Conjoint Academic Rules and Regulations for the Masters in Heritage Management (Dual Award)

The Masters in Heritage Management Programme (hereafter referred to as ‘the Programme’) leads to separate awards (i.e. the ‘dual awards’) from the Athens University of Economics and Business (AUEB), Greece and the University of Kent (the UoK), United Kingdom. The Conjoint Academic Rules and Regulations set out the rights and responsibilities of all students registered on the Programme. These regulations are consistent with the regulations, policies and procedures of the awarding institutions and should be read alongside the approved programme specification.

1.0 Length of the Programme and Period of Study

1.1 Three periods of full-time study or three years part-time study;

1.2 The programme consists of three academic periods as follows: September–January, January–May and May to the following January. In the first two periods teaching takes place, in the third period students study for their field study project or dissertation. During May there are exams. The exact dates of the beginning and of the end of every period will be announced at the beginning of each academic year and recorded in the Programme Handbook;

1.3 Students normally undertake the Field Study Project (the Dissertation) after the exams and until the end of the third period; students that wish to finish their dissertation/project early in order to work will be allowed to do so and will be given a confirmation of the completion of their studies.

1.4 In order to be eligible for the dual awards of the institutions, a student must complete the programme of study within the maximum period, 6 years. This includes any periods in which a student is permitted to interrupt study unless:

1.4.1 Should either institution wish to reduce or extend the maximum time period the Joint Board must obtain approval from the governing bodies of AUEB and the UoK.

1.5 The Joint Board may, in cases of illness or other reasonable cause, recommend a student be permitted to interrupt registration as a student, normally for a period of not more than one year at a time. Such decisions must be approved by the authorised bodies at each institution.

2.0 Credit Volume and Level

2.1 90 ECTS at Masters Level. Students must achieve 60 ECTS credits from the taught modules before proceeding to the Field Study Project. The Joint Board will confirm that students have successfully completed 60 ECTS and are permitted to complete the Field Study Project.

3.0 Admissions

3.1 Applications are invited from interested graduates with good academic qualifications. The normal expectation is:

i. a 2.1 or first class undergraduate degree or equivalent which are recognised by the Hellenic National Academic Recognition Information Centre (NARIC);
ii. appropriate levels of English Language for non-native speakers, normally a minimum of IELTS score of 6.5, or English GCSE grade C, or another English Language qualification at an equivalent level prior to entry.

3.2 All eligible candidates in Greece or the UK at the time of application will be interviewed in person or by telephone. All other eligible candidates will be interviewed by telephone. All interviews will be conducted in English;

3.3 The admissions process will be conducted and managed by AUEB;

3.4 Decisions to admit students to the programme will be agreed jointly by at least two representatives from the Joint Board, one from AUEB and one from the University of Kent;

3.5 Successful applicants holding a degree from an institution outside of Greece must apply to the Greek Centre for Recognition of Foreign Universities (DOATAP) for the “Certificate of University Recognition”, prior to their official registration to the Programme. They must receive such recognition before their graduation.

4.0 Programme Registration and Course Details

4.1 Students are required to take five compulsory modules across the two periods to a total of 45 ECTS. In addition students must take one or two optional modules as set out in the approved programme specification to a total of 15 ECTS. Credits for these modules will be awarded for successful completion of the relevant assessments, active participation by the students, satisfactory attendance and, where required, successful exams performance. Credit is not awarded without the agreement of each institution’s Committee of Evaluation of Academic Standards (see 6.1);

4.2 The portfolio of optional modules available in any one academic year will be at the discretion of the Programme Academic Director. Students are made aware of which optional modules are available upon programme registration;

4.3 In addition to the credit bearing compulsory and optional modules, there are two additional introductory modules which do not lead to the award of academic credit. These pre-sessional modules are designed to aid students who do not have a background in either i) archaeology or ii) business;

4.4 Each institution shall register students enrolled on the Programme and shall provide all necessary student records to enable the other institution to register the students for award purposes;

4.5 Students are fully registered at both institutions and have access to facilities and resources as per the regulations and procedures of each institution. Both institutions include details of the facilities and resources available to students in the Programme Handbook;

4.6 Students will receive academic support and guidance from AUEB and University of Kent staff, the details of which are available in the Programme Handbook.

4.7 Course attendance is obligatory. Students are required to actively participate in all programme activities.
5.0 Field Study Project / Dissertation

5.1 All students are required to complete the collaborative Field Study Project (or the individual Dissertation) one week before the end of the third period;

5.2 Students are required to identify a Field Study Project (or Dissertation topic) early in the Programme. Students are responsible for indicating their interests and making the necessary contacts for their Field Study Project/Dissertation in close collaboration with the Field Study Projects Coordinator, as well as other members of the Programme Team; the last day of the second period is the deadline for having set a project theme with the Field Study Projects Coordinator.

5.3 Field Study Projects may be conducted in accordance with the corresponding periods and conditions of a legally binding agreement as requested from time to time, by the beneficiary organisation (if there is one). The terms and conditions of the agreement may include, but is not limited to: the topic and scope of the project, the team working on the project, the financial terms (if any), issues of confidentiality, a timetable for the project, and the deliverables; We do not normally require (other than in exceptional circumstances) any financial remuneration or payment for the field study projects, though ‘beneficiary’ organisations are obliged to provide one contact person and some time to provide the team with the necessary data.

5.4 Students may undertake their Field Study Project in Greece, in their home country, or another appropriate destination following prior agreement with the Field Study Project Coordinator and the Programme Team;

5.5 Upon completion of the Field Study Project, the ‘beneficiary’ organisation will provide a project feedback statement. The report and presentation are then subject to final grading.

6.0 Programme Progression

6.1 The Joint Board is responsible for the monitoring the academic progression of the students enrolled on the programme;

6.2 The award is subject to the regulatory framework of each institution except where modified by these regulations.

6.3 At the end of every academic period, students receive an overall grade for each module they have completed. The outcome of an assessment, and individual modules, shall be recorded as a mark out of 100.

6.4 Students will normally be permitted one further attempt to retrieve a failed assessment, and this further attempt will be capped at the pass mark.

The Committees of Evaluation of Academic Standards will specify which elements of assessment the student is required to undertake.

6.5 All marks are provisional until confirmed formally by the Committees of Evaluation of Academic Standards (see 7.1).
7.0 Recommendation for the Award of Qualification

7.1 The Committees of Evaluation of Academic Standards are responsible for agreeing and confirming the marks to be awarded to students and for recommending the award of qualifications to students.

7.2 The Committees of Evaluation of Academic Standards will comprise members of academic staff from both awarding institutions.

7.3 An External Evaluator will have appropriate oversight of the work undertaken by all students. The External Evaluator will be invited to attend annually a meeting of the Committee of Evaluation of Academic Standards, sample student work and affirm the standards required as appropriate to the level of the programme.

7.4 The classifications for the Masters Degree will be based on the overall average mark for the programme, as follows:

- Pass 40-59%
- Merit 60-69%
- Distinction $\geq 70$

7.5 The Parties will each appoint a Committee of Evaluation of Academic Standards, as required by the academic regulations of the respective institutions. The respective Committees of Evaluation of Academic Standards will be conducted in accordance with the conventions and regulations of the awarding institution under whose authority it has been established. The two committees will recommend candidates for the award of Masters Degree to the respective institutions as are required by the academic regulations of each institution.

7.6 Students will be informed of their marks and final result via the student record systems of both institutions. If a student wishes to appeal against a decision of a Committee of Evaluation of Academic Standards he or she should follow the procedures set out in Section 8 below.

8.0 Academic Appeals, Complaints and Student Discipline

Academic Appeals

8.1 The respective institutions have sole authority to consider academic appeals submitted with respect to decisions made by its appointed Committee of Evaluation of Academic Standards and will do so in accordance with the relevant regulations in each institution, credit framework conventions and procedures, which will be applied as amended from time to time with respect to academic appeals.

8.2 Both Parties agree to co-operate fully with regard to any academic appeal and will provide the other party upon request in a timely fashion with any and all information and documentation in its possession or other evidence that may be considered relevant by the other party with respect to any academic appeal submitted for its consideration by a registered student or former registered student on the programme.

Student Discipline and Complaints (Academic)

8.3 Students are required to act with honesty and integrity in fulfilling requirements in relation to the Programme. There are various forms of academic dishonesty,
examples include; cheating in examinations or presenting work for assessment which does not represent the student’s own efforts. All examples of cheating or plagiarism will be penalised, for further information see the Programme Handbook.

8.4 Student academic discipline and/or academic complaints shall be dealt with in accordance with the policies and regulations of the provider of the module which is the subject of the discipline issue or complaint raised, as such policies and procedures are amended from time to time.

Student Discipline and Complaints (Non-Academic)

8.5 Students are subject to the policies, regulations and procedures of AUEB relating to criminal offences and breaches of the general (non-academic) regulations of AUEB. Any alleged breach of such policies, regulations and procedures will be dealt with by the AUEB in accordance with its respective policies, regulations and procedures, as amended from time to time.

8.6 Complaints of a non academic nature should be taken up with the appropriate member of staff. This may be done by the student concerned, another student or an academic member of staff acting on behalf of the student(s) making the complaint. If the student(s) remains dissatisfied and wishes to take the complaint further the matter should be put in writing to the academic director of the programme and if dissatisfaction pursues the Head of School/Department of the institution responsible for the service causing dissatisfaction. Any non academic complaint will be dealt with by the respective institution in accordance with its respective policies, regulations and procedures, as amended from time to time.

9.0 Certificates, Transcripts and Award Ceremonies

9.1 Once a recommendation for award has been approved on behalf of the respective institutions, the graduand will be invited to attend graduation ceremonies at both awarding institutions. Students and their guests will be entitled to attend on payment of the appropriate fee (should there be one) or may have their degree awarded ‘in absentia’.

9.2 Certificates issued independently by the respective institutions will include details of the place of study of the programme and the name of the partner institution.

9.3 Both institutions will undertake to provide transcripts to all students in receipt of academic credit for the Programme.

10.0 Student Evaluation

10.1 The Programme Academic director, on behalf of the Joint Board, will elicit the views of Students on the Programme and the quality of their learning experience through module evaluation forms or their equivalent.

10.2 The Joint Board is responsible for agreeing action to be taken as a result for feedback received and ensuring this is reported back to Students.
11.0 Amendment to Regulations and Special Dispensation

11.1 Only appropriate bodies at both institutions are authorised to approve exceptions to the requirements of the Conjoint Regulations in individual cases under special circumstances provided that they are satisfied that there is good reason to do so and this is endorsed by the Joint Board.

11.2 Amendments to the Conjoint Regulations must be proposed by the Joint Board and approved by the appropriate authorised bodies at both institutions.