

Student Handbook



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 September 2020 for all
currently registered students

SCHOOL POLICY ON COVID-19

- The Alba Graduate Business School, the American College of Greece is committed to offer high quality, post graduate, business education to its students by delivering in campus, face-to-face teaching.
- Putting the health and safety of its students and staff first, the school reserves the right to offer all coursework and related services (e.g. Career services, Library services, etc) on an on-line synchronous mode in order to preserve the consistency of teaching quality and avoid any further disruptions in the learning process of its students.
- We make a clear commitment to our students that under any circumstances (and irrespective of the COVID-19 evolution) will be able to uninterruptedly follow their coursework and related services and complete their program of study and graduate on time.
- The use of on-line methods is considered as a temporary mode of operation for our school and will last only until the circumstances allow us to resume normal operations and offer in campus face-to-face classes as before the COVID-19 outbreak.
- Despite the temporary nature of such contingencies, there will be no change in any aspect in students' learning experience, the program curriculum and relevant academic credits and tuition fees, while the alternative, on line methods of course work and related services, are in use.

Table of Contents

1. CODE OF ETHICS	3
<u>1.1 Preamble and mission statement</u>	3
• <u>1.1.1 Reporting misconduct</u>	3
<u>1.2 Specific Standards</u>	4
• <u>1.2.1 Representations and Conduct</u>	4
• <u>1.2.2 Examinations' Rules and Procedures</u>	4
• <u>1.2.3 Examinations' Code of Conduct</u>	5
• <u>1.2.4 Assignments</u>	6
• <u>1.2.5 Academic Pursuits</u>	7
• <u>1.2.6 Property</u>	8
• <u>1.2.7 The role and purpose of the Ethics Committee and Standing in the Community</u>	9
2. NON-SMOKING POLICY	9
3. ACADEMIC REGULATIONS	10
<u>3.1 Academic Advising</u>	10
<u>3.2 Total Year Schedule and Program Structure</u>	10
<u>3.3 Course Credit</u>	10
<u>3.4 Workshops, Guest Lectures and Other Academic Activities</u>	10
<u>3.5 Registration and Pre-Registration</u>	11
<u>3.6 Course Duration and Fees</u>	11
<u>3.7 Prerequisites</u>	11
<u>3.8 Transferring of courses</u>	12
<u>3.9 Dropping and Changing Courses*</u>	12
<u>3.10 Course Auditing</u>	13
• <u>3.10.1 For Students</u>	13
• <u>3.10.2 For Alumni</u>	13
<u>3.11 Course Requirements</u>	14
<u>3.12 Class Attendance</u>	14
<u>3.13 Teamwork</u>	15
<u>3.14 Peer Evaluation</u>	16
<u>3.15 Participation in Exchange Programs</u>	16
<u>3.16 Internship Opportunities for ALBA Students</u>	16
• <u>3.16.1 Internship: Definition and Overview</u>	16
• <u>3.16.2 Characteristics of the Internship Candidates</u>	17
• <u>3.16.3 Characteristics of the Internship</u>	17
<u>3.17 Grading System</u>	17
<u>3.18 Incomplete for exam and their equivalents</u>	18
<u>3.19 Fail</u>	19
<u>3.20 Academic Probation</u>	19
<u>3.21 Dropping out of the Program</u>	20
<u>3.22 Student Transcripts</u>	20
<u>3.23 Requirements for Scholarships</u>	20
<u>3.24 Graduation Requirements</u>	20
<u>3.25 Course Evaluations</u>	21
<u>3.26 Program Evaluations</u>	21
<u>3.27 Election of Class Representatives</u>	21
4. TUITION FEES	21
<u>4.1 Policy</u>	21
<u>4.2 Tuition Payments</u>	22
<u>4.3 Scholarship / Financial Aid</u>	22
<u>4.4 Students with Delinquent Accounts</u>	22
<u>4.5 Tuition Refund Policy</u>	22

5. EXCEPTIONS TO THE RULES	22
6. CAREER & ALUMNI SERVICES	22
<u>6.1 Career & Alumni Office</u>	22
• <u>6.1.1 Mission.....</u>	22
• <u>6.1.2 Policy Statement.....</u>	23
• <u>6.1.3 Services for Students.....</u>	23
• <u>6.1.4 Career Coaching</u>	23
• <u>6.1.5 Career Preparation Workshops.....</u>	23
• <u>6.1.6 Career Development Events</u>	24
<u>6.2 The Career Forum</u>	24
<u>6.3 Inform Student Community & Liaise between Students & Companies.....</u>	24
<u>6.4 Internships</u>	25
<u>6.5 CV Database</u>	25
<u>6.6 Alumni</u>	25
<u>6.7 Lifelong Learning</u>	25
• <u>6.7.1 AGBS Library</u>	26
• <u>6.7.2 ACG Campus</u>	26
• <u>6.7.3 Alumni Department.....</u>	26
• <u>6.7.4 ALBA Alumni Networking Platform.....</u>	26
• <u>6.7.5 AGBS Alumni Association</u>	26
7. LIBRARY SERVICES	26
<u>7.1 Print Collections.....</u>	27
• <u>7.1.1 Main Collections</u>	27
• <u>7.1.2 Serial Publications.....</u>	27
• <u>7.1.3 Reference Collection</u>	27
• <u>7.1.4 Grey Bibliography</u>	27
<u>7.2 Electronic Resources</u>	27
<u>7.3 Searching and Accessing Resources</u>	27
<u>7.4 Library Regulations</u>	28
• <u>7.4.1 Access Rights</u>	28
• <u>7.4.2 Borrowing Rights and Regulations</u>	28
• <u>7.4.3 Reading Room Regulations</u>	28
<u>7.5 Alumni.....</u>	28
8. COMPUTER SERVICES AND MORE.....	29
<u>8.1 General Information</u>	29
<u>8.2 Computer Department Regulations</u>	29
<u>8.3 Study rooms.....</u>	29

1. CODE OF ETHICS

1.1 Preamble and Mission Statement

The Mission of the American College of Greece (ACG) is to add distinctive and sustainable value to our students, Greece, American Education, Hellenic Heritage and the global community through transformative teaching, scholarship and service.

The mission of Alba Graduate Business School (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.

1.1.1 Reporting misconduct

To promote transparency, fairness and shared accountability, all students are encouraged to report their concerns about cases of suspected misconduct internally, either openly, or in confidence, or anonymously, in the knowledge that such concerns will be taken seriously and investigated appropriately. Even if such concerns turn out to be mistaken, students should feel able to raise them without fear of reprisals, in the spirit of upholding the community values of AGBS.

This procedure covers cases of breach of the regulations described in this document (AGBS Academic Regulations). Other offenses are addressed by the policies of The American College of Greece (e.g. the ACG Non-Discrimination, Anti-Harassment, Sexual Misconduct, Relationship Violence and Stalking Policy).

Students are encouraged to raise their concerns with their Academic Director, or the Associate Dean, or the Dean. Depending on the nature of the concern, it will be reviewed and where appropriate an investigation process will be started. If possible, feedback will be provided to the student raising the concern.

Hopefully all students will share responsibility in sustaining the values of the ABGS community by openly and eponymously raising their concerns.

Those students who are worried about potential reprisals should feel safe to report their concerns by requesting confidentiality. In these cases, their identity will be shared with those who will investigate the facts of the case, with the prior consent of the reporting student(s).

Students who do not feel safe reporting their concerns under the above confidentiality protection, are still encouraged to report anonymously, even though anonymity tends to make fact finding harder. The Academic Director, or Associate Dean, or the Dean will determine whether the case can be effectively investigated anonymously.

Students raising concerns of suspected misconduct will be treated fairly, with respect for their request for confidentiality or anonymity and will be supported throughout the process. Students are expected to raise genuine concerns in good faith for the advancement of the integrity of the AGBS academic environment, even though they may turn out to be mistaken. However, if it turns out that allegations are malicious or motivated by personal gain, the alleging student may be subject to disciplinary action.

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. The Instructor has the right to ask a student leave the class if the student does not follow the instructions given and repeatedly causes disruptions in the learning process of other students. In that case, the student will take an absence and if refuses to leave the class, disciplinary action will be taken.

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.

The school reserves the right to use appropriate on-line examination methods and appropriate remote proctoring software in case the circumstances require it.

1.2.3 Examinations' Code of Conduct

Before the Exam:

- Before you enter into the examination room make sure to use the toilet because you will not be allowed to use it during the exam. In a case of a medical condition, the student must inform the academic office prior the exam.
- Please leave mobile phones, bags, briefcases, coats, notes, books at the front, rear or side of the room. Please remember to switch off your mobile phones.
- Do not turn examination papers face up.
- Remember that you are not allowed to use unauthorised sources of information for the exam (please, leave such material at the front, rear or side of the room).
- Be reminded that other than bottled water, you are not allowed to eat, drink or smoke in the examination room
- You must not communicate with each other during the exam • You may not leave the room without permission
- Students who leave without permission will not be allowed to re -enter the examination room
- You may not leave the room during the first thirty (30) minutes and/or the last fifteen (15) minutes of the exam, even if you have finished with their exam.

To start the exam:

- Turn the examination papers face up.
- Check you have received the correct exam paper.
- Read carefully the instructions given.
- Remember to write your names on the exam paper and any additional stationery used.

End of the exam:

- Note that you have to return the exam paper, along with any stationery used at the end of the exam (even scrap paper).
- Please remember that you are not allowed to leave the room during the last fifteen (15) minutes of the exam time, even if you have finished with your exam.

Students are not allowed to ask questions during the examination unless the instructor allows it.

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 during the exam holding or hiding crib sheets, smart phones (on or off), tablets (on or off) or related equipment (on or off) , and other unauthorized material, such as notes or any other electronic device (on or off) not specified by the instructor, or does not cooperate fully with the instructions of the invigilator, the 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 honours/ 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 Assignments

All assignments (where appropriate) will be submitted by default as Turnitin assignments on Blackboard. Students are not allowed to check their work with Turnitin or similar services prior to submission, as it is expected that if they apply the simple rules on correct referencing no issue with plagiarism should arise.

Upon submission to Blackboard and/or on the cover sheet of all assignments, students will be asked to make the following declaration:

Declaration (individual assignment):

- I have read and I understand the Academic Regulations and I am aware of the potential consequences of committing plagiarism/cheating.
- This work is entirely my own in accordance with the Academic Regulations on plagiarism, self-plagiarism, collusion, and contract cheating.
- All external references and sources are clearly acknowledged and identified within the contents.
- No substantial part(s) of the work submitted here has also been submitted by me in other assessments for accredited programs of study.
- I understand that should this piece of work raise concerns requiring investigation in relation to the points above, it is possible that other work I have submitted for assessment will be checked, even if the marking process has been completed.
- I am aware that Alba Graduate Business School expects all students who use proofreading services (with or without pay) to retain responsibility for compliance with the Academic Regulations on plagiarism, self-plagiarism, collusion, and cheating.
- I understand that Alba Graduate Business School may make use of plagiarism detection software and that my work may therefore be stored on a database which is accessible to other users of the same software.

Please tick both boxes below:

- I declare that these statements are true.
- I confirm that this is the correct submission for the assignment “<e.g. Individual Assignment, or Take-home exam>”, in course “<course title>”.

<dated and signed by student>

Declaration (group work):

- Each and every member of our team has read and understands the Academic Regulations and is aware of the potential consequences of committing plagiarism/cheating.
- This work is entirely the work of our team in accordance with the Academic Regulations on plagiarism, self-plagiarism, collusion, and contract cheating.

- All external references and sources are clearly acknowledged and identified within the contents.
- No substantial part(s) of the work submitted here has also been submitted by any member of our team in other assessments for accredited programs of study.
- Each and every member of our team understands that should this piece of work raise concerns requiring investigation in relation to the points above, it is possible that other work we collectively or any of us individually or in other teams have submitted for assessment will be checked, even if the marking process has been completed.
- Each and every member of our team is aware that Alba Graduate Business School expects that if a team uses proofreading services (with or without pay), each and every member of the team retains responsibility for compliance with the Academic Regulations on plagiarism, self-plagiarism, collusion, and cheating.
- Each and every member of our team understands that Alba Graduate Business School may make use of plagiarism detection software and that our work may therefore be stored on a database which is accessible to other users of the same software.

Please tick both boxes below:

- Each member of our team declares that these statements are true.
- Each member of our team confirms that this is the correct submission for the assignment “<e.g. Individual Assignment, or Take-home exam>”, in course “<course title>”.

<dated signed by each member of the team>

1.2.5 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) (see paragraph 1.2.4);
- 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 the above 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 that a student is found to have submitted work for assessment that is procured through a third party, with or without a payment being made, for the whole or part of individual or group assignment (contract cheating), the student will be automatically dismissed from the school.

In cases of severe misconduct (e.g. contract cheating or extensive plagiarism or self-plagiarism) the Associate Dean may request that the review team also checks assignments previously submitted by the same student even if they have received a final grade.

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. (see paragraph 1.2.6)

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. (see also paragraph 3.13)
- 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.

1.2.6 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.

1.2.7 The role and purpose of the Ethics Committee and Standing in the Community

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 or suspected 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 actual or potential breach of the Code of Ethics.

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 a hearing and 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 and must be in agreement with the sanctions prescribed by the school's regulations where available. 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.), loss of scholarship or financial aid, and/or exclusion of any prize, honor and distinction.

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 and notation on the student's transcripts, along with details of the complaint and the findings.

2. NON-SMOKING POLICY

According to the ministerial decision provided in article 3 of the Greek Law No 3730/2008 regarding the prohibition of smoking and the provisions of said ministerial decision No 88202/2009 (published in the Government's Gazette No 1286/B'/ 30.6.2009), smoking is completely prohibited in all educational institutions and employment areas. In this context, all types of smoking, including vaping, are prohibited in all indoor and outdoor College areas. The no-smoking policy applies to all ACG community members (students, faculty, staff and employees), as well as parents, alumni and guests across all divisions (Pierce, Deree, Alba).

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

The Academic Director of each Program is the Academic Advisor of the students of the Program. Academic Advisors never make decisions on behalf 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.

3.2 Total Year Schedule and Program Structure

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, the courses, and the content 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.

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 student induction sessions such as Teambuilding, Welcome classes and Introduction Presentations, etc. 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.

It is the responsibility of each student to register in time using the appropriate electronic platform available for this purpose. The academic office and the school has no obligation nor responsibility to implement this task on behalf of the student. In case the student has not registered in time, ignoring the warnings received by the school, may lose the scholarship for that term after a recommendation of the Director of Academic Programs and approval of the Associate Dean of Academic Programs.

Students who have not registered properly in a course are not allowed to attend it physically or remotely, and in any case the student will not earn any credit from that particular course even if the student has signed on the attendance list of classes, physically or electronically.

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 (if any), either in the form of credits earned or credits transferred.

In special cases, the Academic Director of the program may allow for an exemption of this rule with the approval of the Associate Dean of Academic Programs. The list of prerequisites is prepared, maintained, and reviewed by the Academic Director of each program.

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, duration and – between the prior course and its AGBS equivalent.
4. Even if the above conditions are met, the transfer of the course might not be approved by the Academic Director in case the grade earned in that course is particularly low (e.g. lower than an equivalent grade of C+)
5. If the transfer is approved, the AGBS transcript shows the AGBS course with grade "TR" indicating a transfer of credits.
6. The maximum number of transfers allowed is the equivalent of 3 (three) full courses.
7. 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. In special cases, the Academic Director of the program may allow for an exemption of this rule with the approval of the Associate Dean of Academic Programs.

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.

Holders of other professional qualifications that require from its holders to have a university degree might also be eligible for transfer of credits in compliance with the above stated conditions, subject to the evaluation and proposal of the Academic Director and the approval of the Associate Dean of Academic Programs.

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 Academic 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. Other discounts from Scholarship or financial Aid do not apply. A full discount can be offered with the approval of the Associate Dean of Academic Programs.

In special cases, the Academic Director might allow the auditing of a course from other programs (electives or core) with the approval of the Associate Dean of academic programs.

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, in case the tuition fees for the respective programs might differ.

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 and/or on a group basis.

Assignments during the course (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 and gets the approval of the Academic Director.

For late submission of individual projects or assignments that serve as the main method of assessment for a course (in place of final exam) see paragraph 3.18.

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.

"In addition to the above policies, the students across all programs and courses at Alba should also comply with the policies stated below when classes are delivered on line (synchronous):

On line policy 1: Open cameras (and microphones)

All students who attend an online session (synchronous) of a course (class time, office hours, review sessions, etc) should have their cameras open and their microphones closed (to eliminate background noise). They should open their microphones were they need to speak in class. Also, instructors can "cold-call" students during an online session.

On line policy 2: Security

For security purposes, all students enter an online session through the waiting room facility of the online platform. Only registered students in the course are allowed to enter any online session of the course.

On line policy 3. Virtual background

Students are allowed to use a virtual background if they wish, preferably the one of their Alba Program".

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 the Program Director or the Academic Director, or indeed from both 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.

As team members, students are also responsible to operate in accordance with the Code of Ethics of the school and take any necessary action to prevent any misbehavior and malpractice from any other members. If this happens and they do not notify the Academic and Administrative Director accordingly, they will be held equally liable as explained in paragraph 1.2.4 of the Code of Ethics.

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:

Such courses can replace up to 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.

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. In case they leave the internship without the prior consent of the academic Director of the program, the student will receive a final F for that course.
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. For an exemption to this rule the student must obtain the approval of the Academic Director and the Associate Dean of the academic programs.
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.
7. 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.
8. In case that internship is part of the curriculum of an academic program and is not possible to be offered as planned, the Academic Director has the right to replace it with another suitable course with the same credits offered by the school with the approval of the Associate Dean of Academic Programs.

3.16.3 Characteristics of the Internship

1. The expected duration of a typical internship is usually three (3) months. The last day of the internship cannot be later than the day of graduation.
2. 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 (A, A-)	= Excellent	
B (B+, B, B-)	= Good	
C (C+, C, C-)	= Fair	
D (D+, D)	= Poor	F = Failure
P	= Pass	
TR	= Transfer	
I	= Incomplete	

W = Withdrawal

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. Thus, second marking by another instructor is not permitted. Students cannot appeal on the basis that the result they have achieved is worse than they would have wished, or worse than they feel they deserve; that is, students cannot challenge academic judgement.

3.18 Incomplete for exams and their equivalents

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. Term projects might be take home exam, individual assignment or other individual projects that are considered to be the main method of assessment for a particular course.

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 final 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 and not just on the day of submission. This means that the petition for incomplete must be made well before the date of submission when the cause of not completing the project has first appeared.

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 Incomplete (I) grades during the program unless there are serious issues (e.g. health problems) that the student is faced with. In that case a special permission is granted by the Academic Director with the approval of the Associate Dean of Academic Programs.

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 initial (of first) 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 Academic 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.

Students are not allowed to take extra courses to improve their C.I.

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. The Associate Dean of Academic Programs may suspend the above requirements under special circumstances with the approval of the Dean.

3.24 Graduation Requirements

In order to graduate, students must:

- Complete all required credits (including the field consulting project for the ALBA MBA Program);
- Have their file complete with all documents and certificates (English Language Tests, GMAT, etc.) required for admission in conditional offer they might have received from the school.
- 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 outstanding obligations such as tuition fees, accommodation fees, and any other financial liability to the School; library and other charges for any service provided by AGBS and the College.

- Submit the Graduation Application Form and receive clearance from the respective program office.
- Complete the Exit Feedback questionnaire prepared by the Quality Department of the School.

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 of the whole class of a particular Academic program 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 inform students of the course evaluation process.

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 FEES¹

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.

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

4.2 Tuition Payments

A non-refundable deposit of tuition fees at registration is payable upon admission. This fee is part of the total cost of each academic program. No student can attend classes without the payment of the non-refundable deposit of tuition fees at registration. 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

The non-refundable deposit of tuition fees at registration is valid for up to one (1) year after admission. If no enrollment in courses will be made by that time, then the non-refundable deposit of tuition fees at registration should be repaid.

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

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, 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 SERVICES²

² 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 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

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. An exception may be granted by the Academic Director of the Program with the approval of the Associate Dean of Academic Programs.
- 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 and take advantage of its resources and services. Registration is needed for membership at the library.

A registered alumnus/a, will be able to:

Borrow up to two books for a period of two weeks. A valid library card must be presented along with a photo ID in order to check out library material.

Access our databases on campus or on library computers. Due to publisher restrictions, alumni are not eligible for off-campus access.

Request articles from other libraries through document delivery

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 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 6.000 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 170 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.

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.

7.3 Searching and Accessing Resources

You may search all available resources of the college libraries using the Discovery Tool located at the [Library's Resources Page](#).

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.

7.4 Library Regulations

7.4.1 Access rights

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

7.4.2 Borrowing rights and Regulations

All registered students have the right to borrow a maximum of 15 books for a period of 14 calendar days. Students are also entitled to 2 renewals for another 15 days each, provided that no other user has placed a hold on the borrowed book(s), and 8 holds.

Each user is personally responsible for returning the books she or he has borrowed in the same condition they were 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.

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

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.

7.4.3 Reading room regulations

When entering the Library, bags should always be left at the lockers which are placed outside the Library. Ask for a key at the front desk.

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.

7.5 Alumni

Alumni of the American College of Greece are welcome to use the libraries of the college and take advantage of their resources and services.

Registration is needed for membership at the library.

A registered alumnus/a, will be able to:

Borrow up to two books for a period of two weeks. A valid library card must be presented along with a photo ID in order to check out library material.

Access our databases on campus or on library computers. Due to publisher restrictions, alumni are not eligible for off-campus access.

Request articles from other libraries through document delivery

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 registrar's of Alba (DTC). They should complete the "Student ID form" (uploaded on Blackboard) & submit it to the registrar's office of Alba (DTC), whereas a fee of €10 will be charged 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.

