



ATHENS INFORMATION TECHNOLOGY

STUDENTS GENERAL RULES AND REGULATIONS

Academic Year 2009 - 2010

ABSENCE POLICY

An 80% minimum mandatory presence applies to all programs.

When the student has two consecutive absences in a course, he/she should consult with the Professor of the course to see how the lost material will be covered.

When a student reaches the maximum number of absences, a review board will decide what action should be taken. Unless special or extraordinary circumstances can be proven by the student, this will entail the dismissal of the student from that course. The student will be able to repeat the course with financial obligations on his own.

GRADUATION POLICY

A student is not allowed to graduate if he/she has not fulfilled all the degree conditions, including the Masters' Thesis requirements. Each student must deliver:

- A written thesis report
- An oral presentation
- Any required associated code, including appropriate documentation
- The student should obtain a release from the respective laboratory in which he/she performed his/her thesis (if applicable), confirming that all lab requirements have been met, no equipment has been damaged, lost or stolen, no code has been damaged and/or removed, and the delivered work has been properly integrated into the lab infrastructure.
- The duration of the Masters thesis should not exceed the double of its nominal duration.

EXTENSION OF STAY POLICY

- A student cannot extend the duration of studies including the submission of the graduate project (thesis) beyond an extra period equal to the half of the nominal duration of the degree (e.g. another 6 months for MSITT and MBIT full-time students or another 12 months for MSITT and MBIT part-time students). Students who wish to be granted extension must submit a relative petition.
- Students may be granted an extra extension for special/extraordinary circumstances including medical needs, military service, etc.



AIT ACCESS and ATTENDANCE CONTROL POLICY

CARD READERS are installed at the entrance of each laboratory and classroom:

- Entrance Card Readers: Used for controlled areas, such as laboratories or other restricted areas
- Attendance Card Readers: Used for Student attendance for teaching. They are located inside the classrooms, Amphitheaters 2A and 2B, Computing Lab I and Innovation Lab.
- Dormitory (Intracom Gate) : To reach AIT through the INTRACOM GATE on Lavriou Ave, Dormitory residents must use the installed inside and outside the Gate READERS. Students' entrance and exit from this gate will be videotaped. Illegal trespassing is strictly prohibited.

The Personnel Secretariat will issue cards for full-time and part-time students, within the first two weeks of studies.

The student MUST carry on a visible place this card at all times during his/her stay in AIT premises.

If, throughout the year, a student is obliged to enter rooms to which he/she did not have access, the Personnel Secretariat will adjust this security change accordingly.

Lost or stolen cards must be reported to the Personnel Secretariat within 24 hours or the card holder will be responsible for any violations taking place with the missing card.

During the card replacement period, the student must request the professor to sign an attendance sheet that may be found next to the reader in each classroom, which will in turn be given by the student to the Student Secretariat.

Replacement cost of the card (€25) through loss, theft, or careless maintenance of the card, will be the responsibility of the holder.

Student Attendance

Students must use only the CARD READER, located inside the respective classroom or laboratory, where teaching is taking place. If the CARD READER shows entry into a room or exit other than the scheduled lesson, the student will be considered absent from that lesson.

At the end of each academic semester, the Personnel Secretariat will provide an attendance report for each student. This will be forwarded to the Student Secretariat to be included in the student's file and provide a copy to the respective professor so that the necessary steps may be taken according to AIT's academic regulations.



Special note when using the Access Card in lessons

Access cards must be used every time a student attends a lesson. Students are expected to enter in the classroom on the scheduled time of each course and put their card on the reader. The system will automatically be accepting attendances the first 20 minutes of the scheduled time of each course. Entrance after the first 20 minutes, results an absence. Students must also use the access card before leaving the classroom. That way, the card readers will record the time of entrance and departure from the classroom.

In case a student has forgotten his/her card, he/she may use the relative attendance sheets, located next to each card reader. Attendance sheets may be used ONLY 3 times per course/ per semester.

Violation of the Access Card

All students and staff will receive an Access Card from the Personnel Secretariat, Ms. Chrysanthi Giannakopoulou. The Access Card is the property of AIT. In the case of breached security, AIT has the right at any time and without warning to cancel this card, forbidding access to any AIT facilities.

It is the student's and staff member's personal responsibility to carry this card with him/her during their entire stay at AIT. It is strictly forbidden for the card to be used by another person for any reason at all.

The use of the card by a third party, either to enter controlled areas or for attendance purposes is considered a breach of security. Both, the card holder and the improper user will be held equally responsible.

Violation of these regulations and of the broader safety rules regarding AIT's facilities, electronic installations and services, computer network, safety codes, etc, which may put in danger the staff of the center or its facility, will lead to immediate withdrawal of the student from his/her program and AIT.

BEHAVIOR WHILE ON AIT PREMISES

Students' behavior at AIT should reflect the image of AIT and the smooth functioning of the Center. Respectful maintenance of the public and non-public areas of AIT, equipment and property is expected of all students and staff of AIT.



DAMAGE TO AIT EQUIPMENT AND PROPERTY

Damage to equipment and property of AIT will be punishable to the full extent of AIT's policy and may bring academic and/or administrative disciplinary action.

LIBRARY

The Library is available to all staff and students of AIT. Responsibility for its operation falls to the Librarian under the Library's special Policies & Procedures.

PARKING

Parking is available at the second sub-level (-1) of the building. All students have access to this space and may use only "For Students" designated spaces. Vehicles parked in non-designated spaces, or parked there for more than three consecutive days (unless the owner is traveling or has obtained special permission) will be removed by a tow-truck. Expenses for removing the vehicle will be borne by the vehicle owner. Parking is forbidden in emergency and escape areas, locations of fire-extinguishers, elevators, and special needs access areas.

FORGERY, VIOLATION OF ELECTRONIC SYSTEMS, THEFT, CHEATING, PLAGIARIZING

Forgery, violation of electronic, network, telephone, and safety systems, theft, cheating, and plagiarizing are punishable to the full extent of AIT's policy and may bring strict academic and/or administrative disciplinary action.

USE OF EQUIPMENT AND LABORATORIES

Each year AIT allocates a substantial part of its budget to maintaining and upgrading its equipment and laboratories. All the equipment in AIT is available to the students to support their academic and research endeavors. Designated areas have photocopiers which may be used by the students according to the directions given during the Orientation Day. Each student has a designated code (provided by the IT department) in order to use the photocopying machines. Printers located in the laboratories may be used only for work in conjunction with the student's research project. Violation of these facilities will lead to the withdrawal of the equipment's complementary use, i.e. the student will have to pay for each photocopy or printed page.

FACULTY VISITING HOURS

The faculty is always available to help the students. To facilitate both the faculty and the students, set days and hours on which meetings may take place have been determined.



Students may visit the faculty beyond these days and hours following the agreement of the respective professor.

HUMAN RESOURCES-STAFF RELATIONS

All students have access to the Administration for personal or professional reasons. The Dean and General Manager will be happy to meet with the student, should the need arise.

EVALUATION OF AIT FACULTY AND SERVICES

All students are called upon by the respective Program Director to submit an anonymous evaluation of their professor. AIT insists on this process in the spirit of its continual effort to improve its services, education, and research. Requests are always welcome and are seriously considered by the Administration.

CLEARANCE

In order for a student to depart from AIT and beyond his/her academic obligations which are referenced separately under AIT's policies, he/she must receive clearance from the Accounting Department, Library, IT Department, Dormitory, Laboratory Director, Program Director, Graduate Project Supervisor and submit it to the Secretariat. The form for this process may be found at the Secretariat's office and the student is responsible for gathering the necessary signatures. If a student is responsible for any punitive damages, he/she should communicate with the Director of Studies.

PAYMENT OF TUITION

Students are obliged to pay their tuition fees within the specified time at the Bursar's Office. If a student finds himself/ herself unable to meet the payment deadlines, they should communicate with the Program Director to settle the matter. The Secretariat is unable to register a student if tuition has not been settled, or an agreement has not been reached.

DORMITORY

To facilitate international students and students living outside Athens, AIT provides a fully-equipped dormitory which operates under separate Policies & Procedures and which are received and signed-off by students using the dormitory. The relative form must be submitted to the Dormitory Administrator, within the first week of accommodation. Dormitory Policies & Procedures should be strictly adhered to.



RESTAURANT AND BOOKSTORE

To facilitate the staff and its students, AIT provides a restaurant and bookstore for their use, and which are managed by external and specific contracts and conditions of service. AIT does not bear any responsibility for issues emerging between the restaurant or

bookstore and students. However, it is important that students inform the Program Director of any issues which may arise.

DISCIPLINARY ACTION

For these regulations and AIT's other policies & procedures, a disciplinary committee exists which is headed by the Dean and the General Manager. No decision or action will be taken until the student has presented his/her side of the issue in question.

NON-EU STUDENTS

- **Violation of student visa and resident permit**

Non-EU students studying at AIT enter not only Greece but the European Union also for the sole purpose of continuing their studies. Consequently they are the responsibility of AIT. If a visa/residence permit violation occurs, AIT is obliged to inform Greece's immigration authorities and it is possible that the student will be expelled from the country. AIT does everything in its power to assure a peaceful stay for our foreign visitors and to exhaust every possibility to overcome bureaucratic obstacles for violated visas/residence permits, however, Greek law in this matter is very severe. Should a student have to contact the immigration authorities, he/she must immediately inform the Program Director.

- **Always carry legal documents**

All foreign students must carry with them at all times their passport, student identity card, and resident permit, to avoid any complications in the event of a spot check by the authorities. If a student encounters any problems he/she should contact AIT immediately. **ATTENTION: Any alternation or forgery of official documents is considered a criminal offense and is punishable to the full extent of the Greek law, including expulsion.**

- **Departing Greece**



Foreign students desiring to visit another EU country must obtain permission from AIT, otherwise AIT may be obliged to request the termination of the student's stay in Greece.

MSIN STUDENTS

Special note for MSIN students: Additionally to these policies, rules and regulations, other Carnegie Mellon provisions apply, detailed on the University's Policies and Procedures guide.