



MBA Student Handbook



*Programme
Handbook*

WELCOME AND INTRODUCTION

Dear Student,

This Handbook is intended to provide a concise reference and guide for all ACT students. Included herein are brief statements of College policies applicable to and of interest to all College constituencies.

This guide is intended to address some of the common academic and student life questions and concerns that are likely to arise during your years at ACT. Its purpose is not merely to lay out the policies of academic life, but also to point out ways of thinking about your education. Planning carefully and looking ahead will enable you to maximize your opportunities at the College. Knowing when and where to find guidance and counsel is important in ensuring that your educational choices are well considered and make sense in the context of your larger academic goals.

We do assume, however, that you will seek out the help you need. This guide has been designed to help you do just that. Please read it, keep it, and use it as a reference throughout your academic career.

With best regards,
Dr. Stamos Karamouzis
ACT Provost

Programme Coordinator

Dr. Konstantinos Rotsios Ph.D.

Professor of International Business

Post- Doctoral Researcher, Democritus University of Thrace, Xanthi Greece,
PhD, MBA. University of Macedonia, Thessaloniki, Greece,
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Welcome to ACT's MBA programme

The mission of the MBA programme is to fill the gap of professional graduate education in the greater region. ACT's MBA prepares well-rounded decision makers at the professional level. The philosophy underlying the curriculum is grounded in the development of critical inquiry as this skill is applied to constructing a holistic approach to management. Teaching faculty are a blend of full-time academics and adjunct professionals who share the common vision of bringing real-life experience into the classroom. The MBA is offered by the Business Division which also offers undergraduate programs that lead to a Bachelor's of Science in Business Administration (with 4 concentrations/majors). Upon fulfilling all requirements, you are awarded a Master in Business Administration (MBA).

On behalf of MBA team, I wish you a meaningful and successful journey.

Dr. Konstantinos Rotsios, Coordinator of Business Programmes

GRADUATE DEGREE REQUIREMENTS

The MBA programme is built on key areas of Business Administration. The new programme leading to an OU validated graduate degree will comprise 180 credits and will result in the award of a level 7 qualification (one year full-time or its part-time equivalent). Students will have to complete seven (7) compulsory modules plus three (3) elective modules and choose a Thesis or an Applied Business Project track with a minimum pass mark of 50 percent per each module. All modules, with the exception of the Thesis and the Applied Business Project, are offered in a hybrid form (50% face to face and 50% on line). To achieve a 'pass' for a module, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria as outlined in the module specifications.

CREDITS AND PROGRAMME OF STUDY

(180 UK Credits)

Term 1: Two Core Modules -30 credits
MKGT 530 Marketing Management (15 UK credits)
BUS 580 Strategic Management (15 UK credits)
<i>*Workshop on Leadership (2 sessions 4 hours each) (0 credits)</i>
Term 2: Three Core Modules -30 credits
FIN 540 Corporate Finance (15 UK credits)
MNGT 525 Operations Management (15 UK credits)
<i>*Workshop on Project Management (2 sessions 4 hours each) (0 credits)</i>
Term 3: Three Core Modules -45 credits
ECON 510 Managerial Economics (15 UK credits)
STAT 505 Statistics + Data Analytics (15 UK credits)
MNGT 520 Organizational Behavior and Change (15 UK credits)
Term 4: 3 Elective Modules ** -45 credits (students need to select 3 of the following 5 electives)
BUS 433 Conflict Management (15 UK credits)
MKGT 540 Digital Marketing (15 UK credits)
BUS 560 Entrepreneurship (15 UK credits)
BUS 570 International Business (15 UK credits)
FIN 542 Security analysis and portfolio management (15 UK credits)
Terms 3+ 4: Thesis or Applied Business Project Tract (30 UK credits)
Students may choose a to complete a Master's thesis (BUS 599): an original empirical research project conducted with the assistance of the advisor and <u>following approval of the ACT's Institutional Review Board (IRB)</u> for any type of research on human subjects OR register for the Applied Business Project (BUS 590) (an internship type module). Specific information is available on the module specs and the 'Thesis Guide'.

Workshops- No credit required for graduation. Will be offered in T1 and T2

Academic Calendar

Academic Term 1 September – November 2025

Academic Term 2 November – February 2026

Academic Term 3 February- March 2026

Academic Term 4 April- June 2026

Closure Requirement, Thesis or Applied Business Project

ACADEMIC CREDIT AWARD

To receive credit for a module, students must comply with all academic requirements as outlined in the module specs.

The curriculum is designed to provide students with opportunities to develop a 'skills set' such as diagnostic, research, supervisory and administrative skills mastered on the ground. In this light, the experiential nature of the new graduate programme will require student involvement in projects that require thorough research and fieldwork.

To ensure quality, both in teaching and student performance, the maximum full-time load is up to three modules per term. To fulfill all graduation requirements, students must successfully complete all modules, 180 UK credits. Students will have the option to pursue their studies on a part-time basis should they need to accommodate their professional obligations.

Student engagement may include online seminars, workshops, tutorials, discussion groups, meeting with advisors, and additional independent work in lieu of class time. Instructors will monitor for pedagogy and student achievement to ensure that the learning outcomes for each such modules are met.

Both the Thesis and the Applied Business Project module requirements reasonably carry 30 credits each (15 ECTS credits) due to their empirical scope, increased workload as well as duration (minimum 2 months, maximum 6 months).

ASSESSMENT

Passing grade is 50 per course provided that all assessments are scored 40 or higher.

First & Second marking applies. All grades are ratified at the Exam Boards.

When a student fails a course, the following may apply in the first instance:

- Resit: a second attempt at an assessment component following a failure at first attempt.
 - A student who does not complete the resit by the date specified will not progress unless extenuating/mitigating circumstances.
 - The resit will normally be carried out by the same combination of written examination, coursework etc. as in the first attempt.

- A student who successfully completes any required resits within a module will be awarded the credit for the module and the result capped at the minimum pass mark for the module.
- Resits can only take place after the meeting of the Board of Examiners or following agreement by the Chair and the External Examiner of the Board.
- Retake: a second attempt of all assessment components within a module following failure at the first or resit attempt.

LATE SUBMISSION POLICY

The policy for late submissions of assignments is as follows:

- 10% deduction for every day the assessment is late, up to six days.
- Students will fail the assessment if work is submitted seven days after the deadline or later.
- Mitigating circumstances will be evaluated by the **Academic Standards & Performance Committee**. Based on evidence students submit for mitigating circumstances, they have an opportunity for the reassessment of assignments or exams. In such cases, grades are not capped at 50.

GRADING

Letter Grade (US)	Grade Points (US)	Numeric Points (UK)
A	4.00	70+
A-	3.67	66-69
B+	3.33	63-65
B	3.00	60-62
B-	2.67	56-59
C+	2.33	53-55
C	2.00	50-52
F	0.00	49 or below

ADMISSION TO THE ACT GRADUATE PROGRAMME

Admission to the ACT graduate programme is competitive. To be considered for admission, candidates must hold a Bachelor's degree and demonstrate competency in English language. Please see the website for specific information, <https://www.act.edu/admissions/graduate-programmes>.

Application Fee

A non-refundable application fee must be received before your application will be processed. The application fee must accompany your application in order for your request for admission to be considered. Please see the website for specific information, <https://www.act.edu/admissions/graduate-programmes>

Important Dates

Applications are considered throughout the year. It is to your advantage to submit your materials early. Only applications that are complete will be considered. The MS programme of study schedule can be found on the website at <https://www.act.edu/academics/academic-calendar>

Orientation/Induction

An orientation programme is provided one week before classes start where students are introduced to the programme, and the many resources available at ACT to support them through their academic journey.

Academic Record

Your entire academic record, including all undergraduate work and any graduate work you may have completed will be evaluated. Completion of specific coursework in business is not required. All majors are considered equally. Although no specific minimum grade point average is required, applicants who are admitted must show evidence of being able to successfully complete a rigorous academic programme.

Transcripts and Credentials

Official copies of academic records of coursework completed in all colleges, universities, or other institutions attended are required. Credentials submitted for admission become the property of the College and are not returnable or transferable. Academic records must be received in a sealed envelope directly from the issuing institution and bear the original stamp or seal and signature of a school officer. Documents not in English must be accompanied by official English translations certified by the issuing institution. Photocopies without this certification will not be considered official.

Work Experience

Employment prior to beginning your MBA is not required but is highly desirable for the programme.

Recommendations

Two recommendations are required. It is suggested to submit one academic and one professional recommendation. The individuals listed should be acquainted with the scope and quality of your academic or professional achievements. Select references who know you personally, are aware of your credentials, and are able to assess your potential for success in graduate study and in a professional setting.

Interview

An interview may be required prior to a final admission decision. Applicants unable to visit the campus and whose credentials warrant an interview will be contacted by the Recruiting office to arrange an alternative interview format.

Resume

Your resume should include a summary of your employment (including job titles and company names), education, extracurricular, and community activities.

Campus Visits

Informational campus visits may be requested at any time. They typically include an admission interview and the opportunity to meet with current students and faculty. To schedule a campus visit, contact us at +30 2310 398398 or e-mail: admissions@act.edu

Housing

The College doesn't offer housing but can help new arrivals find a place to live through a list of registered off-campus housing which is maintained in the Academic and Student Affairs Office.

APPLICATION INSTRUCTIONS

Personal Data

Name: List your name as you would like it to appear on all College records. Be consistent and use the name you have provided in all correspondence with us. If your name changes prior to enrollment, please notify the Office of Admissions in writing.

Residence/Home Address: Complete these lines as you would address an envelope to be mailed to yourself. Your home address will be used for correspondence forwarded to you in the Thessaloniki area for the period of your studies. If either addresses changes, please notify the registrar.

Telephone/E-mail: Provide telephone numbers as well as cellular phone numbers, and an e-mail address where you can be reached regarding your application.

TUITION AND FEES

A non-refundable deposit is required upon registration in order to secure the position in the program. The deposit will be deducted from the first term's tuition. In case of withdrawal from the program the deposit is not refunded.

Tuition is paid every term and covers the number of courses taken each term. Payment of tuition (covering the courses taken each term) is due a week before classes start every term. The registration of students who have not paid or made arrangements to pay by the first week of classes will be considered void. In this case, the student may re-register after getting the approval of the Chair of the School of Business. Students who decide to totally withdraw from classes within the first three weeks of classes are entitled to a refund of 50% of tuition. There is no refund for withdrawal from individual courses.

The program may qualify for O.A.E.Δ. funding. Information can be obtained from Ms. Kotanidou at the Human Resources Department (tel. +30.2310-398.246).

Payment of tuition and fees is to be made no later than the start of the week before classes begin. Students making payments from foreign countries should ensure that payment arrives at the bank two days earlier.

Students should deposit the entire amount of their tuition and fees with one of the following methods:

1. By bank deposit to the one of the following bank accounts:

BENEFICIARY: THE TRUSTEES OF ANATOLIA COLLEGE

• NATIONAL Bank of Greece

Account number (€): 895/29800610

IBAN number: GR32 0110 8950 0000 8952 9800 610

SWIFT code: ETHNGRAA

• ALPHA Bank

Account number (€): 811002002004269

IBAN number: GR82 0140 8110 8110 0200 2004 269

SWIFT code: CRBAGRAA

• EUROBANK

Account number (€): 00260520 16 0200109405

IBAN number: GR10 0260 5200 0001 6020 0109 405

SWIFT code: ERBKGRAA

• PIRAEUS BANK

Account number (€): 5239/072914-881

IBAN number: GR02 0172 2390 0052 3907 2914 881

SWIFT code: PIRGRAA

The following information should be provided to the bank by the students at the time

of payment:

- Student's OWN first and last name
- Student's ACT code number
- ACT's Bank Account number

All students are requested to keep their bank deposit slip, in case a confirmation of the

payment will be necessary.

2. By cash

Payments up to € 500 can be processed at the central cashier desk office at Stephens Hall (tel.: 2310398307/ e: dpanagiot@anatolia.edu.gr) from Monday to Friday (8:00 am to 2:00 pm).

3. By credit card

Payments by credit card can be processed at the central cashier desk office at Stephens Hall from Monday to Friday (8:00 am to 2:00 pm) or by completing and sending back signed via email, the credit card payment form at the cashier desk office (tel.:2310398307, e: dpanagiot@anatolia.edu.gr).

Receipts for tuition and fees payments are sent to the email account, which is declared to the College on students' registration.

4. IRIS payments

Payment via the IRIS payments service by scanning a QR code at Anatolia's central cashier (Stephens Hall).

The College reserves the right to make adjustments to the fees and to assess additional fees when necessary.

Information about tuition and fees may be found in the Accounting Office or on ACT's web-site: www.act.edu/act.

FINANCIAL AID

ACT strives to be not only the 1st choice, but also an affordable choice for the education of youth from Greece, Southeast Europe, US and beyond. To that end, the College awards financial aid to a substantial number of students in each entering class. Financial aid awards aim to make quality education affordable to students in need and also reward a student's academic accomplishments and potential. The American College of Thessaloniki has developed a well-established programme of financial aid to assist students in their quest for a college education. This programme ensures that no student should be deprived from attending ACT because of financial restraints.

All applicants who would like to be considered for financial aid should complete the respective ACT financial aid application form.

Please see the website for specific information, <https://www.act.edu/admissions/student-aid>

APPLICATION FEE

A non-refundable application fee must be received before your application will be processed. The application fee must accompany your application in order for your request for admission to be considered. All fees must be paid at the aforementioned Banks, providing the candidate's full name.

The College reserves the right to make adjustments to the fees and to assess additional fees when necessary. For any information about College tuition and fees, direct inquiries to the Administrative Office.

REGISTRATION

New student registration will take place in person at orientation. Information regarding the orientation will be communicated to students in advance. If a new student cannot attend the orientation/induction programme, they may register via e-mail with the Registrar's office. Graduate students should check with the Registrar's Office for any module changes.

CLASS ATTENDANCE, EXAMS AND MAKE UPS

Students are expected to attend all regularly scheduled classes. Students may be allowed, following the approval of the ASPC to make up assessments which have been missed.

AWARDS FOR GRADUATE STUDENTS

Awards are presented to honor to students who have display academic excellence and service to the graduate programme.

ACADEMIC INTEGRITY

ACT's Academic Integrity Policy

A student committing an act of Academic Dishonesty in a given module will receive an F (0 percentage points) in the assignment where the academic infraction took place. If a student commits an act of Academic Dishonesty for a second time in the same module, this student will receive a failing grade in that module”.

AI-Assessments-Academic Integrity Policy

A traffic light system will be used to guide the use of AI platforms for module assignments:

The green light: If an assignment is green then, faculty is effectively allowing the use of AI. However, AI tools still cannot be used to write the final work on behalf of the students (this is considered a breach of academic integrity). Students must reference the use of AI, by submitting screenshots of the prompts they used to interact with AI platforms and cite the AI outputs properly using the recommended documentation style in their field.

The orange light: If an assignment is orange in the traffic light system, faculty will clarify in the assessment guidelines how AI can be used. If students are unsure, they should ask their professor. In the orange system, AI cannot be used to write any of the actual content or to generate sources. Students must reference the use of AI, by submitting screenshots of the prompts they used to interact with AI platforms and cite the AI outputs properly using the recommended documentation style in their field.

The red light: If an assignment has a red light, AI cannot be used for any purposes.

NOTES

If faculty have a strong indication that assignments submitted are not the students' work, students will be asked to orally defend their work. Additionally, faculty may randomly choose assignments for an oral defense on the originality of the submission. Although AI can be used, it is NOT considered a reliable academic source. Students will be responsible for any errors or omissions provided by the tool.

AUTOMOBILES-ADDRESSES-ID'S-POSTING MATERIAL

PARKING

Parking is provided in the general parking zones at no charge to students, faculty, and staff.

Parking areas include the area next to the New Building and north of the Bissell Library. Sufficient space is available in designated parking for faculty, staff, students,

visitors and for motorbikes. On special occasions, additional parking on the Anatolia High School campus can also be used with prior notice.

POSTING MATERIAL ON CAMPUS

Bulletin boards are a primary means of communication among members of the American College of Thessaloniki. Students are encouraged to use them in a responsible manner. Items for posting must be pre-approved by the Programme Coordinator. Information posted in violation of the above regulation, will be removed.

For information about posting materials, contact directly the Programme Coordinator (**krotsios@act.edu**).

REPORTING CORRECT ADDRESS

Each student is required to report his or her correct address each quarter at the time of registration. This reported address must be the student's actual residence address. Any change of residence made during the quarter or session must be reported to the Registrar's Office.

PHOTO STUDENT IDENTIFICATION

College policy requires that all students carry their own picture ID card. Your American College of Thessaloniki Photo ID card is your official identification card throughout your entire academic studies at The American College of Thessaloniki, and it is required to access facilities and services across campus.

Plastic photo ID cards are issued by the school after fees are paid. ID cards are permanent and do not need to be replaced or updated on a quarter basis.

Students will receive their ID cards after submitting a receipt for payment of fees obtained from the Accounting Office either from the Bissell Library (upper campus).

ID cards are nontransferable and are to be carried at all times while on campus and presented to any authorized college employee upon request. They are required for any library use and school transportation and for any other service or activity the cardholder is entitled to. Failure to present the card may result in denial of the service or activity. Loss, mutilation or destruction of the card should be reported immediately to the Bissell Library Circulation Desk. There is a replacement fee for lost cards. ID cards are valid for currently enrolled students, alumni, faculty, staff and invited guests. The holder is personally liable for all obligations incurred by the use of the ID card. For information about ID cards, direct inquiries to the Bissell Library Circulation Desk.

LIST OF SUPPORT STAFF

Office	Director	2310398- Extension number	Email
President of Anatolia College	Dr. Panos Vlachos	204	president@anatolia.edu.gr
Provost of ACT & VP for Academic Affairs	Dr. Stamos Karamouzis	202	stamos@act.edu
Associate Dean for Academic Affairs & Faculty	Dr. Sevasti Kessapidou	387	skessapi@act.edu
Associate Dean for Administration & Student Affairs	Dr. Grigoris Baglavas	382	grigoris@act.edu
Chair, Division of Humanities & Social Sciences	Dr. Maria Kyriakidou	235	markyria@act.edu
Coordinator. Business School	Dr. Konstantinos Rotsios	344	krotsios@act.edu
Coordinator of Tourism & Hospitality	Ms. Anestis Anastasiou	389	anestis@act.edu
Coordinator of Psychology programs			
Associate Dean for Enrollment Management	Mr. Emmanuel Maou	380	emaou@act.edu

Director of Admissions	Ms. Roula Lebetli	239	rleb@act.edu
Enrollment Supervisor	Ms. Voula Dushku	238	vouladusk@act.edu
Director of Library & Archives	Dr. Evi Tramantza	391	evi@anatolia.edu.gr
ACT Administrative Support	Ms. Kiki Avramidou	216	reception@act.edu
International Programmes & Student Services Coordinator	Mr. Vasilis Loukdis	453	vloukid@act.edu
Administrative Assistant to the Registrar	Ms. Theodora Zafeiriou	224	actreg@act.edu
Registrar's Office	Ms. Maria Tsiougaraki	297	matsioug@act.edu
IT Technical Administration Senior Coordinator	Mr. Nick Mitras	335	nick@act.edu
Director of International Programmes & Student Services	Ms. Heather Funk	215	heather@act.edu
Coordinator of Athletic and Student Activities	Mr. Stepan Partemian	228	stepan@act.edu
Business Liaison, Career Services & Alumni Relations Senior Officer	Mr. Dimitrios Hatzigeorgiou	337	dhatzige@act.edu
ACT Counselor	Ms. Aikaterini Fista	454	kfista@act.edu
ACT MD (Pulmonologist)	Dr. Georgia Kounti		kounxat@act.edu