

CtL L I M A S S O L  
EUROCOLLEGE



prospectus  
2024-25





CtL L I M A S S O L  
EUROCOLLEGE



*Be a part of this Community*  
**prospectus**  
**2024 - 25**

**Admissions Office**

118 Spyrou Kyprianou Avenue  
3077 Limassol  
P.O. Box 51938, 3509 Limassol

T: +357 70001381  
F: +357 25736629  
college@ctleuro.ac.cy

[www.ctleuro.ac.cy](http://www.ctleuro.ac.cy)



## *Be a part of this Community*

The CTL Eurocollege is registered with the Ministry of Education, Sport & Youth subject to Law 1/87 and bears Registration No 31. It is fully owned and operated by Andreas Papatomas Ltd, bearing legal liability.

This Prospectus was submitted for approval to the Ministry of Education, Sport & Youth in March 2024 and was finally approved in August 2024.

Whilst every care has been taken to ensure that all information contained hereto is correct at the time of going to the press, it does not constitute a contract in itself, in full or in part.

The CTL Editions, Limassol 2024

Designed by:

**Penguin Design &  
Konstantinos Papatomas**

# contents

## 1. the college

General	06
Historical Review	06
Philosophy, Mission, Vision	06
System of Operation	07
Placement & Personal Development	07
Tutorial System	07
Pedagogical Counselling	07
Research	07
Students' Union	08
CTL Alumni Association	08
Student Accommodation	08
Staff Association	08
Organization Chart	09
CTL Facilities	10
Administration	12

## 2. admission

Admission Requirements	16
Application Procedure	17
Tuition and Other Fees	18
Payment Scheme	18
Refund of Tuition Fees	18
Scholarships	19
Transfer Students	19
Erasmus+ Programme	19

## 3. academic fields

Programme Types Offered	22
ECTS Credit System	22
Business	25
Hospitality & Tourism	31
Information Technology	37
Foundation Programme	43
Free Electives Catalogue	44
Languages Catalogue	44

## 4. short course descriptions

Short Course Descriptions	48
---------------------------	----

## 5. regulations

Registration	64
Classification of Students	64
Evaluation of Students' Performance	64
Attendance/ Performance	65
Grading System	65
Examinations	66
Dropping or Changing a Subject or a Programme of Study	67
Repeating a Subject	67
Withdrawal from the College	68
Irregularities, Academic Dismissal and Reinstatement	68
Requirements for Graduation	68
Europass Diploma Supplement	68
Interpretation of Unspecified Matters	69
Students' Rights and Responsibilities	69
Procedure for amending the Regulations	69

## 6. board, councils, committees, faculty, calendars

Board of Governors	72
The College Advisory Council	72
The College Council	72
The Committees	72
The Faculty	74
Executive Director	76
The Administration Personnel	76
Academic Calendars	78



1

the  
college

## General

At CTL Eurocollege not only do we provide our Students with the level of academic excellence demanded by employers, but we also prepare them for the tough challenges of the world of employment and of life as productive and responsible adults.

A variety of Programmes is on offer in the fields of Business, Hospitality & Tourism, Information Technology and Office Administration. In addition, Students who have already earned their Bachelor's Degree have the opportunity of enhancing their qualifications by progressing on to our Business Administration, MBA Programme.

CTL Students come from a diverse range of background and form a warm, tightly-knit hub of multiculturalism, which significantly contributes to both the academic and personal development of our Students.

## Historical Review

CTL Eurocollege was founded in 1991, as an Educational Institution of Higher Education. Its roots, however, go back to 1966, when The CTL Academy was founded in the now closed and occupied city of Famagusta. CTL Academy was a School of Secondary Education of high standards and excellent Academic achievements, and was renowned among its peers. After a few years of operation, it even went on to offer some Programmes of Higher Education, such as Office Administration, Business Administration, and Banking. CTL Eurocollege inherited those same goals and aspirations from its predecessor, to maintain a high level of education, to treat all Students with respect, as mature Human Beings, independently of race, origin or gender, and to play an important role in Society. Judging from the feedback, all our goals are being achieved, with the hard work from the Administration and Staff.

## Philosophy, Mission, and Vision

The College has an open admission policy, and as such, we welcome all Students regardless of their social background, faith, ethnicity, sex, or age. Prejudice of any kind is firmly discouraged. The College strives to foster in Students a sense of responsibility for their own development and an understanding of their

obligations as members of a democratic society, as well as the desire to learn the habit of analytical and reflective thought and the ability to think clearly and express themselves effectively.

Our mission is to empower Students to achieve their goals by providing access to affordable higher education of optimum quality, which incorporates effective and efficient Programmes of Study and services.

Our vision, nevertheless, is to help our Students become productive individuals, who with their hard work, acquired knowledge, and moral courage, will contribute to the wealth and well-being of their societies and families. It is only through this that the College will earn the recognition it deserves from its peers in the Higher Education community as a provider of quality education.



### System of Operation

CTL Eurocollege follows the academic semester system. Each academic year consists of two semesters. The Fall semester covers the period between the middle of September and the end of January, and the Spring semester between the beginning of February and the middle of June. The Summer session takes place between the end of June and the beginning of September.

Fresh students may apply to commence their studies in the Fall or Spring semester or in the Summer session. The Summer session is of a shorter duration and consequently more intensive than the Fall and Spring semesters. For Postgraduate Students already studying, the Summer Session is compulsory.

An academic semester consists of 18 calendar weeks, 13 of which are teaching weeks, the other 2 are holiday periods, either Christmas or Easter, and the last 3 weeks of each semester comprise the Final examination/Make-up period. The Summer session includes 12 calendar weeks of which the first ten are teaching weeks, the eleventh the Final Examination period and the last one the Make-up Examination period.

### Placement & Personal Development

All Students are assisted by the skilful counselling services offered by CTL Eurocollege at no extra cost. The Students can discuss matters related to their studies, progress and private life, on an individual basis. In cases where the progress of a student is handicapped due to special circumstances, a personal approach is extended by CTL Eurocollege to assist them in overcoming the problem. A Placement Section operates under the same service offering assistance to graduates for their professional placement or their post-graduate studies.

The wish of CTL Eurocollege is to make Home, as well as International Students feel comfortable in a friendly environment, as members of one common CTL family. Individual assistance is given in case of personal problems.

### Tutorial System

A System of tutorial assistance is in operation. It gives all students the opportunity to work in very small groups with the assigned Tutor and discuss matters related to their individual subject.

### Pedagogical Counselling

The College provides its own services and procedures for Self-Evaluation. These services and procedures help improve teaching instruction for the benefit of the students and teachers alike.

### Research

The Research Office conducts academic research. The Office is comprised of the Head of Research and faculty members with a recognized background in research and extensive academic experience. The College provides the infrastructure to support the researchers, faculty and students.

Functions of the Research:

- Designs and supports teams of researchers in conducting research.
- Supports research activities and coordinates all research projects.
- Prepares and submits research proposals to National and European funding programmes.
- Applies new research findings to Programmes of study.
- Engages faculty, personnel and students in research activities and projects.
- Publishes the research findings in international journals with peer-reviewing systems, international conferences, conference proceedings and other publications.

The Research Office ensures that the research teams follow College procedures and policies. The Office also monitors the quality of the research projects and secures the integrity of the Research Programmes.

### Students' Union

The Students' Union is wholly organized and run by the Students of the College, and all of them are automatically members of the Union. During the Annual General Meeting the members of the Committee are elected by secret vote. Students are eligible for nomination for election if :

- They have completed more than one semester of studies
- They are registered in 4 subjects with a minimum of 70% attendance
- They are of excellent character and have observed all their responsibilities as students of Ctl Eurocollege
- They have no financial issues or other matters pending with the College
- They have a minimum GPA of 3.00 for at least 4 subjects

A Committee member would have to resign if it is later found out that they do not meet one or more of the above criteria. The Association meets once a month. Its activities aim to safeguard Students' interests, integrity, freedom of mind and speech. In collaboration with other College bodies, it participates in College Committees and in the organization of educational, cultural, scientific, athletic, social and other functions, including excursions and visits beneficial to the College life, as well as Students' interests and maturity.

### CTL Alumni Association

The purpose of the association is to foster a spirit of loyalty and to promote the general welfare of the College. The Alumni Association exists to support the College goals, and to strengthen the ties between Alumni, Students and College.

It is one of the College policies to be informed of the well-being of its graduates and keep in touch with all of them. The College is always at their disposal for any help they may need and is proud to have them as representatives in Cyprus and abroad.

### Student Accommodation

The aim of this service is to provide a safe, healthy, pleasant and affordable environment that helps students develop.

The Student Welfare and Activities Office is responsible for assisting students who are relocating and need assistance securing accommodation. The College provides a full range of housing services and works closely with students to determine the best options.

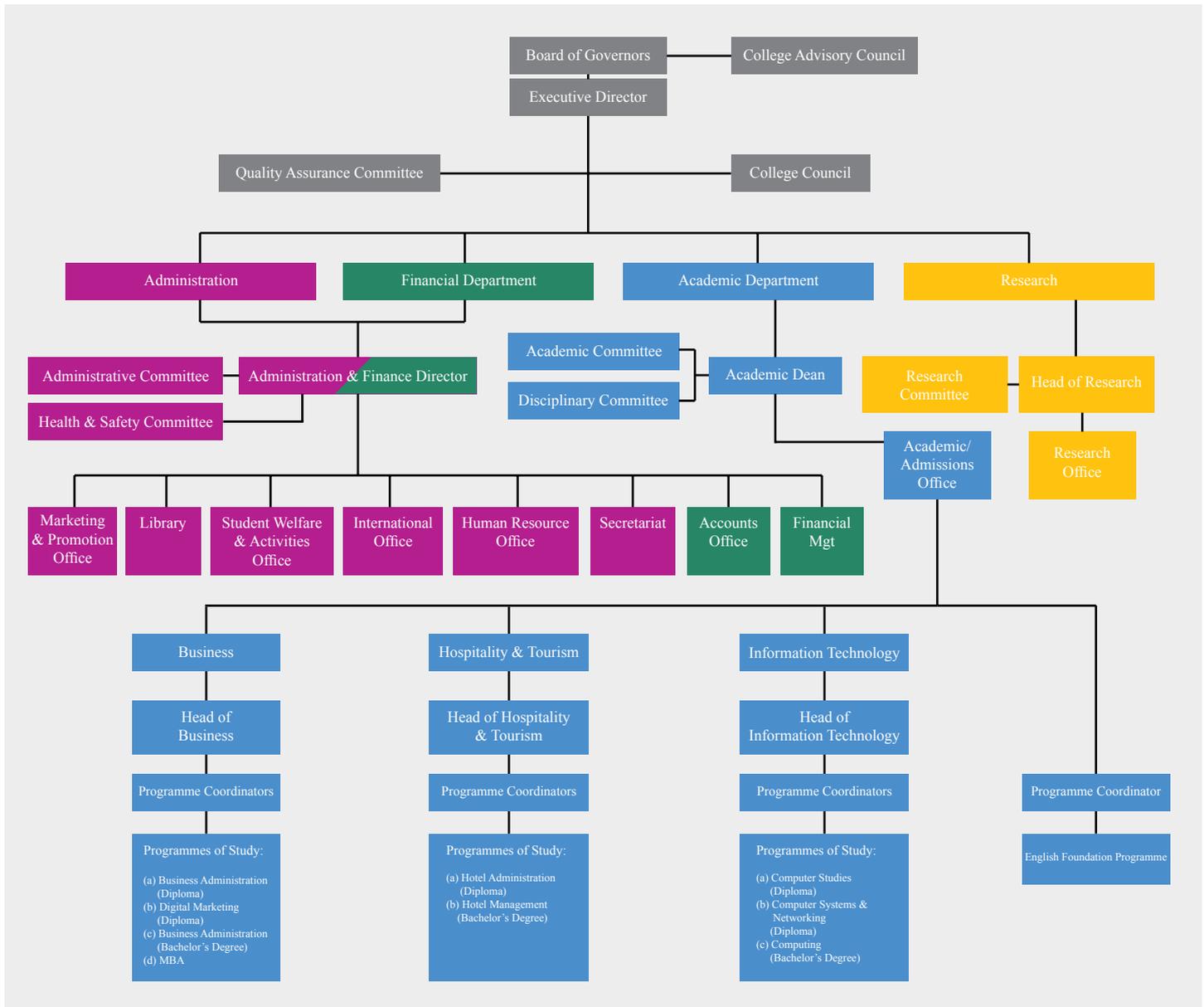
### Staff Association

Members of the Staff are free to organize their own Association. During the Annual General Meeting the members elect their representatives who will constitute the Committee. The Association's activities aim to safeguard the interests, integrity and freedom of mind and speech of its members. In collaboration with other College bodies, it organizes educational, cultural, scientific, athletic, social and other events of interest, beneficial to the welfare and professional life of its members.

### Executive Director Andreas Papathomas



*The everyday functioning and running of the College is based on the following Organization Chart:*



## CTL Facilities

The CTL Eurocollege premises, at the corner of Agias Filaxeos and Spyrou Kyprianou, satisfy the Students' needs and requirements by providing lecture rooms, computer labs, a library, a conference and seminar room, (for special sessions, presentations, screenings and guest-lectures), a staff room, a food & beverage training service room and kitchen, as well as a cafeteria along with the appropriate sanitary facilities for the Students as well as for the Staff.

### Lecture Rooms

All Lecture Rooms are spacy and comfortable; fit to accommodate different Student group sizes, accordingly, suitably equipped with electronic or other devices to satisfy the needs of either theoretical class sessions or practical ones, depending on the nature of the Course.

### Computer Labs

In order to satisfy the needs of all the Programmes of Study, the College maintains 3 fully equipped Computer Labs, with Multimedia PC's of the latest technology. The number of units, which satisfies the requirement of 1 PC per Student, along with the excellent assistance of the Lecturers, offers CTL Students the best conditions to study and practise. The Labs are large, fully air-conditioned spaces where all computer classes are held and where Students can practise after lessons. We have built-in applications, solutions covering the UNIX server, the Internet server, mail server, security and long distance training server based on powerful servers, which provide all the above at the highest possible speed. Although most of the CTL Eurocollege Programmes include computer subjects, it is our aim to encourage all students to make extensive use of the Labs during their study hours, when they are available.

### Library

The College library is equipped with an adequate variety of books, journals, magazines, and reading material, which are helpful to the students' education. Particular attention is given to current bibliography and periodicals on the College Programmes in order to meet the educational needs of students. The Ctl Library lends books to registered students and members of the Faculty and Administrative staff only. It is run by a qualified Librarian and is open 5 days a week, Monday to Friday from 08:30 – 18:00, during

all semesters including the summer session and during Christmas and Easter holidays. PCs installed in the Library area are connected to the Internet and provide online connection with other world Libraries.

### Study Area

A comfortable and quiet space is to be found next to the Library, where Students can do their studying, write their assignments and projects, or do their researching in peace, with the help of the CTL Library books or the internet. EBSCO electronic platform, offered by CTL Library, enables access to libraries around the world, making researching much easier and more effective.

### Electronic Research Centre (ERC)

The Electronic Research Centre is an extension to the Library. It is equipped with a number of PCs, which allow CTL Students to perform their online research on any matter regarding their assignments or projects, and to access material in Electronic Libraries or catalogues.

### Electronic Libraries

The College is a member of the Cyprus Libraries Consortium (CLC), through which a large number of significant databases, e-books or journals is available. Students can access it through the PC's in the ERC (Electronic Research Centre) which is located next to the CTL Library, the PC's in the Computer Labs, the College's Wi-Fi free connection service or remotely from home.

### Electronic Platform

The College is using an Educational Learning Management System web platform (ELMS) for effective management of its activities. The platform offers an effective and accurate communication between the Administration, the Lecturers and Students. The platform also offers the necessary tools that successfully correspond to the needs of today's Digital Era and it also enhances the teaching process as it offers the most modern and interactive way of learning.

### Food & Beverage Training Service Room and Kitchen

The College provides a special space for F&B service training, equipped with all necessary furniture and utensils for the purpose. Furthermore, the College offers an adequately arranged and equipped kitchen for F&B preparation.

**Conference Room**

This is a large room situated on the second floor of the building, which can host conferences, seminars and guest lectures, is equipped with projection facilities like DVD Player, Home cinema, TV, PC, LCD Projector, VCR and monitor, an overhead and a slide projector, and an interactive board.

**Staff Room**

The College has set aside a space for the members of the Teaching Staff, where they can work, meet and discuss academic matters. The room is equipped with a conference table, PCs and a wireless internet connection (wi-fi) for laptop users.

**Cafeteria**

Situated in the north-eastern corner on the second floor of the building, overlooking a large part of the town of Limassol, the CTL Cafeteria includes a large air-conditioned area, with a veranda, where Students and Staff can spend their free time. Hot or cold beverages, snacks or hot meals can be enjoyed while socializing in a friendly environment. A number of indoor games like table tennis, darts, chess and backgammon are available. Students' meetings and activities can also be held there. The Cafeteria offers free wi-fi access to all Students, Staff and visitors, during the opening hours of the College.



## Administration

The Administration of the College incorporates, along with the different Departments responsible for the smooth and effective functioning, the following bodies:

### Board of Governors

The board is responsible for defining the role and mission of the College and, thereby, setting the strategic goals for the College to achieve. The board of governors has responsibility for fiduciary oversight and institutional performance. All of its decisions and policies are made in the best interest of the College.

The Board of Governors consists of the following members:

- The shareholders with a specific minimum ownership percentage
- The Executive Director

### The College Council

The College Council is an advisory body of the College and is dedicated to representing the needs and interests of its students, serving as peer academic advisors, strengthening college identity, fostering faculty-student relations, and connecting with alumni.

The College Council consists of the following members:

- One representative of the Board of Governors
- The Executive Director
- The Administration and Finance Director
- The Academic Dean
- Two Heads of Fields of Study
- Two members of the Faculty staff
- Two members of the Student union
- One member of the Administrative staff

### The College Advisory Council

The College Advisory Council is comprised of alumni, academic leaders, and business leaders who provide a high level of volunteer service to the College.

The Council's primary role is to help shape the strategic direction of the College.

The mission of the Council is to support and promote the College in its Programmes and activities. The members of the Council based on their deep care and concern for the College, provide support and guidance to the Directors and the Dean in carrying out their mission to provide and maintain high quality education.

### Academic Committee

The purpose of the Academic Committee is to oversee the academic affairs, review and make recommendations to the Board of Governors about academic Programmes, academic quality and competitiveness of the Programmes of study. The Committee ensures that the College has the policies and capabilities to realize the College mission and deliver high quality education and support to our students.

The Committee has the resources and authority necessary to discharge its duties and responsibilities.

The Committee is comprised of the following members:

- The Academic Dean
- Two Programme Coordinators
- The Heads of the Fields of Study
- One member of the Faculty staff
- One member of the Student Union

### Administrative Committee

The Administrative Committee deals with all administrative matters with regard to the smooth and efficient functioning of the College.

The Committee plays a vital role in the College community and the decisions it takes affect the faculty, staff and students. All major decisions concerning finance and administrative issues are reviewed by the Committee.

The Committee is comprised of the following members:

- The Executive Director
- The Administration & Finance Director
- The Academic Dean
- Two Heads of Fields of Study
- One member of the Faculty staff
- One member of the Student Union
- Two members of the Administrative staff

#### **Disciplinary Committee**

The purpose of the Disciplinary Committee is to oversee the smooth running of the College and the compliance with the rules and regulations.

The Committee is comprised of the following members:

- The Academic Dean
- Heads of Fields of Study
- Two members of the Faculty staff
- Two members of the Student Union

#### **Internal Quality Assurance Committee**

The Quality Assurance Committee is responsible for the academic and administrative quality assurance framework of the College. The Committee acts as a planning forum for the discussion and promotion of developments in academic and administrative quality assurance.

The Committee is comprised of the following members:

- The Academic Dean
- Three members of the Faculty with important scientific work and extensive academic experience
- Two members qualified in Quality Assurance
- Two members of the Student Union (an undergraduate and a postgraduate Student)

#### **Research Committee**

The Research Committee aims to support the College in research. Its strategic role is to shape research policy and activities in the College. The Committee and its members have the responsibility of promoting research in the academic community and industry.

The Committee is comprised of the following members:

- The Head of Research – Coordinator – President of the Research Committee
- The Executive Director
- The Administration and Finance Director
- Faculty members with a recognized background in research and extensive academic experience.

#### **Health & Safety Committee**

The Committee aims to develop and carry out measures to improve the health and safety of staff and students using the College premises and to assist in developing health and safety standards, rules and procedures.

The Committee is comprised of the following members:

- The Administration & Finance Director (chairman)
- The Academic Dean (secretary)
- The QA Officer
- Two members of the Administrative staff
- One member of the Faculty staff
- One member of the Student Union

#### **Administration & Finance Director Lakis Papathomas**







2

admission

## Admission Requirements

In all cases, the general minimum requirement for admission is a High School Leaving Certificate. Specifically, according to the country of origin and level of desired Programme of Study, requirements are as follows:

### A) Diploma, Higher Diploma & Bachelor's Degree Candidates

#### 1) Home & EU Student Candidates:

A High School Leaving Certificate (Apolysterion) from a six-form Secondary (3+3 years) School, or an equivalent qualification, with a minimum grade of 15/20 or 75/100

#### 2) International Non EU Student Candidates:

A twelve-year schooling certificate with a satisfactory performance or an equivalent qualification, with a minimum grade, equivalent to the University entry requirements applicable in the Candidate's country of origin, respectively

### B) MBA Candidates

#### 1) A High School Leaving Certificate, as above

#### 2) A Bachelor's Degree of at least 3 years duration, with a minimum GPA of 1,7 (C-)

Special offers may be made taking into account individual circumstances.

### Evidence of English Language abilities for All Programmes

The language of instruction at Ctl Eurocollege is English for all Programmes of Study offered.

Candidates who are non-native speakers of English need to provide evidence of adequate command of this language, as shown in the next column.

Students who cannot provide evidence for an adequate command of the English Language to enrol for a Programme of Study, can apply for The English Language Foundation Programme, see page 42.

### Requirements for a minimum command of the English Language to enrol for a Programme of Study

English in H.S.L.C with grade (valid only for Local and EU Candidates)	15/20
IELTS	5
TOEFL IBT	71
IB English B Standard Level (SL)	5
IB English B High Level (HL)	4
IB English A Literature SL & HL	4
Password Skills Plus Test	5.5
Anglia Examinations	Intermediate
Michigan Language Assessment	ECCE (52)
Cambridge IGCSE or GCSE English as a second language	D
Cambridge IGCSE or GCSE English as a first language	E
Cambridge GCE English A Levels	D
Cambridge GCE AS Level English Language	C
University of Cambridge Exams	B2 First (FCE)
SAT* Evidence-Based Reading and Writing (EBRW)	530
Pearson PTE Academic	58
Common European Framework of Reference for Languages (CEFR)	B1

The above internationally accepted qualifications comply with the requirements of the Ministry of Education, Sports and Youth

## Application Procedure

Candidates should submit the required documents to

**The Office of Admissions**  
**Ctl Eurocollege**  
**118, Spyros Kyprianou Avenue 3077**  
**P.O.Box 51938, 3509**  
**Limassol, Cyprus**

as follows:

### A. Local & EU Candidate Students

#### Undergraduate Candidates

1. A completed Application form
2. A non-refundable Application fee of €65
3. An attested copy of original High School Leaving Certificate or of twelve year schooling and/or other certificates and/or Diplomas of previous academic record
4. 4 recent passport-size photographs of good quality
5. A copy of valid Identity Card

**Please note that:**

1. All documents must be translated in English
2. Transfer Candidate Students from other Universities and Institutions of Higher Education need to provide transcripts and descriptions of Subjects taken, in addition to all the above.

#### Postgraduate Candidates

In addition to 1-5 above the following are requested:

6. An attested copy of an at least 3 year Programme Bachelor's Degree. The College verifies all degrees through the official list of recognized/accredited institutions published in [www.enic-naric.net](http://www.enic-naric.net)
7. An attested copy of transcripts of the degree

**Please note that:**

All documents must be translated in English

### B. International non EU Candidate Students (entry visa required)

#### Undergraduate Candidates

1. A completed Application form
2. A non-refundable Application fee of €65

3. A non-refundable Migration Application fee of €85
4. Attested original and attested copy of original Secondary and High School Certificates with corresponding mark sheets
5. A clear attested copy of passport, valid for at least two years from the date of commencement of studies applied for
6. An attested original Bank Certificate accompanied by a Bank statement showing a minimum amount of €7000 for at least one month from the day of submission of the application
7. An attested original Police Certificate, valid for a minimum of 6 months period
8. An attested original Medical Certificate for Hepatitis B and C, HIV/AIDS, Syphilis, Tuberculosis and Chest X-ray tests.
9. 4 recent passport-size photographs of good quality

**Please note that:**

1. All documents must be translated in English
2. Transfer Candidate Students from other Universities and Institutions of Higher Education need to provide transcripts and descriptions of Subjects taken, in addition to all the above.

#### Postgraduate Candidates

In addition to 1-5 above the following are requested:

10. Attested original and attested copy of an at least 3 year Programme Bachelor's Degree. The College verifies all degrees through the official list of recognized/accredited institutions published in [www.enic-naric.net](http://www.enic-naric.net)
11. Attested original and attested copy of transcripts of the degree

**Please note that:**

All documents must be translated in English

Students' Entry visas are issued directly from the Migration Office of the Ministry of Interior of the Republic of Cyprus. Applications from countries under the Hague Convention of October 5th 1961 require apostille attestation. Applications from other countries require attestation by the Ministry of Foreign Affairs of the Republic of Cyprus. In addition to the above, documents must be attested by the Embassies or Consulates of Cyprus which are accredited to these countries.

Completed Application Forms, documents and fees required, are expected to reach the College Office of Admissions not later than 15 days before the deadline for applications set by the Migration Office.

## Tuition and other Fees, Deposits

### Tuition Fees

<b>Undergraduate Programmes</b> (per ECTS)	<b>Euro:</b> <b>73,50</b>
Annual tuition fees (for 60 ECTS)	<b>4.410</b>
<b>Graduate Programme (Master's Degree)</b> (per ECTS)	<b>100</b>
Tuition fees for the complete Programme (90 ECTS)	<b>9.000</b>
<b>English Language Foundation Programme for the complete Programme</b>	<b>5.000</b>

### Other Fees

Other Fees may include the following, depending on the Country of Origin or the Programme of Study of preference of the Candidate:

#### Visa Deposit

The College may charge a Visa Deposit amount for International non EU students only, if and when necessary, as follows: South Asia, Indian Subcontinent countries, Middle East, Arab Countries, East Europe Far East, Latin America, Africa

The Visa Deposit (if charged) is refunded on completion or interruption of studies after the Student provides sufficient proof of departure from Cyprus and has no pending financial obligations towards the College

Medical Insurance for one year (compulsory for International students)

#### One - off payments

Application fee (non-refundable) **68**  
Migration Application fee for International Students only (non-refundable) **140**

#### Paid every semester

Registration fee **36**  
Administration fee **19**  
Computer lab/internet fee **36**  
Facilities fee **29**  
Student Activities fee **28**

#### If and when required

Hospitality practice fee (for Hospitality Programmes) **240**  
Visa renewal fee (for International Students only) **36**  
Make-up examination fee **36**  
Issue of Diploma/Degree/transcripts fee **36**  
Duplicate transcript of academic record fee **19**  
Transfer of credits evaluation fee (per subject) **53**  
Duplicate Diploma/Degree fee **36**

The above were approved by the Ministry of Education, Sport & Youth on July 21st 2022

Tuition and other fees are subject to revision. The College reserves the right to do so without notice, upon approval by the Ministry of Education, Sport & Youth, whenever it is deemed necessary, within a period not sooner than 2 years, though, according to the regulation of the Ministry of Education, Sport & Youth. The adjustment is done by the Board of Governors and is announced before the commencement of the new Academic Year.

## Payment Scheme

### Local/ EU/ Legal Permanent Resident Students

A 40% down payment towards the Annual or Semester tuition fees is considered payable, non-refundable and non-transferable as from registration. The outstanding amount can be settled in monthly installments, according to the payment agreement.

### International non-EU Students

Annual fees are considered payable as from the date of approval of the application for Visa, by the Authorities.

It has to be noted that unless all financial obligations to the College are settled, a Student is not permitted to:

- Receive their Certificate, transcripts or any other official document
- Register for a new semester
- Participate in any student activities

## Refund of Tuition Fees

### For Local and EU Students:

Tuition fees refund occurs only in the following cases:

- Serious illness or accident that occurs to the Student after registration and prevents from studying.
- Death of the Student.

If one of the above is the case, an "Application for refund of tuition fees" together with sufficient proof is submitted to the Administration & Finance Director. The latter requests the approval of the Administrative Committee and the Board of Governors.

### For International non EU Students:

In addition to the above, tuition fees are also refundable in the following cases:

- Rejection of a candidate Student's Entry visa application by the Migration Department of the Ministry of Interior of Cyprus
- Non ability of a candidate Student with a granted Entry visa to arrive in Cyprus, followed by a confirmation of non-arrival by the Migration Department.
- Non occurrence of 1st registration at the Migration Department due to a contagious blood disease (see Migration Department Regulation).

## Scholarships

The CTL Eurocollege may offer a number of scholarships per Academic Year, in the form of reduction on Annual fees. These are offered to Local first-year Candidate Students who meet any of the following criteria:

- a) A General Average Mark on the High School Leaving Certificate, as follows:
 

17.00-18.00	(85-90%)	25% reduction on the annual fees
18.01-19.00	(91-95%)	30% reduction on the annual fees
19.01-20.00	(96-100%)	35% reduction on the annual fees
- b) Special criteria - 40% reduction on the annual fees
  - (i) Being a member of a large family (of at least 3 children)
  - (ii) Being a member of a family with a poor financial background
  - (iii) Being an orphan child with a poor financial background

The approval of a scholarship application, according to the above criteria, is left to the judgment of the Academic Committee. The College reserves the right to change or revise the scholarship criteria. Any such revision is announced before the commencement of the Academic Year.

International non-EU Students are only eligible for an Academic Merit Scholarship, which is granted after excellent academic performance, see paragraph below.

### Academic Merit Scholarships

Academic Merit Scholarships are granted as a result of an excellent academic performance (GPA 3.70-4.00) for two consecutive Fall and Spring semesters with a 15 credit load at least. The Scholarship is granted as a reduction in tuition fees or in the form of a money prize if Students are graduates.

## Transfer Students

Students who have commenced or completed a Programme of Study in another recognised Institution of Higher Education in Cyprus or other country and wish to transfer to the College, must submit the following documents (along with all other required documents) to the Academic Office:

1. An attested copy of official transcripts of their previous academic record
2. An official description of the subjects successfully completed in the other Institution.

Transfer credit units of Courses attended elsewhere can only be accepted if they carry a pass mark from the Institution they are transferred from:

The number of credits/ECTS for each transferred subject has to comply with those given to corresponding Ctl Eurocollege subjects.

Transfer students are expected to attempt and earn at least half of the credits/ECTS required to complete a Diploma or a Bachelor's Degree at Ctl Eurocollege.

The maximum percentage of transfer credits from non-accredited Programme of study or professional qualification to an accredited Programme of study is 10%. The College verifies all Diplomas/Degrees through the official list of recognized/ accredited institutions published in [www.enic-naric.net](http://www.enic-naric.net) Credits earned at other Institutions do not carry quality points and are not calculated into students' Grade Point Averages and Cumulative Point Averages.

## Erasmus+ Programme

CTL Eurocollege holds an Erasmus+ Charter and is actively involved in the Erasmus+ programme. The college aims to prepare proposals for Key Action 1, Key Action 2 and Key Action 3 and to shape networks with Higher Education Institutions, public and private organizations. CTL Eurocollege cooperates with a number of Higher Education Institutions in the field of business administration, computer science and hospitality.

Contact persons: Marianna Papatoma  
George Antoniadis  
Erasmus+ Coordinators  
[mariannak@ctleuro.ac.cy](mailto:mariannak@ctleuro.ac.cy)  
[georgean@ctleuro.ac.cy](mailto:georgean@ctleuro.ac.cy)



3

academic  
fields

### Programme Types Offered

All CTL Eurocollege Programmes of Study are based on the Semester and Credit hour system. For each Programme a specific minimum number of ECTS units is required. These are earned by completing the subjects contained in the Programme. Each subject is classified in a category according to the nature of its contents and carries a specific number of ECTS units. Students must gain a certain minimum number of units from each category of subjects, as prescribed by the requirements of the Programme they follow.

The subject categories are basically the General Education Requirements, the Core Requirements (different for each Programme), and the Free Electives. Some Programmes may also include other specialized categories, as well as Industrial Training as a separate credit carrying feature. Within the categories there is a distinction between compulsory and optional subjects.

Programmes of Study are awarded with a different qualification, according to their duration and the minimum number of Credits/ECTS units required.

The order is as follows:

Diploma	2 years (4 acad. sem.) min. 120 ECTS
Bachelor's Degree	4 years (8 acad. sem.) min. 240 ECTS
Master's Degree	3 academic semesters min. 90 ECTS

The classification on the next page refers to the Academic Fields operating at the College. Each Field contains one or more Programmes of Study, which follow the above explanatory table.

### ECTS Unit System

ECTS stands for European Credit Transfer & Accumulation System. CTL Eurocollege has already introduced the ECTS System to all its Programmes, except the Professional Programmes. All transcripts and Semester Reports bear the ECTS Unit indication. The College adopted the ECTS Unit system to make it easier for Students to move between different countries and transfer their credits from one Institution to another.

ECTS represents the workload and defined learning outcomes of a given course.

The ECTS Unit awarding scale is a grading system defined in the ECTS framework by the European Commission. Since many different unit awarding systems co-exist in Europe, and considering that interpretation of units varies considerably from one country to another, if not from one Institution to another, the ECTS unit awarding scale has been developed in order to provide a common currency unit and facilitate the transfer of Students and their units between European Higher Education Institutions. Each Institution makes its own decision on how to apply the ECTS unit awarding scale, and to adapt it to its own system. At CTL Eurocollege the old credit hour unit is equivalent to 2 ECTS Units. The ECTS unit is meant to be used, in order to effectively “translate” and “transcript” a grade from one institution to another. The ECTS value number is stated alongside the mark/ grade awarded for each Course, by the host Institution on the Student's transcript of records, indicating the work load completed for the specific Course. The receiving Institution then converts the ECTS unit to its own system. Higher Education Institutions are recommended to provide ECTS value numbers for all Courses, and to take into account the ECTS values awarded by other Institutions. A certain amount of flexibility is advised, since the ECTS unit awarding scale was designed to improve transparency and facilitate transferability.

# academic fields

## business

- **Business Administration**, Diploma
- **Digital Marketing**, Diploma
- **Business Administration**, Bachelor of Arts
- **Master of Business Administration**, MBA

## hospitality & tourism

- **Hotel Administration**, Diploma
- **Hotel Management**, Bachelor of Arts

## information technology

- **Computer Studies**, Diploma
- **Computer Systems & Networking**, Diploma
- **Computing**, Bachelor of Science

**BUSINESS**



# BUSINESS

## Business Administration | 2 years, Diploma

min 120 ECTS

*An Accredited Programme*

### Aim of the Programme

The purpose of the Diploma in Business Administration programme is to introduce students to the business world, the nature and scope of decision making, and to provide an overview of the functional areas of management.

In this Programme, students develop a holistic approach to business and they gain fundamental knowledge and skills necessary for managing businesses. They learn the administrative functions within organizations and how to operate effectively and efficiently.

The Programme aim is to produce graduates who are capable of performing a range of business tasks while displaying the readiness to develop further in key areas of business, such as entrepreneurship, accounting, management

and marketing. This Programme provides a pathway to a higher degree/qualification in Business Administration and other related programmes offered by the majority of Higher Education Institutions.

### Intended learning outcomes

- Explain and apply fundamental concepts in the functional areas of business administration.
- Apply technical and analytical skills to support business processes and make decisions.
- Identify the theories and practices of business ethics and social responsibility.
- Show interpersonal and communication skills.
- Learn to collaborate in a business environment and work as a member of a team.

#### general education requirements min 12 ECTS

##### compulsory subjects

			ECTS
01	ICT I	CSC 101	6

##### optional subjects

			ECTS
01	Academic Writing	ENG 103	6
02	ICT II	CSC 102	6
03	Business Statistics	STA 101	6
04	Sociology	LIB 104	6

#### business core requirements min 102 ECTS

##### compulsory subjects

			ECTS
01	Business Communications	BUS 102	6
02	Business Maths	MAT 102	6
03	Introduction to Business	MGT 111	6
04	Accounting I	ACC 101	6
05	Management	MGT 121	6
06	Accounting II	ACC 121	6
07	Fundamentals of Marketing	MKT 121	6

08	Introduction to Economics	ECO 102	6
09	Principles & Practices of Selling	MKT 221	6
10	Public Relations	MKT 120	6
11	Entrepreneurship	MGT 212	6
12	Strategic Management Principles	MGT 214	6
13	Organisational Behaviour	MGT 223	6
14	Digital Marketing	MKT 224	6
15	Business Law	LAW 211	6
16	Business Ethics	BUS 222	6

##### optional subjects

			ECTS
01	Consumer Behaviour	MGT 222	6
02	Human Resource Management	MGT 221	6
03	Business Finance I	FIN 221	6
04	International Business	BUS 221	6

#### free elective / language requirements min 6 ECTS

Complete catalogues on page 45. Subjects offered each semester are announced prior to the commencement of classes.

Free elective / language subjects are recommended for semesters 3-4.

# BUSINESS

## Digital Marketing | 2 years, Diploma

min 120 ECTS

An Accredited Programme

### Aim of the Programme

The aim of the Programme is to introduce Students to the field of Digital Marketing and provide them with knowledge on theoretical and practical aspects of this highly evolving field. Students will gain necessary skills and knowledge that will enable them to apply Digital Marketing techniques in order to implement an effective Digital Marketing Strategy plan. Students will acquire knowledge both on conventional and digital aspects of Marketing and learn how to work in an ethical manner. More specifically, the Programme will provide Students with knowledge on the fundamentals of Marketing and introduce them to the concepts of Business as well as Design and Digital Publishing Fundamentals. They will understand how social media can be used by Marketing professionals, learn the importance of market research in all stages of Marketing planning and also learn how to gather and evaluate collected data. In addition, Students will be introduced to the digital consumer behaviour and learn about Social Media Marketing.

### Intended learning outcomes

On completing this Programme Students will be able to:

- Explain the importance of communication, show ability to create a persuasive and engaging copy and demonstrate writing skills by producing clear, organized and well-structured documents.
- Outline the role and importance of Marketing and Digital Marketing including Content Marketing and its purpose.
- Explain the use of social media and their effectiveness and outline the features and characteristics of the various social media platforms.
- Define the basic principles of Design and apply the Design Thinking Process by applying image and video editing fundamentals
- Define the importance of market research and evaluate Data analytics
- Apply digital Marketing strategies and prepare effective campaigns taking digital consumer behaviour and the characteristics of e-commerce into consideration.

general education requirements		min 18 ECTS	
compulsory subjects			
ECTS			
01	Writing Skills	ENG 104	6
02	ICT I	CSC101	6
03	Business Communications	BUS 102	6

business core requirements		min 96 ECTS	
compulsory subjects			
ECTS			
01	Social Media Fundamentals	MKT 111	6
02	Fundamentals Of Marketing	MKT 121	6
03	Advanced Social Media	MKT 122	6
04	Design & Digital Publishing Fundamentals	MKT 123	6
05	Copywriting Essentials	MKT 229	6
06	Market Research	MKT 222	6
07	Digital Marketing	MKT 224	6

08	Public Relations	MKT 120	6
09	Digital Consumer Behaviour	MKT 124	6
10	Photo & Video Editing	MKT 230	6
11	Digital Marketing Strategy	MKT 322	6
12	Content Marketing	MKT 220	6
13	Integrated Marketing Communication	MKT 212	6
14	E-Commerce	MKT 228	6
15	Digital Marketing Analytics	MKT 227	6
16	Marketing Management	MGT 226	6

optional subjects		min 6 ECTS	
ECTS			
01	Final Project	PRO DMKT	6
02	Industrial Placement	IND DMKT	6

# BUSINESS

## Business Administration | 4 years, Bachelor of Arts

min 240 ECTS

An Accredited Programme

### Aim of the Programme

The aim of this Programme is to help Students understand and appreciate the different aspects of business, and prepare them for real-world administration roles. It provides a diverse environment where Students can acquire the knowledge and leadership skills they need for their future work, by learning how to draw correct conclusions, and reach smart decisions, a skill set that applies from planning a day-to-day operation to adjusting strategies to on-going changes and challenges. Students are taught to relate theoretical concepts to practical situations and are continuously updated on issues regarding globalization, EU developments, the internet and technological developments and their effect on business practices.

### Intended learning outcomes

- Develop critical thinking, problem solving, effective teamwork and leadership skills, design research proposal and interpret findings within the business context.
- Identify and analyse similarities and differences among individuals and groups.
- Value the importance of cultural values and their impact on organization, and discuss the notions of globalization and cultural diversity.
- Analyse the diversity of consumers and its impact on marketing decision.
- Discuss the important role of information technology in business.
- Justify the ability to effectively use information in business decision making.

#### general education requirements min 36 ECTS

##### compulsory subjects

			ECTS
01	Academic Writing	ENG 103	6
02	ICT I	CSC 101	6
03	ICT II	CSC 102	6
04	Business Statistics	STA 101	6
05	Research Methodology	STA 301	6

##### optional subjects

			ECTS
01	Calculus I	MAT 111	6
02	Psychology	LIB 111	6
03	Advanced ICT	CSC 103	6

#### business core requirements min 192 ECTS

##### compulsory subjects

			ECTS
01	Business Communications	BUS 102	6
02	Business Maths	MAT 102	6

03	Introduction To Business	MGT 111	6
04	Accounting I	ACC 101	6
05	Management	MGT 121	6
06	Accounting II	ACC 121	6
07	Fundamentals Of Marketing	MKT 121	6
08	Microeconomics	ECO 101	6
09	Organisational Behaviour	MGT 223	6
10	Sales Methods	MKT 226	6
11	Public Relations	MKT 120	6
12	Consumer Behaviour	MGT 222	6
13	Management of Information Systems	CSC 300	6
14	Strategic Management Principles	MGT 214	6
15	Entrepreneurship	MGT 212	6
16	Macroeconomics	ECO 300	6
17	Business and Corporate Law I	LAW 213	6
18	E-Business	BUS 313	6
19	Business Finance I	FIN 221	6
20	Operations Mgt	MGT 211	6
21	Business Finance II	FIN 312	6
22	Crisis and Change Management	MGT 316	6

23	Human Resource Mgt	MGT 301	6
24	Project Management	MGT 413	6
25	Innovation Strategy	MGT 415	6
26	Supply Chain Management	MGT 416	6
27	International Management	MGT 310	6
28	Leadership in Organisation	MGT 417	6
29	Risk Management	MGT 414	6

#### optional subjects

ECTS

01	Services Marketing	MKT 311	6
02	Marketing Communications	MKT 411	6
03	Digital Marketing Strategy	MKT 322	6
04	Managerial Finance	FIN 423	6
05	Financial Markets & The Banking System	FIN 314	6
06	Employee Recruitment, Appraisal & Benefits	MGT 420	6
07	Business and Corporate Law II	LAW 310	6
08	Business Sustainability	BUS 314	6

#### free elective / language requirements

min 6 ECTS

Complete catalogues on page 45. Subjects offered each semester are announced prior to the commencement of classes.  
Free elective / language subjects are recommended for semesters 5-8.

# Because, Sports and Studies go together!



**PROUD SUPPORTERS  
OF OUR CHAMPION,  
JUDOKA  
YIANNIS ANTONIOU**

# BUSINESS

## Master of Business Administration | 3 semesters, MBA

min 90 ECTS

An Accredited Programme

### Aim of the Programme

The purpose of the MBA programme is to produce skillful leaders and critical thinkers to have a number of career options in management positions. Students will be able to recognize and resolve problems and have the flexibility of thought that will allow them to adjust to changing market trends and social needs. Throughout the course, students will gain advanced business skills and knowledge of business and management concepts, theoretical frameworks, and applied analysis, while giving particular emphasis to current business developments in a global and multicultural context. In addition, graduates will learn to conduct business in an ethical manner and they will be able to identify ethical dilemmas and apply an ethics model or framework to propose and defend resolutions.

### Intended learning outcomes

- Critically evaluate the leadership skills needed to further develop an organization.
- Develop the strategic plan of an organization, analyse and resolve business problems on a regional, national and international level.
- Discuss the relationship between the organisation and its environment and the importance of organisational change and development.
- Critically evaluate the ethical implication of business decision making and recognize ethical dilemmas.
- Develop creative and critical thinking skills.
- Develop innovative environment in the business.
- Use the key areas of business in support of wider organizational activity.
- Analyze critically strategic perspectives regionally, nationally and internationally at organizational and sectorial levels.
- Evaluate the relationship between an organization and its environment and the importance and nature of organizational change.

### optional introductory programme

NO ECTS

Candidate MBA Students with any other background other than Business, and with no knowledge in Management, Economics, Marketing, Accounting or Finance, may attend the following introductory courses, the duration of which is 15 hours each.

			ECTS
01	Management	MGT 501	0
02	Marketing	MKT 502	0
03	Business Finance	FIN 503	0
04	Accounting	ACC 504	0
05	Economics	ECO 505	0

### business core requirements

min 90 ECTS

#### compulsory subjects

			ECTS
01	HRM & Organisational Behaviour	MGT 600	6
02	Managerial Marketing	MKT 601	6
03	Managerial Economics	ECO 601	6
04	Strategic Management	MGT 602	6
05	Business Law & Ethics	LAW 602	6
06	Final Project Phase 1	PRO MBA 1	6
07	Industrial Marketing Strategy	MKT 602	6
08	Operations Management	MGT 606	6
09	Financial Management	FIN 601	6
10	Entrepreneurship & Innovation	MGT 609	6
11	Global Management	MGT 610	6
12	Management of Information Systems	CSC 601	6
13	Leadership	MGT 611	6
14	Final Project Phase 2	PRO MBA 2	12

# HOSPITALITY & TOURISM



*Frankie Collezoni*

# HOSPITALITY & TOURISM

## Hotel Administration | 2 years, Diploma

min 120 ECTS

An Accredited Programme

### Aim of the Programme

The Programme introduces Students to the field of Hospitality and all its vital areas, by helping them comprehend, list, evaluate and analyse basic principles through the knowledge offered. It familiarizes them with the different departments within a hotel unit and guides them in the proper and efficient operation of its services, such as front office, food & beverage, housekeeping, maintenance, and marketing. It is meant as a basis for further studies in any Hospitality direction rather than specialized knowledge.

### Intended learning outcomes

- Analyse and interpret the business environment of a Hotel unit
- Demonstrate the ability to work and operate efficiently as an assistant, in a hotel's administrative department
- Assess, analyse and evaluate the financial viability of a hospitality establishment thus creating safeguards for its daily smooth operations.
- Demonstrate the necessary knowledge and confidence which enable to operate successfully in any department of a hotel.

#### general education requirements min 12 ECTS

##### compulsory subjects

			ECTS
01	ICT I	CSC 101	6

##### optional subjects

			ECTS
01	Academic Writing	ENG 103	6
02	Business Maths	MAT 102	6
03	Business Statistics	STA 101	6
04	Sociology	LIB 104	6

#### hospitality requirements min 96 ECTS

##### compulsory subjects

			ECTS
01	Business Communications	BUS 102	6
02	Accounting I	ACC 101	6
03	Introduction to the Hospitality Industry	HTL 111	6
04	Hygiene & Nutrition	HTL 114	6
05	Food Preparation	HTL 112	6
06	Food & Beverage Service	HTL 113	6
07	Front Office Procedures	HTL 121	6
08	Housekeeping Operations	HTL 122	6

			ECTS
09	Customer Service for Hospitality & Tourism	HTL 123	6
10	Management	MGT 121	6
11	Fundamentals of Marketing	MKT 121	6
12	Bar Operations	HTL 226	6
13	Food & Beverage Mgt & Control	HTL 311	6
14	Leisure & Recreation Mgt	TOU 212	6
15	Event Management	TOU 210	6

##### optional subjects

			ECTS
01	Destinations, Attractions & Tourism	TOU 214	6
02	Cultural Tourism	TOU 209	6
03	Sustainable Tourism Development	TOU 221	6
04	Introduction to Economics	ECO 102	6
05	Hospitality Law	HLA 321	6

#### Industrial Placement IND HOS min 6 ECTS

#### free elective / language requirements min 6 ECTS

Complete catalogues on page 45. Subjects offered each semester are announced prior to the commencement of classes.  
Free elective / language subjects are recommended for semesters 3-4.

# HOSPITALITY & TOURISM

## Hotel Management | 4 years, Bachelor of Arts

min 240 ECTS

*An Accredited Programme*

### **Aim of the Programme**

The aim of this Programme is to prepare Students for a rewarding career in hotel management operations. It develops Students' critical thinking and refines their analytical, problem-solving and decision-making skills as well as their managerial skills, abilities and competencies essential to all professional managers in the hospitality field.

Students learn about the social, economic and environmental context in which the hotel industry operates and the structure, nature and operating characteristics of the different departments of a hotel unit such as Front Office, Housekeeping, Food & Beverage, Customer Service, Leisure & Recreation, Event mgt as well as marketing and sales promotions.

Furthermore, Students are given the opportunity to put into practice the knowledge and skills they have acquired through work placement schemes

organized by the College and approved by the Ministry of Education, Culture, Sports and Youth.

### **Intended learning outcomes**

- Critically analyze and evaluate contemporary issues within the areas of hotel management.
- Develop the managerial skills necessary for managing different hotel departments.
- Analyse the significance of providing guests with service of exceptional quality and its impact on the success of any hospitality operation.
- Develop strategies for maximizing the occupancy rate of a hotel and increase the average daily rate and revenue per available room.
- Analyse the leadership abilities required to manage a hotel unit successfully.

general education requirements			min 36 ECTS
compulsory subjects			
			ECTS
01	Academic Writing	ENG 103	6
02	ICT I	CSC 101	6
03	Business Maths	MAT 102	6
04	Business Statistics	STA 101	6
05	Research Methodology	STA 301	6
optional subjects			
			ECTS
01	Calculus I	MAT 111	6
02	ICT II	CSC 102	6
03	Psychology	LIB 111	6
hospitality core requirements			min 186 ECTS
compulsory subjects			
			ECTS
01	Introduction to the Hospitality Industry	HTL 111	6
02	Food Preparation	HTL 112	6
03	Food & Beverage Services	HTL 113	6

			ECTS
04	Hygiene & Nutrition	HTL 114	6
05	Front Office Procedures	HTL 121	6
06	Housekeeping Operations	HTL 122	6
07	Customer Service for Hospitality & Tourism	HTL 123	6
08	Management	MGT 121	6
09	Business Communications	BUS 102	6
10	Fundamentals of Marketing	MKT 121	6
11	Accounting I	ACC 101	6
12	Health & Safety	HTL 228	6
13	Microeconomics	ECO 101	6
14	Facilities Mgt & Environment in the Hotel Industry	HTL 227	6
15	Leisure & Recreation Mgt	TOU 212	6
16	Organisational Behaviour	MGT 223	6
17	Event Management	TOU 210	6
18	Public Relations	MKT 120	6
19	Bar Operations	HTL 226	6
20	Cultural Tourism	TOU 209	6
21	Strategic Management Principles	MGT 214	6
22	Health & Wellness Tourism	TOU 208	6

			ECTS
23	Food & Beverage Mgt & Control	HTL 311	6
24	Entrepreneurship and the Hotel Industry	MGT 410	6
25	Hospitality Law	HLA 321	6
26	Human Resource Mgt	MGT 301	6
27	Leadership in Organisation	MGT 417	6
28	Room Division Management	HTL 416	6
29	Revenue Management	HTL 414	6
30	Hotel Financial Management	MGT 422	6

optional subjects

			ECTS
01	Change and Crisis Management in the Hotel Industry	MGT 423	6
02	Management of Information Systems	CSC 300	6
03	Macroeconomics	ECO 300	6
04	Risk Management in the Hotel Industry	MGT 424	6

**Final Project PRO HOS** min 6 ECTS

**Industrial Placement IND HTL** min 6 ECTS

**free elective / language requirements** min 12 ECTS

Complete catalogues on page 45. Subjects offered each semester are announced prior to the commencement of classes.  
Free elective / language subjects are recommended for semesters 5-8.







**Dora Konstantinou**  
Academic Dean



**Marianna Papathoma**  
Quality Assurance Officer  
Erasmus+ Coordinator



**Georgia Georgiou**  
Head of the International  
Recruitment Office



**Dr Maria Hadjielia  
Drotarova**  
Head of Research, EU Funding  
Programmes Coordinator



**George Antoniadis**  
Erasmus+ Coordinator

# INFORMATION TECHNOLOGY



# INFORMATION TECHNOLOGY

## Computer Studies | 2 years, Diploma

min 120 ECTS

An Accredited Programme

### Aim of the Programme

The Programme aims to produce high quality professionals with competitive qualifications, who wish to find employment in the computing industry. Students have the opportunity to develop a sound foundation in both current and emerging hardware and software.

Students obtain specialized knowledge and qualifications on the architecture and functions of computers as well as operating systems, database management systems, visual programming and networking. In addition, Students will be able to earn six professional certifications from CISCO Networking Academy and Microsoft Technology Association.

On graduating, Students will have a broad range of problem-solving skills and techniques, including logical thinking and creative design as well as the technical and soft skills necessary for employment. Furthermore, this

programme builds a strong foundation for those wishing to further their studies in specialized areas such as computer programming, database analysis, computer science, computer engineering, software engineering and information technology.

### Intended learning outcomes

- Troubleshooting computer and network device problems.
- Operating Linux and Windows OS.
- Making use of programming languages (C#, C++, Java).
- Administering, maintaining and backing up a server.
- Managing and programming any Switch and Router device.
- Writing technical documentation.

general education requirements min 18 ECTS

compulsory subjects

			ECTS
01	ICT I	CSC 101	6
02	Calculus I	MAT 111	6
03	English For IT	ENG 112	6

computer core requirements min 90 ECTS

compulsory subjects

			ECTS
01	IT Essentials	CSN 111	6
02	Programming Principles I	CSC 111	6
03	Calculus II	MAT 121	6
04	Programming Principles II	CSC 121	6
05	Operating Systems I	CSN 115	6
06	Technical Writing & Documentation	CSN 124	6
07	System Analysis & Design I	CSC 123	6
08	Visual Programming C#	CSC 216	6
09	Data Structures	CSC 211	6
10	Database Mgt Systems	CSC 218	6

			ECTS
11	Computer Architecture I	CSC 219	6
12	Computer Networking I	CSN 122	6
13	Object Oriented Programming	CSC 226	6
14	Human Computer Interaction	CSC 215	6

optional subjects

min 6 ECTS

			ECTS
01	ICT II	CSC 102	6
02	Systems Analysis & Design II	CSC 225	6
03	Windows Server Administration	CSN 221	6
04	Computer Networking II	CSN 212	6
05	Operating Systems II	CSN 121	6
06	Management of Information Systems	CSC 300	6
07	Industrial Placement	IND COM	6

free elective / language requirements

min 6 ECTS

Complete catalogues on page 45. Subjects offered each semester are announced prior to the commencement of classes.

Free elective / language subjects are recommended for semesters 3-4.

# INFORMATION TECHNOLOGY

## Computer Systems & Networking | 2 years, Diploma

min 120 ECTS

An Accredited Programme

### Aim of the Programme

The purpose of this Programme is to produce Graduates with such professional skills and certifications, which will meet the currently existing market needs and trends, and fill the gap in the specific sector, with hands-on skilled employees, holders of internationally recognized professional qualifications.

The Programme includes six (6) courses aligned with CISCO Networking Academy and two (2) courses aligned with Microsoft Technology Association, offering a strong advantage and more opportunities for work placement.

This is a highly competitive Programme of Study, which concentrates on providing useful and important knowledge and skills to Students in designing, implementing, installing, and troubleshooting networks, as well as administering various computing systems, such as operating systems, servers and cloud systems.

Upon completion of this 2 year Diploma, Graduates will be able to be employed as Network Engineers and/or as System Administrators, since even small companies require at least one IT expert with such qualifications. Additionally, Graduates are fully equipped to be employed by ISP companies, as Technicians or they may also be self-employed freelancers, providing maintenance services to companies.

### Intended learning outcomes

On completion of the Programme Students should be able to:

- Troubleshoot computer devices and machines.
- Manage Linux and Windows Operating Systems.
- Format a computer.
- Administer, maintain and back up a server.
- Design, install and manage a LAN network.
- Troubleshoot any network problems.
- Manage the settings and programming of any Switch and Router device.
- Administer all user's needs and requests by a company.

general education requirements min 12 ECTS

compulsory subjects

ECTS

01	ICT I	CSC 101	6
02	English For IT	ENG 112	6

computer core requirements min 108 ECTS

compulsory subjects

ECTS

01	IT Essentials	CSN 111	6
02	Programming Principles I	CSC 111	6
03	Operating Systems I	CSN 115	6
04	Operating Systems II	CSN 121	6
05	Computer Networking I	CSN 122	6
06	Computer & Network Architecture	CSN 123	6
07	System Analysis & Design I	CSC 123	6
08	Technical Writing & Documentation	CSN 124	6

ECTS

09	Data Structures	CSC 211	6
10	Computer Networking II	CSN 212	6
11	Database Management Systems	CSC 218	6
12	Security Fundamentals	CSN 211	6
13	IoT:Connecting Things	CSN 213	6
14	Windows Server Administration	CSN 221	6
15	Fundamentals of Distributed & Cloud Computing	CSN 222	6
16	Network Installations	CSN 223	6

optional subjects

ECTS

01	Final Project	CSN 224	12
02	Industrial Placement	CSN 225	12

# INFORMATION TECHNOLOGY

## Computing | 4 years, Bachelor of Science

min 240 ECTS

Programme registered with the Cyprus Ministry of Education, Culture, Sport & Youth

### Aim of the Programme

The purpose of this BSc Programme of Study is to provide advanced knowledge in the field of Computing, by providing knowledge to Students through a range of courses offered at advanced level, to obtain a critical understanding of theoretical and practical aspects of existing computing systems.

The structure of the Programme has been designed in a careful and balanced way and is based on the (six) 6 elements that constitute the Computing knowledge framework, following the CC2020 guidelines.

The selection and the loading of specialized courses under each element are according to the CC2020 guidelines, aiming at a balanced Programme of Study, including:

1) Users Organization 2) Hardware 3) System Modelling 4) System Architecture and Infrastructure 5) Software Development and 6) Software Fundamentals.

The Programme aims at providing the required skills to Graduate Students for entering a constantly evolving field, in which they will be able to generate computational solutions (applications, software, algorithms, models) which can solve complex problems.

Students will gain the required experience to work in groups, taking decisions and responsibilities, troubleshoot and solve problems, work under deadlines, and gain the skills for self-directed learning within their discipline, likewise in a real IT working environment through various practical assignments included in the courses.

### Intended learning outcomes

- Apply mathematical principles incorporated into the field of Computing
- Utilize fundamental research methods for conducting research in computing.
- Demonstrate an understanding of organizational behaviour as well as the social ethical and professional issues in the field of computing.
- Adopt effective Human-Computer Interaction practices, considering UX Design principles for the development of user-friendly software.
- Outline technical reports and documentation.
- Analyze system requirements and design computational solutions.
- Develop and manage relational databases.
- Develop applications for administering unstructured data / big data.
- Demonstrate an understanding of Hardware Computing elements, circuit design, IoT Microcontrollers, and Computer Architecture models.
- Elaborate advanced programming skills and implement algorithms for solving advanced problems.
- Analyze algorithm's complexity and evaluate efficiency.
- Demonstrate an understanding of computer operating systems and develop solutions for overcoming operational issues.
- Adapt effective software engineering practices for the design, development, and evaluation of complex back-end and front-end software solutions, including web applications.
- Evaluate and implement Artificial Intelligence Algorithms.
- Configure and troubleshoot small business and enterprise networks.
- Apply effective practices for securing computer networks and computing systems.
- Evaluate cloud computing technologies and implement distributed systems.

### general education requirements 24 ECTS

			ECTS
01	English for IT	ENG 112	6
02	Business Communications	BUS 102	6
03	Organisational Behaviour	MGT 223	6
04	Research Methods in Computing	STA 321	6

### computing core requirements min 194 ECTS

#### compulsory subjects 132 ECTS

			ECTS
01	IT Essentials	CSN 111	6
02	Technical Writing & Documentation	CSN 124	6

			ECTS
03	Programming Principles I	CSC 111	6
04	Mathematics for Computing I	MAT 122	6
05	Programming Principles II	CSC 121	6
06	Digital Logic Design	CSC 124	6
07	Object Oriented Programming	CSC 226	6
08	Mathematics For Computing II	MAT 212	6
09	Computer Architecture	CSC 219	6
10	Introduction to Networks	CSC 217	6
11	System Analysis & Design I	CSC 123	6
12	Data Structures	CSC 211	6
13	Operating Systems	CSC 212	6
14	Database Management	CSC 222	6
15	Human Computer Interaction	CSC 215	6

**ECTS**

16	Systems Analysis & Design II	CSC 225	6
17	Advanced Data Structures & Algorithms	CSC 316	6
18	Software Engineering	CSC 323	6
19	Web Programming	CSC 320	6
20	Artificial Intelligence	CSC 324	6
21	Social, Ethical and Professional Issues in Computing	CSC 318	6
22	Professional Practice in Software Engineering	CSC 415	6

optional subjects **min 62 ECTS**

table A 1 (five subjects) **min 30 ECTS**

**ECTS**

01	Big Data Analysis	CSC 312	6
02	Cloud & Distributed Systems	CSC 317	6
03	Advanced Networks: Routing & Switching	CSC 301	6
04	Advanced Database Management	CSC 315	6
05	IoT: Microcontrollers, Programming & Applications	CSC 302	6
06	User Experience Desing	CSC 303	6
07	Prompted Engineering: Programming with LLMS	CSC 304	6

Four (4) advanced core optional courses table A2 **min 32 ECTS**

Two subcategories available: table A2.1 and table A2.2

table A 2.1

select maximum three (3) if CSC 301 or CSC 317 is completed or  
select maximum two (2) if CSC 301 and CSC 317 is completed

**ECTS**

01	Ethical Hacking	CSC 403	8
02	Enterprise Networking & Security	CSC 405	8
03	Computer Network Security	CSC 416	8
04	Parallel Programming	CSC 406	8

table A 2.2 (min one subjects)

**ECTS**

01	Advanced Web Programming	CSC 407	8
02	Computer Graphics	CSC 408	8

final project **16 ECTS**

01	Final Project Phase 1	PRO COM 1	8
02	Final Project Phase 2	PRO COM 2	8

free elective / language requirements **min 6 ECTS**

**ECTS**

01	Modern Greek I	MGR 101	6
02	Advanced English	ENG 110	6
03	Managing and Working in a Cross-Cultural Environment	LIB 119	6





# ENGLISH LANGUAGE FOUNDATION PROGRAMME



# ENGLISH LANGUAGE FOUNDATION PROGRAMME

## English Language Foundation Programme | 2 Academic Semesters

### Aim of the Programme

The English Language Foundation Course is designed to prepare international students for successful entrance to Higher Education Institutions in Cyprus by enhancing their language proficiency. This course focuses on developing the students' English language skills in listening, speaking, reading, and writing, as well as building their academic language and communication skills required for successful study in a Higher Education Institution.

### Objectives

- Attain proficiency in all language skills: listening, speaking, reading, and writing.
- Develop academic vocabulary and language necessary for Higher Education studies.
- Enhance communication skills for academic and social interactions.
- Gain confidence in participating in class discussions and debates and presenting academic topics.
- Improve critical thinking and analytical skills through reading and writing tasks.

### Intended Learning Outcomes

- **Language Proficiency:** Develop an intermediate level of proficiency in the English language, including grammar, vocabulary, and pronunciation, enabling students to communicate effectively in various everyday situations.
- **Reading Skills:** Comprehend and analyze moderately complex texts, articles, and excerpts from different sources (such as newspapers, academic texts, or literature) to extract essential information and understand the main ideas and arguments.

- **Writing Skills:** Produce coherent and detailed texts on various topics, expressing opinions, arguments, and personal experiences using appropriate grammar, vocabulary, and organizational structures.
- **Listening Skills:** Understand the main points and specific information in spoken English, such as lectures, discussions, interviews, and presentations, delivered at a moderate pace with some complexity.
- **Speaking Skills:** Engage in conversations and discussions on familiar and some unfamiliar topics, express opinions, participate in group discussions, and give short presentations with relatively clear pronunciation and appropriate language use.
- **Cultural Understanding:** Develop an understanding of cultural nuances and contexts related to the English language, including social norms, customs, and practices prevalent in English-speaking countries.
- **Language Strategies:** Acquire strategies to enhance language learning independently, such as using resources effectively, expanding vocabulary, self-correcting, and improving language skills through various methods (e.g., self-study, language exchange, etc.).
- **Grammar and Vocabulary:** Consolidate and expand knowledge of grammar rules, tenses, sentence structures, idiomatic expressions, and vocabulary relevant to everyday and academic contexts.
- **Critical Thinking Skills:** Apply critical thinking skills to analyze and evaluate information presented in English, allowing students to form opinions, make inferences, and draw conclusions from texts or spoken content.
- **Language Fluency:** Develop increased fluency and confidence in using English in different contexts, leading to better communication and interaction both academically and socially.

### Programme requirements

no ECTS earned

#### compulsory subjects

01	Introduction to the language expectations of the course and Academic Environment I	ENG 001
02	Listening and Speaking Skills Development I	ENG 002
03	Reading Skills Enhancement I	ENG 003
04	Writing Skills Enhancement I	ENG 004
05	Academic Vocabulary and Language I	ENG 005

06	Language Practice and Application I	ENG 006
07	Introduction to the language expectations of the course and Academic Environment II	ENG 007
08	Listening and Speaking Skills Development II	ENG 008
09	Reading Skills Enhancement II	ENG 009
10	Writing Skills Enhancement II	ENG 010
11	Language Practice and Application II	ENG 012

### Evidence of English language skills for the Foundation Programme

Candidates who need to enrol for the English language Foundation Programme, have to provide evidence of a minimum command of the English Language as follows:

English in H.S.L.C with grade (valid only for Local and EU Candidates)	12/20
IELTS	4
TOEFL IBT	42
IB English B Standard Level (SL)	4
IB English B High Level (HL)	3
Password Skills Plus Test	4
Michigan Language Assessment	ECCE (40)
Cambridge IGCSE or GCSE English as a second language	E
University of Cambridge Exams	B1 Preliminary (PET)
SAT* Evidence-Based Reading and Writing (EBRW)	450
Pearson PTE Academic	43
Common European Framework of Reference for Languages (CEFR)	B1

The above internationally accepted qualifications comply with the requirements of the Ministry of Education, Sports and Youth



### Free Electives Catalogue

		ECTS
01	Humanities	LIB 101 6
02	Political Science	LIB 102 6
03	Cultural History	LIB 103 6
04	Sociology	LIB 104 6
05	Cypriot Studies	LIB 105 6
06	Social Psychology	LIB 106 6
07	Theory of Art	LIB 107 6
08	History of Art I	LIB 108 6
09	History of Art II	LIB 109 6
10	Religion & Philosophy	LIB 110 6
11	Psychology	LIB 111 6
12	Media of Mass Communication	LIB 112 6
13	Elementary Design Skills	LIB 113 6
14	Introduction to Literature	LIB 114 6
15	Society and Environment	LIB 115 6
16	Introduction to Performing Arts	LIB 116 6
17	Cultural Geography	LIB 117 6
18	Film Appreciation	LIB 118 6
19	Managing & Working in a Cross-Cultural Environment	LIB 119 6

### Languages Catalogue

		ECTS
01	Modern Greek I	MGR 101 6
02	Modern Greek II	MGR 102 6
03	Modern Greek Literature	MGR 104 6
04	Advanced English	ENG 110 6
05	Introduction to English Literature	ENG 310 6
06	French I	FRE 101 6
07	French II	FRE 102 6
08	German I	GER 101 6
09	German II	GER 102 6
10	Spanish I	SPA 101 6
11	Spanish II	SPA 102 6
12	Russian I	RUS 101 6
13	Russian II	RUS 102 6





Congratulations!

You did it!



4

congratulations!

You did it!

short  
course -  
descriptions

## Short Course Descriptions

### ACC 101 ACCOUNTING I (6 ECTS)

This course aims to help Students develop an understanding of the basic principles of Accounting underlying the recording of business transactions as well as the ability to keep books and prepare final accounts for a sole trader. Students will be able to prepare different types of financial statements with the understanding that they should give a 'true' and 'fair' view.

### ACC 113 FINANCIAL ACCOUNTING I (3 Teach. Hrs / 6 ECTS)

The purpose of this course is to develop knowledge and understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of double-entry accounting techniques including the preparation of basic financial statements.

### ACC 121 ACCOUNTING II (6 ECTS)

Accounting II enables Students to develop an understanding of the basic principles underlying the recording of business transactions, as well as develop the ability to prepare and interpret accounts for sole traders, partnerships, non-trading organisations and manufacturing accounts. Students will be able to choose and apply the different accounting ratios allowing them to understand the financial position of the company.

### ACC 123 MANAGEMENT ACCOUNTING II (6 ECTS)

The purpose of this course is to further develop knowledge and understanding of management accounting techniques to support management in planning, controlling and monitoring performance in a variety of business contexts.

### ACC 124 FINANCIAL ACCOUNTING II (6 ECTS)

The purpose of this course is to further develop knowledge and understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of double-entry accounting techniques including the preparation of basic financial statements.

### ACC 214 TAXATION I (6 ECTS)

To develop knowledge and skills relating to the Cyprus tax system as applicable to individuals, single companies and groups of companies.

### ACC 225 TAXATION II (6 ECTS)

To further develop knowledge and skills relating to the Cyprus tax system as applicable to individuals, single companies and groups of companies.

### ACC 314 AUDIT & ASSURANCE I (6 ECTS)

The purpose of this course is to develop knowledge and understanding of the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

### ACC 324 AUDIT & ASSURANCE II (6 ECTS)

The purpose of this course is to further develop knowledge and understanding of the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

### BUS 102 BUSINESS COMMUNICATIONS (6 ECTS)

The aim of this course is to help Students understand the process of developing business messages, realize the types of problems faced by communicators on a daily basis, as well as appreciate the different forms of communication. Students also learn techniques of speaking, listening and writing in different business settings. By the end of the course Students should be able to analyze a situation and choose and apply the best approach for communicating effectively in given circumstances.

### BUS 221 INTERNATIONAL BUSINESS (6 ECTS)

This course aims to deliver students with an understanding and knowledge of international business operations, practices and its environment. To provide an analysis of the parameters and factors impacting international business in the current competitive environment and, equip students with the skills and knowledge required in the making of more informed decisions relating to international business.

### BUS 222 BUSINESS ETHICS (6 ECTS)

The purpose of this course is to introduce students to ethical considerations regarding business practices. The course also aims to provide students with the necessary skills to describe fundamentals concepts of ethics in various cases. Students will learn how to act responsibly towards all business stakeholders keeping in mind business profitability and be able to explain different models of how social responsibility can create a sustainable return on investment for companies.

### BUS 313 E-BUSINESS (6 ECTS)

The purpose of this course is to provide knowledge on e-Businesses and their online operations. Students will be able to discuss the origin and growth of e-business, to explain the differences and similarities between e-commerce and traditional commerce and to analyse the challenges of doing business on the Internet. They will also be able to evaluate specific areas related to e-business such as marketing; finance; sales; technology; security as well as legal aspects. Students will be introduced to various ways of developing a web site.

### BUS 314 BUSINESS SUSTAINABILITY (6 ECTS)

The purpose of this course is to cultivate students' critical thinking on sustainability in business. Students will evaluate business sustainability for the society, the environment and the economy. They will be able to discuss the integration of innovation strategy in business sustainability, to present various sustainability strategies that affect corporate strategies and to analyse the transformation of freight and logistics for a secure environment.

### CSC 101 ICT I (6 ECTS)

This hands-on course is designed to give Students an understanding of information technology principles, as well as a hands-on experience of using PCs. Students will be introduced to computers and information communication and they will learn how to use a computer to perform everyday tasks, create and manipulate documents, as well as use the internet.

### CSC 102 ICT II (6 ECTS)

This hands-on course is designed to give students a further understanding of information technology principles as well as a hands-on experience of using PCs. Students will be able to use the computer to create and manipulate spreadsheets, databases and presentations, to develop, format and use a spreadsheet, accomplish standard mathematical and logical operations using basic formulas and functions, use advanced features of spreadsheet application such as importing objects and creating graphs and charts, design and plan a database using standard database packages, retrieve information from an existing database by using the query, select and sort tools available in the database, create and modify database reports, develop format and use a PowerPoint presentation.

### CSC 103 ADVANCED ICT (6 ECTS)

This course is designed to give Students advanced knowledge and practical skills in word processing, spreadsheets and presentation tools. In addition, Students will understand the methods of creating web pages and evaluate real-life examples of good and bad websites, learn about Information Communication Technology, and enhance their end-user skills and knowledge of computers. They will also learn how to use the advanced features associated with word processing applications, the advanced features associated with spreadsheet applications, those associated with presentation applications, and how to develop a web site.

**CSC 111 PROGRAMMING PRINCIPLES I (6 ECTS)**

This course aims to provide an understanding of the basic principles of programming, the logic of constructing a computer programme, and the practical aspects of integrating programme modules into a cohesive whole. Students also learn how to design, implement, debug, and document elementary programmes in programming language, and they practice the programming concepts through the development of simple programmes with professional languages (such as C and C++). Students are expected to be computer literate. Part of the course includes supervised structured laboratory exercises.

**CSC 121 PROGRAMMING PRINCIPLES II (6 ECTS)**

In this course Students are taught advanced programming applications, concepts and implementation of object-oriented programming and design, using C++ and are familiarised with the language syntax of C++, applications using C++ objects to solve information systems problems, and class libraries created for reuse and inheritance. Supervised structured laboratory exercises are also an important part of the course.

**CSC 122 COMPUTER ARCHITECTURE (6 ECTS)**

Students of this course learn the basics of digital circuits for computer systems and the structuring of these components into CPU, memory and I/O subsystems, how to organize these subsystems into complete computer systems, understand the fundamentals underlying contemporary logic design using hardware description languages, synthesis, and verification, and focus on the applications of basic computer design concepts with strong connections to real-world technology.

**CSC 123 SYSTEMS ANALYSIS AND DESIGN I (6 ECTS)**

This course aims to introduce the concepts of systems, systems planning and systems analysis and design by introducing real-life examples with the intention of computerizing and/or upgrading them from an old system to a new one. Methods of SDLC (Systems Development Life Cycle), RAD (Rapid Application Design), and Agile Modelling are also introduced and implemented to meet customer needs.

**CSC 124 DIGITAL LOGIC DESIGN (6 ECTS)**

The purpose of this course is to introduce students to digital logic and circuits. This course utilizes both the classical approach to digital logic design (i.e., pen and paper) in addition to the modern schematic capture and hardware description language (VHDL and/or GHDL). This will allow the students to have a hands-on experience in circuit design and get a deeper understanding of how computer systems are designed and process their data prior moving to the course of Computer Architecture which includes more abstract terms in regard to the processing of signals and data.

**CSC 211 DATA STRUCTURES (6 ECTS)**

This course teaches Students about data structures, algorithms associated with them, and their applications to such problems as searching, sorting, and memory management. They also learn about space complexity analysis of the data structures and the time complexity of associated algorithms, and of the trade-off between these two considerations.

**CSC 212 OPERATING SYSTEMS (6 ECTS)**

This course aims to introduce the fundamental concepts of operating systems and help Students understand the basics of process management, memory management and processor management, and the terms of 'multitasking' and 'multithreading'. Students learn how to develop algorithms (i.e. semaphores, mutex) in order to prevent deadlocks, by achieving synchronization and parallelism. They will also be able to understand and analyse a parallel algorithm.

**CSC 215 HUMAN COMPUTER INTERACTIONS (6 ECTS)**

This course aims to introduce Students to the various multi-disciplinary fields of human computer interaction, help them understand the importance of designing interactive computer systems which are effective, efficient, easy and friendly to use,

and persuade them to take into account the human and contextual parts of a system when this is being analysed and designed.

**CSC 217 INTRODUCTION TO NETWORKS (6 ECTS)**

The course CSN 122 – Computer Networking I, is aligned with the course of CISCO Networking Academy: Introduction to Networks. The first course in the CCNA curriculum introduces the architectures, models, protocols, and networking elements that connect users, devices, applications and data through the internet and across modern computer networks -including IP addressing and Ethernet fundamentals. By the end of the course, students can build simple local area networks (LANs) that integrate IP addressing schemes, foundational network security, and perform basic configurations for routers and switches. The course is taught based on a set of modules along with their associated competencies. Each module is an integrated unit of learning that consists of content, activities and assessments that target a specific set of competencies. The size of the module will depend on the depth of knowledge and skill needed to master the competency. Some modules are considered foundational, in that the artifacts presented, while not assessed, enable learning of concepts that are covered on the CCNA certification exam. By the end of the course, students will be ready to take the external exams of CISCO Networking Academy which will take place within 10 days after the completion of their final examination.

**CSC 218 DATABASE MGT SYSTEMS (MTA) (6 ECTS)**

The aim of this course is to help Students prepare for the Microsoft Technology Associate Exams 98-364. It covers introductory knowledge and skills including: relational databases; core database concepts; relational database concepts; security requirements for databases and the data stored in them; database objects -- such as tables and views; graphical tools and T-SQL scripts; database queries; stored procedures. This program provides an appropriate entry point to a future career in technology and assumes hands-on experience.

**CSC 222 DATABASE MANAGEMENT (6 ECTS)**

This course teaches Students how to model database management systems, makes them aware of the importance of taking into consideration relational data models using SQL together with basic programming techniques, and encourages them to practice the database design concepts through the creation of simple database models and use of SQL. It includes supervised structured laboratory exercises.

**CSC 223 COMPUTER GRAPHICS (6 ECTS)**

This is an introductory course to computer graphics, its theory and application. Students learn how to use programming languages to create graphical objects and practice the processing of computer graphics with professional tools (i.e. OpenGL). It includes supervised structured laboratory exercises.

**CSC 225 SYSTEMS ANALYSIS AND DESIGN II (6 ECTS)**

This course aims to further develop the concepts of systems, systems planning and systems analysis, to provide the necessary advanced skills required to analyse or design a computerized system, and to introduce the concept of object oriented systems analysis and design. It includes supervised structured laboratory exercises.

**CSC 226 OBJECT ORIENTED PROGRAMMING (6 ECTS)**

This course teaches the use of object oriented programming languages, such as JAVA, with object oriented programming principles. It is an introductory course in object oriented programming. Emphasis is given to classes, inheritance, polymorphism and handling. It includes supervised structured laboratory exercises.

**CSC 300 MANAGEMENT OF INFORMATION SYSTEMS (6 ECTS)**

The purpose of this course is to provide knowledge on the value of information systems as applied. Students will comprehend the management of information technology and resources in organizations and the issues involved in the analysis, design and operation of management information systems in them. In addition, the course will demonstrate the potential strategic value of information technology and resources in organizations.

**CSC 301 ADVANCED NETWORKS: ROUTING & SWITCHING (6 ECTS)**

The course CSN 212 – Computer Networking II, is aligned with the course of CISCO Networking Academy: Routing and Switching Essentials. The second course in the CCNA curriculum focuses on switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN. The course is taught based on a set of modules along with their associated competencies. Each module is an integrated unit of learning that consists of content, activities and assessments that target a specific set of competencies. The size of the module will depend on the depth of knowledge and skill needed to master the competency. Some modules are considered foundational, in that the artifacts presented, while not assessed, enable learning of concepts that are covered on the CCNA certification exam.

**CSC 302 IoT: MICROCONTROLLERS, PROGRAMMING AND APPLICATIONS (6 ECTS)**

The aim of this course is to enforce students to explore the three basic insights of the Internet of Things: Why do we want to connect everything? What do we want to connect? And how do we connect everything? A typical IoT solution includes sensors, local analytic abilities, network connections, and the ability to process and analyze the gathered data. Overall, it is important to understand how a product or a process or a business can be improved with the instrumentation and the collection of data. It all starts with the connection of a sensor to a gateway and from there to the network and the cloud.

**CSC 303 USER EXPERIENCE DESIGN (6 ECTS)**

The objective of the course is to develop two capabilities: (1) to read and critique the HCI research literature, and (2) to define and carry out (HCI) research projects. These capabilities obviously are related: the critical skills necessary to evaluate published contributions to the research literature are indispensable in defining, planning, carrying out, documenting, and reporting your own research. Furthermore, the skills you learn are not specific to HCI, so you should be able to apply them to whatever other research domains you participate in.

**CSC 304 PROMPT ENGINEERING: PROGRAMMING WITH LARGE LANGUAGE MODELS (LLMs) (6 ECTS)**

The purpose of this course is to prepare students in the usage of prompt engineering using Python. In this course students will be able to realize intelligent human behavior on their Python programs by interfacing with APIs of Large Language Models (LLMs).

**CSC 312 BIG DATA ANALYSIS (6 ECTS)**

The purpose of this course is to provide knowledge on what big data can offer through real life examples and hands-on exercises. Students will learn the various big data modeling techniques. Students will be guided through the basics of using Apache Spark and by the end of the course they will be able to analyze unstructured data and develop small ETL project using Apache Spark to refine those datasets.

**CSC 315 ADVANCED DATABASE MANAGEMENT (6 ECTS)**

The purpose of this course is to enforce students advancing their scripting query skills for retrieving data from relational databases. Students will also explore securing and backup techniques. They will learn how non-relational databases function and distribute data as well as understand data mining and data warehousing. Students will also explore various data systems in the industry and evaluate various cases.

**CSC 316 ADVANCED DATA STRUCTURES & ALGORITHMS (6 ECTS)**

In this course students will extend their knowledge on data structures (Trees and Heaps) and algorithms (Advanced Sorting, Greedy and Dynamic). Through this

course students will advance their programming skills by implementing and using advanced data structures and complex algorithms. At the beginning of this course students will learn how to implement advanced data structures such as Trees, Binary Trees, AVL Trees, Heaps, Binary Heaps and Hash Tables. During the course, they will also be able to implement advanced sorting algorithms such as Heapsort, Mergesort, Quicksort and Bucket Sort. Moreover, on the completion of this course students will have advanced knowledge in analyzing the complexity of the above algorithms and implementing others for solving common problems in the field of Computing (e.g Knapsack, Optimal Merge and Minimum Spanning Trees and String Matching).

**CSC 317 CLOUD & DISTRIBUTED SYSTEMS (6 ECTS)**

The purpose of this course is to provide students with knowledge in cloud and distributed systems. Initially students will learn how to distinguish the various types of cloud computing and also classify the various security threads within Cloud. Later in the course students will be exposed to some of the most common computing mechanisms and through various case studies, analyse and explain Cloud architectures. Using virtualization technologies students will learn how to design and build distributed systems.

**CSC 318 SOCIAL, ETHICAL & PROFESSIONAL ISSUES IN COMPUTING (6 ECTS)**

The purpose of this course is to develop the ethical reasoning skills and sensitivities that computer professionals will need. This course includes a general introduction to ethical theories and their applications for justifying decisions made by computing professionals. Through various case studies and examples, students will be able to identify problems that arise from the misuse of computers and technology. On the completion of this course, students will get an understanding of regarding responsibilities of computing professionals, ethics on the internet, the privacy of information, intellectual property as well as social and legal issues.

**CSC 320 WEB PROGRAMMING (6 ECTS)**

The purpose of this course is to provide students advanced knowledge on the planning, designing and building stages of interactive, data-driven and professional quality websites with the potent combination of the latest internet technologies and web standards. The students receive hands-on experience in dynamic web programming with the help of today's core technologies: HTML, CSS, jQuery, JavaScript, PHP and MySQL.

**CSC 323 SOFTWARE ENGINEERING (6 ECTS)**

The aim of this course is to help students understand the various stages in a software life cycle - from the conception of the software to its decommissioning. To introduce various software engineering techniques, methods and models so that students could learn to design and implement better quality software.

**CSC 324 ARTIFICIAL INTELLIGENCE (6 ECTS)**

The main purpose of this course is to provide a fundamental knowledge to Students and make them understand that Artificial Intelligence (AI) is a research field that studies how to realize the intelligent human behaviours on a computer. The ultimate goal of AI is to make a computer learn, plan, and solve problems autonomously. Although AI has been studied for more than half a century, we still cannot make a computer to be as intelligent as a Human Being in all aspects. Students will finally learn how to solve such problems and design AI applications using PROLOG language.

**CSC 403 ETHICAL HACKING (6 ECTS)**

The purpose of this course is to provide knowledge on ethical hacking. Students learn how to penetrate the computer systems, applications or networks to identify and exploit the security vulnerabilities that may lead to potential cyber threats and risks. This course provides practical knowledge and hands-on real-time concepts and penetration tools. In this course students will learn various hacking techniques and attacks. Additionally, tools and several techniques of penetration testing will be

presented and/or demonstrated. Practical tasks will be assigned in order to improve the understanding of the theoretical background. For this purpose, students will learn how to exploit vulnerabilities and also how to protect system against attacks, for every stage of the penetration testing.

#### **CSC 405 ENTERPRISE NETWORKING & SECURITY (6 ECTS)**

This course is aligned with the course of Enterprise Networking, Security, and Automation (ENSA) offered by the CISCO Networking Academy. This is the third and last course in the CCNAv7 curriculum and its useful completion can award the full certification of CISCO CCNA. In this course students will have the opportunity to explore the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access. It also introduces software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks, and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.

#### **CSC 407 ADVANCED WEB PROGRAMMING (6 ECTS)**

The purpose of this course is to introduce students to one of the most effective and widely used technology stacks, Microsoft ASP.NET for creating interactive, professional-grade, database-driven web applications. The students receive expert knowledge in the client-server model, the .NET Framework and Core, the ASP.NET, C# and Ajax programming languages, and, the Visual Studio integrated development environment for developing Advanced Web Programming applications. The course is an advanced extension of the Object-Oriented Programming and Web Programming modules, thus, students are also using principles, such as JavaScript and SQL, that were previously taught.

#### **CSC 415 PROFESSIONAL PRACTISE IN SOFTWARE ENGINEERING (6 ECTS)**

The purpose of this course is to make students gain valuable practical software engineering experience. This course is a continuation and consolidation of skills learned in Software Engineering I. Students will be randomly assigned in teams (mixed ability groups) and they will be required to build their own application, with a focus on architecture, planning, and meeting requirements through extensive testing. Each team of students should implement an application whose requirements will be provided by their instructor. Projects can be both industrial and academic and these will be randomly allocated to the teams. Students will have to break down the provided requirements and implement a robust application with appropriate design patterns and ensure that acceptance tests are met through integration and unit tests.

#### **CSC 416 COMPUTER NETWORK SECURITY (6 ECTS)**

The purpose of this course is to provide students advanced knowledge on the latest developments in computer network security. Students will be able to analyze central problems that confront security designers and security administrators and explain the threats to computer and network system, evaluate the relative risks of these threats and develop cost-effective and user-friendly countermeasures.

#### **CSC 419 PARALLEL ALGORITHMS (6 ECTS)**

The aim of this course is to help Students understand the importance of parallel programming and the area where this programming is necessary and applicable. They will be introduced to several models of parallel architectures, and by the end of the course Students will be able to take a sequential algorithm and transform it into parallel algorithm using the proper analysis, design and implementation.

#### **CSC 601 MANAGEMENT OF INFORMATION SYSTEMS (6 ECTS)**

The purpose of this course is to analyse the value of information systems, as applied. Students will critically evaluate the management of information technology as

well as the potential strategic value of information technology and resources in organizations. Students will be able to analyse and design management information systems in organizations.

#### **CSN 111 IT ESSENTIALS (6 ECTS)**

This course covers the fundamentals of computer hardware and software, as well as advanced concepts, such as security, networking, and the responsibilities of an IT professional. By completion, students will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. They will also be able to connect to the Internet and share resources in a networked environment. New topics in this version include mobile operating systems, OS X, Linux, and client side virtualization. Expanded topics include Microsoft Windows operating systems, security, networking, and troubleshooting. They will also be ready to take the external exams of CISCO Networking Academy, Netacad Exam – IT ESSENTIALS and CompTIA A+ certification exams 220-901 and 220-902, which will take place within 10 days after the completion of their final examination.

#### **CSN 114 INTRODUCTION TO PROGRAMMING (6 ECTS)**

The course is aligned with the Cisco Networking Academy course 'CPA: Programming Essentials in C++', which prepares students for the CPA – C++ Certified Associate Programmer certification exam. It covers all the basics of programming in the C++ language, as well as the fundamental concepts and techniques used in object-oriented programming. It starts with some universal basics, without relying on object concepts, and gradually extends to the advanced issues the student will encounter when using the objective approach.

#### **CSN 115 OPERATING SYSTEMS I (3 Teach. Hrs / 6 ECTS)**

This course covers the theoretical aspects of Processes and Scheduling to help students understand the way in which an OS operates. It is aligned with chapters 1-6 of the CISCO Networking Academy 'NDG Linux Essentials' course. Through the course, a first encounter with the Linux environment is established, while further knowledge on that will be earned in CSN 121. Through the content of this course, students get a hands-on experience with Linux command line concepts. They overview the types of OS systems and understand the terms deadlock, starvation, parallelism and multiprocessing. They will furthermore use basic Linux commands, as well as synchronization to solve deadlocks.

#### **CSN 121 OPERATING SYSTEMS II (3 Teach. Hrs / 6 ECTS)**

The course is aligned with the CISCO Networking Academy 'NDG Linux Essentials' course. During this course, the remaining 9 chapters of 'NDG Linux Essentials' will be covered (Chapter 7-16). A prerequisite for this course is CSN 115, which covers the first 6 chapters of 'NDG Linux Essentials'. The content of the course give students a hands-on access to practice Linux command line concepts. By the end of the course, students will be ready to participate in the external exams of CISCO Networking Academy which will take place within 10 days after the completion of their final examination.

#### **CSN 122 COMPUTER NETWORKING I (6 ECTS)**

The course is aligned with the CISCO Networking Academy course: 'Introduction to Networks'. It introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are also introduced in order to provide a foundation for the curriculum. By the end of the course, students will be ready to take the external exams of CISCO Networking Academy which will take place within 10 days after the completion of their final examination.

#### **CSN 123 COMPUTER & NETWORK ARCHITECTURE (6 ECTS)**

The course introduces basic principles of computer architecture, such as central processing unit, memory, input / output organization, and computer software at low level. In addition it presents data communication systems, communication

techniques, network architecture, and network security. It introduces the way that hardware components are connected together to form a computer system.

#### **CSN 124 TECHNICAL WRITING & DOCUMENTATION (6 ECTS)**

The course presents the topic of proper writing of technical reports and documentation. It also includes requirements specification along with report and article composition in professional publication format. It emphasizes on technical documentation directed to engineers and computer specialists, and trains students in creating documentation and communication material that spans the cycle of technology product development.

#### **CSN 211 SECURITY FUNDAMENTALS (6 ECTS)**

The course of Security Fundamentals is aligned with the Microsoft Technology Associate Exam 98-367 'Security Fundamentals' course. It leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. It provides an appropriate entry point to a future career in technology and assumes some hands-on experience or training, but does not assume on-the-job experience. It also contains an extra chapter (5), which concentrates on cybersecurity and informs students about how to get protected when being online.

#### **CSN 212 COMPUTER NETWORKING II (6 ECTS)**

The course is a continuation of Computer Networking I, and is aligned with the CISCO Networking Academy course: 'Routing and Switching Essentials'. It describes the architecture, components, and operations of routers, and explains the principles of routing and routing protocols. Students learn how to configure a router for basic and advanced functionality. By the end of the course, they will be able to configure and troubleshoot routers and resolve common issues with RIPv1, RIPv2, EIGRP, and OSPF in both IPv4 and IPv6 networks.

#### **CSN 221 WINDOWS SERVER ADMINISTRATION (6 ECTS)**

The course CSN 221 – Windows Server Administration is aligned with the course of Microsoft, AZ-800: Administering Windows Server Hybrid Core Infrastructure. This course leverages the same content as found in the Microsoft Official Academic Course (MOAC) for this exam. Students will familiarize themselves with storage and server performance management.

#### **CSN 222 FUNDAMENTALS OF DISTRIBUTED & CLOUD COMPUTING (6 ECTS)**

This course studies the key design principles of distributed systems, which are collections of independent networked computers that function as single coherent systems. It covers fundamental concepts of distributed systems including network architectures, communication protocols, processes and threads and naming. It covers important paradigms in distributed systems, including logical clocks, distributed mutual exclusion; consistency, replication, fault tolerance, coordination, agreement and security. In addition, the course introduces the student to the domain of cloud computing and examine the core technologies and methods that define cloud computing, that include SaaS, PaaS and IaaS. Benefits and drawbacks of cloud computing are also analyzed.

#### **CSN 223 NETWORK INSTALLATIONS (6 ECTS)**

This course includes a study of fundamental local area networking concepts, a detailed study of the basics of local area network (LAN) technology and a comparative study of commercially available LAN systems and products. The course will feature a hands-on laboratory implementation of a LAN. The course also aims to enable students to install, wire, setup the operation of computer networks. It will also give students an understanding of basic principles, methods and network installation techniques. Students will understand the basic principles of structured cabling and international standards and they will identify the different components of a network installation. They will also perform a concise description of active network equipment and a detailed technical description of the cable system of a building.

They will be able to read network projects and prepare offers for new networks and they will understand the components of LANs and the purpose of each.

#### **CSN 224 FINAL PROJECT (6 ECTS)**

The Final Year Project takes place during the last semester of studies. Students are given the option of either doing a Final Project (CSN 224) OR Industrial Training (CSN 225). The aim of the Project is to give students hands on experience through project implementation. The project should contain practice and documentation must be submitted upon the completion of the project.

#### **ECO 101 MICROECONOMICS (6 ECTS)**

The aim of this course is to teach Students the basic economic principles. On completing this course, Students will be able to understand the basics in Economics and appreciate how individual units such as consumer and business firms make decisions and how the interaction between demand and supply forces can determine prices. They will also learn about the four primary industry structures, perfect and monopolistic competition, oligopoly, monopoly, and about the importance of theory in explaining how the real world operates and the relevance of economic principles in everyday life.

#### **ECO 102 INTRODUCTION TO ECONOMICS (6 ECTS)**

This course is to provide students with the knowledge and understanding of the basic microeconomic principles as well as to learn the basic macroeconomic principles and understand how the economy operates as a whole and see how the theories apply in practice.

#### **ECO 300 MACROECONOMICS (6 ECTS)**

The purpose of this course is to introduce students to the macroeconomic principles and learn how the economy operates as a whole and how the theories apply in practice. Its main focus is to facilitate the analysis of important economic aggregates such as the national income, inflation, unemployment, economic growth, exchange rates, balance of payment and understand how they influence our lives.

#### **ECO601 MANAGERIAL ECONOMICS (8 ECTS)**

This course teaches the application of economic principles and procedures to managerial decisions, emphasizing microeconomics rather than macroeconomics.

#### **ENG 103 ACADEMIC WRITING (6 ECTS)**

The aim of this course is to offer a sound, workable and contemporary project-based approach to writing that blends both traditional organization and terminology with current findings in composition to help college students deal with academic writing. Students also learn techniques of analysis, research and source documentation in different formats. By the end of this course students should be able to plan, develop and produce writing and research independently.

#### **ENG 110 ADVANCED ENGLISH (6 ECTS)**

This course aims to assist students achieve a high proficiency level in both written and spoken English as well as improve their listening skills. On completing this course, students should be able to tackle and comprehend more complex English texts, to use their critical thinking in speaking and writing essays, to analyze data as well as to be able to provide arguments, opinions and justifications in English. This course also aims at preparing students for the academic version of the IELTS examination.

#### **ENG 112 ENGLISH FOR IT (6 ECTS)**

This is both a functional and theoretical course which has been designed for students studying in the field of information technology or for employees who are in training at work. It is a pre-intermediate (CEF levels A2 – B1) course, which requires at least elementary knowledge of English. During the course students will face topics which reflect the latest developments in the field, while honing their speaking and listening skills by participating in practical tasks based on real-life situations from the field of internet technology.

**FIN 221 BUSINESS FINANCE I (6 ECTS)**

This course aims to describe the current financial environment in which business decisions are made. On completing this course, Students should be able to understand and apply basic time value methodology to general valuation and integrate cash flow applications. Students will also be able to understand and apply the conceptual relationship between the expected return and the relevant risk of individual assets and portfolios of assets as well as the traditional evaluation techniques of capital budgeting analysis in business and personal capital investments.

**FIN 223 FINANCIAL REPORTING I (6 ECTS)**

The purpose of this course is to develop knowledge and skills in understanding and applying accounting standards and the theoretical framework in the preparation of financial statements of entities, including groups and how to analyse and interpret those financial statements.

**FIN 312 BUSINESS FINANCE II (6 ECTS)**

This course introduces Students to the basic principles that guide corporate managers in making their investment and financing decisions. It also provides the analytical tools for determining the value of a corporation and assessing the effectiveness of corporate management in maximizing that value. The goal of the course is to provide Students with a solid understanding of the basic ideas of modern corporate finance, as well as the analytical and quantitative tools necessary to be successful in the modern financial world.

**FIN 313 FINANCIAL REPORTING II (6 ECTS)**

The purpose of this course is to further develop knowledge and skills in understanding and applying accounting standards and the theoretical framework in the preparation of financial statements of entities, including groups and how to analyse and interpret those financial statements.

**FIN 314 FINANCIAL MARKETS & THE BANKING SYSTEM (6 ECTS)**

The purpose of this course is to provide knowledge on the financial markets and the banking system. Students will be able to evaluate different financial institutions and their ability to create money as well as the services they offer. Students will critically evaluate various financial markets and their functions and they will be able to discuss the role of a banker / customer relationship and how banks compete with each other. Finally, they will be able to discuss the functions and the role of the Central Bank.

**FIN 423 MANAGERIAL FINANCE (6 ECTS)**

The purpose of this course is to teach students the management methods necessary to make decisions from a financial point of view. Students will develop the knowledge and skills expected of Financial Managers in relation to investment, financing and dividend policy decisions. They will be able to apply the relevant knowledge and skills acquired and to exercise their judgment in taking decisions relating to the financial management of an organization.

**FIN 601 FINANCIAL MANAGEMENT (6 ECTS)**

This course aims to provide an understanding of the financial decision making process. The student will be introduced to the three major decision-making areas in financial management, investment, and the financing of asset management decisions. Students will also be able to apply the decision making process to the Hospitality industry.

**FRE 101 FRENCH I (6 ECTS)**

This course helps Students acquire a basic understanding of the French language and to communicate in simple and routine tasks by developing their speaking, listening, reading and writing skills in French. On completing this course, Students should be able to communicate simply in a range of everyday situations. Students will be able to fill in forms about themselves, ask for information, answer questions about themselves, as well as make reservations for accommodation and write short messages in French. This course also aims to familiarize students with cultural aspects of France and other francophone countries.

**FRE 102 FRENCH II (6 ECTS)**

The aim of this course is to consolidate and develop the language skills acquired by Students in French I. The course covers syntax, lexis, phonetics, and cultural aspects from France and other French speaking countries. By the end of the course Students will be able to understand simple documents in French such as website pages, charts or articles, and simple dialogues between French native speakers. They will also be able to communicate effectively in simple situations, for instance talk about their daily routines, make plans, make a phone call, describe someone's physical appearance and personality, and write simple messages using past and future tenses.

**GER 101 GERMAN I (6 ECTS)**

This adult beginner's course provides Students with the strategies they need to communicate effectively in a range of everyday activities. During the course, Students will be introduced to German grammar, develop their speaking skills by participating in functional dialogues, as well as take part in listening and reading exercises.

**GER 102 GERMAN II (6 ECTS)**

This is an intermediate course for students who have already acquired the essentials of grammar and conversation in German. Students will improve their communication skills in German through grammar and dialogue practice. On completing this course Students should be able to communicate with a greater degree of confidence in a range of everyday situations.

**HLA 321 HOSPITALITY LAW (6 ECTS)**

This course aims to introduce Students to the European legal system and teach them the principles of law relating to the Hospitality Industry.

**HTL 111 INTRODUCTION TO THE HOSPITALITY INDUSTRY (6 ECTS)**

This course aims to provide Students with a basic understanding of the lodging and food service industry and provide a sense of its scope by tracing the industry's growth and development. By the end of the course Students should be able to identify the different types of lodging and Food and Beverage operations and ways of classifying the rating establishments, as well as appreciate the attractions on which travel and tourism depends on.

**HTL 112 FOOD PREPARATION (6 ECTS)**

To be successful in this course, Students need to pass both practice and theory. This course aims to emphasize the importance of the relationship between theoretical knowledge and practical experience in the catering field. It also aims to examine key aspects of modern catering and to assist students in becoming more acquainted with the kitchen environment and its system of organization. After completing this course, students should be able to understand and analyze the key areas of managing individual behavior in a professional kitchen.

**HTL 113 FOOD & BEVERAGE SERVICE (6 ECTS)**

In order to complete this course successfully, Students need to achieve a pass mark in both the practical and theoretical parts of the course.

The aim of this course is to develop the necessary knowledge and understanding related to food and beverage service practices and to gain the relevant skills required for food and beverage service. In this course students will acquire a basic knowledge of food and beverage services which can be applied in food & beverage management. Upon completion of this course, Students should be able to understand the impact of major contemporary issues in a modern food and beverage business.

**HTL 114 HYGIENE & NUTRITION (6 ECTS)**

This course will equip Students with the confidence needed to formulate procedures, and act upon decisions regarding a healthier and better balanced food & beverage nutrient intake. By the end of the course, Students will be able to identify, analyze, and deal with chemical, physical, biological, and structural risks and hazards. They will also know the correct procedures for temperature monitoring, storing, maintaining, cooking, and freezing of all food items.

**HTL 121 FRONT OFFICE PROCEDURES (6 ECTS)**

This course aims to provide basic background information about the work roles and responsibilities of front office staff. The course will also demonstrate to Students how to interact with guests and facilitate communication among employees and between employees and guests and give them an increased understanding of the technology that helps this interaction and communication to occur. On completing this course, Students will be able to understand the functions of the front office, including its role in the successful running of a hotel. They will have the opportunity to apply the knowledge they have obtained during theoretical lessons, when taking part in practical sessions in the College training reception area and the Computer Lab.

**HTL 122 HOUSEKEEPING OPERATIONS (6 ECTS)**

This course aims to provide students with knowledge of the functions and procedures in the housekeeping department of a hotel. Students will be able to understand and appreciate the impact of an effective housekeeping in the overall success of a hotel. On completing this course, Students should be able to understand the planning and organization of various housekeeping tasks and will be able to apply the theoretical knowledge they have gained during lessons in the training bedroom.

**HTL 123 CUSTOMER SERVICE FOR HOSPITALITY & TOURISM (6 ECTS)**

The purpose of this course is to provide the necessary knowledge and understanding in order to develop the related customer service skills within the diverse hospitality industry environment. During the course Students will acquire the adequate knowledge for excellent customer service capabilities, which can be applied within all top class food & beverage establishments and the wider tourism industry.

**HTL 226 BAR OPERATIONS (6 ECTS)**

The course aims to provide Students with a more broad understanding and knowledge of ways to manage all kinds and types of bars, as well as to be able to analyze the key areas of managing standalone bars and hotel bars. Students will also gain the necessary knowledge for the adequate behaviour at a bar, as well as the relative legislative restrictions of the job.

**HTL 227 FACILITIES MGT & ENVIRONMENT IN THE HOTEL INDUSTRY (6 ECTS)**

The purpose of this course is to introduce students to the management of the Facilities & Maintenance department, the importance of energy management systems and the basic operation of maintenance systems within a hospitality facility. Students will be introduced to environmental issues affecting the hospitality industry and how to deal with environmental problems which arise with the operation of hospitality units.

**HTL 228 HEALTH & SAFETY (6 ECTS)**

The purpose of this course is to give students an understanding of the importance of everyone's safety and health responsibilities in the workplace. This course is designed to enable students recognise how they can influence, control and monitor risk to improve safety and health issues in the workplace.

**HTL311 FOOD & BEVERAGE MGT AND CONTROL (6 ECTS)**

The purpose of this course is to teach students the management of Food & Beverage operations. Students will learn how to plan, manage and evaluate all food & beverage operations. The course will teach students the methodologies and tools to control food, beverage, labour and other costs. Moreover, students will be able to examine and evaluate the importance of nutrition and sound safety and sanitation programmes. Students will be able to join group discussions and critically evaluate and judge effective and ineffective F&B operations techniques through case studies and real scenarios. Students will learn to work as a team for the smooth operations in food and beverage environment.

**HTL414 REVENUE MANAGEMENT (6 ECTS)**

The purpose of this course is to provide the necessary knowledge and skills related to maximizing the revenue of a firm, so that it will assist the firm in deciding the

amount of inventory to be allocated to different types of demand. Students are encouraged through problem solving case studies to develop new techniques to maximize the revenue of a hotel unit.

**HTL416 ROOM DIVISION MANAGEMENT (6 ECTS)**

The purpose of this course is to outline the duties and responsibilities of key executives and department heads. Students will be able to design an organizational chart of the rooms division of a hotel. They will be able to discuss the main functions of the rooms' division departments and the property management systems, calculate occupancy percentages, average daily rates, and actual percentage of potential rooms' revenue. They will also be able to analyze the importance of the reservations and guest services functions and critically evaluate the complexities and challenges of the concierge, housekeeping, and security/loss prevention departments.

**IBL 601 INTERNATIONAL LAW (6 ECTS)**

This course is intended to prepare MBA students for business dealings in international law. The lecturers cover in detail the fundamental concepts, principals and rules of law that apply to business transactions.

**IND HOS INDUSTRIAL PLACEMENT IN HOSPITALITY (6 ECTS)**

The aim of this industrial placement is to make Students familiar with the role of staff and principals in the Hospitality industry. Students will acquire a practical understanding of the procedures and skills required within the hospitality departments including kitchen, restaurants, front office, housekeeping procedures, systems and others.

**INT HTL INDUSTRIAL PLACEMENT HOTEL ADMIN. (4 ECTS)**

The aim of this training course in the Hotel industry is to make Students familiar with the hotel administration and the principals of the Hotel industry in real life situations. It gives them the opportunity to identify and classify the standard procedures of this industry.

**INT TOU INDUSTRIAL PLACEMENT TRAVEL & TOURISM (4 ECTS)**

The aim of this training course in the Tourism industry is to make Students familiar with the role of the travel agent, the principals within the industry, all types of documentation used in the travel agency including front office procedures, systems, filing, travel manuals and publications, and familiarize them with back office procedures including invoicing, receipts, credit notes, BSP and CRS systems (making airline bookings).

**LAW 211 BUSINESS LAW (6 ECTS)**

The aim of this course is to help Students comprehend basic legal concepts. On completing their course Students will have acquired a broad understanding of the British, European and Cyprus legal systems. They will also be familiar with the general rules of agency, which find specific application in relation to Partnerships and Companies, as well as of the basic nature of contractual agreements.

**LAW 213 BUSINESS AND CORPORATE LAW I (6 ECTS)**

The purpose of this course is to provide knowledge on the general legal framework, and the specific legal areas relating to business. Students will learn the general rules of agency and the basic nature of contractual agreements. Terms such as offer, acceptance, consideration and intention to create a legal relationship will be explained.

**LAW 310 BUSINESS AND CORPORATE LAW II (6 ECTS)**

The purpose of this course is to provide students an in depth knowledge of corporate and business law concepts. Students will be able to explain and analyse how public and private limited companies are formed, managed, financed and regulated. Students will be taught the relevant regulations of employment relationships and business related ethical issues.

**LAW 602 BUSINESS LAW & ETHICS (6 ECTS)**

The purpose of this course is to provide advanced knowledge on the legal framework in which companies operate. Students will critically evaluate the difference between how a business is regulated and the need to operate ethically. Students will be able to discuss how business law and business ethics complement each other. They will be invited to engage in a critical evaluation of the ethical responsibilities owed by the business to the various stakeholders. They will have the reasoning and analytical skills needed to resolve moral dilemmas.

**LIB 103 CULTURAL HISTORY (6 ECTS)**

This course aims to give Students a basic and general understanding and knowledge of the development and diversity of Human Culture. Students will learn the chronological sequence of the different eras, in a so called 'vertical journey' through History, and also the process through which the development from one era to the other took place. They will furthermore learn the key factors that have always determined the characteristics of each historical period, as well as each Cultural Group separately. Students will be made to understand that they should have an objective but critical stance towards the broad spectrum of Human Civilization and its various forms, and will be given the ways to evaluate, appreciate and respect them.

**LIB 104 SOCIOLOGY (6 ECTS)**

The course aims to provide Students with the opportunity to gain a basic understanding of society and how it operates. They will be able to understand and analyze the influences from society which mould the behaviour of people, their experiences and their interpretations of the world around them. They will develop a critical understanding of society and thus re-examine in a new light many of the taken-for-granted assumptions which we hold, and which influence the way we think about ourselves and others. The course also aims to develop a broader understanding of the world we live in and thus contribute to changes in society.

**LIB 107 THEORY OF ART (6 ECTS)**

This course aims to introduce Students to the vast field we call 'Art', to attempt to define the term, to underline its significance in our lives, and to shed some light on the reasons that make it necessary for us. Furthermore the course will examine the different genres of Art and their evolution through time, as well as the relation among them.

**LIB 108 HISTORY OF ART I (6 ECTS)**

This is a general introduction to the field of Art and its history. In this course a vertical review will be attempted through time and the eras of Art history from prehistoric to post-modern and contemporary. This journey will enable Students to realize the connection and the relation of the artistic eras among them as well as the relation between the social characteristics and features and the artistic ones in every era.

**LIB 109 HISTORY OF ART II (6 ECTS)**

This course aims to expand on the knowledge gained in the previous course, and to deliver more in depth knowledge either on specific eras of Art History, such as Classical Greek, Roman, Renaissance, and Modernism or on the evolution of specific genres of Art through the artistic eras. The course will also expand on the relation between society and Art and will stress even more the connection between the two.

**LIB 110 RELIGION AND PHILOSOPHY (6 ECTS)**

This course aims to deliver Students with a broad understanding and knowledge of historically significant religious and philosophical matters as they developed over the centuries. The course also aims to introduce Students to ideas and movements that have shaped world History. On completing this course, Students should be able to understand and analyze the way ethics and morality are interpreted and applied by various religious and spiritual movements. Students will be able to critically interpret and compare various religious and spiritual movements, as well as religion's and philosophy's approach to various existential issues such as death and immortality.

**LIB 111 PSYCHOLOGY (6 ECTS)**

This course aims to provide a basic understanding of fundamental psychological issues. On completing this course students should be able to interpret the learning situation and life in general with the use of psychological theories. Students will be able to critically apply different theories of psychology in order to examine how a given condition or set of conditions can affect behaviors and mental processes. This course also aims to develop an understanding of different schools of thought in psychology such as psychoanalytic, humanistic, evolutionary, biological psychology etc.

**LIB 112 MEDIA OF MASS COMMUNICATION (3 Teach. Hrs / 6 ECTS)**

The course aims to familiarize Students with the various sorts of Mass Communication Media, traditional and contemporary, enabling them to comprehend the big question of the role they play in our everyday lives. In the duration of the course all forms of mass media will be examined: written word, transmission or electronic networking. The importance of the latter will particularly be stressed, as it gains more and more space and importance in everyday mass communication.

**LIB 113 ELEMENTARY DESIGN SKILLS (6 ECTS)**

This course aims to give a basic understanding of the necessity and importance of design, as well as the different steps involved in the design process. Students will be familiarized with the procedure to be followed from the design concept and idea through to its various ways of presentation up to the actual realization of the product. By the end of the course, Students will furthermore be able to understand how design elements and principles are implemented to satisfy a specific need.

**LIB 114 INTRODUCTION TO LITERATURE (6 ECTS)**

This basic course aims to introduce Students to the large field of Literature, to give an appreciation of this as an Art-form, and to stress its historically significant role, in society in all its variations.

**LIB 115 SOCIETY & ENVIRONMENT (6 ECTS)**

This course studies the significance and practical applications of ecological principles and methods to problems of local, national and global concern. The conservation of natural resources in all sectors of human activity and their impact on the environment are addressed in terms of prevention, protection and restoration.

**LIB 116 INTRODUCTION TO PERFORMING ARTS (6 ECTS)**

This course is designed to introduce Students to the world of the specific category of Arts called 'Performing Arts'. This includes Theatre (verbal or musical), Dance and also Film. The aim is to acquaint Students with the essence of each of the above genres of spectacle and entertainment. A historic review will be introduced in each one of them, as well as their relation to each other and to other forms of Art. Along with that their importance in our every day social, economic as well as political lives will also be in the focus of examination.

**LIB 117 CULTURAL GEOGRAPHY (6 ECTS)**

The course aims to deliver Students a basic understanding and knowledge regarding the diversity of Human Culture. The title combines the words "Culture" and "Geography" and could be very easily rephrased as: "Cultural Landscape", meaning the existing cultural environment in its different forms. The course will present the broad spectrum of Human Civilization and Culture and will examine the status of its various forms, along with their roots and will attempt to uncover the links as well as the differences among them. Students will be made to realize the various factors that affect the formation of Culture and will be given the necessary information to be able to distinguish cultural characteristics and identity, as well as recognize cultural expression in all its diversity.

**LIB 118 FILM APPRECIATION**

The course aims to introduce students to the art of film-making and film analysis, as well as to different cinematic narratives. In completing the course, students should be able to understand, appreciate as well as analyze the different film genres, editing and cinematography methods. Students will be able to develop a critical understanding of technological aspects within the industry and appreciate current trends. The course also aims to develop a broader understanding of how to evaluate a film and what turns a movie into a blockbuster.

**LIB 119 MANAGING AND WORKING IN A CROSS-CULTURAL ENVIRONMENT (6 ECTS)**

The purpose of this course is to help students understand the challenges and opportunities, which are found in a cross-cultural working environment. The course provides knowledge and skills, which are essential for the cross-cultural adjustment of students aspiring to work abroad. It equips future managers with the knowledge and abilities to manage in a culturally diverse workplace setting. Students will also gradually build their own research and critical skills by analyzing cross-cultural issues within a company of their choice.

**MAT 102 BUSINESS MATHEMATICS (6 ECTS)**

This course aims to explain the application of mathematics in different business situations. It aims to sharpen the mathematical skills of Students and provide an introduction to accounting, finance, insurance, statistics, taxation and computer mathematics application.

**MAT 111 CALCULUS I (6 ECTS)**

This course aims to develop in Students a solid understanding of calculus, to help them understand the fundamental concepts of calculus (functions; limits; derivatives and integrals), teach them how to apply the methods of calculus to solve real problems, and enable them to use calculus effectively in subsequent courses and their future careers.

**MAT 121 CALCULUS II (6 ECTS)**

This course aims to help Students understand partial differentiation, matrix algebra and the solution of differential equations. Students will be able to calculate partial derivatives of a function, to prove Euler's Theorem and apply the theorem on matrices properties in order to solve linear equations and calculate the eigenvectors and eigenvalues of matrices, to classify and solve different types of differential equations and evaluate integral of functions, and they will become critical and creative by integrating lectures with the use of self evaluating projects, teamwork and project simulation.

**MAT 122 MATHEMATICS FOR COMPUTING I (6 ECTS)**

The purpose of this course is to introduce students to Mathematics for Computing in a pleasant and comprehensive manner. The students are encouraged to integrate Computing and mathematics for exploring the rich applications of mathematics to the Computing field, such as in Computer Graphics. The assignments are carried out using the technical computing language MATLAB. The MATLAB command syntax is supported in several software packages, as well as in MATLAB itself, and is being used throughout this module.

**MAT 212 MATHEMATICS FOR COMPUTING II (6 ECTS)**

The purpose of this course is to expand the students' knowledge in mathematics for computing in a comprehensive manner. The students are encouraged to further integrate computing, engineering and mathematics for exploring even wealthier applications of mathematics in computing, such as Computer Graphics, Hardware Programming, Communications, Software Engineering etc. The assignments are carried out using the technical computing language MATLAB. The MATLAB command syntax is supported in several software packages, as well as in MATLAB itself, and is being used throughout this module.

**MGR 101 MODERN GREEK I (6 ECTS)**

This is a beginner's course which aims to provide Students with the basic skills they need to communicate and participate in everyday events, such as shopping, introducing oneself, asking about others etc. they will learn the Greek alphabet, basic vocabulary and grammar, and develop their speaking skills by taking part in dialogues based on real-life situations. Throughout the course they will also be encouraged to analyse and identify vocabulary, grammar, and expressions in texts and dialogues.

**MGR 102 MODERN GREEK II (6 ECTS)**

This course aims to consolidate and build on the skills learnt in Modern Greek I. previously learnt material is explained in greater depth by recalling terms and basic grammar. During the course, Students analyse, interpret and translate written information, and apply new grammar, vocabulary and expressions through sentence building and participation in dialogues.

**MGR 104 MODERN GREEK LITERATURE (6 ECTS)**

This course aims to present a historical review of Modern Greek Literature. Students will be introduced to the different genres of Greek Literature, including poetry, novel, and short story. They will learn to identify and analyze Greek poems, understand and analyze the facts and concepts by interpreting, explaining, comparing and discussing main ideas, analyze motives and causes by classifying comparing and criticizing them.

**MGT 111 INTRODUCTION TO BUSINESS (6 ECTS)**

This course aims to demonstrate to Students the large context in which businesses operate and the many legal and ethical decisions managers must consider before committing themselves to a line of action. The course will also provide Students with the basic information that will help them appreciate the changes that take place within the environment which affects business behaviour and help them understand the role and purpose of business activity in both the private and public sectors.

**MGT 121 MANAGEMENT (6 ECTS)**

This course aims to deliver an understanding of the nature of organizations and businesses in particular. Students evaluate the impact of external and internal environment, which affect management decisions and business practices, choose and apply the different methods and tools available in management planning and decision making, and examine and implement the different theories and approaches available for effectively communicating, leading and motivating individuals within organisations.

**MGT 211 OPERATIONS MANAGEMENT (6 ECTS)**

The purpose of this course is to introduce students to Operations Management related to service and manufacturing industries. On completion of the course, students will know different quantitative and qualitative issues and their importance in supporting the strategic management and operational decisions for the corporate and functional areas of a business. Students will also learn how the strategic and operational nature of a business interlinks.

**MGT 212 ENTREPRENEURSHIP (6 ECTS)**

This course aims to instruct Students on how to formulate, plan and implement a new venture. Students are shown in great detail how to embark on a new venture in a logical manner. Through the use of case studies, Students will be able to distinguish between successful and unsuccessful ventures.

**MGT 214 STRATEGIC MANAGEMENT PRINCIPLES (6 ECTS)**

In completing this course students should be able to develop an understanding of strategic management concepts and theories. This course also aims to develop conceptual skills so that students are able to integrate various management aspects of corporations. Students should be able to develop an understanding of the role of

corporate governance in strategic management and obtain the ability to evaluate the strategic alternatives available through case studies of well-known corporations.

#### **MGT 215 PERFORMANCE MANAGEMENT I (6 ECTS)**

The purpose of this course is to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation and control.

#### **MGT 216 EVENT MANAGEMENT (6 ECTS)**

The purpose of this course is to enable students to acquire knowledge about event management and to become familiar with management techniques and strategies required for successful planning, promotion, implementation and evaluation of special events, conferences and meetings.

#### **MGT 221 HUMAN RESOURCE MANAGEMENT (6 ECTS)**

The purpose of this course is to provide students the knowledge of the modern activities concerning Human Resources within organizations and to analyse the Human Resources functions involved in handling employee related issues. An emphasis is given in applying the different methods available for effectively recruiting, selecting, compensating, developing as well as appraising employees and demonstrates the impact of emerging trends in the practice of Human Resource Management.

#### **MGT 222 CONSUMER BEHAVIOUR (6 ECTS)**

This course aims to examine people as individuals and understand their buying decisions, consider groups and their influence on Consumer Behaviour, investigate the relevance of motivation in Consumer Behaviour, and understand the consumer decision making process.

#### **MGT 223 ORGANIZATIONAL BEHAVIOUR (6 ECTS)**

This course provides professional education in organisational psychology and equips successful Students with a sound understanding of theory and research across the sub-disciplines of organisational behaviour. It also introduces Students to the range of practical skills and procedures required for practicing occupational behaviour within the industry. This course attempts to bridge the gap between theory and practice by teaching both, and showing how each is important to the success of the other. Student will be able to list and describe techniques for managing employees and groups, describe methods of performance appraisal, describe effective strategies for training employees, differentiate among the varied styles of leadership, describe methods for motivating employees, understand factors that contribute to job satisfaction and job dissatisfaction, identify stressors encountered in the workplace, and identify stress-management techniques.

#### **MGT 224 PERFORMANCE MANAGEMENT II (6 ECTS)**

The aim of this course is to further develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation and control.

#### **MGT 226 MARKETING MANAGEMENT (6 ECTS)**

This course is a comprehensive and practical introduction to marketing management. Through the course students improve their ability to make effective marketing decisions by evaluating opportunities related to marketing and develop appropriate strategies and implementation plans. Through a combination of interactive discussions, cases, practical examples and a group project, the course applies marketing topics to consumer and business-to-business products, services, and nonprofit organizations.

#### **MGT 301 HUMAN RESOURCE MANAGEMENT (Degree Level) (6 ECTS)**

The course aims to provide an in-depth study of the issues involved in managing individuals and work groups within the business organisation. The importance of developing human potential and maintaining a superior workforce are investigated from the perspective of sustained organisational development and competitive

strategy. The course deals with the main issue of managing Human Resource Management. Through theory and case studies students will be able to use various techniques for forecasting the labour force, training, rewarding employees, remuneration packages and other HR related issues

#### **MGT 310 INTERNATIONAL MANAGEMENT (Degree Level) (6 ECTS)**

The purpose of this course is to prepare students for a career in the dynamic global environment where they will be responsible for effective strategic, organizational, and interpersonal management with the focus on sustainability.

#### **MGT 315 FINANCIAL MANAGEMENT I (6 ECTS)**

The purpose of this course is to develop the knowledge and skills expected of a finance manager, in relation to investment, financing, and dividend policy decisions.

#### **MGT 316 CRISIS AND CHANGE MANAGEMENT (6 ECTS)**

The purpose of this course is to provide knowledge about Crisis and Change Management Processes and explain how to lead employees through uncertainty. Students will critically evaluate the importance of being supportive to inevitable changes and analyse the different aspects of crisis and change management programmes. Students will be able to be creative and make things happen, lead and cope with organizational crisis and changes.

#### **MGT 326 FINANCIAL MANAGEMENT II (6 ECTS)**

The purpose of this course is to further develop the knowledge and skills expected of a finance manager, in relation to investment, financing, and dividend policy decisions.

#### **MGT 410 ENTREPRENEURSHIP AND THE HOTEL INDUSTRY (6 ECTS)**

The purpose of this course is to provide students with an in-depth knowledge of the entrepreneurial world and business development of a hotel and its services. Students will critically evaluate various theories and techniques applied throughout the stages of the entrepreneurial process in the hotel industry. Team work and discussion will reinforce Students to adopt a collaborative spirit in problem solving. Finally, this course aims to emphasize on students' creativity in order for them to be able to recommend different alternatives to various entrepreneurial issues, faced in the dynamic and competitive nature of the hotel industry.

#### **MGT 413 PROJECT MANAGEMENT (6 ECTS)**

The purpose of this course is to present topics that concern the project evaluation, organisation, scheduling and control. Within the framework of the course students will learn the basic principles of project management, methods for project selection and evaluation, techniques and methods of time scheduling, time-cost and trade-off analysis, methods for project control and risk management.

#### **MGT 414 RISK MANAGEMENT (6 ECTS)**

The purpose of this course is to evaluate and implement effective risk management policies. Students will be able to critically evaluate the strategies to manage risk and the benefits of minimizing the various risks.

#### **MGT 415 INNOVATION STRATEGY (6 ECTS)**

The purpose of this course is to enhance students' abilities to develop, infuse and evaluate innovation strategy of an organization. Students will learn different methods of designing an innovation strategy, be able to analyse the structure and the capabilities of an organization, integrate the innovation strategy in the organizational structure and understand the processes to develop new products/services.

#### **MGT 416 SUPPLY CHAIN MANAGEMENT (6 ECTS)**

The course introduces the concept of Supply Chain management to students. Students will learn the role of Supply Chain Management in the economy of local and global markets. Tools and methods implied by the members of the supply chain will be examined and discussed in order for students to understand the different variables that contribute in managing a supply chain.

**MGT 420 EMPLOYEE RECRUITMENT, APPRAISAL & BENEFITS (6 ECTS)**

The purpose of this course is to provide the critical skills and knowledge in terms of three key HR components, namely Recruitment, Appraisal and Benefits. It aims to develop the ability to comprehend the importance of contextual factors in the decision making process as well as identifying some best practices in the aforementioned areas. The course will provide a solid foundation in the key elements of recruitment strategy and an introduction to each of the key social media recruitment platforms, reflecting current industry best practice.

**MGT 422 HOTEL FINANCIAL MANAGEMENT (6 ECTS)**

The purpose of this course is to provide the advanced knowledge on hotel management methods used to take decisions from a financial point of view. Students will acquire problem solving skills and practice on decision making that is required for a Financial Manager position in the hotel industry. Students will be able to analyse issues related to investment, financing and dividend policy decisions. They will exercise their judgment in taking decisions relating to the financial management of the hotel.

**MGT 423 CHANGE & CRISIS MGT IN THE HOTEL INDUSTRY (6 ECTS)**

The purpose of this course is to provide advanced knowledge on the crisis and change management processes and explain their complexity in the hotel industry. Students will learn the importance of being supportive to inevitable changes; develop a better understanding of the different aspects of crisis and change and use problem solving skills to support employees through crisis or change programmes. Students will be able to take initiative in making things happen, lead and cope with organizational crisis and changes in the hotel industry.

**MGT 424 RISK MANAGEMENT IN THE HOTEL INDUSTRY (6 ECTS)**

The purpose of this course is to evaluate and implement effective risk management policies in the hotel industry. Students will be able to critically evaluate the strategies to manage risk and the benefits of minimizing the various risks. Students will work in teams using case studies and role play scenarios and learn how to analyse risks and take actions for putting hotel risk management in practice.

**MGT 600 HRM & ORGANISATIONAL BEHAVIOUR (6 ECTS)**

The purpose of this course is to provide an in-depth study of the issues involved in managing individuals and work groups within the business organisation. The importance of developing human potential and maintaining a superior workforce are investigated from the perspective of sustained organisational development. The course focuses on self-awareness, inter-personal skills, experimental exercises and self-assessment instruments.

**MGT 602 STRATEGIC MANAGEMENT for the MBA (6 ECTS)**

This course aims to familiarize Students with the main issues concerning the concepts and techniques of Strategic Management, such as the Development of a Strategic Vision, Industry and Competitive Analysis, Strategy and Competitive Advantage, Implementing and Evaluating Corporate Strategy, etc. Through the application of problem-solving case studies and real-life examples, students are expected to use the tools and concepts of strategy analysis in crafting strategic action plans and in figuring out successful ways to implement and execute the chosen strategy.

**MGT 609 ENTREPRENEURSHIP & INNOVATION (6 ECTS)**

The purpose of this course is to enhance students' abilities to manage innovation in an organization. Students will be able to critically evaluate different methods to manage innovation in an organization, analyse the structure and the capabilities of an organization and develop new products, services, and processes.

**MGT 610 GLOBAL MANAGEMENT (6 ECTS)**

The purpose of this course is to provide advanced knowledge on global management. Students will be able to discuss the political, legal and economic systems of different

countries and develop a global management strategy. They will be able to discuss the principles of finance for global trade, the international payment systems and regulations, the management of employees in a global working environment and the promotion of products and services globally.

**MGT 611 LEADERSHIP (6 ECTS)**

The purpose of this course is to provide an in-depth study of the issues involved in leading individuals and work groups within the business organisation. This course treats leadership as a complex process having multiple dimensions. The importance of developing human potential is investigated from the perspective of leadership effectiveness. The course focuses on self-awareness, inter-personal skills, experimental exercises and self-assessment instruments.

**MKT 111 SOCIAL MEDIA FUNDAMENTALS (6 ECTS)**

The purpose of this course is to provide an understanding of the principles of social media marketing. Students will learn about the different social media platforms, the importance of social media marketing, its strategic uses, and its impact on business performance. In addition to introducing the theories and tools of social media this course gives practical examples and applications, providing students with hands-on experience with social media. The course concludes with a discussion on the role of social media in marketing communications.

**MKT 120 PUBLIC RELATIONS (6 ECTS)**

This course aims to deliver Students with a thorough grounding in public relations as a pervasive, fully-developed field of activity in today's society and global economy. Students will be able to understand and analyze the basic steps involved in a public relations program- research, planning, communication, and evaluation. This course also aims to demonstrate how to actually produce and write public relations materials, and how process, strategies, and tactics are applied in major areas of practice. On completing this course, students will be acquainted with broad-based concepts such as persuasion, audience characteristics, law, and new technologies.

**MKT 121 FUNDAMENTALS OF MARKETING (6 ECTS)**

This course aims to give Students a comprehensive and innovative managerial and practical introduction to marketing. On completing this course, Students should be able to understand marketing strategy and the elements of marketing analysis, customer analysis, company analysis and competitor analysis. Students will be familiarized with the elements of the marketing mix (product, pricing, promotion, and distribution strategies). This course also aims to give practical examples and applications, showing the major decisions marketing managers' face.

**MKT 122 ADVANCED SOCIAL MEDIA (6 ECTS)**

The purpose of this course is to provide an in-depth understanding of various social media platforms. Students will learn about social media marketing, functions, and features of different social media platforms. Additionally, students will gain a comprehensive understanding of content marketing and social analytics, and metrics. This course gives practical examples and applications. Students will become familiar with ways to promote products and services on social media platforms. This course is practical, and students will be familiar with ways to promote and advertise products and services on social media platforms. In addition, students will be asked to design their own advertising campaigns on various social media platforms such as Facebook, Instagram, Twitter, LinkedIn etc.

**MKT 123 DESIGN & DIGITAL PUBLISHING FUNDAMENTALS (6 ECTS)**

The aim of this course is to help students gain basic knowledge on the Design aspects required for Digital Marketing aspects. Design Principles and User Experience Design are closely related to HCI and Psychology, explaining how information is constructed in human minds as a mind map (colour, brightness, positioning, flow of data etc) and how users interact or receive information from a digital resource, leading to a decision / action. Specifically, learners will get the required knowledge for evaluating the aesthetic and effectiveness of a Digital Post or Advertisement having the basic knowledge to communicate with Designers who are implementing

material for Marketing purposes. Furthermore, students will have the opportunity to use basic CMS tools for posting pictures videos (posts) and updating the content of website used for Marketing Purposes.

#### **MKT 124 DIGITAL CONSUMER BEHAVIOUR (6 ECTS)**

This course examines the characteristics of consumers and their behaviour taking into consideration the influence of technology and digital media. Through the course students will examine consumers and understand their buying decisions as these are formed by the digital era. Learners will understand how recent changes in technology influence aspects of consumer behaviour. This course also examines the importance of ethical digital marketing and the use of sustainable practices.

#### **MKT 212 INTERGRADED MARKETING COMMUNICATIONS (6 ECTS)**

This course aims to help Students understand the role and importance of integrated marketing communications and teach them about specific areas related to Public Relations, Advertising, and Marketing as an integrated process.

#### **MKT 220 CONTENT MARKETING (6 ECTS)**

The purpose of this course is to introduce students to content marketing and the importance of content marketing for the organization. Through this course learners will be able to identify and propose content suitable for different segments of the market. The course will teach learners how different media can be combined in order to create meaningful and successful content for an organization

#### **MKT 221 PRINCIPLES AND PRACTICES OF SELLING (6 ECTS)**

This course aims to teach Students about the phases of the selling process and the issues involved in selling, equip them with the relevant skills in conducting a successful sale in the business environment, develop their ability to choose and apply the varied methods and techniques available to a successful sales person, and show them how to evaluate and develop strategic alternatives in varied selling situations.

#### **MKT 222 MARKET RESEARCH (6 ECTS)**

The aim of this course is to give Students an in depth understanding of the facts related to information research and their use in business. It aims to provide Students with the tools and skills necessary to solve business problems and exploit business opportunities, to develop their information acquisition skills and give them an understanding of the different research methods available. Furthermore to familiarize them with the use of statistical methods and computer software packages, and finally to develop their ability to interpret numerical information and the output of computer packages, so that they can be used for decision-making purposes.

#### **MKT 224 DIGITAL MARKETING (6 ECTS)**

This course prepares students with a foundational understanding of digital marketing channels and how successful marketing campaigns use the various social media sites and mobile-marketing. This course requires previous knowledge in traditional Marketing concepts that will be compared with online Marketing. Students will develop Internet marketing strategy and goals. They will also select appropriate Internet marketing tools to achieve marketing & sales goals. The course helps students understand the strategy behind digital marketing and its implementation.

#### **MKT 227 DIGITAL MARKETING ANALYTICS (6 ECTS)**

The purpose of this course is to provide knowledge to marketers regarding the state of art related to Data Analytics for Digital marketing. Specifically, through this course, students will gain a deep understanding and hands-on practice on how the data related to customers' behaviour is collected through the internet, and it is tracked, extracted, and analyzed. Students will learn that the aim of data analysis is to evaluate the effectiveness of a marketing campaign and also to use the provided outcomes and conclusions towards the design of the upcoming campaigns.

#### **MKT 228 E-COMMERCE (6 ECTS)**

This course aims to provide knowledge on e-Commerce and its operation over the internet. Participants will learn about the development of e-business, distinguish

and compare e-commerce with conventional commerce, and examine the hurdles encountered in internet-based business activities. Additionally, the course covers evaluation of key e-business domains including marketing, finance, sales, technology, security, and legal considerations. Students will explore different methods for creating a website.

#### **MKT 229 COPYWRITING ESSENTIALS (6 ECTS)**

The purpose of the Copywriting Essentials course is to equip the students with the foundational knowledge and practical skills necessary to excel in the field of copywriting. Through a comprehensive exploration of copywriting techniques, and best practices, they will learn how to create persuasive, engaging, and impactful content that effectively communicates brand messages and drives desired actions from target audiences.

#### **MKT 230 PHOTO & VIDEO EDITING (6 ECTS)**

This course aims to introduce Students into the fundamentals of digital imaging, understand pixels, copyright, and the differences between raster and vector images. Color models, palettes, and terminology will be explored to facilitate effective image creation. Through a range of tools, participants will learn efficient image capture and creation techniques, optimizing productivity and mastering workflow management.

#### **MKT 311 SERVICES MARKETING (6 ECTS)**

This course aims to develop an understanding of the marketing functions that guide the design and delivery of services and provide knowledge on the marketing mix strategies and tactics as an active and critical component of the overall service marketing plan. Students are introduced to a more in depth analysis of competitive environments in the service industry. The course provides students with information about different service environments and gives them the ability to understand the forces behind the services market.

#### **MKT 322 DIGITAL MARKETING STRATEGY (6 ECTS)**

The purpose of this course is to examine digital marketing strategies, techniques and implementation considerations providing a good understanding of various digital platforms and channels used in implementing on line marketing strategies. Students will be able to critically evaluate appropriate digital marketing strategies for given situations.

#### **MKT 411 MARKETING COMMUNICATIONS (6 ECTS)**

The purpose of this course is to provide a comprehensive knowledge of the integrated marketing communication programme a firm can design to reach its target customers. A focus is put on the need to use communication tools to achieve differentiation and effective positioning in a world of immense competition. Students will learn the specificities of each tool and learn how to integrate them so that the same message is delivered to target audiences.

#### **MKT 601 MANAGERIAL MARKETING (6 ECTS)**

This course aims to provide Students with the framework for analyzing recurrent problems in marketing management. Students will be introduced to actual company cases which illustrate the marketing principle, strategies and practices.

#### **MKT 602 INDUSTRIAL MARKETING STRATEGY (6 ECTS)**

This course is designed to give Students a basic understanding of the elements of commercial or "Business-to-Business" marketing. Students will gain an understanding of topics such as the nature of the market, how it differs from consumer marketing, buying behaviour and the purchase cycle, distribution channels, and marketing strategies. This course will integrate the international aspects of the market.

#### **PRO BUS BUSINESS ADMINISTRATION PROJECT (6 ECTS)**

Students carry out research on an area chosen from either management or marketing in business, and give a reasoned and sustainable argument of the topic. All Students are expected to apply reference materials and tools in their research and reach a relevant conclusion.

**PRO COM 1 FINAL PROJECT PHASE 1 (6 ECTS)**

The purpose of the Final Project Phase 1 is to help students use the knowledge they have acquired in the Research Methods in Computing course and ensure that they will undertake the necessary research investigation that will enable them to conduct a Bachelor's level final year project.

**PRO COM 2 FINAL PROJECT PHASE 2 (6 ECTS)**

The purpose of the Final Project phase 2 is to provide students with the necessary experience to address on their own a complex problem (either of research or applied nature) relevant to a field of their studies.

**PRO HOS PROJECT IN HOSPITALITY (6 ECTS)**

Students are required to connect what they have learned in the classroom to the real world and on a real-life situation/case from the local or international business environment, and produce usable results for the organization. The students should identify a problem or the specific characteristics of a situation/case and review the existing literature. They must develop a methodological research rationale in order to accomplish their research objectives and come to final conclusions and possible recommendations.

**PRO MBA 1 FINAL PROJECT PHASE 1 (6 ECTS)**

The purpose of this course is to support students in developing the final thesis project for the MBA programme. At the beginning of this course, students decide on the project title and their supervisor. Students will be able to discuss various project structures, develop search methods in conducting research, develop good writing skills and techniques for a research paper and adapt effective project presentation techniques.

**PRO MBA 2 FINAL PROJECT PHASE 2 (12 ECTS)**

The purpose of the Final Project Phase 2 is to enable students to apply the knowledge acquired to an organizational problem. The Project focuses on a real-life case within a corporate local or international environment. Whether the project focuses on a new business opportunity, the elimination of a business related inefficiency, the adoption of new technologies or the development of human resources, students are urged to approach the project from a multi-disciplinary point of view in order to synthesize business knowledge and practice. The final outcome of the project must be directly applicable and accompanied by specific suggestions as to how the issue at hand needs to be addressed.

**RUS 101 RUSSIAN I (6 ECTS)**

The course aims to provide Students with a basic knowledge and understanding of the Russian language by developing all four skills: reading, writing, listening and speaking. Students will be able to communicate in Russian using phrases from daily situations. By the end of the course, they will be able to give information regarding an object or a person, ask and answer questions, give a description of a person, write small essays and create as well as participate in short dialogues.

**RUS 102 RUSSIAN II (6 ECTS)**

This course is a revision and continuation of the material taught in Russian I and a continuation of the skills development. The aim of this course is to enrich the Students' vocabulary and encourage them to use it in more complex sentences and dialogues. Students will be able to take part in conversations over the phone, give a description of someone or something, use simple but essential phrases, give information about a country or an island and write essays about themselves, their friends and family.

**SPA 101 SPANISH I (6 ECTS)**

The aim of this course is to help Students acquire a basic knowledge of Spanish and communicate in simple and routine tasks. By the end of the course, Students should be able to talk or write about themselves or third persons, ask and answer questions about themselves and others, describe where they live, and write or talk about their daily routines. The course also aims to familiarize Students with the culture of Spain and the wider Spanish-speaking world.

**SPA 102 SPANISH II (6 ECTS)**

The aim of this course is to consolidate and develop the skills learnt in Spanish I. In addition to these, Students will be taught how to ask about places, ask for directions, ask and give the time, enquire about timetables, communicate in restaurants and shops, express preferences and request action, as well as talk and write about their families.

**STA 101 BUSINESS STATISTICS (6 ECTS)**

This course aims to provide Students with the basic concepts and methods of statistical analysis of processes and products applied in business and research situations. Students learn to use basic tools in applied statistics, such as data analysis, basic probability, probability models (distributions), sampling theory, point and confidence interval estimation, hypothesis testing, analysis of variance, linear regression and correlation, and multiple regressions. They also apply quantitative analysis to problems found in managing a business, government, or non-profit organizations, both in production or service oriented organizations, employ critical thinking and independent problem-solving skills to everyday tasks, and communicate clearly the results of a statistical analysis.

**STA 301 RESEARCH METHODOLOGY (6 ECTS)**

The purpose of this course is to present a comprehensive and balanced introduction to both qualitative and quantitative approaches to social research with an emphasis on the benefits of combining various approaches. Students will learn different methods to conduct research, learn how to evaluate information generated by techniques useful in the decision making process and deploy comparison methods to evaluate information from different sources.

**STA 321 RESEARCH METHODS IN COMPUTING (6 ECTS)**

The purpose of this course is to provide students advanced knowledge on the nature and conduct of computing research. The students are encouraged to undertake independent research. Their existing transferable key skills are enhanced. High-order transferable key skills are developed. The students are reminded to follow the Legal, Social, Ethical and Professional (LSEP) principles applicable to the computing industry.

**TOU 208 HEALTH & WELLNESS TOURISM (6 ECTS)**

The purpose of this course is to provide students with a comprehensive view of the growing health and wellness tourism sectors in a global context. Based on a range of case studies students will explore the history, development, range of destinations, products and services and key issues associated with the management of health and wellness tourism operations. Students will also review current business models in relation to the health, wellness and medical tourism fields with the help of case studies. Consequently, the purpose of this course is to explore the history and evolution of the industry and its place within the global wellness market. Thus, the students will be able to critically evaluate the spa operations and maximize a business success in relation to emerging trends and practices.

**TOU 209 CULTURAL TOURISM (6 ECTS)**

The course aims to explore Cultural Tourism as a global phenomenon and connect cultural heritage with tourism development and management. It will investigate culture and heritage as drivers for tourism demand, and the resulting need for management. It will address the potential conflict between tourism and heritage perspectives and analyze the economic, political and social importance of cultural tourism.

**TOU 212 LEISURE & RECREATION MGT (6 ECTS)**

The purpose of the course is to provide a rigorous academic as well as wide ranging practical education experience in the field of Leisure and Recreation. It is meant to make Students familiar with the necessary knowledge, skills and competencies needed to manage a business specializing in Leisure and Recreation.





5

regulations

## Registration

Registration is required every new regular Semester, as well as the Summer Semester. The latter is optional for old Students who wish to take additional lessons to speed up their studies. Students select courses according to the requirements of the Programmes they are registered in, and can ask to be given assistance and guidance by Registration Officers or Academic Advisors. Students with pending financial or other obligations to the College (e.g. unpaid fees, overdue library books etc.) will not be accepted for registration unless clearance from the Department concerned is given.

### Late Registration

Students who fail to register during the appointed registration period are given the opportunity to register up to 10 days after the beginning of classes.

Students who enrol late will be charged with a late enrolment fee.

## Classification of Students

Students are classified in three ways:

### a) By work load (Full or Part-time)

Students are classified as Full-time (F.T.) Students if their course load is at least 15 credit hours, 30 ECTS, per week. If they have a Grade Point Average of at least 2,00 the course load can be increased to 18 credit hours. The course load can be further increased to 20 hours per week if a student has a Grade Point Average of 3,00 or more. Please note that some Technical and/or Professional Programmes may require an even larger course load than the above.

### b) By objective (Degree or non-Degree)

A Degree Student is one who has registered for a Degree Programme having satisfied the admission requirements. A non-Degree Student is one who is not pursuing a Degree Programme.

### (c) By year

A Student is classified according to the number of semester credits earned, as follows:

Freshman	0 - 60	ECTS
Sophomore	61 - 120	>>
Junior	121 - 180	>>
Senior	181 - 240	>>

## Evaluation of Students' Performance

The College operates on the Semester system and the measure of its academic course work is the credit hour (often referred to as semester credit hour). A credit hour represents a fifty five minute class period that may require at least two further hours of

individual study at home. Students' work in each course is evaluated throughout the semester through tests, assignments, projects, reports and other means of evaluation, such as industrial training, which are significant of how a Student stands in a course. Whatever is required by the Students will be calculated into the coursework grade.

In case of Final Year Projects, work is evaluated by the progress of private tutorials given through the semester and by the final work handed in by the Student.

### Semester Grading

The Semester-grading is based on the following table:

Midterm Examination, Course Work And Participation			Final Examination	Final Semester Mark	
Written Assessment	Assingsments, Projects, Presentations	Attendance			
35%	10%	5%		Percentage	Grade
50%			50%		

The Final Examination mark constitutes 50% of the final semester mark, the Midterm Examination, assignments, projects and presentations constitute 45%, while attendance constitutes 5%. The Final Semester mark is then calculated based on the above analogy.

Pass mark is set at 50%.

The Midterm examinations are based on material covered and take place during the 6th - 8th week from the beginning of classes for Fall and Spring semesters and during the 5th - 6th week in the case of summer sessions. It takes place during normal lecture periods, and lasts no more than 2 periods to complete.

The Final examination is based on material covered throughout the semester. It takes place during a preset period towards the end of the semester, after the lecture period has been completed, which is included in the academic calendar, before the commencement of the Academic year. The Final Examination has a duration of 3 hours for Diploma as well as Degree Programmes.

The final evaluation for a Graduate Student may include a period of Internship and/or a Final Project. The Academic Committee collects all necessary data concerning the Student, after completion of both the lecture and the examination period, and decides on whether the Student is entitled to graduate from their Programme of Study.

## Attendance/ Performance

A Student has to attend at least 70% of a semester's sessions, in each course, in order to be allowed to sit the final examination. It is the Students' responsibility to keep themselves informed of dates set for semester tests, submission of assignments and final examinations. Poor attendance, not submitting assignments by the given deadline, and not taking the required number of tests all have an adverse effect on a student's performance and grade.

In the event that an absence is a result of illness or other unforeseen or serious event, the student has to present a doctor's certificate or other strong evidence (to substantiate a claim of mitigating circumstances) to the Head of Department or the Academic Dean, who may excuse the absence or set an assignment or other form of extra work, in compensation for the loss of classes. This however, is at the discretion of the Head of Department or Academic Dean. If the absence is due to College-approved reasons, such as participation in meetings, College activities, visits or trips, verification is required by the Head of Department. Within one week of returning to regular classes and upon presentation of verification, the Student should contact the Lecturer about making up for missed work.

## Grading System

### Grades

The following symbols are used for grading and status: A, A-, B+, B, B-, C+, C, C-, D+ and D (lowest passing grade), F-Failure, I-Incomplete, WF-Failure after late withdrawal, P-Participation, NC-No Credits given.

The numerical equivalent of each letter grade is given below:

Letter Grade	Numerical value
A	95 - 100
A-	90 - 94
B+	85 - 89
B	80 - 84
B-	75 - 79
C+	70 - 74
C	65 - 69
C-	60 - 64
D+	55 - 59
D	50 - 54
F	01 - 49

The grade 'I' (Incomplete) is given to a Student whose work in a course has been qualitatively satisfactory, but because of illness, or other circumstances beyond control, has been unable to complete the requirements for the subject. In no case will the grade "I" be recorded for a student who has not completed satisfactorily the major portion of the course work. The "I" can only be removed by successfully completing work assigned by the instructor within a predetermined period.

In the calculation of the Grade Point Average, the course hours in which the grade of "I" is assigned are not included as hours attempted. When the grade "I" is removed, an appropriate entry will be made in the Grade Point Average by the Academic Department.

### Grade Point Average (GPA)

Quality points (QP) are assigned to each grade as follows: F=0; D=1; D+=1.5; C-=1.7; C=2; C+=2.5; B-=2.7; B=3; B+=3.5; A-=3.7; A=4. To calculate the GPA, the number of credits for each course attempted in the semester is multiplied by the quality points of the corresponding grade. The Grand total number of quality points is divided by the total number of credits attempted to obtain the GPA for the semester.

Example :

	CRDS	QP	GQP	
ENG 101: B	6	x 3	= 18	
MAT 101: A	6	x 4	= 24	
CSC 101: A-	6	x 3,7	= 22,2	
MGT 101: C+	6	x 2,5	= 15	
BUS 201: F	6	x 0	= 0	
	<u>30</u>		<u>79,20</u>	GPA= $\frac{79,20}{30} = 2,64$ , Fair

Courses transferred from other institutions are not included in the GPA. Zero credit hour subjects are also not included in calculating the GPA.

**The Cumulative Point Average CPA** is calculated in a similar way as the GPA, by dividing the grand total number of quality points earned through the whole period of study by the total number of credits attempted throughout the same period.

GPA (or CPA) Grades correspond to the following descriptions:

3.70 - 4.00 = Excellent

3.50 - 3.69 = Very Good

3.00 - 3.49 = Good

2.50 - 2.99 = Fair

2.00 - 2.49 = Average

1.00 - 1.99 = Pass

0.00 - 0.99 = Unsatisfactory/ Fail

An instructor may change a grade submitted to the Academic Department only by submitting a written approval by the Head of the Department, stating that an error was made in calculating or transcribing the grade. The request for change in the grade must be initiated not later than the beginning of the semester following the issuance of the grade.

### **Credit Hour Unit and Load**

The Semester Hour is the unit of credit, which is equivalent to 2 ECTS units, and equals a fifty-five minute teaching period per week through one Semester. Students need 4 - 8 semesters to complete a Diploma or a Bachelor's Degree Programme (120 - 240 ECTS respectively) depending on the Programme of Study registered for. Their semester credit hour load must therefore range from 15 to 18 hours per week. A Student registering for more than 18 hours per week, per semester must have special approval from the Academic Department. Students having a CPA of 3.0 or above may request permission from the Director for Academic Affairs to register for more than 18 semester hours. Under no circumstances will a Student be allowed to carry more than 21 credit hours per semester. It is possible for the duration of studies to be shortened or prolonged to some degree, depending on the number of credit hours that a Student obtains. Therefore, it is possible for an 8 semester Programme to be completed in 7 or 9 semesters.

### **Dean's List**

The Dean's List is published after the end of each semester and is composed of those matriculated students who have attained high academic achievement for the semester.

To be included in the Dean's List for the semester, a student must:

- (a) Have registered for and completed 30 or more graded ECTS units, excluding remedial courses and with no "I" or "F" Grades.
- (b) Have attained a GPA of 3.70 or better for the semester.
- (c) Have shown excellent conduct.

## **Examinations**

A Final Examination is given in every Course. The Final Examination, semester tests, assignments, and reports are used to determine a Student's performance in a subject. The order of procedure in these matters will be prepared by the instructor and announced at the beginning of the semester. All Final Examinations must be held in conformity with the Official Final Examination Schedule. No Final Examination shall be given at a time other than that scheduled in the Official Examination Schedule without the approval of the Academic Department. All Final Examination answer papers are kept by the Academic Department.

Final Examinations are written and have a duration of 3 hours. They take place in a specified period shown on the Academic Calendar of the College. All information related to the exams, in the form of a time-table, is circulated and posted on specified notice boards at the College premises, is uploaded on the ELMS platform and the College's website, before the examination date. All prerequisite work for the Final Examination must be submitted by the required date before the Examination period.

Eligibility to take the exams is dependent on:

- Attendance of at least 70% throughout the semester
- Full payment of tuition fees.
- Return of all library books.

An adequate number of invigilators will supervise the examinations. They have the authority to remove a student from the examination room for misbehaviour.

No candidate is allowed to enter or leave the examination room without the permission of the invigilator.

### **Examination Regulations**

Students:

- Must arrive at least 15 minutes before the beginning of the examination.
  - Should bring their Student ID card, pens, pencils, other stationery and equipment they need for their examinations.
  - Can only use non-programmable calculators
  - Are not allowed to leave the examination room during the first 45 minutes after commencement of the examination
  - Are not allowed to leave the examination room anyway without approval. If they have to leave due to a result of illness or other serious problem, they can only do so under proper escort.
  - Are not accepted in the examination room 30 minutes after the commencement of the examination
  - Are not allowed to bring food or drinks into the examination room, with the exception of water.
  - Are not allowed to use mobile phones in the examination room
- Conduct in Examinations**
- (a) It is an academic offence to bring into the examination room and/or possess course work material, notes or any information related to the course for examination, unless such examinations are officially designated as "open book" exams.
  - (b) It is an academic offence for a Student to communicate or try to communicate with another student in the form of oral, written, computed or other means of communication.
  - (c) It is an academic offence for a Student to present or try to present somebody else's work as their own.
  - (d) It is an academic offence for a Student to offer their knowledge, or work for somebody else's benefit or attempt to impersonate somebody else.
  - (e) It is an academic offence to cover a Student who has committed an academic offence.

### Penalties for Misconduct in Examinations

- (a) A formal warning by the invigilator for a minor offence as long as the validity of the examination is not jeopardized.
- (b) Removal of the student from the examination room for a major offence. The Academic Department and the Lecturer concerned should be advised immediately, and the matter be brought before the Disciplinary Committee. An “I” grade will be given for the course if it is the student’s first examination offence.
- (c) Similar to (b), except an “F” grade will be given for the course if the student has had a previous similar offence. The decisions of the Disciplinary Committee are final.

### Absence from Examinations

Students are expected to attend all their examinations. Only in the exceptional circumstances of serious illness or other force majeure, will the College excuse a Student for not attending an examination. In the event of illness, the Student should inform the lecturer concerned and present a medical certificate which will describe the nature of the illness and the period of absence.

In the event that the student becomes ill during the examination and is unable to continue, he/she should advise the invigilator of his/her condition and ask for permission to leave. The student should also advise the Lecturer and the Academic Dean and present a satisfactory medical certificate as soon as possible.

A Student who has missed an examination as a result of serious illness or by force majeure may be given a second opportunity by sitting a make-up examination, provided that:

- The Student has followed the prescribed procedure.
- The documentation presented has been accepted as legitimate.
- The Student has filed a written application for a make-up with the Academic Department within 5 working days.
- The Academic Department and the Lecturer have given their consent.

The date for a written examination will be arranged within 2 weeks from the examination missed, on a date and time that does not clash with the smooth running of the College.

### Referred Examination:

- (a) A Student who scores less than 50%, but not less than 40%, in not more than 2 subjects in the 1st, 2nd or 3rd year, and not more than 1 subject in the Final Year, may be given the opportunity for an oral examination before an Examining Committee.
- (b) A Student who scores less than 50%, but not less than 40%, in the Final Year Project, may, at the discretion of the examiner:
  - defend his/her project in an oral examination before an examining Committee, or
  - present a revised Project for consideration within a prescribed period of time.

In all the above cases the final examination mark will be the average of the written and oral examinations.

### Make-up Examination

Students who wish to remove an F or improve a Final Result in any subject may apply in writing for a make-up examination within two days from the announcement of the results of the specific subject. Students are only entitled to take a make-up examination:

1. If they have failed the subject, in the final exam, with a score of at least 30% and if they fulfilled all course requirements with a score of at least 30%.
2. If they want to improve their grade. In this case the make-up examination mark is the one that counts towards the final grade even if it is lower than the first grade scored in the final exam.

## Dropping/ Changing a Subject or a Programme of Study

### Add/Drop a Subject

Students can add or drop a subject within 8 working days from the commencement of classes. The deadline is announced in the Academic Calendar of the current semester. The “Add/Drop” form must be completed and signed by students at the Academic Office. Unofficial adding or dropping of a subject may result in failure of a subject. Not attending classes or just informing the lecturer are not considered proper procedures.

### Changing a Programme of Study

Applications for transfer to new Programmes of Study are accepted by the College until the specific deadline stated in the Academic calendar for each semester. International Students applying for transfer to a new Programme must apply also for Pink slip renewal.

## Repeating a Subject

Students are entitled to repeat a course in order to improve their final mark under the following conditions:

1. The repetition takes place within the normal study period of their Programme of Study.
2. A maximum number of two (2) courses can be repeated
3. Repeated courses are to be taken over and above the Student’s semester loading.
4. A course can be repeated only once
5. The grade initially earned will still be listed and included on the Academic Record (transcript), and will be calculated in the CPA (Cumulative Point Average).
6. Repayment of tuition fees is required.

## Withdrawal from the College

Students who want or have to withdraw from the College at any time during the academic semester must contact the Academic Office immediately.

At the Academic Office the form "Withdrawal from College" must be completed stating the reasons of withdrawal. The application is examined by the Dean and the Administration and Finance Director.

Students cannot withdraw by simply not attending classes. The effective date for withdrawal is the date the form is approved. Students who fail to follow the required procedure are not entitled to an honourable dismissal and receive a failure mark for all courses carried. In such cases tuition and other fees are not refundable.

## Irregularities, Academic Dismissal and Reinstatement

Appropriate disciplinary action will be taken in case of irregularities or dishonesty in academic work. A Student who has been academically dismissed is not eligible to register for any Programme of the College unless his/her Application for reinstatement has been approved by the Academic Committee. A student who is reinstated after academic dismissal may be on academic probation. The same conditions of probation may be imposed on any Student who seeks admission by transferring from another University or College and whose record at the previous institution warrants this action. Admission of such a Student is permitted only in unusual cases and after a review by the Academic Committee. Any appeal concerning the decision for academic probation shall be directed to the Academic Committee which is empowered to grant relief cases if the circumstances warrant such action.

## Requirements for Graduation

All Students who wish to be considered for Graduation must file a written Application for Graduation with the Registrar's Office, at the beginning of their final semester before Graduation, and meet the following prerequisites:

- Minimum ECTS unit requirements of the individual Programme pursued.
- Completion of at least half of the ECTS units required to complete a Diploma or a Bachelor's Degree at Ctl Eurocollege
- Completion of all prescribed work of the examination Syllabus.
- Settlement of all financial obligations towards the College.

It is the responsibility of the Students to be familiar with the exact ECTS unit requirements of their Programme.

### Required Credits for Certificate Awards

Certificate Awards are subject to total credits earned as follows:

<b>Diploma</b>	<i>min 120 ECTS</i>
<b>Higher Diploma</b>	<i>min 180 ECTS</i>
<b>Bachelor's Degree</b>	<i>min 240 ECTS</i>
<b>Master's Degree</b>	<i>90 ECTS</i>

For the Professional Programmes the following are valid:

- Bachelor's Degree: 4 years of study
- Higher Diploma: 3 years of study
- Diploma: 2 years of study
- Certificate: 1 year of study

### Graduation Honours

A Graduating student who has attained a high cumulative academic achievement at The CTL Eurocollege, is awarded Honours as follows:

- Final CPA 3.90 or better, Honours with Distinction
- Final CPA 3.70 or better, Honours with Merit

## Europass Diploma Supplement

The CTL Eurocollege issues the Europass Diploma Supplement to all Graduates together with the original Diploma or Degree earned.

Europass is an initiative of the European Commission and it aims at helping people make their qualifications and competences clearly and easily understood throughout Europe. It is a coordinated portfolio of documents, which in particular improves the communication between job applicants and employers, regardless of borders. This facilitates occupational mobility - between countries as well as between sectors - and both promotes and adds value to mobility in education and training.

The Europass Diploma Supplement is a personal document which is allocated to Graduates of higher education. The Diploma Supplement does not replace the original Diploma or Degree obtained, but it eases the process of understanding the content of the Programme studied, as well as recognizing and assuring the level of study and title obtained, especially outside the country of origin of the Graduate.

### Interpretation of Unspecified Matters

Any matter not covered by the above regulations should be referred by the concerned Student to the Academic Dean or other appropriate Staff for discussion and interpretation.

If an agreement is not reached, the matter is referred to the relevant Committee for interpretation and a member of the Students' or Staff Association, as the case may be, will participate in the discussion.

### Students' Rights & Responsibilities

#### Students' Rights

Every Student has the right to equitable treatment by the College. Specifically, Students have the right of:

- Freedom of expression, discussion, practice of religion or assembly.
- Fair treatment.
- Dignified treatment regardless of race, colour, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight.
- Protection from capricious decision making.
- Access to policies that affect them.
- A balanced and fair system of dispute resolution.
- Participation in Associations and Committees.
- Protection of their personal data and confidentiality in personal issues.
- Quality education.
- Receiving any information regarding the Programme of Study they are registered with, as well as all Courses included in the Programme of study.

#### Students' Responsibilities

As with any community, the College has established standards of conduct for its members. As members of the College community, CTL Students' responsibilities are:

- To abide by the State, District or Municipal laws, so far as these are relevant to Student conduct
- To act consistently with the values of the College and abide by its rules and regulations
- To respect any College property or facility
- To avoid any unauthorized entry/presence
- To avoid any unauthorized use or misuse of facilities, equipment, material or service
- To avoid any misuse of library or computer resources
- To refrain from any verbal or physical abuse
- To refrain from any harassment of any other Student or member of the Faculty or Administration
- To refrain from alcohol or drugs
- To comply with College guidelines

### Violation of any Student rights and responsibilities will be brought before the Disciplinary Committee

Penalties imposed may be:

- Exclusion from activities
- Exclusion from using facilities
- Payment of damage
- Reduction of grade
- Expulsion for a period of time
- Permanent expulsion from College

### Procedure for Amending the Regulations

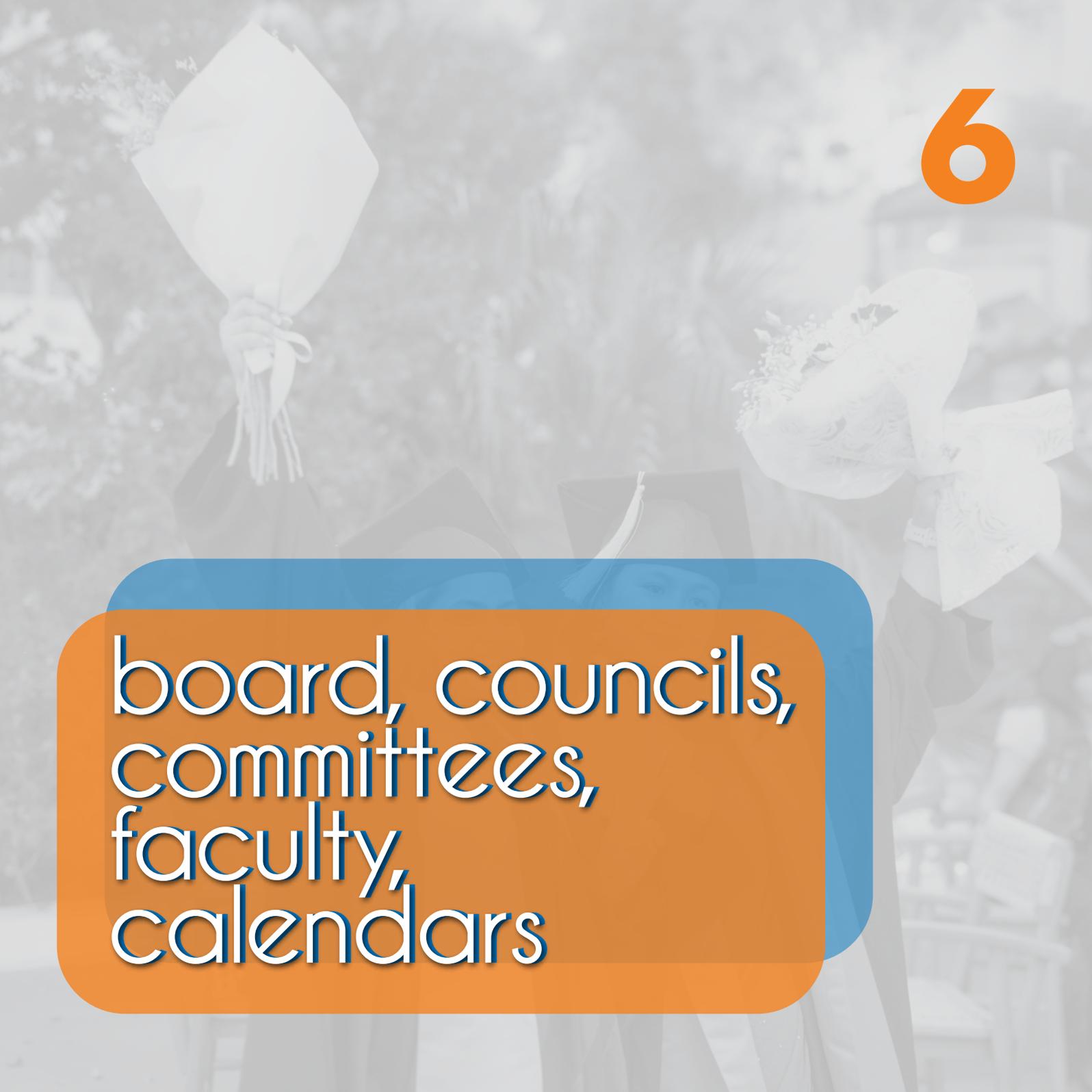
For any amendment of a section of the Regulations or part thereof, evidence is required that such a section or part thereof is preventing the smooth and successful functioning of the College and that this course of action is in the best interest of the Students, Student life and the College in general. In such a case, a signed petition should be made to the Principal in duplicate by the body concerned, in which the session of the Regulations in question should be mentioned together with the suggested amendment(s).

After consideration by the Principal and after he is satisfied that the suggested amendment(s) is/are to the benefit and welfare of all concerned, the petition will be forwarded to the College Advisory Council for advice and subsequently to the appropriate Body (vis. Academic Committee, Administrative Committee, Disciplinary Committee) for consideration.

After an in-depth discussion and exchange of views a decision will be taken by secret vote by all concerned. An absolute majority is required for the passing of the proposed amendment(s). Any such amendment would require the consent of the Board of Governors before it is embodied in the Regulations.

The College has the right to modify, delete or develop any Programme of Study or alter tuition fees and other charges, or any part of the College Regulations, if the circumstances or developments require it. This will only be done after careful consideration and after approval by the Ministry of Education, Culture, Sport & Youth.





6

board, councils,  
committees,  
faculty,  
calendars

## Board of Governors

The Board of Governors consists of all shareholders with a specific minimum ownership percentage

## The College Advisory Council

- 1. Costas Tsirides - President**  
(Barrister at Law, Founder Member of Costas Tsirides & Co.)
- 2. Loukis Andreou - Vice President**  
(Ex Land Officer, First Grade)
- 3. Areti Ionidou - Member**  
(Business Consultant, Company Director - G. Lordos Group of Cos)
- 4. Iacovos Papaicovou - Member**  
(Vice president of the Cyprus University of Technology - TEPAK)
- 5. Michalis D. Zavos - Member**  
(Managing Director - D. Zavos Group)
- 6. Christakis P. Papavasiliou - Member**  
(Managing Director - Shoham, Cyprus Ltd.)
- 7. Elena Tanou - Member**  
(Vice President of Top Kinisis Travel)

## The College Council

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1. Andreas Papatomas            | Executive Director             |
| 2. Lakis Papatomas              | Admin. & Finance Director      |
| 3. Konstantinos Papatomas       | Rep. of the Board of Governors |
| 4. Dora Konstantinou            | Academic Dean                  |
| 5. Dr Elena Malkawi             | Head of the Business Field     |
| 6. Dr Maria Hadjielia Drotarova | Head of Research               |
| 7. Dr Sheraz Aslam              | Member of the Faculty          |
| 8. George Antoniadis            | Member of the Faculty          |
| 9. Dr Vasilis Papavasiliou      | Member of the Faculty          |
| 10. Marianna Papatoma           | Administrative Staff           |
| 11. Oleksandr Chernenko         | Member of the Students' Union  |
| 12. Soteroulla Yiasemi          | Member of the Students' Union  |

## The Academic Committee

- |                                 |   |
|---------------------------------|---|
| 1. Dora Konstantinou            | Academic Dean                             |
| 2. Dr Elena Malkawi             | Head of the Business Field                |
| 3. Dr Maria Hadjielia Drotarova | Head of Research                          |
| 4. Dr Amvrosios Prodrromou      | Member of the Faculty                     |
| 5. Dr Chryso Panayidou          | Member of the Faculty                     |
| 6. Dr Vasilis Papavasiliou      | Head of the Hospitality and Tourism field |
| 7. George Antoniadis            | Programme Coordinator                     |
| 8. Konstantinos Papatomas       | Member of the Faculty                     |
| 9. Alexandros Petrou            | Member of the Students' Union             |

## The Administrative Committee

- |                                 |                                     |
|---------------------------------|-------------------------------------|
| 1. Andreas Papatomas            | Executive Director                  |
| 2. Lakis Papatomas              | Administration and Finance Director |
| 3. Dora Konstantinou            | Academic Dean                       |
| 4. Dr Elena Malkawi             | Head of the Business Field          |
| 5. Dr Maria Hadjielia Drotarova | Head of Research                    |
| 6. George Antoniadis            | Member of the Faculty               |
| 7. Konstantinos Papatomas       | Administrative staff                |
| 8. Georgia Georgiou             | Administrative staff                |
| 9. Safdar Haidar Ali            | Member of the Students' Union       |



### The Disciplinary Committee

- |                        |   |
|------------------------|---|
| 1. Dora Konstantinou   | Academic Dean                               |
| 2. Irida Mitidou       | Member of the Faculty                       |
| 3. Illy Dimitrova      | English Foundation Programme<br>Coordinator |
| 4. Martin Rigby        | Member of the Faculty                       |
| 5. Angela Neokleous    | Member of the Faculty                       |
| 6. Laurita Nasaev      | Member of the Students' Union               |
| 7. Nikolaos Panayiotou | Member of the Students' Union               |

### Quality Assurance Committee

- |                                    |   |
|------------------------------------|---|
| 1. Marianna Papatoma               | Quality Assurance Officer<br>Erasmus+ Coordinator |
| 2. Dora Konstantinou               | Academic Dean                                     |
| 3. Lakis Papatomas                 | Administration and Finance<br>Director            |
| 4. Dr Andreas Constantinou         | Member of the Faculty                             |
| 5. Dr Elena Malkawi                | Member of the Faculty                             |
| 6. Dr Maria Hadjielia<br>Drotarova | Member of the Faculty                             |
| 7. Dr Sheraz Aslam                 | Member of the Faculty                             |
| 8. K C Sarmila                     | Postgraduate Student                              |
| 9. Perera Nuwan Nadeeka            | Undergraduate Student                             |

### Research Committee

- |                                    |  |
|------------------------------------|--|
| 1. Dr Maria Hadjielia<br>Drotarova | Head of Research                       |
| 2. Andreas Papatomas               | Executive Director                     |
| 3. Lakis Papatomas                 | Administration and Finance<br>Director |
| 4. Dora Konstantinou               | Academic Dean                          |
| 5. Konstantinos Papatomas          | Academic Consultant                    |
| 6. Dr Elena Malkawi                | Member of the Faculty                  |
| 7. George Antoniadis               | Member of the Faculty                  |

### Health & Safety Committee

- |                           |  |
|---------------------------|--|
| 1. Lakis Papatomas        | Administration and Finance<br>Director |
| 2. Dora Konstantinou      | Academic Dean                          |
| 3. Marianna Papatoma      | Administrative staff                   |
| 4. Konstantinos Papatomas | Administrative Staff                   |
| 5. Sabita Sumar           | Member of the Students' Union          |

### Erasmus + Committee

- |                                 |  |
|---------------------------------|--|
| 1. Marianna Papatoma            | Erasmus+ Coordinator<br>Administrative staff |
| 2. George Antoniadis            | Erasmus+ Coordinator                         |
| 3. Lakis Papatomas              | Administration and Finance<br>Director       |
| 4. Dora Konstantinou            | Academic Dean                                |
| 5. Dr Maria Hadjielia Drotarova | Member of the Faculty                        |



## The Faculty

### **Alanki Murali Krishna** Business Management

Doctorate in Management Studies (DMS)  
(The Indian Institute of Business Mgt & Studies, India)  
Master of Business Administration, MBA  
(CTL Eurocollege, Cyprus)  
Bachelor of Commerce  
(Osmania University, India)

### **Andreou Fotis**

Bachelor of Arts (Hons) in Professional Culinary Arts Culinary Arts  
(University of Derby)  
Diploma in Culinary Arts  
(Higher Hotel Institute of Cyprus)

### **Antoniades George** Erasmus+ Coordinator

Post Graduate Diploma in Management Management  
(Mediterranean Institute of Management, Cyprus)  
Bsc in Business Administration/ Marketing Marketing  
(The University of Akron, Ohio, USA)

### **Appiou Irene** Business/Marketing

MSc in Digital Marketing  
(University of West London, UK)  
Bachelor in Business Administration-Marketing  
(University of Cyprus, Cyprus)

### **Aslam Sheraz**

PhD in Computer Engineering and Informatics Computing  
(Cyprus University of Technology, TEPAK, Cyprus)  
MSc in Computer Science  
(Comsats University Islamabad, Pakistan)  
Master of Computer Science  
(Bahauddin Zakariya University, Pakistan)  
Bachelor of Commerce  
(University of the Punjab, Pakistan)  
Diploma in Business Administration  
(Ahad College, Kot Addu, Pakistan)

### **Christophides Theodoros**

MSc Telecommunications & Computer Networks Engineering Telecommunication &  
BEng Telecommunications Computer Networks Computer Network  
Engineering Engineering  
(London South Bank University)

### **Constantinou Andreas**

PhD in Banking & Financial Institutions Economics  
(Belford University, USA) Finance  
PhD in Economics Business  
(City University of New York, USA)  
MBA Finance  
(Saint Johns University, USA)  
BA Economics  
(Queens College, USA)

### **Dimitrova Illy**

Master's in English for Tourism and Business Linguistics  
(Shumen University, Bulgaria) Business  
Bachelor's in Applied Linguistics  
(English language and Russian language  
(Shumen University, Bulgaria)  
Bachelor's in Economics, Major Marketing  
(University of National and World Economy, Sofia, Bulgaria)

### **Efthimiou Ifigenia**

Postdoctoral Researcher Mathematics/ Statistics  
PhD in Mathematics  
(University of Aegean, Greece)  
MSc in Mathematics  
BSc in Mathematics  
(University of Aegean, Greece)

### **Fotiadis Thomas**

PhD in Virtual Well-being Computing  
(Cyprus University of Technology, Cyprus)  
MSc in Computer Engineering  
(University of Aegean, Greece)  
BSc in Computer Engineering  
(University of Aegean, Greece)

### **Georgiou Georgia**

MA in Management Management  
BA in Public Relations Marketing  
(University of Wolverhampton, UK)  
Diploma in Communication Studies  
(University of Nicosia, Cyprus)

### **Grispos Michael**

MA in Management Management  
(University of Wolverhampton, UK) Marketing  
MA in TESOL  
(University of Central Lancashire, UK)  
Bachelor of Education  
University of Rhodesia, Zimbabwe  
Certificate in Education  
(Teachers' Training College T.T.C.,  
University of Rhodesia, Zimbabwe)

### **Hadjielia Drotarova Maria**

Post doctorate in Thanatourism, Nostalgia & Hope Hospitality  
EU Funding Programmes EU Funding Programmes  
Coordinator Coordinator  
Tourism  
PhD in Educational Research  
(Lancaster University, UK)  
Master's Degree in Andragogy  
Bachelor's Degree in Andragogy  
(University of Prešov, Slovakia)

### **Ioannou Michalis**

MSc Cybersecurity Computing  
(University of Central Lancashire)  
BSc Computer Science  
(European University Cyprus)

<b>Konstantinou Dora</b>	<b>Academic Dean Head of the Computing Field</b>	
PhD candidate in Multimedia MSc in Educational Leadership and Mgt (CIIM, Cyprus) BSc in Computer Science (UCY - University of Cyprus)	Computing	
<b>Kountouridou Marilia</b>		
PhD Candidate in Business Administration MSc in Advertising & Marketing (University Of Leeds, UK) Bed in Primary Education (Frederick University, Cyprus)	Business Marketing	
<b>Lanitis Nicolas</b>		
BA (Hons) in Professional Culinary Arts (University of Derby, UK) Diploma in Culinary Arts (Higher Hotel Institute of Cyprus)	Hospitality	
<b>Malkawi Elena</b>	<b>Head of the Business Field</b>	
PhD in Economics (Siberian University of Consumer Cooperation, Russia) BA in Economics (Novosibirsk Commerce Institute, Russia)	Business	
<b>Mantadelis Theofrastos</b>		
PhD in Computer Science (Katholieke Universiteit Leuven, Belgium) Master of Artificial Intelligence (Katholieke Universiteit Leuven, Belgium) BEng in Electronic Calculating Systems (TEI of Piraeus, Greece)	Computing	
<b>Mitidou Irida</b>		
MA TESOL (Teaching English to Speakers of Other Languages) (University of Nicosia, Cyprus) Cambridge English Assessment Specialist (Cyprus) Certified Instructor/ Teacher (LEVEL 5) (HRDA Cyprus) Pearson LCCI Certificate Level 3 Certificate in Public Relations (Nicosia, Cyprus) Bachelor's Degree in English Language and Literature (National and Kapodistrian University of Athens, Greece)	English	
<b>Neokleous Angela</b>		
MA in Education (University of Nottingham, UK) BA in Philosophy, Education and Psychology (University of Ioannina, Greece)	Greek	
<b>Panayidou Chryso</b>		
PhD in Tourism MA in European Leisure Studies (Univ of Brussels Belgium / Tilburg Netherlands / Deusto, Spain / Loughborough UK)	Hospitality Tourism	
BA (Hons) in Business with Tourism (University of the West of England, Bristol, UK)		
<b>Papathomas Konstantinos</b>		<b>Design, Promotion, Events &amp; Acad. Consultant</b>
Dipl. Ing. Architekt (Master of Architecture) (RWTH Aachen, Germany) Studies in English Language & Literature and Comparative Literature (RWTH Aachen, Germany)		Art History Culture Design
<b>Papavasiliou Vasilis</b>		<b>Head of the Hospitality &amp; Tourism Field</b>
PhD in Tourism & Hospitality Management (Hong Kong Polytechnic University, China) MSc in Hospitality & Tourism (Bournemouth University, UK) BA in Management & Marketing (The University of Hull, UK)		Hospitality Tourism
<b>Poyias Kyriakos</b>		
PhD in Formal Analysis & Design of Software & Distributed Systems MSc in Advanced Distributed Systems BSc in Computer Science (University of Leicester, UK)		Computing
<b>Prodromou Amvrosios</b>		Business
Doctor of Business Administration (Swiss Management Center, SMC, Switzerland) MBA in Marketing (St. Mark & St. John University Plymouth, UK) MBA in Project Management (C) (Wrexham University, North Wales, UK) BA (Hons) in Business Administration (Tbilisi National Public University, Georgia)		
<b>Rigby Martin</b>		
M.Sc in Technology for Teaching and Learning (University of Glamorgan, U.K.) B.Sc (Honours) Computer Studies (University of Glamorgan, U.K.) BTEC National Diploma, Computer Studies. (Afan College, U.K.) BTEC 1st Diploma, Information Technology (Afan College, U.K.)		Computing
<b>Rodriguez Flores Marco Antonio</b>		
PhD in the topic of Network Science (Cyprus University of Technology) BSc in Computer Science (Benemerita Universidad Autonoma de Puebla, Mexico)		Computing
<b>Voniati Anastasia</b>		<b>Student Counsellor</b>
MA in Counselling & Professional Guidance (Frederick University, Cyprus) BA in Psychology (University of Athens, Greece)		Psychology
<b>Yiangou Louiza</b>		
Chartered Certified Accountant BA in Business Administration (University of Piraeus, Greece)		Business

### Executive Director / In charge to walk the law

Mr Andreas Papatomas is the Executive Director of the College, and the chief person in charge, according to the law.

Bachelor's Degree in Business Management  
(University of Westminster, UK)

FCMI: Fellow Member of the Chartered Management Institute, UK

### The Administration Personnel

The members of the Administration Staff for 2024-25 are:

Lakis Papatomas	Administration & Finance Director
Dora Konstantinou	Academic Dean
Dr Maria Hadjielia	Head of Research /
Drotarova	EU Funding Programmes Coordinator
Marianna Papatoma	Quality Assurance Officer /
	Erasmus+ Coordinator

George Antoniadis	Erasmus+ Coordinator
Katerina Christophilidou	Professional Studies Consultant
Angela Neokleous	Academic Administrator
Georgia Theophilou	Librarian / Acad. Administrator
Konstantinos Papatomas	Design, Promotion, Events & Academic Consultant
Georgia Georgiou	Head of the International Recruitment Office
Anastasia Voniati	Secretary / Student Counsellor
Lefteris Agathangelou	International Recruitment Administrator
	Student Welfare Officer
Dr Vasilis Papavasiliou	Student Activities Officer
Alanki Murali Krishna	International Office External Rep.
George Papatomas	Accounts Officer
Roulla Fitilli	Accounts Administrator





## September 2024

- 23 Official commencement of the Fall Semester 2024  
Beginning of registration period
- 30 Orientation Day for new students  
Handing out of schedule

## October 2024

- 2 Beginning of classes for the Fall Semester 2024
- 10 Last day for changing Programme of Study
- 14 Last day for dropping/adding a subject  
Last day of registrations / Payment of fees
- 16 Last day of late enrollments for new students
- 17 Orientation Day for students who arrive late
- 28 Public Holiday

## November 2024

During the 6th-8th week  
from the beginning  
of classes

## December 2024

- 20 Last day of classes before Christmas Holidays

## January 2025

- 7 Resumption of classes after Christmas Holidays
- 10 Last day of classes for the Fall Semester 2024
- 13-24 Final Examination period for the Fall Semester 2024
- 27 Beginning of the Make-up Examination period
- 31 Closure of the Make-up Examination period  
Official closure of the Fall Semester 2024



fall  
semester 2024  
calendar

## February 2025

- 3 Official commencement of the Spring Semester 2025  
Beginning of registration period for the Spring Semester 2025
- 10 Last day for changing Programme of Study
- 7 Orientation Day for new students
- 10 Beginning of classes for the Spring Semester 2025
- 20 Last day for adding/dropping a subject  
Last day of registrations / Payment of fees
- 24 Last day of late enrollments for new students
- 25 Orientation Day for students who arrive late

## March 2025

- 3 Green Monday - Public Holiday
- 25 Public Holiday

During the 6th-8th week  
from the beginning  
of classes

## April 2025

- 1 Public Holiday
- 11 Last day of classes before Easter Holidays
- 28 Resumption of classes after Easter Holidays

## May 2025

- 1 Public Holiday
- 23 Last day of classes for the Spring Semester 2025
- 26 Beginning of the Final Examination Period for the Spring Semester 2025

## June 2025

- 6 Closure of the Final Examination Period for the Spring Semester 2025
- 9-13 Make up Examination Period
- 13 Official closure of the Spring Semester 2025  
Graduation Ceremony for the current Academic year

spring  
semester 2025  
calendar



## June 2025

- 16 Official commencement of the Summer Session 2025  
Beginning of registration period
- 21 Orientation Day for new students
- 9 Public Holiday
- 23 Beginning of classes for the Summer Session 2025

## July 2025

- 1 Last day for dropping/adding a subject  
Last day of registrations  
Last day of late enrollments for new students
- 2 Orientation Day for students who arrive late

During the 5th-6th week from the beginning of classes

## August 2025

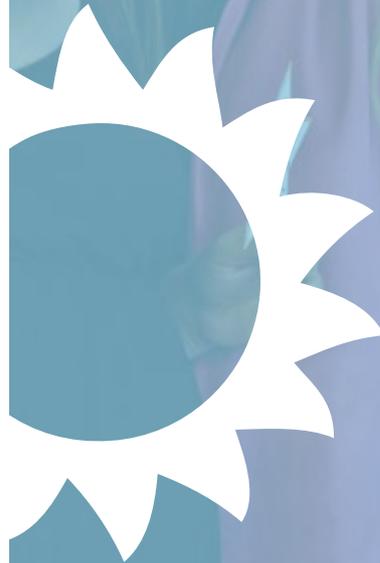
- 8 Last day of classes before Summer Holidays
- 18 Resumption of classes after Summer Holidays

## September 2025

- 5 Last day of classes for the Summer Session 2025
- 8-12 Final Examination period for the Summer Session 2025
- 15-19 Make up Examination Period
- 19 Official Closure of the Summer Session 2025



summer  
semester 2025  
calendar





**Admissions Office**

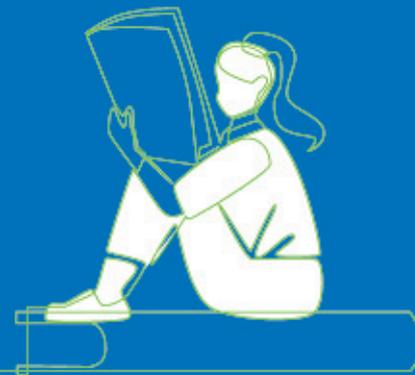
118 Spyrou Kyprianou Avenue  
3077 Limassol  
P.O. Box 51938, 3509 Limassol

[www.ctleuro.ac.cy](http://www.ctleuro.ac.cy)

T: +357 70001381  
[college@ctleuro.ac.cy](mailto:college@ctleuro.ac.cy)



*Be a part of this Community*



We save the Environment