

## **1 a) Criteria for admission of students:**

i) The School admits persons of both sexes, both Cypriots and foreigners without distinction of race, color, or religion, who have graduated from secondary school at least six years of study, or possess an equivalent qualification.

ii) The school accepts applications for entry into the first half (1st Semester) from graduates of six-year public schools or schools recognized by the state private secondary schools in Cyprus or abroad, regardless of the score degree or who possess an equivalent qualification.

iii) The school accepts applications for entry into the second or subsequent semesters from people who have completed their studies in the immediately preceding six months in the same sector of tertiary education in Cyprus or abroad or hold appropriate qualifications, as is determined by examination bodies in Cyprus or foreign, especially those of European Union countries.

iv) A prerequisite for registration or the transfer of a student is the knowledge of the Greek or English language according to the language the subject is taught in.

For English-speaking classes, students sit a placement test in English language. Depending on the score that they achieve in the exam, they may follow the specified course or the preparatory programmed course as shown below:

With a grade of up to 49 they will enter into the first semester of the preparatory program.

With a grade of 50-64 they will be entered in the second half of the preparatory program.

Grade 65 and above they will be entered into the main course.

After the end of the preparatory program, the students of A and B semester (Prep Course) sit final examinations. Students who provide scores equal to or greater than 65 are entered into the main course. Students of the A Semester (Prep Course) who provide lower scores than 65 enter into the B semester of the (Prep Course). Students of B semester (Prep Course) who attain lower than 65 repeat the second half of the preparatory program. Foreign students from third world countries who fail the exam the first semester of the preparatory program to ensure that scores equal to or greater than 65 must repeat one more semester of the preparatory year.

For foreign students from third countries during the preparatory cycle must not exceed two semesters under the Immigration Act N. 184 (1) / 2007.

Students who attended and passed the following examinations can enter directly into the mainstream course they originally applied for:

- a) IELTS examinations - Minimum grade 5.5
- b) IGCSE English Language examinations - Minimum grade C.
  
- c) GCE "O" Level" - English Language examinations - Minimum grade C
- d) Paper based TOEFL examinations - Minimum score 550
- c) Computer based TOEFL examinations - Minimum score 173

**HOWEVER ENGLISH QUALIFICATIONS IS NOT COMPULSORY.**

**Students whose native language is English, or who have graduated from high where the native language is English are not required to undertake the above examinations. Therefore they can enter directly to the mainstream course which they applied for.**

n) Prospective students are invited to individual interviews wherever deemed necessary.

b) Granting of student places

The granting of student places for the following academic semester can be whenever. The prospective student, Cypriot or foreign, may apply at any time and request to be admitted to school, and if the candidate meets the requirements of the Law, the School grants a place in the specific course semester appropriate.

This candidate, having paid the fee and the deposit referred to in the prospectus, is entered into the special school book, called "**Admissions Register - Assignment of Student Paper**". If a candidate is finally not included, it remains intact the Register of Students until it is clear who will actually be enrolled in the school.

**c) Registration Procedures:**

i) The student completes and submits to the records office the specified application form for registration, which is considered and a decision made on the appropriateness or otherwise of the student record.

II) Students who are deemed suitable for admission must arrange their financial and other obligations which are involved with their enrollment in the school.

III) Students who meet the requirements of the School and the law regarding registration are given a position for this academic semester.

iv) The student pays the registration fee, which is not refundable.

v) The registration of a new student has the concept of registration in the Register of Students. The registration of new students in the School only occurs once, not every year or semester. The registration of new students "**Students Register**" takes place a few days before students begin their first lessons.

vi) In addition to registering, the student completes the **Registration Form for a New Student**", which contains more information about the student than those written in the Register of Students.

nii) The Continued enrollment of a student from one semester to the next, is done by completing the **Enrollment Form for a Continuing Student**", without affecting the Register of Students. This form has about the same information as in the original recording.

viii) When the registrations for the semester are complete, an index of registering students is formed for this semester, which will be used as an attendance register and later as a grading document. Additionally, in the same way the "**Enrollment Register of Students by Program and Year of Study**" shall be completed.

Students who will attend intensive preparatory English language courses shall be entered and considered as students in their specified field of study of which they have shown in interest and that which entails such courses.

The procedures for entering students will be included in the Prospectus.

d) Periodic terms of enrollment for students in the school.

i) The School Registrations are carried out before the start of the Academic semester, according to the different courses accordingly and on or before the end of 2nd semester for summer courses.

ii) Late entries may be made during the first months of the course of the academic semester

Admission of new students

The admission of new students will be during the following periods:

(A) For the academic year of three semesters, admittance of new students will be three times a year, namely October, February and June.

(B) For the academic year of the modules, which applies only to graduate programs, admittance of new students is at the beginning of each module.

(C) Additionally admittance of new students can be at the beginning of the summer of intensive course which is about mid-June, but only if those students are willing to attend

Intensive English language preparation courses in the form of short courses lasting approximately twelve weeks.

The conditions for the functioning of such short courses are:

(1) The school should include in the registration of the course or in a subsequent modification of the intensive preparatory courses and English as an elective courses, with clear timetables and curricula.

(2) The "timely series of intensive preparatory courses in English language" must be taught in the school and include five daily teaching periods of 55 minutes.

(iii) At the end of the "short series of intensive preparatory courses in English language" no credit will be given nor any certification.

(iv). In the event of admission of new foreign students, accompanying the application to the Ministry of Education and Culture for the validation of a specific checklist, a time-table of courses in English and their respective teachers must also be submitted in order to enable the Ministry easily inspect the operation of the school during the summer period.

Precise dates for the beginning of courses

The exact start date of each course, semester, module or summer intensive work must be referred to in the Study Guide/Prospectus.

Each semester includes 13 weeks plus a 2 week examination period.

e) Transference of students.

- From one course to another.

Maybe made the latest within the first month of the courses, with the completion of the relevant application submitted to the office of records.

j) Any student who wishes to transfer from one course to another should place with the school an official transcript showing the breakdown for all the credits obtained in the previous course or a score obtained later, after examination, as well as a six-year secondary school baccalaureate or other equivalent qualification.

ii) The Academic Committee after considering the above documents will decide on the transfer of students from one course to another of the school and inform the student before the transfer, regarding the credits allowing the transfer, or level of study which would be acceptable in the course. The school in turn submits the student's data to the Department of Education and Culture for approval.

iii) For all the above, additionally, the relevant circulars relating to transfers of foreign students, drawn from both the Ministry of Education and the Immigration Officer must be adhered to.

- From other institutions.

Transfer of students into the school from other institutions of tertiary education in Cyprus or from abroad should take place before or during the first months start of the course.

1) Each transfer student shall submit to the school an official statement for all the transcribed credits obtained in tertiary education previously or the scores attained from tests in other schools, and diplomas from secondary schools or their equivalent.

ii) The Academic Committee after considering the above documents will decide on the transfer of the student to the school and informs the student prior to the transfer, referring to the credits allowed for transfer, and or the level of study which will be acceptable to the course. The school follows up with a report on the student to the Ministry of Education and Culture for approval.

iii) For all the above, additionally, the relevant circulars relating to transfers of foreign students, drawn from both the Ministry of Education and the Immigration Officer must be adhered to.

## **2.2 Examination, grades, promotion (and graduation) of students:**

### **a) How to test and grade students.**

In the course system of academic yearly disciplines there are two semesters (Semester mode of study). The final examinations are held at the end of each semester. The final written exams encompass all matters of course work at the end of course of the academic semester.

Review courses of classes are conducted in the intervening period between the end of the semester and at least one week before the start of classes in the next semester.

### **The following is a continuous and final assessment:**

i) During the semester teachers evaluation through tests, individual work (assignments, course work) mid-term exams and / or other forms of testing.

The average scores obtained derive from the continuous assessment marks: Comprising

Continuous Assessment (40%)

- Attendance and class participation

-Individual work (assignments, course work)

-Mid-term exams

60% of the final grade results from the final written examination of the students.

Continuous Assessment for laboratory courses (40%)

-Attendance and class participation

-Intermediate laboratory tests

60% of the final grade for the laboratory courses is derived from the final laboratory testing of students.

**The academic committee decides on the allocation of percentages of continuous assessment**

ii) The grading scale is from 0-100.

From 92-100 (A) Distinction Honors

80-91 (B) Very Good

67-79 (C) Good

50-66 (D) Pass

Below 49 (E) Fail

iii) The final mark is the sum of 40% of the marks of continuous assessment plus 60% of the grade of the final written examination. If the export of the final grade shows mixed number the fraction is considered as an integral unit when it is equal to or greater than half the unit.

iv) Next follows the system of credits (credit) (minimum 15 credits per semester), the system of European Credits (ECTS) (minimum 30 European Credits (ECTS) as well as the default system, for the course to be achieved the student must score a minimum to be achieved in every lesson, according to the approved field of study.

**(ECTS) \***

The European credits represent the workload of a full-time student during one academic year (30 per semester). The student workload of a full-time course is the sum of 1500 to 1800 hours

of workload of a student per year, in these cases ECTS credits corresponds to approximately 25 to 30 hours of student workload.

Students are provided with ECTS credits after successful completion of work and assessment of learning outcomes. (I.e. the sum of knowledge, abilities and skills that students should know, understand or be able to do upon successful completion of this program.)

The student workload in ECTS includes the time required to complete a particular course, which consists of attending lectures, seminars, independent study, preparation work, examinations, practice, etc.

b) promotion and dismissal of students.

i) The student is advanced to the next semester when in each class he achieves a minimum final grade of 50. The student is lacking a course where the final grade in the course is of less than or equal to 49.

Students of the preparatory year of study and those of the intensive summer courses, may advance and be entered in the main field of study, where the final written exam score is at least 65.

ii) Students who can justify (due to illness or other reason presenting the appropriate certificates) non attendance in the final exams of each semester, the lecturer/trainer refers the matter to the Academic Committee who decides appropriately

a. Directs the student to further examination by other examining questions in the immediate preceding days.

b. Provide an assignment for the student to prepare and deliver in a specified time on subjects that were not part of the examination and the score of the work will be considered as the score of the final exam or course.

### **The student retains the marks of the continued assessment.**

iii) A student who unjustifiably fails to appear in the final written examination of the academic semester sits for a written examination in the next examination period. and the grade of examination is regarded as the final mark.

iv) A student who lacks three or more courses and after re-examination of the academic semester must repeat the failed courses the next semester. For foreign students from third countries this will be determined in accordance with relevant laws.

v) Students can carry one or two courses in which they have failed even after the re- examination of the academic semester for review at the end of the next semester.

VI) A Senior student who fails a course or courses, in the final exam, of the last semester is referred for re-examination at the next examination period. For courses that have been failed in this review,

the student shall be able to retake them during exam periods within two years four opportunities are available to review these courses.

For foreign students from third world countries the right to review other opportunities for courses that they have failed will be determined in accordance with relevant laws.

VII) A final year student is eligible to attend only once, and retake a specific course that he has passed with low marks in previous semesters to improve the analytical score.

If the score of the examination he/she receives for these courses is greater than the previous mark, then the final rating of the course will be considered on the score of the last examination.

For courses that ensure a lower score than the previous, the initial scores will remain the primary grades.

VIII) A student successfully graduates a class when he/she successfully completes all classes in the course and attains a score in all subjects at least 50.

**ix) Conditions for the granting of any degree/diploma.**

<b>Titles of studies</b>	<b>Term</b>	<b>Credits</b>	<b>ECTS</b>
<b>Certificate</b>	<b>1 Academic year</b>	<b>30</b>	<b>60</b>
<b>Diploma</b>	<b>2 Academic years</b>	<b>60</b>	<b>120</b>
<b>Higher Diploma</b>	<b>3 Academic years</b>	<b>90</b>	<b>180</b>
<b>Batchelor</b>	<b>4 Academic years</b>	<b>120</b>	<b>240</b>
<b>Master</b>	<b>1- 3 Academic years</b>	<b>42</b>	<b>90</b>

x) Students have the right to take final exams when at least 80% attendance is achieved in each subject.