



Ms Industrial/Organizational Psychology

*Programme
Handbook*

The Open University



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 DIRECTOR AND INTERIM COORDINATOR

Chair (Division of Humanities and Social sciences)

Dr. Maria Kyriakidou,

Professor

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Welcome to ACT's Industrial/Organizational graduate psychology programme

The mission of this programme is to train students in the theories and methods of Industrial/Organizational Psychology and their application in work settings such as industry or government. Particular expertise can be developed in a variety of areas, including personnel selection, training, management development, motivation, group and intergroup relations, work and family issues, and organizational change and development, with an emphasis on positive psychology and coaching. Leveraging resources from both the Division of Humanities and Social Sciences and the Business Division, this graduate programme enhances communication between the two Divisions and facilitates possible research collaborations. The graduate I/O programme is part of the Psychology programme which is housed within the Division of Humanities and Social Sciences (HSS). Upon fulfilling all requirements, you are awarded a Master of Science in Industrial/Organizational Psychology. Graduate school in many ways is highly structured, but at the same time requires considerable self-discipline. It requires you to be self-motivated, organized, and an agent of your own learning. The journey may be challenging, but we hope that you will find it exciting and immensely fulfilling.

Dr. Maria Kyriakidou, Chair of HSS

GRADUATE DEGREE REQUIREMENTS

The MS I/O psychology programme is built on key areas of industrial organizational psychology. 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. Students will have to complete 8 compulsory modules plus 2 elective modules and choose a Thesis or a Placement Project Experience track with a minimum pass mark of 50 percent per each module. 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

8 Core modules:

PSY 501: INTRODUCTION TO INDUSTRIAL/ORGANIZATIONAL (I/O) PSYCHOLOGY **online**
15 ECTS credits/3 US credits; Fall/T1

PSY 502: RESEARCH METHODS IN I/O PSYCHOLOGY (QUANTITATIVE & QUALITATIVE METHODS) **hybrid**
20 ECTS credits/4 US credits; Fall/T1

PSY 512: TEAM DIVERSITY AND INCLUSION IN THE WORKPLACE **hybrid**
15 ECTS credits/3 US credits; Fall/T2

PSY 508: PSYCHOLOGICAL ASSESSMENT AND WORK & PRACTICAL SKILLS **online**
15 ECTS credits/3 US credits; Fall/T2

MBA-MNGT 520: ORGANIZATIONAL BEHAVIOR & CHANGE (cross-listed module with the Business School) **hybrid**
15 ECTS credits/3 US credits; Spring/T3

PSY 520: POSITIVE PSYCHOLOGY & WELL-BEING COACHING **online**
15 ECTS credits/3 US credits; Spring/T3

MBA MAN 433: CONFLICT MANAGEMENT & RESOLUTION (cross-listed module with the Business School) **hybrid**
15 ECTS credits/3 US credits; Spring/T4

Optional module (1 out of 2 modules):

PSY 560: TRAUMA INFORMED PRACTICES IN THE WORKPLACE **hybrid 20 ECTS credits/4 US credits; Spring/T3**

MBA-MNGT 522 HUMAN RESOURCE MANAGEMENT(cross-listed module with the Business School) **hybrid**
20 ECTS credits/4 US credits; Spring/T3

Optional module (1 out of 2 modules):

PSY 515: EMOTIONAL INTELLIGENCE IN THE WORKPLACE **hybrid**
20 ECTS credits/4 US credits; Spring/T4

PSY 525: EXECUTIVE COACHING IN CONTEMPORARY ORGANIZATIONS **hybrid**
20 ECTS credits/4 US credits; Spring/T4

THESIS OR PLACEMENT PROJECT EXPERIENCE TRACK

Students may choose a to complete a Master's thesis: an original empirical research project conducted with the assistance of the advisor and following approval of the *ACT's Institutional Review Board (IRB)* for any type of research on human subjects OR register for the Placement

Project Experience (an internship type module). Specific information is available on the module specs and the 'Thesis Guide'.

PSY 540: PLACEMENT PROJECT EXPERIENCE
Spring/T4 plus Summer term

30 ECTS credits/6 US credits;

PSY 550: THESIS
Spring/T4 plus Summer term

30 ECTS credits/6 US credits;

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 field work.

To ensure quality, both in teaching and student performance, the full-time load is up to three modules per term. To fulfill all graduation requirements, students must successfully complete all modules, a total of 180 credits. Online modules have been created with the same credit hour requirements as hybrid modules (3 face to face sessions and 3 online sessions) and are systematically reviewed by content experts to ensure that the workload and student engagement required are equivalent to standard credit hours.

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. All faculty teaching online & hybrid modules have been trained through a series of workshops offered through ACT's Faculty Development Programme (FDP) on content areas such as online module design strategies and assessment schemes.

Both the Thesis and the Placement Project Experience 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. Petitions for mitigating circumstances as well as relevant documentation supporting the petition must be submitted by email to the Registrar's Office within seven (7) working days from the date the assessment was due.

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 psychology 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 MS in I/O psychology 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

Student should contact the Financial Department (Ms. Maria Salvaridou, mts@anatolia.edu.gr, 2310 398245 or Ms. Eva Montiadou, emont@act.edu, 2310 398219) regarding the payment of their tuition fees.

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 Psychology department (psychology@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