



# Student Handbook

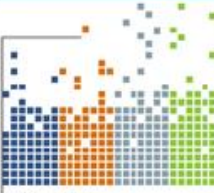
**Executive  
MBA**

**The Alba  
MBA**

**MBA in  
Shipping**

**MSc in  
Shipping  
Management**

**MSc in  
International  
Shipping  
and Finance**



**MSc in  
Entrepreneurship**

**MSc in  
International  
Business and  
Management**

**MSc in  
Tourism  
Management**

**MSc in  
Finance**

**MSc in  
Marketing**

**MSc in  
Strategic  
HRM**

**MSc in  
Business  
for Lawyers**

**Double  
Degree MSc  
in Supply  
Chain  
Management**

## **Non-Discrimination Policy**

Alba Graduate Business School, The American College of Greece (AGBS from now on) admits students of any race, colour, national and ethnic origin, gender, sexual orientation, age, religion or physical disability to all the rights, privileges, programs, and activities generally accorded or made available to students. The school does not discriminate on the basis of race, colour, national and ethnic origin, gender, sexual orientation, age, religion or physical disability in administration of its educational policies, admissions policies, scholarship and loan programs or other school-administered programs.

As a condition of enrolment at AGBS, every student is required to comply with the academic regulations. Students are expected to familiarize themselves with these regulations, and an assertion of ignorance of their provisions cannot be accepted as a basis for an exception to them. No student or group for students should expect to be warned individually to conform to any of the regulations contained in this publication. Students are advised to pay special attention to all deadlines given in the academic regulations. Students who have questions or concerns about these regulations should consult their Administrative Director of Academic programs, the Academic Director and the Associate Dean of Academic Programs.

AGBS reserves the right to make any additions or changes to the following Student Handbook at any time should the need arise

The Student Handbook is effective as of January 2019 for all currently registered students

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# 1. CODE OF ETHICS

## **1.1 Preamble**

The mission of AGBS is to become a leading centre of research and teaching excellence in postgraduate business education, in Southeastern Europe, through an emphasis on the generation of actionable knowledge and its effective application. It aims at fostering a new generation of executives who will be catalysts of change — individuals who embrace the new and effect change both within their organisations and the wider social environment in which they operate.

All members of the AGBS community (students, alumni, staff and faculty) are expected to demonstrate its norms of moral responsibility. Students in particular are expected to note and understand the ethical dimension of their actions. Fulfilling this mission is a collective responsibility of the AGBS community. Consequently, AGBS has adopted the following Code of Ethics, the aim of which is to promote adherence to the highest standards of academic integrity and ethical conduct.

Each member of the community is expected to take individual responsibility for their behaviour and to participate actively in maintaining standards of ethical conduct in order to foster an environment of honour and trust within the school. Adhering to such standards will help students develop a professional attitude, enhance the quality of educational experience and strengthen the wider image of AGBS, all of which, in turn, will increase the value of the AGBS degrees.

As representatives of AGBS, all members of the community — students, alumni, staff and faculty — are expected to maintain the highest standards of honesty and integrity. Each individual will strive for these standards in both their social and academic pursuits, and will respect the property and individual rights of others; they will uphold the specific principles described in the Code and will actively support it. Standing in the AGBS community will be subject to adherence to these basic principles of ethics.

The Code will be administered and maintained by the AGBS Ethics Committee, comprised of four resident faculty members appointed by the faculty assembly; one representative of the AGBS Alumni Board; and one or more representatives from the Academic Program class of the student who is brought to the notice of the Ethics Committee. Administration of the Code is subject to review by the Dean and the Faculty of AGBS. The Ethics Committee meets at the behest of the Dean, following the appropriate application of the Academic Director of a degree program. On certain occasions, the Academic Director may form a fact-finding committee to investigate the basis of any alleged student malpractices and/or misbehaviour. All resident and visiting faculty are urged to contact the Academic and Administrative Director of a degree program for any breach of the Code of Ethics.

## **1.2 Specific Standards**

### **1.2.1 Representations and Conduct**

AGBS students are expected to represent themselves honestly in all oral or written statements. No student will deliberately misrepresent any material fact to other students, faculty, staff, prospective employer or anyone else while a member of AGBS community, especially by, but not limited to:

- Presenting false information to prospective employers, either directly through oral or written statements, or indirectly through misrepresentation of facts in a CV or personal bio sketch;
- Misrepresenting any material fact on an AGBS application, financial aid form, or other official document; or
- Presenting false information to a fellow student, a faculty member or an administrator in order to gain preferential treatment.

Finally, all students are expected to conduct themselves properly, maintaining the highest standards of courteous and collegiate behavior and respecting every individual they encounter in AGBS premises.

### **1.2.2 Examinations' Rules and Procedures**

Written, in-house examinations are a standard method of evaluating individual performance on a course.

The exam date is clearly specified in the term timetable and all students are expected to be present, unless they have an approved petition for "Incomplete", as described below.

In any other case, students automatically receive an F for that exam, and must take the make-up exam offered by each course.

Students should NOT be late for the exam. In cases of emergency, which result in the student's delay in arrival, students will be accepted in the examination room ONLY during the first thirty (30) minutes of the exam and not later than that. NO extra time will be provided at the end of the exam for the students who are late.

The examination time is specified by the instructor and the Program Office. Students with medically supported learning disabilities must contact the Program Office for appropriate arrangements.

### **1.2.3 Examinations' Code of Conduct**

Students must leave all personal belongings, including mobile phones, bags, briefcases, coats, notes, books out of reach. **All mobile phones must be switched off.**

**Mobile phones along with other personal belongings (bags, jackets, suitcases, etc) should be placed at the front of the class as instructed by the examination invigilators.**

During the examination students are not allowed:

- to eat, drink or smoke in the examination room
- to communicate with each other
- to leave the room without permission; students who leave without permission will not be allowed to re-enter the examination room. In case permission is granted, only one student may leave the room at a time.
- to leave the room during the first thirty (30) minutes or the last fifteen (15) minutes of the examination, even if they have finished with their exam.

Students are not allowed to ask questions during the examination.

Students are supposed to obey Invigilators' instructions and change their examination seat if they are asked so without any objections. Refusal to obey will result to a first F automatically.

Upon finishing the examination, students must return the exam paper, along with any stationery used (even scrap paper).

In case of emergency (e.g. fire alarm), the invigilator should make sure that the students leave the examination room orderly and without removing anything from the room. Subsequently, students should remain at one place until a decision is made regarding whether they should return to the examination room.

If a student is caught with crib sheets, smart phones, tablets or related equipment, and other unauthorized material, such as notes or any other device not specified by the instructor, or does not cooperate fully with the instructions of the invigilator, that student will

1. receive a final “**F**” for the exam
2. will lose any merit based scholarship for academic excellence for the current and for all remaining teaching periods
3. will be excluded from any honors/ distinctions in graduation and
4. will be given a letter of reprimand stating that, if caught again, dismissal from the program will result.

#### **1.2.4 Academic Pursuits**

AGBS students are expected to represent their academic work honestly and fairly. No student will deliberately use any dishonest method to gain an unfair advantage over other students in academic pursuits, especially by, but not limited to:

- Giving or receiving any unauthorized aid on an assignment or exam, including working in groups on any assignment that has been designated as individual by the instructor;
- Communicating with a fellow student during exams, or any attempt to use course material (class notes, books, etc.) not allowed during the exam;
- Misrepresenting the originality of one’s work (plagiarism), particularly by failing to reference the contributions of others; submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; submitting work that is substantially the same as that submitted on a previous occasion, in another institution (self-plagiarism);
- Signing up on behalf of a classmate or signing up and not entering the classroom.
- Leaving the class after having signed on the list, without reporting it to the program office. This is an offence of knowingly misrepresenting the truth.

In all cases, when a breach of the code of ethics has been determined and admitted by the student, the student fails the course with a final F (course grade) and needs to repeat the course (if it is a core course) or take another elective course (if it’s an elective course) and loses his/her merit based scholarship for the rest of the program and will be excluded from any honors/distinctions in graduation. The student will be given a letter of reprimand stating that, if caught again, the student will be dismissed from the program.

In case the student does not admit the breach of the code of ethics, the matter goes to the Ethics Committee for evaluation and decision.

A special note should be made concerning:

- Company projects undertaken by managers who attend AGBS programs. If at any point the instructor has grounds to believe that work submitted is not original and was not prepared specifically for the course, the student(s) will receive an F and the case will be automatically referred to the Ethics Committee. Further elaboration of previous company projects is allowed only after prior consultation with the instructor.
- Team work per course. This should be done in a manner that is fair to the group as well as educationally appropriate. In every single course it is acknowledged that, while a student might take the lead in one particular assignment and another student a different one, this practice should be undertaken with the questions of fairness and sound pedagogy in mind. All team

members must make some identifiable contribution to all course assignments and division of labor per course must be equitable. There can, however, be no trade-off between courses. It is expressly prohibited for students to trade their participation in group work in one course for that in another.

- Student behavior within a team. Students should behave responsibly, collegiately and fairly within a team. Genuine team spirit and team efficiency and effectiveness should be actively pursued by all team members. Systematic failure to do so may result in disciplinary action for some or all team members.

The instructor has the right to ask students to complete peer evaluation forms and use at his/her discretion this kind of feedback to determine each student's academic performance.

### **1.2.5 Property**

AGBS students are expected to respect the materials, data and property of the school (and other collaborating institutions where classes might take place) and other members of the AGBS community. No student will misuse or misappropriate the materials, data or any property of another, especially by, but not limited to:

- Accessing, removing, or destroying any information, materials, or any property from another student's or student organization's premises, locker, computer files or e-mail without prior permission;
- Accessing or removing without prior permission, or hiding or destroying, any corporate records, files, job postings or academic materials from the library or any administrative office;
- Divulging proprietary or confidentially provided information obtained for class assignments;
- Utilizing for commercial purposes any material provided to AGBS specifically and exclusively for educational purposes without prior permission of the provider.

### **1.2.6 Standing in the Community**

A student who accepts and adheres to the standards described in these regulations will remain in good ethical standing within the AGBS community. If a student fails to adhere to the Code, that student will be referred by the Dean to the Ethics Committee for potential sanction. Any sanction recommended by the Ethics Committee will be imposed by, and at the discretion of, the Dean of AGBS.

Any sanction must bear a reasonable relationship to the severity of the breach involved. Appropriate sanctions are: Letter of Reprimand, Probation, Suspension, and Expulsion; in addition, the Ethics Committee may also recommend grade modification or exclusion from specified extracurricular activities (such as Career Forum, participation in international competitions / exchange programs, etc.). If the final determination in a hearing under the Code is in favour of the accused, no record of the complaint or of the related hearing will be made in the official file of the student as maintained by AGBS. Any sanction applied by the Dean will be included in the offending student's official file, along with details of the complaint and the findings.



## 2. NON-SMOKING POLICY

Smoking is not permitted anywhere inside ALBA Graduate Business School premises.

The ALBA Graduate Business School has implemented this policy out of social sensibility and, in particular, its concern for staff, students and those with health problems. This approach is also in line with the law, which forbids smoking in universities and places in general where educational activities take place.

Students are expected, not only to abide by this policy, but also to discourage those who breach it. Apart from the issues of health, it is also a matter of respect for one another.

Moreover, if a student is caught disobeying the non-smoking policy, the school reserves the right to convene the Ethics Committee for potential sanction.

## 3. ACADEMIC REGULATIONS

### 3.1 Academic Advising

All students, after admission, are assigned to an Academic Advisor. Academic Advisors never make decisions for students; their role is rather to support and advise the students on matters relating to their studies. Individual meetings with the Academic advisor may take place during the process of choosing the elective courses. The Academic Director of each Program is the Academic Advisor of the students of the Program.

### 3.2 Total Year Schedule

In the continuous pursuit of AGBS's vision to become a leading center of research and teaching excellence in postgraduate business education, the total year schedules of AGBS's MBA and MSc programs are subject to change. The school reserves the right to re-examine the structure of all academic programs and proceed to any necessary changes, in order to add more value to our students' knowledge and experience through their studies at AGBS.

### 3.3 Course Credit

To receive credit for a course, participants must comply with all academic requirements outlined by the instructor of the course. This includes, but is not limited to, the submission of assignments by the date announced, taking all tests and/or examinations and generally complying with all assessment requirements of the course.

The equivalence between the teaching hours and the corresponding credits is the following:

Teaching hours	Credits
7	0.5
14	1
21	1.5
28	2
35	2.5
42	3

The completion of each program of study requires a minimum number of credits as specified in the “Total Year Schedule” upon registration.

With the approval of the Academic Director, students may exceed the credit hours required for the degree program in which they are enrolled. In that case, they are required to pay the equivalent fee for the additional courses.

### **3.4 Workshops, Guest Lectures and Other Academic Activities**

In addition to the regular courses, each program contains several workshops, guest lectures and other related academic activities. These activities constitute part of the academic program and must be attended by all students. Most workshops will have an individual assessment. The grading system for workshops is, in most cases, on a Pass or Fail basis; alternatively, it may follow the one applied to regular courses. Please note that participation in the Teambuilding Seminar is obligatory and cannot be deferred.

### **3.5 Registration and Pre-registration**

Registration for term courses takes place 15 days approximately before the term begins.

The time and pre-registration process for elective courses is specified by the respective program office.

Students who default on their payment schedule will not be allowed to register for additional courses or have their work graded while payment is outstanding. Transcripts, certificates or other official records will not be issued until financial obligations are met. In order to register for a particular course, students must have completed all prerequisite courses.

### **3.6 Course Duration and Fees**

The standard duration of each program is defined in the “Total Year Schedule” at the time of registration.

**Tuition fees** will generally remain **fixed only for the standard duration** of each program. Students may transfer from the full time study mode of their Program to the part time study mode of the same Program Intake without change to their total tuition fee. In such cases, the standard duration of their program is the standard duration of the Part Time study mode of the same Program Intake.

**Books, where necessary, are not included in the total tuition fees of our Academic Programs with the exception of the AGBS Executive MBA Program.**

Students who choose to extend their studies beyond the standard duration of the program in which they are enrolled, as approved by the respective Program Office, will have their course fees adjusted in line with the tuition fees applicable at the time the student takes courses.

AGBS and ACG alumni who wish to pursue any AGBS program for which they are qualified, will be granted a 10 per cent discount on the fees of this program. Moreover, both AGBS students and alumni will be granted a 20% discount to all open-enrolment seminars, organized by the Executive Development Programs Department.

### **3.7 Prerequisites**

Students are not permitted to register for courses for which they do not have passes in all prerequisite subjects, either in the form of credits earned or credits transferred. In special cases, academic programs may allow certain courses to be attended in parallel with one of their prerequisites. The list of prerequisites is provided by the offices of the various academic programs.

### **3.8 Transferring of Courses**

Students may request to have courses transferred\* under the following conditions:

1. A similar course was taken at masters' level during the last five years prior to registration at AGBS.
2. An official description and a detailed outline of the prior course are submitted to the respective Program office.
3. The Academic Director, in consultation with the respective instructor, approves (or otherwise) the transfer on the basis of sufficient equivalence – in content, learning outcomes and duration – between the prior course and its AGBS equivalent.
4. If the transfer is approved, the AGBS transcript shows the AGBS course with grade "TR" indicating a transfer of credits.
5. The maximum number of transfers allowed is the equivalent of 3 (three) full courses.
6. Students are not charged tuition for the credits approved for transfer.

\*The AGBS Executive MBA program is exempted from course transferring.

ALBA Graduate Business School alumni who wish to pursue a second degree from another AGBS program for which they are qualified are subject to the aforementioned regulation.

***Transferring of a course is valid only for the core courses.***

CFA charter holders are eligible to transfer courses in Economics, Finance and Investments depending on the curriculum of each program and after ratification from the respective Academic Director. Transfers to CFA charter holders apply only to core courses.

### **3.9 Dropping and Changing Courses\***

Students may add or drop a course before the second session for a 14 hours course or before the third session for a 28 hours course of each semester with the permission of the Academic director of the respective program. All such requests must be made in writing to the respective program office. If a student discontinues classes without having officially dropped the course, that student will receive a final "F" for the course and no refund will be considered. Exception of this rule will be considered only for serious health and professional reasons upon submitting the required official documentation.

Elective courses are open to students who have pre-registered for them. Enrolling in a course for which a student has not pre-registered may be allowed only in extenuating circumstances and with the permission of the respective Program Director. The elective selection process is described in a relevant memorandum distributed by the corresponding program office.

\*This process is not valid for the AGBS Executive MBA program.

## **3.10 Course Auditing**

### **3.10.1 For Students**

“Auditing” a course means attending lectures, exercises and other activities during scheduled class time EXCEPT taking part in exams and group-work outside of scheduled class hours. Moreover, “auditing” means WITHOUT taking the course for credit.

A student can **ONLY** audit an **elective** course, besides the ones already chosen, under the following circumstances:

- the Academic Director of the program approves the participation of the auditing student;
- the complement of auditors does not exceed 10 percent of the class.

The indication NC (Non-Credit) is entered on student records, provided they have adhered to the attendance policy; otherwise the course does not appear in their records.

Courses are offered to auditors at 50 percent discount on the tuition fee.

In a special case that students wish to attend more courses than their program includes, for their personal improvement, and wish the courses to appear in official records with credits (e.g. Official Transcript or a Certificate), then they should:

- Apply in written to the respective Program Office
- Receive the approval of the Academic Director of the target program
- Participate in all courses requirements and final exams\assignments
- Receive a grade for their participation in the course

In case the additional courses are offered either from the program that the student has registered in (cases of elective courses) or beyond the curriculum, then the grades will not count in the final C.I. of the student but a Certificate of attendance for the course will be granted to the student.

In case of for-credit attending an additional course, it will be offered at the price of the course in the total year schedule of the program that is included.

### **3.10.2 For Alumni**

“Auditing” a course means attending the lectures, exercises and other activities during scheduled class time EXCEPT taking part in the exams and in group-work outside of scheduled class hours. Auditors receive neither a grade nor a pass/fail mark. A maximum 10 percent of the class size can be auditors, as per the current policy with electives, subject to the restrictions regarding class size.

A student joining a class as auditor must be an alumnus from an AGBS academic program, including in-house MBAs, but excluding other executive diplomas or seminars. Any such student has to apply according to the processes set out by each program offering the course. Academic program offices are responsible for advertising available courses and details of the application/admissions process via all appropriate channels. Applications will be handled on a first come, first served basis until the 10 percent limit or the maximum total class size has been reached. Confirmation of admission cannot, therefore, normally be issued before the main class component has been finalized.

In general, prerequisites do not apply, regardless of the course, the program offering it, the background and experience of the alumnus or the AGBS degree previously completed. However, in cases that special requirements apply for attending specific courses, the Academic Director of each program (in consultation with the instructor when necessary) reserves the right to review and deny an application for auditing on the grounds that significant prior knowledge and/or experience on the subject is necessary in order to safeguard the academic rigor of the class.

Auditors adhering to the attendance policy set out for all students will receive a formal certificate of attendance.

All provisions made here apply equally to both core and elective courses, except where explicitly mentioned otherwise.

Courses are offered to auditors at 50 percent discount on the current portion of the tuition fee for the same course. This means that, during the same year, two courses offered by different academic programs may be charged at different prices, because the tuition fees for the respective programs are different.

### **3.11 Course Requirements**

Each instructor will distribute in class a course outline that describes the requirements and grading policy for the course. These requirements usually include: homework assignments, cases, projects, business simulation games, field visits, class participation and/or term project or final exam.

Requirements are to be fulfilled, according to the instructor's guidelines, either individually or on a group basis.

Assignments (cases, projects, etc.) should be handed in by the deadlines set by the instructors. Late submission will normally result in failure of that assignment, unless otherwise specified by the instructor. In particular, regarding individual or group projects, in case of late submission there will be a 5 percent reduction in the grade of the assignment per calendar day of delay. In cases of health problems or mitigating professional circumstances, this penalty will be waived only if the student submits the requisite supporting documentation.

### **3.12 Class Attendance**

Classes start at the time specified on the term schedule. Instructors may deny late comers admission to the classroom until the break, in order to minimize disturbance of the teaching process.

When present, students sign their name on a class attendance list. Students are expected to comply with the AGBS Code of Ethics in declaring on the class roster their presence in class. Under no circumstances may a student sign a class list on behalf of another student. The respective program office monitors this process. In the event of student misrepresentation (i.e. one signing on behalf of someone else), the School will consider this a severe breach of the Code of Ethics and will take the appropriate disciplinary action.

Attendance on all courses is compulsory. If a student is to be absent, it is the responsibility of that student to notify the relevant program office and instructors in advance and provide the pertinent documentation in justification of the absence.

The maximum number of absences allowed can be seen in the following table:

Teaching hours per course	Maximum # of Absences Allowed
14	1
21	1½
28	2
35	2½
42	3

The student assumes responsibility for requesting assistance from instructors for making up any work missed. Missing more than the permitted maximum of class sessions will automatically result in the student obtaining a final F grade.

For each 4-hour class session, two attendance sheets are distributed, one at the start and the other near the end. Similarly, one attendance sheet will be distributed during two-hour sessions. In all cases, each attendance sheet counts for a half-presence (or half-absence).

In case of multiple sections, students need to obtain the approval of the respective Program Office to attend, on occasion, a section other than the one for which they have registered. If the student does not seek the approval of the Program Office, or if the Program Office refuses to allow the student to attend the alternate session, the student will be expected to attend the session for which registration has been made. Failure to do so will result in class absence being marked in the student's records.

### **3.13 Teamwork**

A substantial part of the student academic experience at AGBS is based on team work. The smooth functioning of student teams is vital to both student performance and the quality of the educational process. Team members are solely responsible for behaving maturely, collegiately, responsibly, efficiently and effectively. Any problems that may arise must initially be dealt with within the team and constructive solutions sought. If problems persist, team members (either collectively or individually) may ask for advice and help from their Academic Advisor, the Program Director or the Academic Director, or indeed from all of them. The policy of AGBS is that, no matter what internal problems a team may be facing, the team should not be disbanded, but its members strive to find mutually acceptable ways of collaboration. The extent to which a team functions smoothly is the sole responsibility of its members. A team may be disbanded only in extreme circumstances and only after the approval of both the Academic Director and Program Director.

### **3.14 Peer Evaluation**

Courses which include group assignments should also include a process for peer evaluation. Instructors should make sure that their course outlines describe the peer evaluation process and how the peer evaluation affects individual team members' grades for their team assignment.

### **3.15 Participation in Exchange Programs**

Students have the option to participate in exchange programs and attend courses at other collaborating business schools. All courses taken as part of an exchange program must be offered at graduate level by the host institution and must be related to the subject matter of the Program attended at AGBS. Participation in such programs requires the prior approval of the Academic Director.

Courses taken by AGBS students abroad, through exchange programs, will be transferred to the AGBS student records under the following conditions:

1. Such courses can replace elective courses on the basis of ECTS equivalence
2. Such courses may replace three elective courses on the basis of ECTS equivalence only if the exchange courses and the AGBS core courses have equivalent content and assessment in terms of the Intended Learning Outcomes, as judged by the Academic Director of the Program.
3. Transferred courses will be marked as such on the student transcript and will not carry a grade unless there is a special agreement made by the school and the hosting institution.

### **3.16 Internship Opportunities for ALBA Students**

#### **3.16.1 Internship: Definition and Overview**

AGBS, wishing to enhance student learning, provides the opportunity to students to apply and undertake practice on business and management areas, with companies that have expressed an interest in contributing to the training of AGBS students.

The Internship may or may not be part of the curriculum of a degree program. If it is a required part of the curriculum, it carries credit and grade and is governed by the Internship syllabus as specified by the faculty in charge in collaboration with the respective Academic Director. If the internship is not part of the curriculum, then it is an "Over-credit Internship". Over-credit internships carry credits (four credits) but not grades (only pass/fail). For over-credit internships, students are supervised (as with for-credit internships) and upon successful completion of their internships they are granted additionally 4 credits appearing on their transcripts. All over-credits have an extra fee. The extra fee for over-credit internships is the 25% of the four credits\*.

The purpose of the practice (internship) is the enhancement of student learning and skills development through the enrichment of academic knowledge and training with experiential learning.

AGBS will assist students in locating quality internship opportunities. In case students are not successful in getting an Internship, AGBS cannot commit to finding them one.

\*This extra fee does not apply to the MSc in International Shipping and Finance program.

#### **3.16.2 Characteristics of the Internship Candidates**

1. The candidate for the internship needs to be a current (active) AGBS student. Students are considered to be active until their graduation.
2. The candidate should not be employed by another company at the time of applying for the internship and for the duration of the internship.
3. Students have the right to undertake an internship, as long as they have completed three teaching periods. For the MSc in Strategic HRM program, all core courses should have been completed before students undertake an internship.
4. Attendance of the internship is compulsory and the student cannot take more than 4 days leave of absence after the notification to and approval from the respective internship supervisor.
5. Students in probation or warning academic status are not allowed to participate in an internship program.
6. Current students who are already AGBS graduates have the right to take on an internship immediately upon their registration for their new degree at AGBS.

- The candidate must have fulfilled all obligations regarding the Accounting Department and the Academic Programs Office. There must be no outstanding fees upon the period that the student wishes to start an Internship and there must be no pending documentation of the candidate's student file.

### 3.16.3 Characteristics of the Internship

- The expected duration of the internship is three (3) months. The last day of the internship cannot be later than the day of graduation.
- Exceptions may be granted or additional requirements may be imposed at the discretion of the Academic Director, on the basis of the following three criteria: internship requirements, the courses taken by the student, and student performance.

### 3.17 Grading System

The Grade Point Average is calculated according to the following scale:

A	=	Excellent	I	=	Incomplete	P	=	Pass
B	=	Good	TR	=	Transfer	NC	=	Non-Credit
C	=	Fair	F	=	Failure	W	=	Withdrawal
D	=	Poor						

On a quantitative scale, and with a maximum of 4.0 points, the following correlations are assumed in calculating the cumulative point average:

A	=	4.0	C+	=	2.3			
A-	=	3.7	C	=	2.0			
B+	=	3.3	C-	=	1.7			
B	=	3.0	D+	=	1.3			
B-	=	2.7	D	=	1.0	F	=	0.0

The grading distribution for core and elective courses is as follows:

- A, A- : no more than 20 per cent of the class
- B+, B, B- : no more than 50 per cent of the class
- C+, C, C-, D, D+, F : approximately 30 per cent; however, the F grade should not usually represent more than 5 % of the class unless it is required to pass the final exam in order to pass the course. This condition should clearly be stated in the respective course outline

In cases of small size classes (either for core or elective courses), a deviation from the above distribution maybe at the discretion of the Program Academic Director.

Students are entitled to request feedback of their tests/written assignments within 5 working days of the announcement of their grades, by making a written petition to the instructor and notifying the respective program office. The instructor is solely responsible for submitting grades to students.



### **3.18 Incomplete**

The grade I (Incomplete) is given to a student who has not fulfilled all the requirements of a course.

Students may petition for the grade of I (Incomplete) if they have not fulfilled all course requirements (e.g. final exam or term project), due to extenuating circumstances beyond their control. Where a petition is approved by the respective academic director, instructor of the course and program director, the student MUST fulfil the course requirements, as agreed with the instructor, by a date NO LATER than the end of the following term. If the student has not fulfilled these requirements by the due date, the I automatically becomes F. The petition must be approved by the last day of the course or final exam. It is the responsibility of the student to acquire the necessary approvals. For term projects in particular, incomplete is granted only when there is evidence to show that the student was incapable of performing the required tasks of the particular assessment throughout the whole period of project preparation. In any other case, the term project will be marked under the normal regulations that apply for late submission as stated in paragraph 3.11.

If a student does not take the final exam or not submit the term project and does not have an approved petition for Incomplete, that student automatically receives a first F for the course and should take the make-up exam and/or submit the make-up project.

There will be only one make up exam offered per course. Therefore, a student who for any reason does not sit the original final exam of a particular course should take the make-up exam offered. It is the responsibility of the student to make every effort to participate in this latter exam, as scheduled by the program manager. Failure to participate in the scheduled make up exam will automatically result in a first F grade for the course. Finally, in cases where a student fails the make-up exam, that student will receive a Final F and must re-register for the course whenever it is offered.

No student is allowed to receive more than two I grades during the program.

### **3.19 Fail**

The grade of F (Fail) is given to students whose overall performance in the course is less than 50 per cent of the course grade or fail in the final exam in case it is a prerequisite to pass the course which is clearly stated in the respective course outline

A student with an F grade in a course is allowed to take a make-up final exam or submit (once) a make-up final project for that course, at a time to be agreed with the instructor and the respective office but no later than the end of the following term. In cases where a student achieves a pass in a make-up exam/project for a specific course, the actual grade awarded cannot be higher than the lowest grade of the students who have already passed the course. This means that, where a student is awarded a pass grade lower than the lowest grade of the course, this grade will be kept as the final one. Where a student fails the make-up exam/project, the course is graded F (final) and that student has to register and pay for the course again when it becomes available.

**A student cannot be awarded a degree unless all program requirements are fulfilled. A student will be dismissed from the program where a final course grade of F is received in more courses than the equivalent of two full courses (four credits), regardless of the reason for receiving this grade. Furthermore, no student can take more than three make up exams due to the initial failure of any**

course. Where a student is asked to leave the program for the aforementioned reasons, that student will not be allowed to remain as auditor in the classes.

### **3.20 Academic Probation**

Students whose cumulative GPA falls under 2.3 are considered to be in poor academic standing, are placed on academic probation and receive a warning. In such cases, students need immediately to consult their respective program directors to discuss alternatives and remedial measures available.

Students will be removed from academic probation at the end of a period in which their GPA meets the requirements of 2.3.

**Valid for the MBA Programs** → Students who, after completing 3/5 of the program, have a CI lower than 2.3, will be **dismissed** from the program. The minimum requirement in order to **graduate** is **2.3**. If the CI is below 2.3 upon completion of the program, the student will receive a certificate of attendance.

**Valid for the MSc Programs** → The minimum requirement in order to **graduate** is **2.3**. If the CI is between 1.7 and 2.29 upon completion of the program, students will receive a diploma. If the CI is below 1.7 upon the completion of the program, students will receive a certificate of attendance.

### **3.21 Dropping out of the Program**

In cases where a student withdraws or is asked to drop the program (due to poor academic performance or misconduct), fees paid will not be refunded. Students who wish temporarily to withdraw from the program reserve the right to continue their studies within a two-year period from the date of withdrawal. Beyond this period, a student must re-apply to the program.

In order for a student to withdraw either permanently or temporarily from the program, the student must submit **in written** a request to the respective program office; otherwise, an F grade will be received for each course on which that student is currently registered.

### **3.22 Student Transcripts**

At the end of each term, all students have access to a transcript with the grades received for the courses on which they were enrolled during that term.

### **3.23 Requirements for Scholarships**

As long as the academic folder of a student is not complete, the student cannot take any fellowship that the School provides and he/she is personally liable for all expenses related to his/her studies.

All students receiving scholarships on the basis of merit, either in full or in part, are expected to maintain a Cumulative Index (CI) or a Grade Point Average (GPA) of 3.0 and above. The CI corresponds to the average grade of all course grades that have been reported, while the GPA corresponds to the average grade of the course grades of a particular term. If both the CI and GPA of a scholarship recipient drops below 3.0, for all courses that have been completed and grades that have been announced through myACG portal, the scholarship will be discontinued until such time as the term GPA or the CI rises to 3.0 and above. In such cases, the student will become personally liable for payment of tuition fees

corresponding to the teaching period that follows right after the announcement of the grades of the preceding term, in which both the term GPA and the CI have been reported below 3.0. This rule does not apply to the first and the last teaching period of all Academic Programs.

### **3.24 Graduation Requirements**

In order to graduate, students must:

- Complete all required credits (including the field consulting project for the ALBA MBA Program);
- Successfully complete (i.e. with a passing grade) all the courses on which they have enrolled;
- Have a CI of **2.3** or higher;
- Fulfil all financial obligations;
- Fulfil all outstanding obligations toward the program office or the library;
- Submit the Graduation Application Form and receive clearance from the respective program office.

Students must meet the above requirements in order to attend the graduation ceremony and receive their certificate. Students as Graduates attend the ceremony free of charge yet, there is a graduation fee per guest amounting to €20 (except children) that supports future AGBS Scholarship Fund.

Students with a cumulative point average of 3.5 and above will graduate with Honors; the student with the highest cumulative point average will graduate with Highest Honors.

### **3.25 Course Evaluations**

Students are expected to participate in the course evaluation process, as this assists the School in its efforts to achieve continuous improvement in the selection of faculty as well as in course content and focus.

At the last class of each course, the instructor is required to facilitate the evaluation process, allowing students 15–20 minutes in which to conduct the course evaluation. The instructor will remain outside the classroom during this time and will only continue the lecture when the process of evaluation is complete.

Course evaluations are passed to the instructors following submission of their grades to the respective program offices.

### **3.26 Program Evaluations**

Students are expected to participate in the overall Program evaluation process, as this assists the School in its efforts to achieve continuous improvement of quality. Moreover, it provides feedback regarding the content of each program and the relevance between theoretical knowledge, skills enhancement and practical application in contemporary business environment.

With the conclusion of the last term of each program, the Quality Department sends to the students of each graduating class an electronic exit-feedback questionnaire. The results of Program evaluations are then given to the Associate Dean of Academic Programs, the Academic and Administrative Program Directors for further elaboration, discussion and action planning.

### **3.27 Election of Class Representatives**

Each class should elect class representatives, in order to facilitate communication flow and feedback from the class to the respective program office. It is the responsibility of the class to elect its representatives during the first three weeks of each program.

## 4. TUITION FEES<sup>1</sup>

### **4.1 Policy**

Tuition is billed according to the credits a student is registered at the beginning of each academic period. Students are charged at the rate at which they entered the program and for the standard duration of their program. After that time, they will be charged the latest applicable price per credit.

### **4.2 Tuition Payments**

A non-refundable registration fee is payable upon admission. This fee is part of the total cost of tuition. No student can attend classes without the payment of the registration fee. Tuition for each teaching period is payable one week in advance of the start of the period. Students sponsored by companies for their studies are responsible for notifying these companies for the fulfilment of their financial obligations.

### **4.3 Scholarship / Financial Aid**

Scholarships and Financial Aid are applicable only to that portion of tuition fees paid by the student. If part or all of tuition is paid by a company, the company cannot benefit from Scholarship or Financial aid. Similarly, discounts offered to companies apply only to that portion of total tuition paid by the company, and not to the portion of tuition paid by the student.

### **4.4 Students with Delinquent Accounts**

Student accounts that are not paid in full until the end of the first week of the teaching period the latest, will be deemed delinquent. These students will not be allowed to attend classes for the specific period of studies, will be denied access to the systems (Blackboard, etc.) and will not receive grades, transcripts, diplomas or any other service, until their account balance is paid in full. Please note that all deadlines are relative to the start of the teaching period, not to the start of sessions of any individual course (which may start later).

In all cases, absences marked while a student account is delinquent cannot be revoked under any circumstances after the balance is fully paid.

Any exceptions to the above should be justified in writing to the Dean and are subject to his approval.

### **4.5 Tuition Refund Policy**

AGBS students who withdraw a course within ten working days of the beginning of each semester will be fully refunded for this course.

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<sup>1</sup> This section does not apply to the MBA in Financial Services (EFG Eurobank)

## 5. EXCEPTIONS TO THE RULES

Students are expected to abide by these rules at all times. Occasionally, however, extenuating circumstances can and do arise. In these rare cases, a student can appeal to the Administrative Director of Academic programs for waiver of a particular rule. Such appeal can only be made in writing. It should explain fully the circumstances that justify the appeal. Depending the nature of the appeal, The Administrative Director of the Academic programs, The Academic Director, the Associate Dean will examine the case and the Dean of the School will make a decision on the matter in due time. The decision will be final and cannot be further appealed.

## 6. CAREER & ALUMNI SERVICES<sup>2</sup>

### 6.1 Career & Alumni Office

#### 6.1.1 Mission

The mission of the AGBS Career & Alumni Office is to provide all students and graduates with excellent support and guidance, in order for them to pursue a career according to their goals, competencies and personal values. These efforts are founded upon the School's extensive knowledge of the job market and close links with the business community.

In order to accomplish its mission, the Career & Alumni Office closely monitors the needs of students and graduates, maintaining close links with the Greek and international job markets and promoting a strong relationship between AGBS and its graduates.

#### 6.1.2 Policy Statement

For ethical and professional reasons, AGBS does not directly support the placement efforts of students who are fully or partly sponsored by their employers. An exception is made for students who are employed in a family business.

AGBS alumni have access to job market information resources, career advice and coaching.

#### 6.1.3 Services for Students

The Career & Alumni Office offers a wide range of services to assist students of all academic programs in their career planning and professional development. Specific services include:

- Career Coaching
- Career Preparation Workshops
- Career Development Events
- The Career Forum
- Informing Student Community and Liaising between Students & Companies

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<sup>2</sup> Career services are primarily targeted to early and mid-career professionals and not to C-level professionals. Participants of company-specific degree programs are exempted from career services.

#### **6.1.4 Career Coaching**

On-going career coaching is offered to students wishing to discuss specific career issues. The purpose of Career Coaching is to understand the individual needs of students and to prepare and empower them to make the right decision about their career.

#### **6.1.5 Career Preparation Workshops**

Throughout the academic year, the Career & Alumni Office hosts various workshops so as to enhance students' understanding of the recruitment process, strengthen their skills and overall prepare them for entry into the job market. The following workshops are indicative of what are offered:

- **Simplify Your Job Search with Alba's Recruitment Tools:** A workshop that shows students how to formulate a job search action plan, target specific companies and use ALBA's international recruitment tools.
- **CV Preparation:** This workshop teaches students how to write a well-presented CV so that it highlights their achievements and gives the recruiter a clear indication of why they should be considered for their company.
- **Interview Skills:** This is an intensive workshop that prepares students for future interviews with recruiters. The main objective is to provide them with an in-depth understanding of the selection process and help them improve their skills as interviewees.
- **5 Steps for Effective Networking: How to Ensure You Get the Best from Your Networking:** Most job openings are never advertised or announced and filled through word-of-mouth or networking, also known as the "hidden job market". Yet, even with this knowledge, most job seekers fail to fully utilize networking for all its worth. In this workshop students will gain valuable networking knowledge and tips on how to expand your sphere of influence.
- **LinkedIn:** A 3-hour session on how to create a competitive LinkedIn profile and how to best use the site for career progression.

#### **6.1.6 Career Development Events**

The Career & Alumni Office hosts a variety of career development events throughout the academic year so as to introduce students to key players in the Greek and international job markets and familiarize them with the major companies operating in Greece and abroad. These events include:

- Career panels
- Company presentations
- Company visits
- CEO presentations

#### **6.2 Career Forum**

The focal point of the Career & Alumni Office's activities is the Career Forum. This is the time and the place for potential recruiters to meet with students and explore employment possibilities. AGBS's annual Career Forum takes place every September on campus. Participating companies screen students (with less than 5 years of working experience) based on the CV Book/CV database that they receive prior to the event. The Career Forum has proven to be a very successful hiring mechanism and is highly rated and recognized by many companies.

- Students sponsored by companies may not participate unless their companies provide us with written consent.
- Students graduating the year of the Career Forum participate.
- Students with less than 5 years of experience are eligible to participate unless an exception is made by the Career Office for those students who are unemployed.
- Students may participate only once in the Career Forum.
- In order to participate in the Career Forum, students must fulfil certain requirements as stated by the Career Office: attend at least 3 career workshops and 5 company events if they do not work; while, 3 workshops and 3 company events if they work.
- Students who have not fulfilled their military obligations may participate in the Career Forum, when they complete their military service.

### **6.3 Inform Student Community & Liaise between Students & Companies**

The Career & Alumni Office offers students eligible for direct placement support (see policy statement) individual assistance and guidance, in order to provide the business community with the right employee in the right position.

- We help students make contact with potential employers and assist them in evaluating job offers.
- A variety of support services are offered to all students and graduates wishing to gain extensive, up-to-date information about the job market.
- Specific job vacancies submitted to AGBS, can be found throughout the year in the various career platforms available to students and alumni.

### **6.4 Internships**

The dedicated team of the AGBS Career & Alumni Office offers a variety of resources and internship opportunities to assist students in their search.

- Placement in an internship is not guaranteed. Each company runs its own assessment process before making an offer to a student.
- If you source an independent (through your personal contacts) internship, students should inform the Career & Alumni Office within the given deadlines. They will also need to submit to their Academic Director a detailed description of the internship and the contact details of the internship provider in order to ensure that it meets specific quality standards.
- Once students have accepted an internship offer, the Internship Agreement will be signed. This is an agreement which describes in detail the obligations of each party (the student, the company and the school) in this collaboration.
- Students who pursue a for-credit internship have priority over those pursuing an over-credit internship when applying for openings offered by the Career & Alumni Office.

### **6.5 CV Database**

The Career & Alumni Office works closely with all students in preparing their CVs, which are included in the CV Database, an electronic database showcasing AGBS CVs to the entire HR community. The CV Database serves as a useful tool for all potential recruiters, regardless of whether or not they attend the Career Forum as they have access all year round.

## **6.6 Alumni**

At present the AGBS alumni body consists of 4500 members who are currently key players in the Greek and international markets, many of whom are also in the process of forging challenging careers, while at the same time enhancing AGBS's reputation in the Greek and international business communities.

The relationship between the alumni and AGBS does not end upon graduation; rather, the alumni remain close to the school and enjoy close links with each other. Moreover, they enthusiastically support the school's objectives, and contribute to its mission through a variety of social and professional activities. They act as intermediaries between their companies and AGBS, encouraging and actively promoting new forms of collaboration.

## **6.7 Lifelong Learning**

As a strong supporter of life-long learning, AGBS encourages the professional development of its alumni, by offering them special discounted rates in the following:

- tuition fee reductions for Academic Programs: 10% reduction
- elective courses of all ALBA Academic Programs: 50% discount
- executive development programs: 30% discount
- public events: 30% discount

### **6.7.1 AGBS library**

Alumni may continue to use the AGBS library (apart from checking out books).

### **6.7.2 ACG campus**

Alumni also have access to the state-of-the art sports facilities at the ACG Aghia Paraskevi campus.

### **6.7.3 Alumni Department**

The Alumni Department hosts numerous events every year at the AGBS campus giving them the chance to come back to School!

### **6.7.4 ALBA Alumni Networking Platform**

Students and alumni may join our alumni-networking platform: The ALBA Networker: [www.albanetworker.com](http://www.albanetworker.com) a dedicated website exclusive for Alba alumni which we also extend to our students for networking purposes. Students and alumni may log in with their LinkedIn or Facebook accounts (or create a new profile) and:

- Find and reminisce with fellow alumni; see what they have been up to and stay in touch.
- Give back to the School: Introduce, employ and mentor current ALBA students. Take part in the life of the School.
- Network: Leverage the professional ALBA network to get introduced to people they should know.
- Advance their career through ALBA connections working in top companies.
- Post a job or apply for a job
- Create or attend an event
- Share photos and news



### **6.7.5 AGBS Alumni Association**

The AGBS Alumni Association was founded in 1993. Since then, it has become a valuable source of information and contacts for every graduating class. New graduates can become part of an expanding network which offers them career guidance as well as an array of opportunities for employment and professional support.

## **7. LIBRARY SERVICES**

The ALBA Library is an academic library aiming to support the information needs of both faculty and students of the ALBA Graduate Business School.

Below is a brief guide to the ALBA Library collections and services.

### **7.1 Print Collections**

#### **7.1.1 Main Collection**

The Library possesses approximately 8.500 titles available for loan, covering aspects of philosophy, psychology, the social sciences and economics, tourism, law, shipping, accounting and management – including financial management, human resources management, strategic management, information management, project and quality management, change management – marketing, advertising, etc.

#### **7.1.2 Serial Publications**

The Serial Publications collection consists of:

- Back-files of nearly 250 titles of international academic journals and magazines, covering a multitude of topics as seen and examined from a variety of perspectives ranging from the academic to the everyday.
- Around 15 Greek periodicals.
- 2 domestic newspapers.

#### **7.1.3 Reference Collection**

A small collection of reference books containing directories, encyclopedias, dictionaries, etc.

#### **7.1.4 Grey Bibliography**

A selection of past projects conducted by ALBA students available for consultation only.

You may search the print collections through the Library **OPAC (On-line Public Access Catalogue)**. To access the **OPAC**, follow the Library quick link located at the top right of the [ALBA homepage](#), and choose “ALBA Library Catalog”. If you wish to search the collections of the John S. Bailey Library at Deree College, choose “Deree Library Catalog”.

You can access the catalogue from anywhere - all you need is an internet connection. Login names and passwords are neither necessary nor applicable.

### **7.2 Electronic Resources**

The Library provides access to a wide range of electronic resources covering all academic disciplines emphasizing the areas of Business, Management, Economics, Law, Marketing and Shipping. ALBA Library

users can enrich their learning experience by searching and finding articles, e-books, statistical data and a great variety of content on almost 50 databases including Clarksons Research – Shipping Intelligence Network (SIN), Datastream (Thomson Reuters), EBSCO databases, Emerald Insight, Financial Times, JSTOR, Lloyd's list, ProQuest Ebook Central, ScienceDirect and more.

To access Library's electronic resources please do the following:

- Follow, the Library quick link, located at the top right of the ALBA homepage, [ALBA homepage](#)
- Open any of the available groups of databases, depending, each time, on what you are looking for.
- From the available databases, choose and open the database you want.

When you are accessing the electronic resources on campus you do not need to log in.

When you are off-campus you will be asked to log in using your ACG Network Username and Password. This applies to all resources available on our site unless otherwise stated.

## **7.3 Library Regulations**

### **7.3.1 Access rights**

All students registered at ALBA are entitled to use the information resources and services of both ALBA and Deree College Libraries.

Members of the Alumni Association have the right of using the Library when on-campus, yet they do not have borrowing rights, nor can they access off-campus the electronic databases of the Library.

### **7.3.2 Borrowing rights**

All registered students have the right to borrow a maximum of five books for a period of seven calendar days.

### **7.3.3 Borrowing regulations**

Journals, newspapers, reference material, and grey bibliography are **not** for borrowing. Borrowing rights are strictly personal and not transferable.

### **7.3.4 Renewals, reservations and returns**

All loans can be renewed provided that some other user has not reserved the book(s).

Each user has the right to reserve a book which is checked out at the time of the request.

Each user is personally responsible for returning the books she or he has borrowed in the same condition they were in when taken from the Library. In case of loss, misuse or defacing with pen or pencil marks, underlining, turning down page edges, removal of pages, etc. the user will have to pay the cost of the replacement.

The Library reserves the right to suspend the borrowing privileges of any user when:

- They do not follow Library regulations in general.
- Borrowing regulations are systematically ignored.
- Lost or defaced material is not replaced.

**Please remember: Library clearance is required for graduation.**

### 7.3.5 Reading room regulations

When entering the Library, bags should always be left at the lockers which are placed outside the Library. Eating and drinking are not allowed inside the Library.

Patrons should put their cell phones in silent mode when in the Library.

Library material of any kind (books, newspapers, journals, etc.), that has been used should always be left on the tables. It is the responsibility of the librarians to return items to their shelves.

All users are asked to refrain from noisy or any other distracting behavior.

**ALBA Library working hours: Monday-Friday: 10:00-20:00, Saturday: 10:00-18:00**

## 8. COMPUTER SERVICES AND MORE

### 8.1 General Information

Local Area Network (LAN) consists of more than 150 PCs running under Windows 10 operating system and configured with the latest versions of software. About sixty (60) of them are located in study rooms and laboratories where networked, high-speed, laser, mono and colour printers are also available.

Computer systems are available at the library for book and periodicals management. Also available are information retrieval systems for databases and libraries world-wide.

Students are given their own login name and password in order to logon to the network. The network provides the user with access to the Internet and a personal e-mail account. It is **absolutely forbidden**, however, to install and run any software other than that provided by the School or to abuse the systems in any way.

In case of loss of the ID card, students have to contact the Student Success Centre of ACG. They should complete the "Student ID form" (uploaded on Blackboard) & submit it to the Student Success Centre of ACG, whereas they are obliged to pay a replacement fee of €10 at the Cashiers department.

If the student was a victim of a robbery, he/she need to submit to the ACG Student Success Centre the "Student ID form" completed along with an official letter from the Police, stating that the student had been robbed. In that case the student is exempted from the replacement fee of €10.

### 8.2 Computer Department Regulations

- The normal opening hours of the laboratories (107 & 307) are 9.00 a.m. to 19.00 p.m. The study room is available to students 24 hours a day.
- Any tampering with the equipment or software provided by the school is **strictly forbidden**.
- Problems regarding the computer hardware and/or software should be reported to the Computer Department.

### 8.3 Study Rooms

- The study rooms are provided to the students of AGBS in order to facilitate their group studies and various assignments while on campus.