



## INTERNAL REGULATIONS



## STUDENTS' HANDBOOK



## **COLLEGE**

### **INTERNAL REGULATIONS**

1. **C.D.A. COLLEGE** has branches in Nicosia, Limassol, Larnaca and Pafos. The headquarters of the College are in Nicosia.

#### **2. COMMITTEES**

- a. **Academic Committee** – deals with all academic matters such as students' assessment, absences etc.
- b. **Administrative Committee** – deals with all administrative matters such as the successful operation of the school.
- c. **Discipline Committee** – deals with discipline matters
- d. **Examination Committee** – deals with assessment, grading and promotion of students
- e. **Internal Committee of Quality Assurance** – maintains the quality of programs

#### **3. ENROLMENT CRITERIA OF A STUDENT**

Students of all genders are entitled to be registered at the college, either Cypriots or foreigners without discriminating on the race, color or religion. Any student who wants to register at the college must be a holder of a Higher Secondary School leaving Certificate or of an equivalent degree. The College accepts registration forms from all graduates of a six-grade public or private institution of Higher Secondary School, regardless of the final graduation grade.

#### **4. REGISTRATION PROCEDURES**

##### **Admission Procedure for Local Students**

Cypriot students applying for admission at C.D.A. College must submit the following to the Admissions office:

A completed "Application Form" accompanied by a non-refundable €100 application fee

Officially attested photocopies of their Higher Secondary School Leaving Certificate and Mark Sheets as issued by the school or equivalent and

Three photographs (passport size with the applicant's name written at the back)

All documents and supporting data required for admittance become the property of C.D.A. College and will not be returned to the applicant.

##### **Admission Procedure for International Students**

International students applying for admission at C.D.A. College must submit the following to the College's International Office:

Copy of Passport.

Copy of Academic documents. Secondary & Higher Secondary School Certificates along with the final Mark sheets. Candidates must have a high school leaving mark at least 50% and above. For Master Applicants we need a Bachelor Degree and Transcripts.

## Proof of English

International candidates who meet the criteria for admission will be issued an Acceptance Letter which is sent to the student after its issuance. Once the candidate has received the Acceptance Letter, they can start preparing the documents needed by the Immigration Authorities:

Copy of Passport with original Apostille-Minimum Validity 2 Years.

Copy of Academic Documents with original Apostille – Secondary & Higher Secondary School Certificates along with the final Mark sheets. Students must have a high school leaving mark at least 50% and above and ENGLISH LANGUAGE CERTIFICATE (see page 10). For Master Applicants we need a Bachelor Degree and Transcripts.

Original Police Certificate with original Apostille–Minimum Validity 6 months. Highlighting that the student has no criminal record.

Original Bank Certificate/Letter with original Apostille– – Minimum Validity 6 months. The bank certificate must clearly state that the student’s sponsor has sufficient funds to finance the students stay and studies in Cyprus. (Minimum €7000) The bank certificate should be issued on students or fathers or mother’s name. In case when the sponsor is a third person, please submit Court Affidavit stating the relationship between sponsor and student.

Original Bank statement with original Apostille– - Minimum Validity 1 month. This needs to be a print out from the bank clearly showing that the sponsor has the minimum number of Euro 7000 in his/her bank account. It is essential to mention that this amount should be in the account for at least 1 month and should be left as the last document to be issued! All Pages must have Attestations.

Original Medical Certificate with original Apostille - Minimum Validity 4 months. Blood test results for HIV, Syphilis, Hepatitis B and Hepatitis C and Chest X-rays report (Tuberculosis). From a Government Hospital/ Doctor.

**It is essential to mention that any document that is not in English language should be translated into English.**

Upon registration of a new student then all his personal information is noted down to the Students Register. The registration into the Students Register is done only once during the student’s stay to the College. The registration on new students to the Students Register is done a few days before the first day of classes. Along with the registration to the Students Register, the student must complete the Registration Form for a New Student. This document contains more information than the ones included in the Student Register. The registration to the next semester is done upon the completion of the Enrolment Form for a Continuing Student, without affecting the Students Register. When the registrations for a semester are completed then an alphabetical catalogue will be prepared with all the registered students which will be used as an absence book and then as a grade book. Also, the Enrolment Register of Students by Program and Year/Semester of Study will be updated in the same manner.

## 5. REGISTRATION DATE

For the Fall semester, registrations to the College start from the end of the academic year until the 20th of October, and for the Spring Semester, from 1st January to 20th February of the next year.

For all Programs of Study, the academic year is divided, for registration, examination and assessment purposes, into a semester mode of study.

The first academic semester begins on 2nd of October and is completed in January of the next calendar year. The second academic semester begins on 3rd of February and is completed on 31st May. The lessons of the first academic semester begin in October and end in the middle of January. The lessons of the second academic semester begin the first fortnight of February and end towards the end of May.

The summer session begins the 2nd week of June and end towards the end of September. The exact dates for the beginning of lessons of each academic semester and the examination dates, towards the end of each academic semester, are noted in the College Prospectus and in the Internal Rules and in the declarations for registration or modification of a Program of Study. Each module lasts for one semester. The assessment is noted down in the official books of the College twice a year, at the end of each academic semester. The assessment which is noted down in the official books of the College will be consisted of two parts the final examination grade at the end of the semester and a continuous evaluation, of any kind, during the semester.

### **Admissions of New Students.**

The admission of new students is done twice a year, on the following time periods:

September- October, and January- February

Exact Beginning Dates.

The exact beginning date of lessons for each semester or summer sessions is noted in the College Prospectus which the College prepares and is approved by the Minister before its publication.

## **6. TRANSFER STUDENTS**

### **From one Program of Study to another**

The transfer of students from one Program of study of the College to another can be done until the 20th October for the Fall semester, and until the 20th February for the Spring semester. These dates only apply in the situation of transferring from one Program of Study to a related one or not.

### **From one department to another**

Because the Programs of Study are the same in the place of business as well as in its branches then the transfer of students, from the place of business to its branches, and vice versa, or from one branch to another, is welcomed at any time.

### **From other Institutions to the College.**

The transfer of students from other institutions to the College can be only performed if the student was studying in the same Program of study in which he/she wants to register in and if he/she is promoted to the next year. The student must provide the College with a transcript from the other institution, which will confirm all the necessary information for his/her transfer to the College. The transfer of students to an academic accredited Program of Study is only accepted if he/she comes from an academic accredited Program of Study either in Cyprus or abroad. Before the transfer is completed and after the decision of the Academic Committee, the students are informed about the number of credits which they can transfer.

## **7. Evaluation, assessment, promotion (and graduation) of students:**

### **MBA Master of Business Administration Grading System (1.5 years, 90 ECTS, Full-Time or 24 Months, Part-Time, Master in Business Administration)**

Assessment of a student's performance for a course is based upon continuous assessment (tests, assignments, projects, mid-term exams, class attendance and participation) and Final Written Exams. Each component (Course Work and Final Written Exams), account for 50% each of a student's overall grade. The overall passing grade of the programme is **60%**.

### **Stress Management and Wellness in Health Promotion (1.5 years, 90 ECTS, Full-Time or 24 Months, Part-Time, Master of Science)**

Assessment of a student's performance for a course is based upon continuous assessment (tests, assignments, projects, mid-term exams, class attendance and participation) and Final Written Exams. Each component (Course Work and Final Written Exams), account for 50% each of a student's overall grade. The overall passing grade for all MBA courses of the programme is **60%**.

### **BA Business Administration (4 Years, 240 ECTS, Bachelor of Arts)**

Assessment of a student's performance for a course is based upon continuous assessment (tests, assignments, projects, mid-term exams, class attendance and participation) and the Final Written Exams. Each component (Course Work and Final Written Exams), accounts for 50% each of a student's overall grade. The overall passing grade of the programme is **50%**.

### **BA Travel and Tourism Management (4 Years, 240 ECTS, Bachelor of Arts)**

Assessment of a student's performance for a course is based upon continuous assessment (tests, assignments, projects, mid-term exams, class attendance and participation) and the Final Written Exams. Each component (Course Work and Final Written Exams), accounts for 50% each of a student's overall grade. The overall passing grade of the programme is **50%**.

### **Travel and Tourism Administration (2 Years, 120 ECTS, Diploma)**

Assessment of a student's performance for a course is based upon continuous assessment (tests, assignments, projects, mid-term exams, class attendance and participation) and the Final Written Exams. Course Work accounts for 40% and Final Written Exams account for 60% of a student's overall grade. The overall passing grade is **50%**.

### **ICT Information and Communication Technology (2 Years, 120 ECTS, Diploma)**

Assessment of a student's performance for a course is based upon continuous assessment (tests, assignments, projects, mid-term exams, class attendance and participation) and the Final Written Exams. Course Work accounts for 40% and Final Written Exams account for 60% of a student's overall grade. The overall passing grade of the programme is **50%**.

### **Police Management Grading System (4 Years, 240 ECTS, Bachelor of Arts)**

Assessment of a student's performance for a course is based upon continuous assessment (tests, assignments, projects, mid-term exams, class attendance and participation) and the Final Written Exams. Each component (Course Work and Final Written Exams), accounts for 50% each of a student's overall grade. The overall passing grade is **50%**.

**Office Administration (3 Years, 180 ECTS, Higher Diploma), Executive Secretarial Studies (2 Years, 120 ECTS, Diploma) and Secretarial Studies (1 Year, 60 ECTS, Certificate) and Grading System**

Assessment of a student's performance for a course is based upon continuous assessment (tests, assignments, projects, mid-term exams, class attendance and participation) and the Final Written Exams. Continuous assessment for 40% and Final Written Exams account for 60% of a student's overall grade. The overall passing grade of the programs is **50%**.

**Make up & Nail Artist Grading System (1 Year, 60 ECTS, Certificate)**

Assessment of a student's performance for a course is based upon continuous assessment (tests, assignments, projects, mid-term exams, class attendance and participation) and the Final Written Exams. Continuous assessment for 40% and Final Written Exams account for 60% of a student's overall grade. The overall passing grade of the programs is **50%**.

**Aesthetics (4 Years, 240 ECTS Bachelor in Aesthetics)**

Assessment of a student's performance for a course is based upon continuous assessment (tests, assignments, projects, mid-term exams, class attendance and participation) and the Final Written Exams. Continuous assessment for 40% and Final Written Exams account for 60% of a student's overall grade. The overall passing grade of the programs is **50%**. **For the Practical modules, students are required to achieve a passing grade in both parts of the final examination (theory & practice).**

**Hairdressing (3 Years, Higher Diploma)**

Assessment of a student's performance for a course is based upon Course Work (tests, assignments, projects, mid-term exams, class attendance and participation) and the Final Written Exams. Course Work accounts for 50% and Final Written Exams account for 50% of a student's overall grade. The overall passing grade of the programme is **50%**. Completion of 180 ECTS credits, which are demanded by the Programme of Study. **For the Practical modules, students are required to achieve a passing grade in both parts of the final examination (theory & practice).**

**Health Care Support Provider (1 Year, 60 ECTS, Certificate)**

Assessment of a student's performance for a course is based upon continuous assessment (tests, assignments, projects, mid-term exams, class attendance and participation) and the Final Written Exams. Continuous assessment for 40% and Final Written Exams account for 60% of a student's overall grade. The overall passing grade of the programs is **50%**.

**8. Promotion- Graduation:**

The promotion of students will be done separately for each course per semester. For all full-time students' attendance of 15 didactic periods per week is obligatory. A student can graduate when the necessary marks for each course are completed and he/she achieves a passing mark in all courses, as it is stated on the declaration of registration of each Program of Study.

**9. Re-exams:**

A student who is rejected at the end of each academic semester has the right of a re-exam. A student is allowed 3 re-exams and he/she can take the exam at the next examination period. He/she will be examined on the same paper as the students who take the subject for the first

time. The attendance in the lessons in the case of re-exam is not obligatory unless the Academic & Examination Committee decides otherwise.

In the case that a student fails because of over exceeding the absence limit then he/she should take the course again when it is offered (e.g. next semester) unless the Academic & Examination Committee decides otherwise.

In the case of a course chain then a student would not be able to take the next course and the schedule should be adjusted accordingly.

**The maximum oral grade that can be given at a re-examination is 50% unless the Academic & Examination Committee decides otherwise.**

In the case of an objection, as student should object to a grade within 15 days.

#### **10. Maintaining discipline in the College.**

The students must obey the Laws of the Republic of Cyprus and the regulations of the College. The students have a freedom of speech but at the same time they must show respect towards the opinion of the other students.

#### **11. Rights and obligations of the students.**

##### Rights:

- The students are entitled to attend classes after settling his/her registration.
- The students are allowed to take part in the committees in which they are elected in.
- The students are allowed to meet and discuss any possible problems with their professors.
- The students are allowed to take part in written examinations if they have settled their duties.
- The students are allowed to belong in a student organization of their choice, to elect and to be elected and to elect their representatives for the Council and the Committees of the College.
- The students are entitled of a student identity card, which is published by the College

##### Obligations.

The student must obey the regulations of the College and behave according to the behaviour code as it is formed by the College. The student must respect the institutions and the personal freedom of the others.

In detail,

- The students must show academic integrity and try avoiding behaviour, such as intrigue of any kind (cheating, plagiarism, forgery, or falsification of documents etc.).
- Attendance is obligatory and for every absence from the classroom, a written note must be brought to the College. The students can ask to justify their absences from the classroom, only if there is a good and liable reason (sickness or any other serious reason), which must be properly certified.
- Absence from the classroom, excused or not, does not mean that the student is exempted from his academic or any other duties.
- The students who are absence for a long period of time without justifying their absence, they are reported to the Head of the Program of Study and then he/she reports the Principal of the College, who with his turn takes all the necessary measures (inform the parents or guardian, and sent to the Disciplinary Committee etc). The students are warned

about the consequences and in the case of an excessive number of unexcused absences, the Disciplinary Committee can decide the termination of their study in the College.

- The final decision on whether an absence is considered excused or not is up to the Management of the College.
- Examinations are compulsory for all students.
- The students who are absent from the final written or oral exam, because of an illness or of any other serious reason, must justify their absence on time by providing an excused note either from a doctor or any other documentation which can justify their absence.
- The students must respect and obey the regulations of the Republic of Cyprus. The College reports cases which violate the laws and regulations.
- Constant absences of foreign students are reported to the Immigration Bureau of the Republic of Cyprus.
- A student must respect the property of the College.
- The students must be consequent to their duties and act responsibly at all times.
- The students must pay their fees and other payments at the determined dates by the College.
- The students who delay to pay their tuition fees or any other fees, it is possible that the College will prohibit them from attending the exams, or even be suspended from the College.
- Attendance of classes is compulsory.
- The students are obliged to attend-when asked to- any lectures or seminars which are organized by the College.
- The students must read the announcements, which are placed on the notice boards, in order for them to be informed of all the news of the College and their duties.
- The attitude of the students towards the professors, the College staff and their classmates must be polite and discrete.
- The students must respect the property of the College and they are responsible for any damage they cause.
- The students must arrive at the College 5 minutes before the beginning of class. Students who come late constantly would not be permitted to enter the classroom.
- Smoking is strictly prohibited in all teaching classrooms and generally in all the closed places of the College. Smoking is allowed only in the specified area in the cafeteria of the College.

**A student is considered violating the regulations of the College when the above regulations are not applied and:**

- A student's attitude causes problems in the classroom.
- A student's attitude causes problems to the management of the College.
- A student's causes damages to the property of the College.
- A student denied leaving the College's property when ordered by a member of the academic or management staff.
- A student's attitude is considered a problem in the function and authority of the College as well to activities of the members of the College.
- A student does not follow the regulations of good conduct.

**12. The conditions on which the tuition fees and other fees are refundable to the students when withdrawing from the College.**

- Prepaid tuition fees and other fees are not refundable to students who are withdrawing from the College.
- If there is any serious health reason or any other reason which the Council of the College considers that is problem in continuing their study, then the 50% of the paid tuition fees is refundable.
- The registration fee is not refundable.
- These conditions are noted in the College Prospectus.