a range of varied and specific contexts, taking responsibility for the nature and quality of outputs.

- **Level 5 (HE Level 2)** modules generate ideas through the analysis of concepts at an abstract level, with a command of specialized skills and the formulation of responses to well defined and abstract problems; analyze and evaluate information; exercise significant judgment across a broad range of functions; and accept responsibility for determining and achieving personal and/or group outcomes.
- **Level 6 (HE Level 3)** modules critically review, consolidate and extend a systematic and coherent body of knowledge, utilizing specialized skills across an area of study; critically evaluate new concepts and evidence from a range of sources; transfer and apply diagnostic and creative skills and exercise significant judgment in a range of situations; accept accountability for determining and achieving group and/or personal outcomes.
- **Level 7 (HE Level M)** modules display mastery of a complex and specialized area of knowledge and skills, employing advanced skills to conduct research, or advanced technical and professional activity; accepting accountability for all related decision making including use of supervision.

TEACHING AND LEARNING METHODS

LECTURES

Formal lectures are used for the transfer of basic subject material. All faculty 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.

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 their field.

GROUP WORK

Group work is considered necessary and crucial in most sectors and it is important for our future graduates to be able to communicate with people (e.g. customers, coworkers, business partners, etc). Group projects will enhance students' ability for self and team management.

ASSESSMENT

The main modes of assessment are 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.

STUDENT RIGHTS & RESPONSIBILITIES

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

STUDENT RIGHTS

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

FREEDOM OF ACCESS

Based on equal opportunity principles, which Perrotis College – as a branch of the American Farm School and a partner institution of the CARDIFF MET – adheres to, all qualified applicants have equal access to acceptance into the College. (For more information regarding the College's equal opportunity policy, see "General Information"). Once matriculated, a student has the right of access to all College

services and facilities which he or she is qualified to use. Access to the services and facilities may be denied to those who are not currently enrolled in the College.

CLASSROOM RIGHTS AND PRIVILEGES

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

ACCESS TO INFORMATION

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

The Scheme is available at:

<https://www.cardiff.ac.uk/public-information/freedom-of-information/publication-scheme> or a student can request a paper copy from the Perrotis College Registrar. Any of the information contained in the Scheme can also be requested in hard copy. If the information an individual wants to access is not included in the Publication Scheme, he or she can make a request for it. Unless a request is particularly complex or involves a considerable amount of information there is generally no charge. Guidance on making a request is also available on the above website.

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

PROPER DISCLOSURE OF PERSONAL INFORMATION

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

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

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

SAFETY AND SECURITY OF PERSON AND PROPERTY

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

RIGHT TO FEEDBACK ON ALL ASSESSED WORK

Students have the right to receive feedback from their instructors on all work they have turned in for assessment, including coursework and exams, which includes the actual marks or marks obtained, within four weeks. Marks, however, can be withheld until a student has met his or her financial obligations.

RIGHT TO DUE PROCESS

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

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

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

VERIFICATION PROCEDURE (and associated application form)

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

APPEALS PROCEDURE (and associated application form)

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

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

STUDENT RESPONSIBILITIES

As in any community, the exercise of rights by students at Perrotis College must be accompanied by corresponding responsibilities. Besides the duty to safeguard

the rights identified above, all enrolled students must meet the following responsibilities:

ACADEMIC INTEGRITY

Students at Perrotis College are expected to demonstrate academic integrity in all educational pursuits. Adherence to this principle means that each individual is responsible for his or her own behavior in all activities connected to the College's academic programme and that such behavior is characterized by honesty, fairness and forthrightness. In order to ensure the above all written assignments can only be submitted through Perrotis College or Cardiff's TurnItIn Platform. No other submission methods will be considered valid. Violations of academic integrity include – but are not limited to – the following:

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

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

ETHICS POLICY

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

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

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

ATTENDANCE AND PARTICIPATION REQUIREMENTS

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

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

Students are allowed to miss up to 1/4 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.

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

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

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

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

The Exam Board will determine whether a student who misses an assessment method due to excessive absences will be allowed to re-sit the specific failed exam or coursework.

LATE COURSEWORK POLICY

If a major assessment method is due during the final examination period, but has not been turned in on or before the assigned deadline, the student fails that

assessment method. No assignments will be accepted after the due date in the final examination period unless there are exceptional circumstances beyond the student's control. Documentation for such mitigating circumstances must be submitted to the Registrar (no later than one class session after the deadline date or one weekday after the exam period). If questions arise, the situation will be reviewed by the **Associate Dean of Academic Affairs** in consultation with the relevant faculty member. In cases where a student fails because of lateness in turning in an assignment, the relevant Exam Board will review the mark and the mitigating circumstances (if any).

PROGRESS TOWARD COMPLETING A DEGREE

In the BSc programmes, full-time students are normally expected to pursue a total of 360 credits, and are expected to complete their studies in 3 years. Part-time students are expected to complete a minimum of 30 credits per semester and to complete their degree in not less than 4 and no more than 5 years.

In the MSc programme, full-time students are normally expected to pursue a total of 13 modules (180 credits), and are expected to complete their studies within 2 years. Part-time students are expected to complete a minimum of 30 credits per semester and to complete their degree in not less than 4 and no more than 5 years. Time limits may be extended only on appeal to the Programme Committee.

Students wishing to change from full to part-time status, or vice versa, must apply to do so through the Registrar's office. [Link to Cardiff Met Academic Handbook Vol 1:10.1](#)

MINIMAL ACADEMIC PERFORMANCE

Students are expected to demonstrate a minimal level of academic performance by maintaining an acceptable mark average every semester they are enrolled. Those who fail to receive a minimum of 40% in the case of BSc and 50% in the case of MSc average or better for one semester might be asked to retake the year. If a student falls below this average for two semesters in a row, or fails to raise an overall mark average in an appropriate period of time to the required level, he or she is subject to academic suspension or dismissal and is likely to see a decrease or complete elimination of financial aid.

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

DISCIPLINARY PROBATION AND DISMISSAL

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

STUDENT RECORDS

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

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>

<https://library.perrotiscollege.edu.gr/help-links-mybib-use/>

https://libguides.afs.edu.gr/research_guide/resource_citation

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

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 always state your name, programme name, module and assignment name. Always keep a backup copy of the assignment. Do not delete your copy until you have the marked assignment back.

FEEDBACK & LATE SUBMISSION POLICY

Students will receive feedback on their assignment within 4 weeks of submission. Please note that **late submission of an assignment where there have been no exceptional circumstances will be classed as a fail and any re-submission will result in the module being capped at 40% for undergraduate studies and 50% for graduate studies or the previously obtained highest module mark.**

APPEALS, COMPLAINTS AND ACADEMIC REGULATIONS

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

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

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

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

STUDENT ID POLICY

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

ON-CAMPUS SMOKING POLICY

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

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

- First offense: a verbal warning from the Coordinator of Student Life and Alumni;

- Second offense: a written warning from the Coordinator of Student Life and Alumni;
- Third offense: Disciplinary Probation, meeting with the Associate Dean
- Fourth offense: Dismissal from the residence hall and potential dismissal from the College.

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

RESIDENCE LIFE POLICIES

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

ACADEMIC INFORMATION

REGISTRATION

REGISTRAR'S OFFICE

- In addition to registering students for each semester that they are at Perrotis College, the Registrar's Office assists students in a variety of other ways, including the following:
- Evaluating transfer credit;
- Approving the adding and dropping of modules;
- Maintaining and issuing records of student marks;
- Maintaining records on student Declarations of Courses (Majors) and Pathways (Specializations);
- Monitoring student progress toward a degree;
- Issuing official mark transcripts and degrees;
- Processing student grievance petitions; and
- Processing applications by students for withdrawal from the College programme.

REGISTRATION PROCEDURES

NEW STUDENTS

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

CONTINUING STUDENTS

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

OFFICIAL WITHDRAWAL

Students who withdraw from the College at any time must fill out an official Withdrawal Form and an appropriately signed Clearance Form, and submit the relevant 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 - please see above the REFUND POLICY.

STUDENT RECORDS

Each student receives copies of all official documents relating to his or her academic status and progress, Mark Reports each semester and Declaration of Pathway. It is important to note that each individual student is responsible for keeping copies of these records, being familiar with their contents, and verifying the accuracy of information contained in them.

AWARDS

Below the description and requirements for the student awards are explained.

- For the award of an **Ordinary degree** students will normally successfully achieve 300 credits in total (120 credits at Level 4, 120 credits at Level 5 and 60 credits at Level 6). An Ordinary degree cannot be awarded on the basis of failing to meet the requirements of an Honours degree.
- For the award of an **Honours degree**, students will normally successfully achieve 360 credit points in total (120 at each of Levels 4, 5 and 6). The award classification for Honours degrees is derived from the marks gained at Levels 5 and 6, or Level 6 only if agreed at validation.
- **Certificate of Higher Education**, Diploma of Higher Education
- Certificates of Higher Education are awards given by Cardiff Metropolitan University for students who have successfully normally achieved a minimum of 120 credits at level 4.
- **Diplomas of Higher Education** are awards given by Cardiff Metropolitan University for students who have successfully normally achieved a minimum of 120 credits at level 4 and 120 credits at Level 5.
- A candidate shall be eligible for the award of a modular **Master's degree** upon successful attainment of not fewer than 180 credits at Level 7 (former HE Level M), between 40 and 60 of which shall be for the project.

- For the award of a **Postgraduate Diploma**, students must successfully normally achieve a minimum of 120 credits at Level 7.
- For the award of a **Postgraduate Certificate** students must successfully normally achieve a minimum of 60 credits at level 7.

ACADEMIC ADVISING

An integral part of the College programme, academic advising enables students to be well informed of their academic requirements and options. All students are assigned an academic adviser, in order to help them register, ensure that they understand and correctly follow the academic programme and monitor their progress. Every effort is made to assign advisers who best know the student's area of interest.

POLICIES & PROCEDURES

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

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

ACADEMIC FACILITIES

LIBRARIES

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

'DIMITRIS & ALIKI PERROTIS' LIBRARY

'Dimitris & Aliki Perrotis' Main Library maintains a collection of over 18.000 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 Catalog (OPAC) Koha (<http://librarycatalog.afs.edu.gr>).

CARDIFF MET LEARNING RESOURCES

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

Also, please check the Cardiff Met's library discovery service: https://metsearch.cardiffmet.ac.uk/discovery/search?vid=44WHELF_CMU:44WHELF_CMU_NUI1&lang=en

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 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)

LABS

The College currently maintains several labs, some of them for academic purposes:

- Computer Lab ('Dimitris & Alikis 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
- Genomics Laboratory
- Metagenomics Lab
- Metabolomics Lab
- Bioinformatics facility
- Food Structure Lab

ACADEMIC ASSESSMENT

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

PRINCIPLES OF ASSESSMENT

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

compilation. Marks and percentages are not absolute values but symbols to communicate an examiner's judgment of different aspects of a student's work in order to provide information for the final decision on a student's fulfillment of the programme learning outcomes.

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

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

METHODS OF ASSESSMENT

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

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

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

Students need to re-sit module elements in which they receive a mark below 25%, regardless of their overall module mark.

PROCEDURES FOR INTERNAL MODERATION OF ASSESSED WORK

INTERNAL MODERATION

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

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

INTERNAL MODERATION BY DOUBLE MARKING THE WHOLE COHORT

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

DOUBLE SEEN MARKING OF ASSESSMENTS

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

DOUBLE UNSEEN MARKING OF ASSESSMENTS

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

AIMS OF INTERNAL MODERATION

The aims of internal moderation, in line with chapter B6 of the Quality Code are: (i) to provide a check that an assessment has been marked in line with the expressed aims and learning outcomes of the assignment/examination, and in

terms of marking criteria; (ii) to provide assurance for students of fairness of marking and hence the equality of treatment of each student; (iii) to assure internal consistency of assessment within a module; (iv) to provide an approach to the comparability of standards across modules within a subject area.

ENSURING FAIRNESS AND CONSISTENCY

- As students are not permitted to appeal against academic judgment, it is important to ensure fairness and consistency through the internal moderation process. In addition the External Examiners will review the marking process and marks awarded. Both the overall results of assessment as well as each individual student's result will be further scrutinized at the meeting of the final Examination Board.
- Borderline marks are not subject to routine special consideration at the level of individual assessment or module. Where a marker is uncertain which side of grade boundary an assessment should be graded on, it is recommended that script is included in the moderation process for a final decision. At programme award level the university processes for raising the degree, diploma or certificate class, as detailed in the assessment regulations 04.1, apply.
- Written examinations are subject to anonymous marking. Anonymity is lifted after the marking and moderation process is complete, and before examination boards take place. While anonymous marking is not always feasible for coursework, it is encouraged where appropriate and practicable. Performances and presentations are not subject to anonymous marking.
- The University recognizes the need for Schools and Examination Boards to conduct the assessment of students in a manner that is appropriate to individual disciplines and to the methods of assessment employed, although Schools are expected to adopt the following procedures in regard to internal moderation. Where programmes are subject to Professional, Statutory and Regulatory Body (PSRB) regulations, and these procedures may be adapted to meet their specific requirements: (i) Student work and marks should be returned to students after internal moderation has taken place, though feedback could be returned sooner. This will normally be before the student work has been externally moderated and passed through an examination board, and therefore students should be advised that these marks are unconfirmed. (ii) Performances and presentations are normally attended and assessed by two members of staff, one of whom is a subject specialist. The mark is agreed by both assessors and feedback is provided using set assessment criteria. If only one member of staff is available, the assessment will normally be recorded and moderated by another member of staff after the event. (iii) Where a module is delivered by a franchised partner, if normal moderation processes do not lead to a satisfactory outcome, the script should be referred to the link tutor or moderator. (iv) For all dissertations, and in some instances, at other modules, where the assessment usually carries all or most of the marks

for the module, the assessment is of an individual nature with each student undertaking their own specific title, and where the cohort is usually marked by a group of staff, then sampling is not appropriate and all students' work must be double unseen marked.

MARK VARIANCES BETWEEN THE FIRST AND SECOND MARKERS (DOUBLE MARKING)

- These can be expected and arise naturally from independent academic judgment. Nevertheless, the External Examiners and the Board of Examiners Meeting must be given a single set of agreed marks.
- Where differences in marks arise in cases where the assessments have been double marked they should be resolved through a discussion between the markers on the application of the assessment criteria. An average mark can only be utilized where the two marks are within the same degree classification and not more than 5% apart.
- Should the above measures fail to resolve differences (between the two marks which cannot be resolved), a 3rd marker should be employed.
- Only in very exceptional circumstances should unresolved differences between marks be presented to the External Examiners for finalization.

DOUBLE MARKING VERSUS SAMPLING IN TERMS OF CHANGING MARKS

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

INTERNAL MODERATION OF RETRIEVED WORK

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

ORGANIZATION OF INTERNAL MODERATION

- The first marker will normally be the person who set the assessment or the module leader.
- A clear record of which individual pieces of assessment have been moderated must be kept to ensure that the process can be audited.

PROCEDURES FOR EXTERNAL MODERATION OF ASSESSED WORK

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. Students are entitled to view External Examiner reports and responses submitted in the previous academic session. Please contact the Registrar for access to the reports. The name(s), position(s) and external

university or organization of External Examiners are published below, for information only. Please note that students must not contact External Examiners directly.

EXAM BOARDS

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

At the end of each semester, each Exam Board meets in order to review students potentially ready to progress to a higher level in the programme. An Exam Board can make any of the following decisions regarding a student:

- Approve the progression of a student from one level to another, with or without conditions.
- Identify specific assessment methods that a student must re-sit in order to pass one or more modules (up to 40% of the modules at any one level); or
- Retake one or more modules, or the entire level, with attendance.

Students progressing from Level 4 to Level 5 will normally **not** be allowed to progress if they **fail 20 or more credits**. Students progressing from Level 5 to Level 6 will normally **not** be allowed to progress **if they fail any credits**.

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

CONDUCTING OF EXAMINATIONS

INFORMATION TO BE SUPPLIED TO STUDENTS

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

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

STUDY PERIOD

Study Period refers to the days prior to final examinations when time is set aside for students to complete assignments and prepare for final exams. No regular classes are scheduled for this period (except in cases where canceled class

sessions need to be made up). All previous assignments should be evaluated by instructors and returned to the students before Study Period begins, and no new assignments should be given to students during Study Period.

FINAL EXAMINATIONS

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

RE-SIT PERIOD

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

RESPONSIBILITY OF STUDENTS

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

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

EVALUATION OF EXAMS AND OTHER ASSESSMENT MATERIALS

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

MARK REPORTS & PASS LISTS

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

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

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

FAILURE & REASSESSMENT

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

- **Reassessment:**

Re-sit one or more methods of assessment before being allowed to proceed to the next phase of the programme (unless otherwise indicated in the Board decision). In order to allow students adequate time to retake an exam, two specific time periods are identified (see the Academic Calendar) for the conducting of re-examinations. Note: Students re-sitting exams or redoing coursework who plan to stay on campus will be charged for room and board during their stay. For further information, please see the Residence Life Manual.

- **Mitigating Circumstances:**

Students who have failed to complete or pass a module because of illness or other conditions beyond the individual's control may make a request to the Exam Board to re-sit one or more methods of assessment based on documented mitigating circumstances (see "Grading System" below). Those approved for reassessment on this basis receive the mark they achieve rather than being limited to a maximum of 40% for BSc and 50% for MSc.

- **Retake with Attendance:**

Retake the whole module with satisfactory performance in its associated assessments before proceeding to the next phase of the programme or during that phase.

If the student's performance in a module is below that which can be retrieved through reassessment, then the Exam Board may stipulate that the student must retake the module in its entirety.

If the student's performance in a semester falls below that which can be retrieved by reassessment in elements or modules, or by retaking individual modules, then the Exam Board may stipulate that the student must retake the semester or year in its entirety. **The number of re-sit attempts follows the student throughout his/her studies and is taken into consideration when a student repeats the year with attendance.**

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

ORAL EXAMINATION

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

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

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

If a student fails to sit for an exam or complete a major assessment assignment without an acceptable and documented excuse (as determined by the Registrar), he or she will receive a "0" mark for that assessment method. However, if the reason for not completing the assessment method is due to a documented illness or other acceptable reason, he or she may make a request to the Exam Board to be allowed to re-sit the exam or resubmit the work at a later date. Such requests must be made within five working days of the absence or deadline for the specific assessment assignment and no later than the date that instructors are required to turn in marks for that semester. Inadequately documented absences from exams or failures to complete major assessment assignments for unexcused reasons will be considered failures.

SPECIAL EXAMINATION ARRANGEMENTS

The following alternative ways of assessment have been agreed upon and approved by Cardiff and Perrotis College. These alternative ways of assessment are for students who have an official diagnosed learning disability, such as dyslexia, etc. Students must submit their official diagnosis (fully documented) at the start of the academic semester to the Student Services Center. Students are required to attend an initial meeting with the Perrotis Career and Student Services Staff to clarify the process, available support and resources, and alternative ways of assessment. Students are encouraged to receive Student

Services Staff assistance and support in preparation for their academic assessments throughout the academic year.

- Written Exams: There are 2 approved alternative assessments. One or both of these may be required based on the student's diagnosed learning disability.
- Oral Interview: Students must complete the same written exam with their classmates, but immediately following the scheduled exam period will also complete an oral interview reviewing the questions on the written exam. This oral interview will be conducted by 1-2 professors and be audio recorded. The student can read their answers aloud in the interview and also answer specific questions in more detail orally. Faculty will not take syntax and/or spelling mistakes into account for marking.
- Extended Time: Students may be approved for 50% extended time and/or the opportunity to write the exam in a separate classroom supervised by a faculty member.
- Lab Reports: There is no alternative way of assessment; however, faculty should provide students with a detailed form with steps outlined in order to assist them in writing the lab report.
- Presentations: Students will have the opportunity to present in two different ways in order to be assessed: 1) in-class and 2) video recorded alone. Faculty must take into account both presentations in their final assessment marking.
- Final Papers & Projects: There is no alternative way of assessment; however, faculty should provide the instructions/guidelines to the student earlier than the rest of their classmates in order to give him/her more time to complete the assignment. Additionally, faculty should check in with the student and direct him/her to appropriate services for assistance, i.e. Student Services Staff and/or Writing Center. If a student requires more time at the end of the semester, this will be determined with the faculty member and Student Services Staff who have been assisting the student.

IMPORTANT NOTE: The above accommodations will be available only for students who have submitted official documents verifying a diagnosed learning disability. The Student Services Staff will review each student's diagnosis and determine which alternative way(s) of assessment will be required to meet their needs. Students with no diagnosis or those who have not completed this process, as defined by Cardiff, must follow the general policies of Perrotis College.

GRADING SYSTEM

The general information as well as guidance on assessment marking can be found in the following link which has detailed descriptions for both BSc and MSc levels of study:

https://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_03.pdf

GRADING SCALES

Grading scales for BSc programmes are as follows:

BSc program		
UK Marks	Detailed US Grading System	
% Mark	Letter Grade	4.0 Scale
80-100 Distinction	A+	4
70-79 Distinction	A	4
67-79 Merit	A-	3,67
63-66 Merit	B+	3,33
60-62 Merit	B	3
57-59 Pass	B-	2,67
53-56 Pass	C+	2,33
50-52 Pass	C	2
47-49 Pass	C-	1,67
43-46 Pass	D+	1,33
40-42 Pass	D	1
0-39 Fail	F	0

Grading scales for MSc programmes are as follows:

MSc program		
UK Marks	Detailed US Grading System	
% Mark	Letter Grade	4.0 Scale
80-100 Distinction	A+	4
75-79 Distinction	A	4
70-75 Distinction	A-	3,67
67-69 Merit	B+	3,33
63-66 Merit	B	3
60-62 Merit	B-	2,67
56-59 Pass	C	2
50-55 Pass	D	1
0-49 Fail	F	0

OTHER MARKS

IN PROGRESS (IP)

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

INCOMPLETE (INC)

The mark of Incomplete (Inc) can only be assigned when a student, who is doing otherwise acceptable work, is unable to complete a module because of illness or other mitigating circumstances beyond the student's control. In order to obtain an

Incomplete, a student must submit a Request for Incomplete Form and provide appropriate documentation in order to verify the illness or condition that is preventing him or her from completing the module. Unfinished work must be completed with the same instructor except under extenuating circumstances. The student has one semester from the date of the incomplete mark to complete the module unless otherwise indicated by the instructor and identified on the request form. An Incomplete mark is not allowed to be used for purposes of providing a student more time to complete assessment requirements or improve a mark. In cases where a student has failed to complete or pass an entire module because of illness or other conditions beyond the individual's control, he or she may make a request to the Exam Board to re-sit one or more methods of assessment based on documented mitigating circumstances.

ACADEMIC PERFORMANCE REQUIREMENTS

LATE COURSEWORK POLICY

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

UNDERACHIEVING STUDENTS

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

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

ACADEMIC ADVANCEMENT

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

DECLARATION OF MATRICULATION

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

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

ELIGIBILITY FOR PROGRAMME ENTRY

In order to obtain a BSc or MSc degree a student must meet the entry requirements as stated in each programme's handbook.

CONFERRAL OF DEGREES

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

It is important to note that attending the graduation ceremony does not assure that a candidate will graduate, since the commencement ceremony takes place before candidates have completed all work for their degrees. The degree will not be officially conferred until after College faculty and the BSc and MSc Award Board have approved the granting of a degree. Once the granting of a degree has been approved, the CARDIFF MET Registrar then orders the degree itself.

The process of preparing and sending the degree takes about three months. Also, a degree will not be issued to a student until he or she has fulfilled all financial obligations to the College.

REQUESTS FOR LETTERS OF RECOMMENDATION

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

- Consider carefully whom to ask a letter from. Only instructors who have enough experience with you and your work are able to provide an accurate and detailed appraisal.

- Since faculty members need ample time to prepare letters of recommendation, make requests at least two weeks in advance of the date a letter is due.
- Do not request too many letters (three or four at most) from a single faculty member in any one semester.
- When requesting a letter, provide the instructor with the following:
 - The precise purpose of the letter, including the specific programme (if applicable) that you are applying for
 - The name, position and address of the person who will receive the letter (if this information is available);
 - A list of the modules you have taken with that instructor, what semester you took them in, and the final mark you received in each module;
 - A copy of the recommendation form (if applicable); and
 - The method or procedure by which the letter should be sent or submitted.
- A faculty member always has the right to decline writing a letter. In the event that an instructor chooses not to do a letter, seek out another appropriate member of the staff to provide a recommendation.

REQUESTS FOR CERTIFICATIONS & TRANSCRIPTS

Because it takes time to generate certifications, transcripts and related documents (e.g., certification of your status as a student, descriptions of the degree programme and grading structure, statements that the programme is taught in English), requests for such documents should be made in writing (e-mail) to the Registrar at least five working days prior to the date that the documents are needed. Be sure to specify whether the Registrar is to send the requested documents directly to the school/company that you are applying to, or whether you can receive them and send them.

One official transcript and Diploma are issued free of charge by CARDIFF MET following the applicable award board. Those documents are usually received at Perrotis College 2-3 months after the particular award board. Students who wish to order additional copies of these official documents should contact CARDIFF MET Academic Registry at <https://www.cardiffmet.ac.uk/registry/Pages/Transcripts,-Certificates-and-Verification-of-Awards.aspx>

STUDENT MODULE EVALUATIONS

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

provide the College valuable information in order to further enhance the quality of its academic services.

EVALUATION PROCESS

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

1. During the last week of classes the Registrar will send to individual students an Evaluation Form for each Module they are taking, through the online software.

2. On their own time, students will complete the evaluation forms and submit them through the online system by the specified deadline. The evaluation forms that students turn in should be completed fully. Students are encouraged to provide their own personal responses in these evaluations rather than sharing and exchanging responses with others.

Also, it is important for students to understand that all module evaluations are anonymous and strictly confidential and that instructors will see only tabulated results of evaluations for each module as well as their typed comments from each evaluation form.

3. In order to improve the quality of the curriculum and instruction, student input is necessary. For this reason, those who do not turn in an evaluation for every module they are taking will not be allowed to register for the next semester.

4. Once the Registrar has received evaluations from all students, she will provide the tabulated results to each instructor, but only after each has turned in the final marks for all modules he or she is teaching.

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

PERROTIS COLLEGE FACULTY AND STAFF

A list of Perrotis college faculty and staff can be found in the following web pages:

BSc programmes: <https://www.perrotiscollege.edu.gr/faculty-staff/>

MSc programmes: <https://www.perrotiscollege.edu.gr/grad-faculty-staff/>

DIRECTORY

Dean: Dr. Konstantinos Rotsios	2310-492-814	krotsi@afs.edu.gr
Associate Dean of Academic Affairs: Dr. Kyriaki Zinoviadou	2310-492-813	kzinov@afs.edu.gr
Associate Dean of Research: Dr. Christos Vasilikiotis	2310-492-824	cvasil@afs.edu.gr
Chief Administration Officer: Ms. Stavroula Antonopoulou	2310-492-708	santon@afs.edu.gr
Registrar's Office: Ms. Kally Chalkia	2310-492-818	kchalk@afs.edu.gr
Registrar Assistant: Ms. Anastasia Kastritsi	2310-492-968	akastr@afs.edu.gr
Administration Office: Ms. Maria Kostouda	2310-492-800	mkosto@afs.edu.gr
Accounting Office: Ms. Fani Liatsa	2310-492-741	fliatsa@afs.edu.gr
Enrollment Office: Mr. Gregorios Sougaris Mr. Konstantinos Piliandis	2310-492-854 2310-492-810	gsouga@afs.edu.gr kpilia@afs.edu.gr
Library: Ms. Damiana Koutsomiha Ms. Iro Sotiriadou	2310-492-889 2310-492-882/ 935	dkouts@afs.edu.gr isotir@afs.edu.gr
Coordinator of Student Life and Alumni: Mr. Pantelis Chantzaras	2310-492-843	phantz@afs.edu.gr
Residence Life Coordinator: Ms. Maria Liakou	2310-492-844	mliako@afs.edu.gr
Career Office: Outreach & Internships Coordinator: Ms. Katerina Pitseli Career Counseling: Mr. Theodosios Tasios	2310-492-702	apitsel@afs.edu.gr ttasio@afs.edu.gr
Alumni Office: Mr. Pantelis Hantzaras		phantz@afs.edu.gr

FACULTY		
Dr. Athanasios Gertsis	2310-492-816	agerts@afs.edu.gr
Dr. Tryfon Adamidis	2310-492-826	tadami@afs.edu.gr
Dr. Sofia Lalou	2310-492-805	slalou@afs.edu.gr
Mr. Theocharis Spyropoulos		hspyro@afs.edu.gr
Dr. Christos Kissoudis		ckisso@afs.edu.gr
Dr. Evdokia Krystallidou	2310-492-737	ekryst@afs.edu.gr
Mr. Konstantinos Zoukidis	2310-492-860	kzouki@afs.edu.gr

Mr. George Kartsiotis		gkarts@afs.edu.gr
Ms. Maria Emmanouilidou		memano@afs.edu.gr
Dr. Nikolaos Sklavounos		nsklav@afs.edu.gr
Mr. Evangelos Evangelou	2310-492-735	vevang@afs.edu.gr
Dr. Panagiotis Kabouridis		pkabou@afs.edu.gr
Mr. Nikolaos Gizgis		ngizgi@afs.edu.gr
Mr. Konstantinos Antoniou		kanton@afs.edu.gr
Dr. Zafiro Aspidou		zaspri@afs.edu.gr
Mr. Efstratios Souglis		esougl@afs.edu.gr
Mr. Nikolaos Chatziliadis		nchatz@afs.edu.gr
Ms. Evita Gantina		eganti@afs.edu.gr
Dr. Avraam Mavridis		amavri@afs.edu.gr
Dr. Panagiotis Tziachris		ptziac@afs.edu.gr
Dr. Theodoros Kallitsis	2310-492-703	tkalli@afs.edu.gr
Mr. Ioannis Vaganof		ivagan@afs.edu.gr
Dr. Ioannis Georgoulis		igeorg@afs.edu.gr
Mr. Marios Grantas		mgrant@afs.edu.gr
Dr. Stella Despoudi		sdespo@afs.edu.gr
Dr. Vasilios Ziogas		vzioga@afs.edu.gr
Dr. Elisavet Koukouli		mkouko@afs.edu.gr
Dr. Christina Konstantinidou		ckonst@afs.edu.gr
Mr. Georgios Lambanaris		glaban@afs.edu.gr
Ms. Stefania Lampoura		slampo@afs.edu.gr
Mr. Vasilis Liolios		vlioli@afs.edu.gr
Mr. Miltiadis Meliadis		mmelia@afs.edu.gr
Dr. Dimitra Mitka		dmitka@afs.edu.gr
Mr. Christos Mourtziopoulos		cmourt@afs.edu.gr
Dr. Georgios Boskou		gbosko@afs.edu.gr
Dr. Chrysa Orfanidou		corfan@afs.edu.gr
Ms. Katerina Pitselis	2310-492-702	apitsel@afs.edu.gr
Dr. Eftychia Samara		esamar@afs.edu.gr
Mr. Aristidis Saoulidis		asaoul@afs.edu.gr
Ms. Iro Sotiriadou	2310-492-882/ 935	isotir@afs.edu.gr
Mr. Aggelos Tsaligopoulos		atsali@afs.edu.gr
Ms. Sofia Sotiriou		fsotir@afs.edu.gr
Dr. Nektaria Tsivelika		ntsive@afs.edu.gr
Ms. Eleftheria Tsitsanopoulou		etsits@afs.edu.gr
Mr. Athanasios Falaras		afalar@afs.edu.gr
Mr. Chatzigiannis Emmanouil		echatz@afs.edu.gr
Dr. Kyriaki Chatzikyriakidou		kchatz@afs.edu.gr
Mr. Dimitris Psathas		dpsath@afs.edu.gr

Appendix 1



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Perrotis College Complaints Procedure for students enrolled on Cardiff Met programmes

Established: September 2023

www.cardiffmet.ac.uk



BUDDSODDWYR | INVESTORS
MEWN POBL | IN PEOPLE

1.0 **Policy Statement**

1.1 The Institution is committed to providing high quality services and facilities for students, staff and the general public. Integral to this is monitoring and evaluating those services to enhance quality and to ensure specified standards are met.

1.2 The Institution has in place a variety of mechanisms to ensure that students, staff and public have the opportunity to participate fully in the development and improvement of services and it is expected that all parties will take full advantage of these in making their views known.

1.3 The Institution recognises that there may be occasions when ordinary feedback mechanisms are not sufficient to deal with problems. It is for this reason that a formal Complaints Procedure has been established.

2.0 **Definition of a complaint**

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

2.2 This does **NOT** include:

2.2.1 requests for new or different services

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

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

2.2.4 disciplinary or misconduct procedures

2.2.5 financial matters

2.2.6 staff grievance procedures

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

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

2.3 Where an issue involves aspects that are covered by more than one procedure, it would not be prudent to have more than one investigation into a case running concurrently. In this situation, the complaints point of contact for the institution will write to the complainant advising of the situation and clarifying the approach that will be adopted. This will vary depending on the facts of the case, but the decision will always be explained to the complainant and they will be given an opportunity to object. For example, it is usually in the best interests of the complainant to have an Application for Verification investigated before a complaint, due to the time limits involved in each process.

2.4 The Rules of Natural Justice will be observed in all complaint investigations to ensure that the complaint is investigated and processed fairly, that there is no bias and that the complainant is given the opportunity to state their case, having been apprised of all relevant facts.

3.0 Purpose of the Complaints Procedure

3.1 The purpose of the procedure is to provide a formal route through which a complainant, as a student or member of staff or member of the public, can bring a complaint to the attention of Perrotis College.

3.2 The procedure aims to:

- be accessible;
- encourage informal conciliation and resolution nearest to the source of the complaint;
- allow speedy handling, within established time-frames;
- ensure full and fair consideration of complaints;
- respect complainants' confidentiality;
- provide an effective and appropriate response;
- support the right of the complainant to be accompanied at any stage of the procedure;
- contribute to Perrotis College's performance measurement;
- Identify areas of weakness in order to support the Institution's development and improvement.

4.0 Who is responsible?

4.1 The Perrotis College has overall responsibility for the Institution's Complaints Procedure, including reviewing, monitoring and reporting upon its implementation.

4.2 The complaints point of contact has day to day responsibility for the delivery and management of the Complaints Procedure.

5.0 Ground Rules?

5.1 Before making a formal complaint, an attempt must be made to resolve the matter informally with the relevant person or through her/his line manager or the Complaints Officer. **Appropriate action must be taken to prevent unnecessary escalation of the complaint.**

5.2 At all stages of both the informal and formal procedure, a complaint should be acknowledged, handled in a quick, polite and straightforward way and investigated thoroughly and impartially.

5.3 A complainant will not be disadvantaged in any way by raising a complaint.

5.4 The Institution reserves the right not to investigate or act upon anonymous complaints, those raised on behalf of an anonymous third party or where a third party makes a complaint on behalf of someone else without their written consent.

5.5 If a complaint is found to be frivolous, vexatious, defamatory or motivated by malice, the Institution reserves the right not to proceed with the complaint and to take action against the complainant.

5.6 The subject of a complaint will be informed of the detail of the complaint.

5.7 To enter the formal stages of the procedure, the complaint must be submitted in writing and a statement of the desired outcomes must be provided.

5.8 At all stages of the informal and formal procedures the case may be presented in English. If a complainant intends to be present at a hearing, they must give prior notice of their preferred language.

5.9 The timescales laid down in the procedure may need to be extended by one of the parties in certain circumstances, for example where witnesses or the Investigating Officer are unavailable. Where this need arises, the Complaints Officer will inform the parties in writing. Perrotis College reserves the right, however, not to consider any complaint that is submitted more than three months after the event and to set a final deadline at any stage, after which the complainant will forfeit the right to pursue the complaint further.

5.10 Privacy and confidentiality will be maintained and information restricted to only those involved in the investigation and resolution of the complaint.

5.11 All persons involved will be provided with details of the complaint and any supporting documentation at least **5** working days before any interview or hearing.

5.12 When making a formal complaint the complainant and the person(s) being complained about may be accompanied at any time by a friend, representative or colleague, but not by a solicitor or barrister acting in a professional capacity, unless this is agreed by both parties. If legal action is considered by a complainant, the Institution will take suitable steps to ensure that its legal position is fully protected.

5.13 If a complainant is complaining as a member of a group, one person must be prepared to act as the spokesperson and correspondent for the purpose of the formal procedure, and all complainants must be able to demonstrate that they have been personally affected by the matter. All complainants must all agree in writing to the spokesperson acting on their behalf.

5.14 Decisions and outcomes will be communicated to the person(s) complained about at the same time as the complainant.

5.15 Throughout the process due regard will be given to the Data Protection Act (1998). This means that no details about any individual will be given out without his/her permission. Until a complainant's identification is verified, only information about process and procedures will be supplied.

5.16 All records of complaints will normally be destroyed after **6** years have elapsed from the complaint being resolved.

6.0 How, where and to whom do I complain?

6.1 Informal

6.1.1 The first step is to try to resolve the complaint informally with the person(s) concerned at the point at which the problem arose. If the complaint is about treatment by a specific individual, then the complainant must try to approach this person in the first instance. Alternatively, s/he may wish to talk informally with someone else¹ or approach the person's line manager or the Institution's complaints point of contact for advice.

6.1.2 Normally a complaint must be raised as soon as possible after the event that is the cause for complaint.

6.1.3 An acknowledgement will normally be sent within 5 working days and hopefully a resolution within **30** working days.

6.1.4 The informal process will generally be an oral one and only the outcome will generally be recorded in writing.

6.1.5 All involved must try to reach a resolution before considering any formal procedures.

6.2 Formal Procedure - Stage 1

6.2.1 If the complainant is dissatisfied with the outcome of attempts to reach an informal resolution of the complaint, Stage 1 of the formal Complaints Procedure should be initiated. This must be done either by letter or e-mail which must be submitted to the complaints point of contact, who will forward it to the appropriate person.

6.2.2 The nature and grounds of the complaint must be outlined and the outcome or redress sought. This must be received within **10** working days of the failure to resolve the issues informally.

6.2.3 The Dean will acknowledge receipt of the formal complaint within **5** working days and then arrange for an investigation to be undertaken by an investigating Officer who will be a senior colleague from a different department/area within the School who has no involvement with the events complained of; this may involve holding meetings and interviews with relevant people. Written notes of such meetings will be made.

6.2.4 Should the complaint be against the Dean, it will be dealt with directly at Stage 2 of the Procedure.

The investigation will be completed as quickly as possible and the parties involved will normally be informed of the outcome by the Dean within **30** working days. If

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

the complaint is upheld, the parties will be informed of any action which the Institution intends to take.

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

6.3 Formal Procedure – Stage 2

6.3.1 Where the complainant remains dissatisfied with the response from Stage 1 of the Formal Procedure, they may request that the outcome be reviewed by a different investigator at Stage 2, who will be independent of the matter under investigation, normally the Director of Student Life. In order to initiate this process the complainant must submit details in writing to the complaints point of contact within 10 working days from the date of notification of the outcome of Stage 1, reiterating the grounds for the complaint, the desired outcomes and outlining why the decision of Stage 1 is not satisfactory.

6.3.2 Taking into account the substance of the complaint and previous attempts at resolution, the situation will normally be reviewed by the complaints point of contact or her/his nominee (the Independent Investigator) and the complainant will be notified within **5** working days whether the investigation is to proceed.

6.3.3 The Independent Investigator will have access to all prior correspondence and the results of the informal investigation. S/he may wish to meet with the complainant and any other parties involved, in order to reach a decision.

6.3.4 The Independent Investigator's enquiry should be completed and the decisions/recommendations communicated to all parties within 30 working days of the start of the investigation. Where appropriate, the complainant will also be informed of any action which the Institution intends to take. If the review is expected to take longer parties will be kept informed of progress.

7.0 Conclusion

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

8.0 Monitoring and Review

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

Monitoring of the process is undertaken by:

- maintaining a complete tracking system and record of each complaint;
- feeding back details of actions and outcomes to relevant Schools and Units;
- following up complaints that have been resolved with a questionnaire to complainants about the effectiveness of the system and, where relevant, reporting on action taken;
- ensuring all staff responsible for co-ordinating complaints undertake staff development in the system.

- establishing a rigorous and effective system of dealing with proven culpability by one or more parties and feeding back to the complainant the course of action that has been taken by requiring a report from the Dean of School/Head of Unit involved on what has been achieved and implemented to prevent the same situation happening again.

Appendix 1

Contact Details for complaints points of contact:

Konstantinos Rotsios
Dean of Perrotis College
Email: krotsi@afs.edu.gr
Tel: 2310 492 814

Appendix 2

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

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