

# **PROSPECTUS**

## **College of Tourism & Hotel Management**

### **Academic Year 2023 – 2024**

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Dear Student,

Founded in 1987 and situated in the capital city of Cyprus, the College of Tourism and Hotel Management is now firmly established as one of the leading centres of higher education in Cyprus.

The college campus is in the heart of the city centre and is offering state of the art facilities and services proper to an international college and enhances student academic life.

The College started, by offering courses in travel and tourism to satisfy the pressing needs of an expanding local travel industry. It now offers a variety of study programs, each of which stimulates and rewards its participants by providing knowledge and developing the skills necessary in today's rapidly changing society.

The underlying objective of all programs is to prepare students for a successful career in tourism, hospitality, and the service industries. The ease with which successful graduates of the College secure employment, demonstrates the confidence shown in the College by the industry and the correctness of its educational policy.

This prospectus details the programs and gives helpful information on the College.

If you require any further help or advice to make up your mind, don't hesitate to write, telephone, or visit us and we will do our best to help.

Savvas Adamides,  
Director

## **Statement of objectives**

The main objectives of the College are to offer innovative academic programs of high quality, in response to the needs of today's rapidly changing society; to prepare its graduates either to eventually assume positions of responsibility in the local or international tourism, travel or hospitality industries and international business, or to continue their studies for a higher degree. Furthermore, the College strives to help its students become ethical, fair in their relations with other people, honest and sincere.

Special emphasis is also given to continuing education with a view to upgrading the knowledge and skills of international business, tourism, travel and hospitality professionals, as well as helping people who are interested in entering these industries. These programs are designed to meet the specific and ever changing needs of these expanding sectors of the economy.

The College, in order to achieve its mission and attain its goals, attracts and retains a faculty of high quality, enjoying academic freedom, which take an active part in decision-making. The College expects every faculty member to be an effective teacher.

An additional objective of the College is to help its students develop a sense of belonging to an educational institution of quality, which is concerned about their welfare and meets their academic, professional, social and other needs.

The College admits applicants based on criteria, which demonstrate one's ability to pursue higher education and eventually fulfil all graduation requirements. These graduates will be equipped with the knowledge and skills to pursue a successful career in the international business, tourism, travel or hospitality industries.

In addition to the formal program of instruction for its students, the College provides an informal program of educational opportunities to help meet its educational objectives. This Program contributes to the professional, personal and social growth of the students.

Activities such as work placement, lectures and discussions attendance, visits to places of interest, trips abroad, membership to professional and social clubs either form an integral part of a course of study or are encouraged by the College.

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## LOCATION

The College is situated in Nicosia, capital of Cyprus. It is in the city centre and the main shopping area.

**Nicosia** – the capital of the Republic of Cyprus is in the centre of the island and is an ideal place to live and study. The many offshore companies and embassies give the city a cosmopolitan air. Since Nicosia is home to people of many different nationalities, English is spoken everywhere. The ubiquitous trees and colourful shrubs, the sunny days and warm evenings provide a natural setting for outdoor cafes, pubs and eating-places.

Reminders of leisurely days of the past are the attractive brownstone bungalows with their colourful verandas and the ongoing restoration of old buildings adds to the city's charm. In contrast to quiet, leafy, residential streets is the bustling downtown centre with shops of an international standard. There are always concerts, exhibitions and films and there is no shortage of museums and art galleries.

Cyprus is well known for its rich cultural history since it is in the northeast Mediterranean, where Europe, Asia and Africa meet. Ancient Greeks, Romans, Egyptians, and Crusaders are just some of the cultures that have left their traces on the island, and millions of visitors arrive every year to see this archaeological legacy.

In recent years, Cyprus has established itself as a regional centre of Higher Education, attracting an international student body. The island has everything to make a student's life attractive. Students value the sunny climate, friendly people, and Mediterranean lifestyle. Cyprus has the reputation of being virtually crime-free, and many students regard this as an important factor in making the island their choice. One more reason for that is the fact that Cyprus is a full member of the European Union as from May 1<sup>st</sup>, 2004.

The telecommunication system on the island is excellent, as are air links to other countries. This has attracted a large shipping and offshore business community. With almost three million tourists visiting the island annually, Cyprus has a well-developed and sophisticated tourist industry; its hotels are second to none, making it the ideal location for Hotel and Tourism studies.

Studying in Cyprus, one is not confined to a polluted, crowded city. Pleasant accommodation is easy to find, and with their long tradition of hospitality, Cypriots are warm and friendly people long accustomed to living and working with people of various nationalities.

Being close to the mainland and surrounded by countries, which formed the cradle of European civilization, Cyprus offers the opportunity of short trips - to see the Egyptian Pyramids or the Holy

Land, for example. Additionally, Cyprus offers an almost unlimited supply of archaeological sites, monasteries, and Byzantine churches to explore.

At weekends, the mountains with their attractive villages are close at hand. The sea, beaches and fish taverns are not very far away; both quiet spots for those who prefer them, as well as the busy resorts with their sea sports, nightlife, and visitors from many countries.

Add to this, safe streets in a city where crime is almost non-existent, and it is clear why more and more overseas students are finding Nicosia to be the ideal city to study in.

## **BACKGROUND**

One of the striking features of modern times has been the spectacular growth of international tourism. Cyprus's participation in this development has been unprecedented and the growth in tourist arrivals has by far exceeded that of any other Mediterranean destination. The hotel industry has contributed much to this success. International tourist arrivals went up from 350,000 in 1980 to almost 3 million in 2018. Hotel capacity during the same period increased from 13,000 beds to 95,000 beds. Thus, tourism has become one of the main pillars of the Cyprus economy, a real engine for the economic growth of the country, contributing around 20% of the country's GDP, and offering employment directly and indirectly to around 24% of the gainfully employed population.

The College filled an important gap in the educational system of the island, where there were no government study programs for high school graduates wishing to assume supervisory positions in the hospitality and travel industries.

The College is now looked upon by the industry as a nursery for dedicated, skilled and highly qualified young people who can adapt very quickly to the business environment and eventually assume positions of responsibility.

The College of Tourism and Hotel Management started in 1987 by offering courses in Travel and Tourism in order to satisfy the pressing needs of an expanding local travel industry. In 1989 a three-year full time Hotel Administration program was introduced. Encouraged by the success of its Hotel Administration program, the College introduced in October 1996 a program leading to the Bachelor of Arts degree in Hospitality Management.

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An MBA program that lasts 18 months has been introduced soon after.

The two-year Diploma in Hotel Administration has been registered in summer 2018 and the Master in Mediterranean Diet, Nutrition and Tourism is registered in 2019 and is offered in the Greek language only.

A two-year diploma in Travel & Tourism Administration was also accredited by the CYQAA.

The College is a private establishment of higher education, registered with the Cyprus Ministry of Education, Sport and Youth as a school of Higher (Tertiary) Education. It is coeducational and non-residential. The language of instruction is English.

## **MISSION STATEMENT**

The mission of the College of Tourism and Hotel Management is to provide a full educational experience to students, creating an environment in which students will develop intellectually and personally. Such an educational experience includes world-class instruction that will prepare students for the challenges that they will face in the world and open up opportunities for personal and professional growth and development. Our priority is to enable and encourage individuals to achieve their full potential and to accomplish academic excellence through a flexible, innovative curriculum. The College's major academic specialization is in courses of study in Tourism and Hospitality Management, as well as in Business Studies.

## **VISION**

Our Vision is to facilitate positive impact on society by equipping learners with the knowledge, competence, tools and mind-set needed to become responsible and engaged citizens and professionals.

## **Admission Policy Statement**

Admission to the College of Tourism and Hotel Management is open to all qualified students. The College adheres to a policy of non-discrimination in admitting students. Candidates for admission are considered without reference to race, religion, sex, special needs, age, sexual orientation or ethnic origin.

## **PLACEMENT AND TRANSFER**

Besides work placement, the College is interested in the placement or transfer of its students and their career development. Applications for transfer to foreign colleges and universities are handled by the College administration, which also helps the students get their first job. Normally tourism companies and hotels inform the school of their vacancies. The school informs the students and arranges interviews with the management of interested companies. In fact, the College plays the role of an employment agency offering its services free of charge to both students and employers.

## **ACCOMMODATION**

The College of Tourism and Hotel Management cooperates with Residence Halls/Apartments in the area which are situated within walking distance from the College. It offers comfort and the touch of luxury that you need while you are studying at the College.

The College of Tourism and Hotel Management is ideally situated in the heart of the old city, which is full of reasonably priced and easy-to-locate accommodation sites. Assistance is however offered upon request by the college. The College is also very near the main bus hub of Nicosia which offers easy, affordable and reliable access to and from the city centre should you wish to reside elsewhere.

More information on accommodation can be found on a separate leaflet or by contacting the admissions officer.

## **CAMPUS**

In its strong desire to offer the best to its students, the College has embarked on a pioneering new project, the creation of a state-of-the-art College campus.

It is made up of six floors building that has been specifically designed to create and support a contemporary learning environment of the highest standard and to provide its students with memorable experiences during their studies.

The position of the college building makes it attractive for both study and leisure. The fully renovated building offers full facilities to the students including library, training kitchen, restaurant and hotel room, computer lab and cafeteria.

The six floors building is self-contained in the sense that it includes all the facilities and services necessary for the operation of a first-class international College.

### **The campus offers the following facilities and services:**

Nine lecture rooms, fully air conditioned, mechanically ventilated, and connected with the Internet and the College network.

The library, (with over 10,000 items), is specialized with a very good collection of books, periodicals and audio-visual aids on tourism, hospitality operations as well as Business, Management, and Information Technology. The “Cyprus Tourism Documentation Center” is a specialized section of the library in Cyprus Tourism. Students and researchers can find information on Cyprus Tourism from past to present, as the library has been collecting all the publications. This information includes historical and cultural data, tourism statistics, and annual reports from different organizations, videotapes, and other useful materials. The Cyprus Documentation Center is updated on a regular basis.

Library resources have been vastly expanded thanks to the connection of all the College computers to EBSCO database and eBook. The college library and students have access now to two programs of EBSCO database which provide the following information.

A) Hospitality & tourism complete and

B) eBook Business database.

Together with the above library and students can have access to the following databases.

1. Library information, Science and Technology Abstracts,
2. GreenFILE,
3. European views of the Americans:1493 to 1750,
- 4) American doctoral Dissertations:1933-1955

There is a computer lab dedicated to teaching and to be used by students. Besides all software programs necessary for teaching the Information Technology modules, the labs are equipped with several software programs, proper to computer aided teaching of hospitality, tourism and business-related courses.

The training kitchen is fully equipped and is used by the first-year hospitality students to familiarise themselves with the food preparation and cooking process.

## **STUDENT LIFE**

Besides facilities and services, which support the academic life and the learning process, the city campus offers a wealth of services for the welfare, social life, and the entertainment of students.

The **student affairs officer** is available to help students settle down, help find accommodation and assist with any problems they may have.

Regular **bus service** connects the campus with the city outskirts and other cities.

Students may have their photocopies made at the **Copy Center** from which they can also buy books and stationery.

The **Student Cafeteria** is on campus and is open during normal college hours. The students can consume soft drinks, and various snacks. It is also a pleasant environment for students to meet

their fellow students and teachers in between and after classes.

In the evenings, the cafeteria is the venue for all sorts of regular or special leisure activities, such as: film shows, parties, live shows etc.

For sports the possibilities are endless. Outdoor sports can be practiced on the football / handball and basketball grounds which are plenty in the surroundings of the city.

The College has a multicultural student body and one of the most popular events is the International Night, where students present the culture, music and food of their country. A change of scene is always refreshing too, and students enjoy day trips to the mountains and to the “sun and sea” coastal areas. Two-day cruises to Egypt and the Holy Land are also popular breaks.

### **ACADEMIC PROGRAMS – POLICIES**

The College of Tourism and Hotel Management is an internationally respected college, offering career-oriented programs of study of superior quality. Each program is specifically designed to enable graduates to become highly sought-after achievers, able to function in the international arena, which is today’s business environment.

School leavers whose overall academic performance is good and who have a very good knowledge of the English language are eligible to apply for admission.

At present, the College is authorized by the Cyprus Ministry of Education, Sport and Youth to offer the following full-time programs of study:

- **Travel and Tourism Administration** (2 years, Diploma)  
This program of study is accredited by the CYQAA.
- **Hotel Administration** (2 years, Diploma)  
This program of study is accredited by the CYQAA.
- **Hotel Administration** (3 years, Higher Diploma)  
This program of study is accredited by the CYQAA.
- **Hospitality Management**, (4 years, Bachelor of Arts)  
This program of study is accredited by the CYQAA.
- **Mediterranean Diet, Nutrition and Tourism**, (1 year, Master of Arts)  
This program of study is accredited by the CYQAA.  
The program is offered in the Greek language.
- **Business Administration** (18 months, master’s in business administration)  
This program of study is accredited by the CYQAA.

## **DIPLOMA IN**

### **Travel and Tourism Administration (Accredited by CYQAA)**

The Travel and Tourism Administration program lasts **two years** and leads to a Diploma in Travel and Tourism Administration. Students registered on this program also have the possibility to obtain the Diploma of the International Air Transport Association (IATA/UFTAA). The objective of this program is to train students for a successful and exciting career in the tourism industry. It is designed to train students to start at supervisory level positions in travel agencies, airlines and similar tourism related enterprises. Graduates of this program may continue their education by joining the bachelor's degree in Hospitality Management offered by The College of Tourism and Hotel Management.

## **DIPLOMA IN**

### **Hotel Administration (Accredited by CYQAA)**

This is a **two-year program** involving one summer period of industrial placement in leading hotels all over Cyprus.

Graduates may continue their education by joining the third year of the Bachelor of Arts degree in Hospitality Management offered by the College of Tourism and Hotel Management.

## **HIGHER DIPLOMA IN**

### **Hotel Administration (Accredited by CYQAA)**

This is a **three-year program** involving two summer periods of industrial placement in leading hotels all over Cyprus.

Graduates may continue their education by joining the fourth year of the Bachelor of Arts degree in Hospitality Management offered by the College of Tourism and Hotel Management.

## **BACHELOR OF ARTS IN**

### **Hospitality Management (Accredited by CYQAA)**

This is a **four-year degree** program involving three optional summer periods of industrial placement in leading hotels all over Cyprus where students gain valuable work experience.

The objective of this program is to produce graduates, who have the ability, knowledge and skills to become competent managers in a rapidly changing hospitality and tourism industry and to foster an analytical and creative approach to problem solving, encourage independent judgment and critical self-esteem.

## **MASTER IN**

### **Mediterranean Diet, Nutrition and Tourism** (Accredited by CYQAA – Offered in Greek only)

The aim of the Master program is to provide advanced knowledge in Nutrition and Dietetics Science in Tourism.

In more details, the aim of the Master Program «Mediterranean Diet, Nutrition and Tourism» is to provide:

- high level scientific training with specialized knowledge, to be implemented in the management and planning of dietary interventions at an individual and/or group level,
- interdisciplinary training to improve collaboration with professionals from different disciplines i.e. from the fields of Health, Sport and Tourism. Graduates will be able to position themselves in key areas of the public and the private sector in Tourism, as well as to work as freelancers, in development and promotion of research in all areas of the Master Program.

## **MASTER IN**

### **Business Administration** (Accredited by CYQAA)

This is an **eighteen-month** program leading to the award of a Master in Business Administration (MBA)

#### **The objectives of the program are:**

- To provide students with an education in business management for a global market and economy.
- To enable students to apply these concepts, principles, and techniques appropriately to a variety of international organizational situations.
- To encourage students to think critically and independently about intercultural management problems.
- To provide the opportunity, through course related activity, for students to develop the skills and attributes necessary for their career and personal development.

## **HIGHLIGHTS IN ACADEMIC REGULATIONS**

Each academic year is composed of two 15-week semesters. At the end of each semester there are final exams for each course.

There are two intakes per year: October for Fall Semester and February for Spring Semester.

Final grades are expressed as percentages. The weight of final exams is 50%, with the remaining 50% representing the student's performance during the semester (coursework may include: participation, quizzes, tests, projects, assignments etc).

The minimum passing grade is 50%. During the semester there are frequent quizzes and tests as well as several projects or assignments in each course.

For laboratory courses there may be only coursework assessment without final written exams.

Attendance of classes is compulsory.

Absence from final or retake exams is marked as "O".

Classes are held in the morning or afternoon Monday through Friday. There are no classes on Saturdays and Sundays.

Teaching periods last for 55 minutes each, with a short break in between.

Class sizes vary with the average number of students per group being around 25. In this way student interaction and participation during class-time becomes the norm.

## **ACADEMIC REGULATIONS**

### **CLASS ATTENDANCE**

Students are expected to attend every meeting of every class in which they are enrolled. Absences beyond the stated maximum for each course may jeopardize the student's academic standing.

Course requirements, such as examinations, tests, oral presentations, laboratory work, participation in discussion and written assignments are in no sense waived because of absences from class. Instructors are not obliged to cover the missed material twice.

#### **The College has established the following attendance policy:**

If a student is absent for any reason, he/she must complete and return, within three working days after his/her return to college, to the academic affairs officer a prescribed form giving reasons for his/her absence(s).

If a student has more than 30% absences in a subject without a valid justification, he/she automatically fails the subject, and the college must report him/her to the Migration department.

### **CREDIT HOURS**

Academic work is measured in credit hours (semester hours of credit). A semester hour is the unit of credit awarded upon satisfactory completion of a course. Courses carry 4-8 ECTS and consist of three or four 55-minute sessions per week. Courses continue over a semester of 15 weeks and grades are given at the end of each semester. Thus, a course meets for approximately forty 55-minute sessions per semester.

### **MAXIMUM COURSE LOAD**

#### **Regular Semester**

The normal course load for an undergraduate student is 30-36 ECTS per semester. A student with a grade point average of 3.0 or better on all work completed may be permitted to register for more ECTS credits and may continue to do so if the 3.0 average is maintained.

#### **Summer Session**

The normal course load during the Summer Session is 6 – 18 ECTS.

### **CLASSIFICATION OF STUDENTS**

Student classification as freshman, sophomore, junior or senior depends upon the number of ECTS credits successfully completed. The credit hours for each classification are:

Freshman	0-60 ECTS
Sophomore	61-120 ECTS
Junior	121-180 ECTS
Senior	181-or more ECTS

Based on semester hour load, a student is classified as part-time or full-time during the academic year.

**Full-time**

A full-time student is one who is enrolled for at least 15 hours during a Fall or Spring Semester and six hours during the Summer Session.

**Part-time**

A part-time student is one who is enrolled for less than 15 hours during a Fall or Spring Semester and fewer than six hours during the Summer Session.

A Graduate student is considered full time if he or she is enrolled in 12 hours during a regular semester or 6 hours during the summer session.

**TRANSCRIPTS & GRADE REPORTS**

At the end of each semester and summer session, final grades are handed to all students and are recorded on their permanent academic record in the Registrar's Office. The grading system used is as follows:

Letter Grade	Grade Meaning	Grade Points	Percentage Grade
<b>A</b>	Excellent	4.0	90 and above
<b>B+</b>	Very Good	3.5	85-89
<b>B</b>	Good	3.0	80-84
<b>C+</b>	Above Average	2.5	75-79
<b>C</b>	Average	2.0	70-74
<b>D+</b>	Below Average	1.5	65-69
<b>D</b>	Poor	1.0	60-64
<b>F</b>	Failure	0	-
<b>I</b>	Incomplete	0	-
<b>W</b>	Withdrawal	0	-
<b>P</b>	Pass	0	-
<b>AU</b>	Audit	0	-

The **grade 'I'** is awarded to a student who has maintained satisfactory performance in a course but was unable to complete a major portion of course work (e.g. term paper or final exam) and the reasons given were acceptable to the instructor. It is the responsibility of the student to bring pertinent information to the instructor to justify the reasons for the missing work and to reach an

agreement on how the remaining course requirements will be satisfied. A student is responsible, after consulting with the instructor, for fulfilling the remaining course requirements within the first weeks of the following semester for which the 'I' was awarded. In very special cases the instructor may extend the existing incomplete grade to the next semester. Failure of the student to complete work within this specific time limit will result in an 'F' which will be recorded as the final grade.

The **grade 'W'** indicates withdrawal from the course before the specified time as explained in the withdrawal policy.

**Grades of 'P'** will not be computed into a student's cumulative grade point average but will count towards graduation credits.

**Grades of 'F'** will be computed into the student's cumulative grade point average.

Students enrolling for an Audit must designate their intent to enrol on an Audit basis at the time of registration. Students registering for a course on an Audit basis receive no credit.

Grades for courses taken at another college or university do not enter the computation of the cumulative Grade Point Average.

## **AVERAGING GRADES**

A Grade Point Average (G.P.A.) is determined for each student at the end of each semester. The Grade Point Average (G.P.A.) is computed by multiplying the number of credit hours of each course by the grade points equivalent to the letter grade received and then adding them. The sum is then divided by the total number of credit hours for which the student has received a grade. Grades reported as "I", "W", "P" or "AU" are not computed in the average.

## **COURSES ON A PASS/FAIL BASIS**

Students in good academic standing may choose up to 30 ECTS towards a degree to be graded on a pass/fail basis. A student may be allowed to take a maximum of two courses on a pass/fail basis per academic year. Courses in a student's major and those considered as correlated to his major, cannot be taken as pass/fail. Only a grade of 'F' will be computed into the G.P.A. Students must notify the Registrar's Office of their intention to take a pass/fail course within the first eight weeks of a sixteen-week semester, or the first three weeks of a six-week session.

## **REPETITION OF WORK**

If a student repeats a course the new grade will be included in the student's Cumulative Grade Point Average. The grade previously earned will not be included in the student's overall Grade Point Average, although it will be listed on the student's permanent academic record and transcript.

## **CHANGE OF GRADE**

Once grades have been submitted to the Registrar's Office no changes are allowed, unless an instructor completes a "Grade Change" form, in which he/she explains that a legitimate error has been made in the calculation of a student's grade.

## **APPEALS PROCEDURE**

In the case where a student believes that the grade received is different from what was expected, he/she must exhaust all possibilities of resolving the problem with the pertinent instructor first. If this does not lead to a resolution, the student may appeal against the grade by filing a petition with the Registrar's Office.

The Registrar will inform the Appeals Committee of the petition and the Appeals Committee will exhaust all possibilities to resolve it individually with the student and the faculty member in question and will reach a decision.

Changes of grades resulting from an appeal require the endorsement of the Course Coordinator and the Academic Director, and a grade petition fee is required.

For a petition to be reviewed, a student must appeal within four (4) weeks from the date the results are announced.

## **PROMOTION AND ASSESSEMENT OF STUDENTS**

A student is considered to have passed a course if the final grade is at least 50%. The College adopted the following grading policy for all courses.

<b>Minimum passing grade:</b>	<b>50%</b>
<b>Coursework:</b>	<b>50%</b>
<b>Final written exam:</b>	<b>50%</b>

The assessment of each course is composed of two elements: coursework and final written exams. For laboratory and practical courses there may be only coursework assessment without final written exams.

## **TRANSCRIPTS OF ACADEMIC RECORD**

A student may request an official transcript of his/her record by completing an application at the Registrar's Office or by writing directly to the Registrar's Office. All official transcripts issued by the Registrar's Office bear the signature of the Registrar and the official College seal.

Transcripts released directly to a student bear the stamped designation "issued to student". No partial transcript will be issued, and no transcripts will be issued to students who have outstanding financial obligations to the College. A fee is charged for every copy of the transcript which must be paid in advance.

## **GRADE REPORTS**

Grade reports are issued at the end of every semester one week after the final exams and are handed to all students. No grade reports will be issued to students who have outstanding financial obligations to the College.

## **REFUND POLICY**

A student cannot drop or withdraw from a course by merely not attending. When a student wishes to withdraw from any course or courses, he/she must fill in a 'WITHDRAWAL FORM' and submit it to the Registrar's Office. Cancellation of tuition will be made in accordance with the College regulations.

All fees (Application fee, Registration fee, Insurance fee, Computer fee, Activity fee, etc.) are non-refundable and are not applicable against any other charges.

For new-coming students, for whom an entry visa to Cyprus is required, who pay tuition fees prior to the issue of their entry visa, the school is obliged to return the full amount of tuition fees (subject to bank charges) prepaid by the students in cases where the students' arrival to Cyprus was not made possible.

## **WITHDRAWAL POLICY**

### **WITHDRAWAL FROM COURSES**

Students receive no credit for courses they choose to withdraw from. All withdrawals are subject to the tuition refund policy.

#### **A. Withdrawal initiated by student**

A student has the responsibility to officially withdraw from a course, which he or she does not intend to complete. A student must complete the official "Withdrawal Form" and submit it to the Registrar's Office.

Students who withdraw from a course before the dates listed below will receive a grade of 'W', which will not affect the student's G.P.A.

**Fall and Spring Semesters: End of tenth week of classes**

**Summer Session: End of third week of classes.**

Students who do not file for withdrawal with the Registrar's Office within this time will continue to be registered for the course(s) and if they have not completed the requirements of the course(s), will be assigned an 'F' as a final grade.

#### **B. Withdrawal initiated by the instructor.**

An instructor may request withdrawal of a student from a course because of non-attendance and/or inappropriate registration (the student not meeting the necessary course prerequisites). The instructor must inform the Registrar's Office for such withdrawals. Withdrawal initiated by the instructor can be done before the tenth week of classes for Fall and Spring Semesters and before the third week of classes for Summer Session.

## **AWARDS FOR ACADEMIC EXCELLENCE - DEAN'S LIST**

The Dean's List includes students who have achieved a G.P.A. of 3.5 or better within a single semester and who were registered for at least 24 ECTS (excluding grades of 'P').

Students who achieve the above requirements are named on the Dean's List, which is published at the end of each semester. Honours are awarded as follows:

First Honours	3.85 - 4.00
Second Honours	3.65 - 3.84
Third Honours	3.50 - 3.64

Students who receive grades of 'D' or 'F' are ineligible for honours that semester.

## **GRADUATION REQUIREMENTS**

To qualify for graduation a student must fulfil the following:

- 1) Complete the degree requirements in the major program as specified in the Prospectus.
- 2) Maintain a cumulative G.P.A. of at least 2.00 for all credits taken at the College.
- 3) Settle all financial obligations to the College before certification for graduation is granted.

### **Application for Graduation**

Students who meet all graduation requirements listed above must file an application for graduation with the Registrar's Office by March 30<sup>th</sup>.

Application forms are available at the Registrar's Office. A fee is due on time of application. The college will not be responsible for non-graduation of any student who fails to submit the application for graduation.

### **Graduation Audits**

Evaluation of courses for graduating students is done two weeks after the final exams. After the semester's grades have been processed, the Registrar's Office will check the student's academic records to ensure that the student qualifies for graduation. Students who face problems fulfilling course requirements towards their degree must consult the Registrar's Office.

### **Procedure for Issuance of a Degree/Higher Diploma/Diploma/Certificate**

Degrees, Diplomas and Certificates are granted in January, June and July of each year. The Registrar's Office will proceed to issue a Degree / Higher Diploma / Diploma / Certificate when the student meets all graduation requirements. Degrees / Higher Diplomas / Diplomas / Certificates are issued one month after the end of each semester.

## **GRADUATION CEREMONY**

Students, who wish to attend the ANNUAL Graduation and Awards Ceremony of the College, must file an application with the Student Affairs Officer by March 30<sup>th</sup>. Students graduating at the end of Fall Semester are allowed to attend the Annual Graduation Ceremony. It is the policy of the College to allow students who are expected to graduate in the Summer Session to take part in the Graduation Ceremony immediately preceding.

Degrees are not awarded at the Graduation Ceremony. Participation in the Graduation Ceremony does not imply that the student has completed graduation requirements.

## **GRADUATION HONORS**

Bachelor's degree students are identified for high academic achievement as follows:

**SUMMA CUM LAUDE** final G.P.A. of 3.85-4.00

**MAGNA CUM LAUDE** final G.P.A. of 3.65-3.84

**CUM LAUDE** final G.P.A. of 3.50-3.64

To be eligible for honours, students must complete at least 30 credits at the College. Only the College credits are considered in determining eligibility for such honours.

## **STUDENT CONDUCT**

### **a. Disciplinary Committee**

The duties of the Disciplinary Committee are to conduct hearings for students alleged to have committed infraction of the academic or non-academic regulations or misconduct that adversely affects the College's pursuit of its educational mission.

Students are expected to conduct themselves as civilized people, both within the College and elsewhere. For student conduct, which tends to discredit or injure the College, the disciplinary committee may impose such penalty, as it may deem appropriate, including expulsion from the College.

When the penalty for bad conduct is expulsion, the student may appeal the decision to the College Council.

### **b. Use of Alcohol and Drugs**

The College does not condone the illegal or otherwise irresponsible use of alcohol and other drugs. It is the responsibility of every member of the College community to know the risks associated with their use and abuse. This responsibility obligates students to be aware of relevant College policies and government laws and to conduct themselves in accordance with these laws and policies.

### **c. Academic Ethics**

Every student is expected to perform all required work without improper or unauthorized help. The Disciplinary and Ethics Committees convene and take disciplinary action in cases of proven academic dishonesty, cheating, plagiarism and inappropriate behaviour.

### **d. Standards of Conduct**

The College of Tourism and Hotel Management is a community of mature, serious - minded and scholarly - oriented people, in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. It is committed to preserving the exercise of any right guaranteed to individuals by the Constitution of the Republic of Cyprus. It is evident that in a community of learning, wilful disruption of the educational process, destruction of property, and interference with the orderly process of the College or with the rights of other members of the College cannot be tolerated. Students registered at the College are expected to conduct themselves in a manner compatible with the College's.

function as an educational institution. To fulfil its function of imparting and gaining knowledge, the College retains power to maintain order within the College and to exclude those who are disruptive of the educational process.

### **e. Sanctions**

One or more of the following sanctions for prohibited conduct may be imposed upon students, depending upon the gravity of the offence.

**Admonition**: An oral statement to a student that he or she is violating or has violated institution rules.

**Warning**: Notice, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

**Disciplinary probation**: Exclusion from participation in privileged or extracurricular activities for a period of time not exceeding two academic semesters.

**Restitution**: Reimbursement for damage to or misappropriation of property.

**Suspension**: Exclusion from classes and other privileges or activities or from the College for a definite period of time.

**Suspension held in abeyance**: Exclusion from classes and other privileges or activities or from the College for a definite period of time to be enforced, should another violation occur.

**Expulsion**: Termination of student status for any indefinite period. The condition of readmission, if any, shall be stated in the order of expulsion.

## **WITHDRAWALS – SUSPENSION**

### **WITHDRAWAL FROM COLLEGE**

Students wishing to withdraw from the College must file a 'Withdrawal Form' at the Registrar's Office. It is the student's obligation to complete this final procedure. Failure to do so leaves the student liable for all the current semester's tuition and fees and will result in grades of 'F' being assigned automatically to the student's courses.

### **WITHDRAWALS - SUSPENSION**

#### **a. Probation – Suspension**

Students may be placed on academic probation for failure to make satisfactory academic progress. This means that the student has failed three or more subjects at the end of a given semester.

If credit deficiencies are reproduced the following semester, the student concerned may be subject to academic suspension from the College. A suspended student may apply for readmission at the College after a calendar year. Applications for readmission must be made in writing to the admissions Director.

Students who are readmitted after being suspended are on probation and must meet specified academic objectives, such as maintaining a C average. Failure to meet these objectives will result in a second academic suspension.

A second academic suspension is considered final.

### **b. Enforced Withdrawal**

Students may be forced to withdraw from the College for habitual delinquency in class, habitual idleness, or any other fault, which prevents the student from fulfilling the purpose implied by registration at the College. Grades of F (failure) will be allocated for each of the subjects in which the students were registered.

Students who have been forced to withdraw must apply for readmission in the same manner as a suspended student.

### **c. Voluntary Withdrawal**

Students may withdraw from the College before the conclusion of a semester. Grades of F (failure) will be allocated for each of the subjects in which the students were registered.

## **ACADEMIC DISHONESTY –PLAGIARISM**

### **PRINCIPLES**

In entering higher education, students commit themselves to a process of becoming recognized by society as having achieved a certain level of learning. A student who misleads society as to the authenticity of this achievement is academically dishonest not only to those on whom the deception is practiced, but also to him/herself. The dishonesty relates to the process of education in that the evidence on which society's recognition is based has been obtained in an unethical manner, and to the outcome of education in that the level of achievement is based on a false claim.

The maintenance of fair and honest conduct is therefore an essential requirement of the system for assessing students' learning and it is in their and the university's interests that this should be always the guiding principle.

Academic dishonesty is a serious offence, and it is important that the duties and rights of all those involved with the assessment process be clearly defined and effectively publicized.

### **DEFINITIONS**

**Academic dishonesty** may be defined as any attempt by a student, or any attempt by an individual to aid a student, to gain an unfair advantage in any assessment (including an assessment of practice or an assessment in practice) by deception or fraudulent means.

Academic dishonesty may be exhibited in several ways of which the following are examples.

- i. Aiding and abetting a student in any form of dishonest practice.
- ii. Bribery: paying or offering inducements to another person to obtain or to attempt to obtain an unfair advantage.

- iii. Calculator fraud: the use of unauthorized material stored in the memory of a programmable calculator with storage facilities.
- iv. Collusion: the representation of a piece of unauthorized group work as the work of a single student.
- v. Commissioning another person to complete an assignment which is then submitted as the student's own work.
- vi. Computer fraud: The use of the material which belongs to another person and which is stored on a hard or floppy disk without acknowledgement and or without the written permission of the owner.
- vii. Duplication: The inclusion in coursework of any material which is identical or substantially like material which has already been submitted for any other assessment within the university or elsewhere. (for example, the use of essay banks).
- viii. False declarations made to receive special consideration by a board of examiners or to obtain extensions to deadlines or exemption from work.
- ix. Falsification of data: The presentation of data, e.g., in laboratory reports, projects, clinical profiles, assessment portfolios, based on work purported to have been carried out by the student, but which have been invented by the student or altered, copied, or obtained by unfair means.
- x. Forgery: The falsification of signature(s) or documents related to certification or assessment.
- xi. Misconduct in examinations or tests: Behaviour aimed at gaining an unfair advantage, eg:
  - xii. Taking unauthorized materials into an examination or test.
  - xiii. Obtaining an advance copy of an "unseen" written examination or test paper;
  - xiv. Communicating, or trying to communicate, in any way with another student during an examination or test.
  - xv. Copying from another student.
  - xvi. Leaving the examination or test venue to consult pre-hidden cribs/notes.
  - xvii. Removing any items of stationery or other materials from the examination or test venue without permission or contrary to instructions.

xviii. Impersonation: arranging or attempting to arrange for another person to take one's place in an examination or test; or being a party to an impersonation.

xix. **Plagiarism:** the representation of another person's work as one's own or the use of another person's work without acknowledgement, eg:

The direct importation into one's work of more than a single phrase from another person's work without the use of quotation marks and identification of the source.

Making a copy of all or part of another person's work and presenting it as one's own by failing to disclose the source.

Making extensive use of another person's work, either by summarizing or paraphrasing it merely by changing a few words or altering the order of presentation, without acknowledgement, the use of the ideas of another person without acknowledgement of the source, or the submission or presentation of work as one's own which is substantially the ideas or intellectual data of another.

Like cheating in an examination, plagiarism is a serious offence. Where there is evidence to suggest plagiarism, a formal process of enquiry may begin. If it is found that plagiarism has taken place a student may fail the piece of work concerned and will not necessarily be permitted to resubmit it for a pass mark.

Plagiarism in a major piece of work at the final level of your course can result in a decision by the Disciplinary Committee that the Final Assessment Board will not award you an award. If evidence of serious plagiarism comes to light after the Final Assessment Board has agreed results, it is still possible to cancel the award.

All college students are expected to use other people's ideas. You will use books and journals in the library, some assignments involve working collaboratively with others, and in some cases, you may have access to other people's work on computer disk or over a computer network. When undertaking a major assignment, you may sometimes legitimately refer to similar projects undertaken by students on your own or another course in previous years. However, other people's work must be used in a principled way, with due acknowledgement of authorship. Recognized standards of acknowledging the work of others will be discussed during your courses.

Where plagiarism is suspected, decisions on assessed work will be made only when the facts have been established. All serious cases may be considered by the Final Assessment Board and reported to the Disciplinary Committee of the College.

## **RESPONIBILITIES**

It is the responsibility of staff to frame assessment requirements and procedures in a clear and unambiguous manner in the light of the guidelines. It is the responsibility of students to acquaint themselves with these guidelines and to act in accordance with them.

**Disciplinary Procedures:**

If a student is suspected of committing a disciplinary violation:

- The instructor or another member of the faculty or a student may forward a report of the incident to the Chair of the Disciplinary Committee.
- The Disciplinary Committee members hear the case.
- Call the student(s) concerned, witnesses and other people who know of the incident, take minutes of the hearing.
- After deliberation they decide whether the allegation is upheld or not.
- If the allegation is upheld the Committee imposes an appropriate sanction depending upon the gravity of the offence.

**Disciplinary Procedures for Plagiarism:**

If a lecturer suspects that a piece of coursework has been plagiarized, the following procedure must be followed:

- The lecturer needs to inform the Chair of the Disciplinary Committee about the suspected plagiarism and provide all evidence.
- The Disciplinary Committee will examine the evidence and decide with the lecturer if the suspicion is reasonable and if the case needs to be investigated.
- Upon the consensus among the lecturer and the Disciplinary Committee members, a viva will be arranged within a reasonable period with the concerned student(s), the lecturer, and the Disciplinary Committee members being present.
- The lecturer will immediately inform the student(s) concerned about the suspicion of plagiarism and request them to attend the viva.
- During the viva, the student(s) concerned will need to prove their knowledge on the claimed piece of work as well as providing necessary references and notes upon request.
- Upon the completion of the viva, the lecturer, and the Disciplinary Committee members will decide if the suspected plagiarism can be confirmed as well as the appropriate penalty.
- The suspicion is proven, and the student(s) admit the offence.
- The suspicion cannot be directly proven, and the student(s) admit the offence.
- The suspicion cannot be directly proven, and the student(s) don't admit the offence.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

This section describes what the conduct of the College's students as members of the academic community should be like by outlining an extensive but not exhaustive list of both rights and the responsibilities these rights carry with them. Adherence to these helps promote an atmosphere conducive to learning and meaningful individual development.

### **BASIC RIGHTS**

The students have the following basic rights:

- Right to be not discriminated against or harassed as described in the relevant policies.
- Of participation to the applicable Faculty Committees
- To be informed about issues that concern the function, the structure and the goals of the school.
- To attend classes as long as they have arranged their financial obligations towards the school.
- To meet and discuss with their teachers for any problems they may have.
- To sit for written exams provided they have arranged their financial obligations.
- To get certifications from the school by submitting the corresponding fees.
- To membership in the student union, to vote and be voted for freely in the bodies of the union and to choose their representatives for the School Board and committees.
- To use the equipment of the school having obtained the permission of the administration. They should and must use the books and generally the library equipment during working hours or at other hours following a special arrangement.

### **BASIC RESPONSIBILITIES**

Students, as members of the College community, shall have the following responsibilities, which are inherent in the basic rights described above:

The students have the following basic responsibilities:

- To act in such a manner as to ensure other people their basic rights as declared herein.
- To be responsible for any personal actions with respect to provisions of Cyprus law.

- To be responsible for conduct, which helps to create and maintain an academic atmosphere in which the rights, dignity, and worth of every individual in the College community are respected.
- To be responsible for paying all bills owed to the College in a timely fashion as prescribed by the College. Since registration is not complete until payment of all the tuition and all other fees are paid, students who fail to meet their financial obligations may have their registration cancelled; may be denied future registrations; and may have their grades and/or their transcripts withheld.
- To show academic integrity and avoid behavior such as cheating in any form (copying, plagiarism, forgery, cooperation in falsification, etc.)
- Attendance is compulsory and for each absence they must bring a written justification. They can ask to have their absences justified for a time provided there is a justifiable reason (illness or other). The maximum allowable absence rate is 30%.
- Examinations are compulsory for all students.
- Students who are absent from a written or oral exam that has been scheduled in advanced due to illness or other serious reason, must justify their absence timely with a doctor's or another proof document.
- To respect school belongings and are responsible for any damage they cause.
- It is strictly forbidden to smoke in the teaching rooms and in all the closed areas.
- To be insured.
- To notify the Registrar's Office of any changes in name, address or major. In case of a change of major, the student must get approval from his/her advisor.

## **PROBATION**

Any student whose cumulative G.P.A. falls below "C" or its equivalent (2.0 G.P.A.) is placed on probation. A student who remains on probationary status for two consecutive semesters faces possible dismissal from the College.

## **ACADEMIC ETHICS**

The College maintains a policy on academic ethics as part of its effort to maintain integrity in its academic process. Students must understand what academic integrity is and what most common violations are. Academic honesty should be a concern of the entire College community. Academic dishonesty involves acts, which may affect the integrity of the educational process at the College. Plagiarism and cheating are examples of academic dishonesty and are unacceptable. Plagiarism is presenting the work of somebody else as one's own. Cheating in examinations is giving or receiving unauthorized help before, during, or after examinations.

The Disciplinary Committee, chaired by the Admissions Director, and the Ethics Committee, chaired by the Director, take disciplinary action in cases of proven academic dishonesty, cheating, plagiarism, and unethical behaviour.

Students who fail to comply with the rules and regulations of the College may subject themselves to sanctions ranging from failure in the assigned course in which the offence occurred to suspension or dismissal from the College, as described in the Student Contact section above.

## **College Policies on Student Contact and Ethics**

### **Anti-discrimination (Equality) Policy**

The College of Tourism and Hotel Management is committed to fostering and maintaining an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.

The College embraces diversity amongst its members and seeks to achieve equity in the experience, progression and achievement of all students and staff through the implementation of transparent policies, practices and procedures and the provision of effective support.

It also seeks to promote awareness of equality. It is committed to a programme of action to support its equality policy and to monitor its effectiveness through the Ethics Committee procedures.

The College seeks to ensure that no member of its community is unlawfully discriminated against based on age, disability, pregnancy, race, nationality, religion, sexual orientation or any other factor.

Freedom of expression and academic freedom are protected both by law and by the College's policies.

This policy applies to all members of the College community.

### **Harassment & Sexual Harassment Policy**

The College prohibits of any form of harassment, sexual harassment and/or related retaliation in college employment, educational programs and activities, based upon an individual's age, disability, pregnancy, race, nationality, religion, sexual orientation or any other factor, so that all members of the community are treated at all times with dignity and respect. Accordingly, such harassment or sexual harassment, is prohibited and violates College policy and will not be tolerated. Furthermore, any form of retaliation against anyone who in good faith brings a charge of harassment or sexual harassment, supports an individual bringing a complaint, otherwise reports harassment or sexual harassment, or participates in an investigation under this policy, is prohibited by college policy and Cyprus law.

This policy applies to all members of the College community.

## **Confidentiality**

To the extent possible, the College will make a reasonable effort to conduct all proceedings related to harassment, sexual harassment or retaliation allegations in a manner which will protect the confidentiality and privacy interests of all parties. Examples of situations where confidentiality cannot be maintained include circumstances when the College is required by law to disclose information, when disclosure is warranted by the College in order to protect the rights of others, or disclosure is necessary to facilitate legitimate College processes including investigation and resolution of harassment or sexual harassment allegations. In addition to these efforts by the College, all parties to the alleged complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

Further information on the Ethical Policies, including policy definitions, examples of what constitute violations of these, standard of proof, reporting complaints & policy violations, where to report these and duty to report, can be found in the Student Handbook which is posted on our website.

## **DISMISSAL**

The College reserves the right to dismiss a student without making definite changes whenever, in the judgment of the Officers of the College, such action seems advisable. No tuition will be refunded for absence or dismissal from the College.

## **CONFIDENTIALITY OF STUDENT RECORDS**

The College regards the student's academic record as a matter of confidence between the student and the College. The contents of the academic record may be revealed only after written permission of the student. Faculty and administrative officers of the College and government agencies may be provided with a student's transcript without their consent.

## **CHANGE OF NAME, ADDRESS OR MAJOR**

It is the responsibility of every student to notify the Registrar's Office of any changes in name, address or major. In case of a change of major, the student must get approval from his/her advisor.

## **ADMISSION**

### **ADMISSION POLICY**

#### **GENERAL ADMISSION REQUIREMENTS**

The criteria for admission have been prepared to enable the Admissions Office to select students who have potential to do college-level work and to place students in courses and programs appropriate to the student's academic preparation, to help them successfully realize their academic potential.

The students come from many different countries and bring with them a wide range of academic disciplines, experiences, special interests, talents, and cultural heritages. The Admissions Office aims to form a student body, which will give the opportunity to each student to share education and grow in experience as a member of an international community.

In general, all applicants must have completed a secondary (high) school education or the equivalent of twelve years of schooling to be considered for admission. The College recognizes a strong academic performance at high school level as the primary determinant for college level success.

Any person who intends to register for a program/course at the College must first be admitted to the College. Application forms and the most current information about admission requirements can be obtained from the Admissions Office.

The application for admission may be obtained either in person or by writing to the Director of Admissions. A non-refundable fee must accompany every application.

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

- a) For the academic year of two semesters, new student admissions can be done twice a year, in October and February.
  - b) For the academic year that concerns only the postgraduate programs, new student admissions can be carried out at the start of each module.
-

## **Entry Requirements**

i) Individuals of both sexes are accepted at the school, both locals and foreigners without any discrimination concerning race, religion, sex, special needs, age, sexual orientation or ethnic origin as long as they have graduated from a secondary education school with at least six years' duration of studies or possess another equivalent certificate.

ii) The school accepts applications for registration in the first semester by graduates from six-class schools of public or otherwise accredited by the State private schools of secondary education in Cyprus or abroad independent of their school leaving certificate grade or if they hold another equivalent qualification.

iii) The school accepts applications for registration in the second or in the following semesters from people who have completed their tuition in the immediately preceding semester in the same study program in a tertiary education school in Cyprus or abroad or who possess equivalent qualifications as they are defined by examination boards in Cyprus or abroad, especially from European Union countries.

iv) A prerequisite for the registration or transfer of a student in the study programs is the knowledge of Greek or English depending on the medium of instruction of the specific study program.

The candidate students are called for a personal interview if considered necessary.

A grant of a student place for the next semester can take place any time. The candidate student, local or foreigner, can submit any application to be accepted in the school and if the candidate satisfies the requirements of the School and the Law, the School grants a place in a particular semester depending on each case.

### **Minimum Admission requirements for all programs:**

- A High School leaving certificate or equivalent qualification is a necessary entry requirement. In the case of overseas applicants their secondary/high school credentials should be sufficient to allow them to apply for admission to post-secondary (higher) educational establishments of their home country.
- The applicant must submit an official transcript of his secondary school record together with the application or its equivalent for students coming from American, British, or other secondary schools. Applicants who do not satisfy the above criteria, may be accepted, and placed on probation. For candidates applying for admission with advanced standing, an official transcript of their previous college/university record is required.
- A General Certificate of Secondary Education (GCSE) in four subjects with A-C marks, as well as a General Certificate of Education (GCE) with two subjects at the advanced

subsidiary (A/S) level, for a total of 6 subjects at level 3 in the Qualifications and Credit Framework (QCF) / level 4 in the European Qualifications Framework (EQF).

- A GCSE in three subjects with A-C marks in addition to a GCE with three subjects at the advanced level (six subjects total at QCF level 3 / EQF level 4) is equivalent to a secondary school education.
- An Access to Higher Education (HE) Diploma is also accepted as fulfilling the secondary school requirement. It is necessary to achieve QCF level 3 / EQF level 4. This diploma is also comparable to a secondary school education and will allow students to apply for a bachelor's programme directly.
- English is the language of instruction at the College. Students must have very good knowledge of the English Language with any of the following certificates:

<b>1. IGCSE</b>	<b>AT LEAST GRADE D</b>		
<b>2. IELTS</b>	;	;	<b>5</b>
<b>3. TOEFL IBT</b>	;	;	<b>70</b>
<b>PASSWORD SKILLS TEST PLUS</b>	;	;	<b>5.5</b>
<b>4. ANGLIA EXAMINATIONS</b>	;	;	<b>INTERMEDIATE</b>
<b>5. MICHIGAN LANGUAGE ASSESSMENT</b>	;	;	<b>ECCE (52)</b>
<b>(PROFICIENCY OF MICHIGAN)</b>			
<b>6. CAMBRIDGE GCE AS LEVEL</b>	;	;	<b>C</b>
<b>ENGLISH LANGUAGE</b>			
<b>7. UNIVERSITY OF CAMBRIDGE EXAMS</b>	;	;	<b>PET-PRELIMINARY ENGLISH TEST</b>

***Minimum Admission requirements for the Postgraduate Programs:***

- A Bachelor's degree, or equivalent, from a recognized institution. Alternatively, applicants may possess a professional qualification (or a combination of qualifications) officially recognized as being equivalent to a bachelor's degree from recognized institutions. Examples of professional qualifications, which are officially recognized as equivalent to a bachelor's degree, are the qualifications of the Chartered Accountants, The Chartered Certified Accountants, the Chartered Management Accountants, the International Accountants, the Certified Public Accountants, the Chartered Surveyors, Chartered Architects, AHLEI and other professional qualifications which are recognized internationally as equivalent to a bachelor's degree.

- A Bachelor's honours degree or 3 to 4 years at QCF level 6 or EQF level 6 is equivalent to a bachelor's degree at an applied science or research university, depending on the study. This will allow students to apply for a master's programme.
- A Higher National Diploma at QCF or EQF level 5 equivalates to 3 years of study at a university or applied sciences. A Higher National Certificate can be compared to 2 years in a vocational programme.

***Additional Admissions Requirements for the MBA program:***

- *Official Graduate Management Admission Test (GMAT) score: A minimum of 400 on the GMAT examination. Students who have a grade point average of 3.0 and above for US standards, 2.2 for UK standards or the equivalent, or at least 3 years of work experience will be exempted from the GMAT. An applicant who does not fulfil the GMAT requirements may be conditionally accepted and may take remedial courses of at least 15 credits.*

The director of Admissions is responsible for the evaluation of all applications for admission to the College.

The College has accepted among its responsibilities a commitment to international students by providing opportunities to citizens from other countries to study at the College. The College considers the admission of qualified students from other countries a part of its educational program. International students enrich the life of the College and contribute to the education and personal growth of Cypriot students.

**ENTRANCE EXAMS**

European candidates should take and pass the College Entrance Exam for them to be accepted and allowed to register as full-time students.

The purpose of this exam is to evaluate the students' level of English before they register for any program of study and to make sure that only candidates who are likely to succeed in their studies are admitted. Any student who passes the exam should be able to attend lectures, communicate and write in English without any difficulty.

There are no set books that candidates should study in advance, nor is there any preparation or training for this exam.

The minimum passing grade is a total of fifty (50) points out of the maximum one hundred (100). The Entrance exam consists of 4 parts which the students complete in three hours: Listening, Grammar, Reading Comprehension and Writing.

# PROCEDURE AND CRITERIA FOR ADMISSION

## CRITERIA

The Admissions Office bases its decision on the following factors:

### **A completed application forms.**

The application for admission may be obtained either in person or by writing to the Director of Admissions. A non-refundable fee must accompany every application.

### **Official or certified diploma and transcript of secondary (high) school records.**

The applicant must submit an official transcript of his secondary school record together with the application or its equivalent for students coming from American, British, or other secondary schools. Applicants who do not satisfy the above criteria, may be accepted, and placed on probation. For candidates applying for admission with advanced standing, an official transcript of their previous college/university record is required.

### **Evidence of knowledge of English.**

As described in the **Minimum Admission requirements for all programs** section.

### **Payment.**

When the applicant receives an acceptance letter from the Admissions Office then he/she must send the application fee.

## ADMISSION PROCEDURES

### LOCAL STUDENTS

Local applicants should fill out and apply for admission to the College. If they have already finished high school, they should also attach a photocopy of their high school leaving certificate.

They will then be notified of the exact date and time of the entrance exams.

### INTERNATIONAL STUDENTS

International students are most welcome to the College and a student visa will be issued by the Cyprus Government, provided all admission requirements are met.

The English language admission requirements for international applicants are set by relevant decisions of the council of Ministers.

#### **a. Application for Admission**

International students are advised to apply for admission as early as possible and in any case, at least three months before the scheduled commencement of classes. Overseas candidates should submit to the College the following documents when applying:

1. Application for admission duly completed

2. Attested copy of the passport – validity of at least two years from the date classes commence of the semester applied for

3. Four photos passport size

4. Officially attested photocopies of the Senior/High School leaving Certificate with its Grades Report, as issued by the school. Attestations must be made by the principal of the school, from which the students have graduated, by the Ministry of Education, Sport and Youth, by the Ministry of Foreign Affairs and by a notary public.

If these are issued in a language other than English, translation in English must accompany the School Certificate and the Grades Report. The translation must be attached to the photocopies of the original certificates, and the documents must be attested. The translator's name and address must be clearly mentioned on the documents. Additionally, provisional school leaving certificates are acceptable for maximum period of two years after graduation.

5. Original bank certificate and letter stating that the student's sponsor has sufficient funds to finance the student's stay and studies in Cyprus. The letter must be dated, signed and stamped by an official bank officer. The student's name, the sponsor's name and their relationship should appear clearly in this letter. The sponsor could be the father, mother, the student, the officially appointed guardian, or any other person. If the original is not in English, then an attested (by notary public) translation must be attached to the original. Students may submit, instead of the bank letter, an original deposit certificate from their bank showing a minimum available balance of EURO7500. The owner of the deposit account should be either the student or one of his/her parents or brothers and sisters. If the owner of the account is not the applicant, a separate certificate must be issued showing the relationship between the student and the owner of the account.

6. Original police character certificate (no criminal record). It must be issued no more than six (6) months prior to the date classes commence of the semester applied for. The police certificate must be signed and stamped by an official police officer and must be attested by the Ministry of Foreign Affairs.

7. Medical Certificate (properly attested) showing that the applicant does not suffer from HIV I-II (AIDS test), HBsAg / Hepatitis B, HCV/ Hepatitis C, V.D.R.L. (Syphilis) and TB (Tuberculosis). It must be issued no more than four (4) months prior to the semester's commencement date. Attestations must be made by a Notary Public and the Ministry of Health and Foreign Affairs.

8. Any other certificates required by the Ministry of Interior, Cyprus from time to time.

#### **a. Letter of Admission**

As soon as the application for admission and all supporting documents are received, the Admissions Director will inform the candidate whether he/she qualifies for admission. Eligible candidates will receive a letter of eligibility confirming the terms and conditions on which the candidate is admitted to the

College. Applicants, whose previous academic performance is poor or is judged unsatisfactory by the Director of Admissions will not be eligible for admission.

**c. Deposits and Prepayments**

Eligible candidates should send to the College a certain sum of money representing deposits and prepayments. The exact amount to be paid in advance and all other details such as payment deadlines and refund policy are stated in the section of the Prospectus on Financial Information.

**d. Application for Visa**

As soon as the College receives the advance payment, it will send the student a receipt and apply for the student's visa.

**e. Arrival in Cyprus**

Students should not leave their country before receiving confirmation from the College that their visa has been granted. They should also let the College know in advance the date and time of their arrival in Cyprus so that they are welcomed at the airport and driven to Nicosia.

**f. Entrance Exams**

Immediately after their arrival, all European students should take the College Entrance Exams.

**g. Pre-registration Arrangements to be done by students.**

**Before registration students should:**

- Take the College Entrance Exams.
- Comply with all visa requirements of the immigration department.
- Possess evidence of negative results of communicable disease tests
- Pay all semester tuition fees and other charges
- Have a chest X-ray taken
- Subscribe to a medical insurance

## **REGISTRATION INSTRUCTIONS**

### **GENERAL INFORMATION**

Registration for any semester is contingent upon being eligible for registration. Thus, advance registration, including the payment of tuition and fees is invalid if students are later declared to be ineligible due to scholastic, financial or disciplinary reasons.

Students should also be familiar with the following general points about registration:

- Registration for a semester is conducted under a Registration Calendar (please refer to the Academic Calendar). Students who do not register according to the specified schedule will be charged with the late registration fee.
- The "Student Personal Data" form and "Registration" form must be processed through the Admissions Office.
- Enrolment changes to classes can only be made through the processing of an official "ADD/DROP" form. The "ADD/DROP" form must be signed by the student's Advisor.
- Students may not drop a course merely by stopping attendance.
- The last day to Add or Drop a course is the last day of the second week of classes.
- The last day to withdraw from a course is the last day of the 8th week of classes. Students wishing to withdraw from a course(s) must file a "Withdrawal" form at the Registrar's Office. Students receive no credits for courses they choose to withdraw from. All withdrawals are subject to the tuition refund policy of the college. Students who do not file for withdrawal with the Registrar's Office within the specified period will continue to be registered for the course(s) and if they have not completed the requirements of the course(s), will be assigned an "F" as a final grade.
- No student will be allowed to register for a course if the prerequisites for that course are not completed.
- Students may take 30 to 36 ECTS per semester. To qualify for this a student must have either a 2.0 cumulative grade point average, or a 2.0 grade point average in the previous semester or Summer Session. A student with a G.P.A. of 3.0 or better on all work completed may be permitted to register for more ECTS and may continue to do so as long as the 3.0 average is maintained.

### **CANCELLATION OF COURSES**

Courses may be cancelled by the College before the first day of classes due to insufficient enrolment.

### **STUDENT ID CARDS**

All students are provided with an ID Card, valid for one semester, which gives them access to various common areas of the College such as the Library and the Computer Labs. Students can renew their ID Cards every semester during registration.

## **TRANSFER ADMISSION**

### **TRANSFER STUDENTS**

Students who have started their college education elsewhere and wish to apply for admission to the College as transfer students must submit the following items to the Admissions Office:

- A completed application form together with a non-refundable fee.
- Official transcripts of all academic records from each institution previously attended, including high school, college/university.
- No objection certificate (No pending financial obligations)
- Official course descriptions or syllabi in English for all work completed at the college/university previously attended.

An official transfer credit evaluation will be made only if all the above items have been submitted to the Admissions Office.

### **TRANSFER CREDIT EVALUATION POLICY**

After having completed all procedures required for transfer admission, applicants for admission with advanced standing will be given a statement of credits accepted on transfer by the Admissions Office before they enrol. Credits for courses which have an equivalency at the College are accepted when earned with a grade 'C' or above from a college level institution or program with admission standards acceptable to the College. For courses earned with a passing grade but lower than 'C' the college may administer a qualifying/waiver exam. Transfer credit is evaluated and applied in one of the following ways:

#### **As parallel credit**

The course must have involved at least the same amount of class time and have had approximately the same content; or

#### **As an elective**

The course must be related in some manner to the student's academic program and career goal. Also, in some cases credit which is deemed as liberal arts is normally accepted if such credit was earned in courses not specifically offered at the College.

Candidates who have successfully completed subjects from the GCE AS Level and GCE A Level may be awarded 6 and 12 ECTS transfer credits respectively depending on their field of study. Students applying for transfer credit must file a 'Transfer Credit Evaluation form' at the Admissions Office together with a non-refundable fee.

## FINANCIAL INFORMATION

### TUITION FEES

The following are the College tuition, fees, and charges, which will be in effect for the 2023-2024 academic year. All Tuition fees and charges are approved by the Ministry of Education, Sport and Youth Ref. No. 7.14.10.4/17

<b>A/A</b>	<b>FIELD OF STUDY</b>	<b>2023-2024</b>
1.	“TRAVEL AND TOURISM ADMINISTRATION (2 Years, Diploma)”	€ 6,100
2.	“HOTEL ADMINISTRATION (2 Years, Diploma)	€ 5,500
3.	“HOTEL ADMINISTRATION (3 Years, Higher Diploma)”	€ 6,100
4.	“HOSPITALITY MANAGEMENT (4 Years, Bachelor of Arts)”	€ 6,100
5.	“MEDITERRANEAN DIET, NUTRITION AND TOURISM” (1year Master of Arts)	€ 5,500
6.	“BUSINESS ADMINISTRATION (18 Months, Master in Business Administration)” (Fees apply for the whole duration of this program)	€ 5,500

## Other charges

		<b>Native Under-graduate Students</b>	<b>International Under-graduate Students</b>	<b>Native Graduate Students</b>	<b>International Graduate Students</b>
1	Application fee	€155	€155	€155	€155
2	Admission Exp.	-----	€360	-----	€360
3	Registration fee	€75	€75	€75	€75
4	Late Registration fee	€50	€50	€50	€50
5	Food Prep. Lab	€125	€125	€125	€125
6	Technology fee (per semester)	€45	€45	€45	€45
7	* Annual Insurance fee	-----	€190	-----	€190
8	* Medical Test	-----	€50	-----	€50
9	* Chest X-ray	-----	€50	-----	€50
10	Transcript fee (per copy)	€20	€20	€20	€20
11	Incomplete make-up exam	€50	€50	€50	€50
12	Graduation Application fee	€45	€45	€45	€45
13	Waiver exam fee	€30	€30	€30	€30
14	Transfer Credit Evaluation fee	€50	€50	€50	€50
15	Grade Petition fee	€20	€20	€20	€20
16	Student Activity fee (per sem.)	€40	€40	€40	€40
17	Withdrawal Notice Fee	€100	€100	€100	€100
18	External Exams AHLA (optional)	€90	€90	-----	-----
19	External Exams IATA (optional)	€650	€650	-----	-----

\* Optional

## **PAYMENT**

Tuition and fees are due and payable before the beginning of each semester. The College may permit native students to pay on an instalment basis, provided that one fourth of tuition is paid at registration.

Students who have outstanding financial obligations or delinquent accounts with the College will not receive grades, transcripts, diplomas, or other documents until their accounts are settled. Please note that a late payment fee will be imposed for all overdue instalments.

## **PAYMENT SCHEDULE**

All financial information and the payment schedule are communicated to students in the Letter of Acceptance and before any payment is made by them.

**Payment to the College can be made through Bank Transfer to the following account:**

**CHRYSAKO EDUCATIONAL CENTER LTD  
FOR COLLEGE OF TOURISM AND HOTEL MANAGEMENT,**

**BANK: EUROBANK CYPRUS**

**SWIFT CODE: ERBKCY2N**

**ACCOUNT NO: 200100428545**

**IBAN: CY20018000080000200100428545**

## **WITHDRAWAL – REFUND OF FEES**

In case of withdrawal for any reason, any fees paid to the College are not refundable.

For new-coming students, for whom an entry visa to Cyprus is required, who pay tuition fees prior to the issue of their entry visa, the school is obliged to return the full amount of tuition fees (subject to bank charges) prepaid by the students in cases where the students' arrival to Cyprus was not made possible.

## **WITHDRAWAL NOTICE**

**When a local or international student officially withdraws from the College, it is his responsibility to file a withdrawal notice at the office of Admissions.**

If a student has filed a withdrawal notice at the end of the first semester of his studies, the College reserves the right to charge an administration fee for processing the withdrawal notice.

## **PERSONAL PROPERTY**

The College is not responsible for loss or damage of students' personal property by any means.

## **LIVING EXPENSES**

Living expenses are difficult to determine with precision as they vary depending on the lifestyle of each student.

They range between €350 and €700 per month for: food, accommodation, transport, and other incidentals.

It is, however, interesting to note that hotel/hospitality students are paid during their four-month work placement. Students, who do not pass their courses or are not approved by the Ministry of Labour, are not allowed to register on the four-month Summer Internship.

## OUTSTANDING FINANCIAL OBLIGATIONS

Students who have outstanding financial obligations or delinquent accounts with the College will not receive either their diploma/degree or transcript until their accounts have been settled.

## FINANCIAL ASSISTANCE

The College's financial aid program exists to make the education it offers affordable to all students, who qualify for admission and to act as recognition of performance or special talent.

### a. Easy Payment

This scheme applies to all local students, who are offered the possibility of paying only 25% of annual tuition fees in advance and the balance on an instalment basis. Easy payment schemes are also offered to international students upon request.

### b. Full Scholarships

These scholarships cover 100% of annual tuition fees and are available to local students through local high schools. One full scholarship is offered to each local Lyceum for students with an average grade of over 18 out of 20 (18/20) on their High School Leaving Certificate.

### c. Partial Scholarships

Need – based partial scholarships are available to local and international students. Candidates should first pass the College entrance exams before applying for partial scholarship.

- (i) **Local** students who come from large families (4 children or more) receive 10% discount on their tuition fees throughout their studies.
- (ii) **Local** or **international** students who belong to the same family (brothers and sisters) each receive 10% discount each on their tuition fees.
- (iii) **Local** or **international** married couples also each receive 10% discount on their tuition fees.
- (iv) **Local** students may obtain a discount on their tuition fees for the first semester, depending on the average grade of their high school leaving certificate.  
19 out of 20 = 50%  
18 out of 20 = 20%  
17 out of 20 = 10%
- (v) **International** students with a GPA over 80% are granted a discount of 10% on their tuition fees for the first semester.

### d. ACE Scholarships

The Achieving Curricular Excellence Scholarships are no-need-based forms of financial aid made available in recognition of performance or special talent. They are available to all students (local and international) after their first semester at the College and consist of tuition fee reduction for the following semester. To be eligible, students must not have an F (fail) grade in any of their subjects. The percentage reduction will be a function of their academic performance as follows:

Cumulative percentage grade average	Fees reduction
96%-100%	100%
92%- 95,99%	50%
89%- 91,99%	20%
85%- 88,99%	10%

## **PROGRAMS OF STUDY**

### **FULL TIME PROGRAMS**

The College is authorized by the Cyprus Ministry of Education, Sport and Youth to offer the following full time programs of study:

- **Travel and Tourism Administration (2 Years, Diploma)**  
This program of study is ACCREDITED by the CyQAA
- **Hotel Administration, (2 years, Diploma)**  
This program of study is ACCREDITED by the CyQAA
- **Hotel Administration (3 years, Higher Diploma)**  
This program of study is ACCREDITED by the CyQAA
- **Hospitality Management, (4 Years, Bachelor of Arts)**  
This program of study is ACCREDITED by the CyQAA
- **Mediterranean Diet, Nutrition and Tourism, (1 year, Master of Arts)**  
This program of study is ACCREDITED by the CyQAA and it's offered only in Greek
- **Business Administration, (18 Months, master's in business administration)**  
This program of study is ACCREDITED by the CyQAA

### **TRAVEL AND TOURISM ADMINISTRATION (2 years, Diploma) –**

This program of study is ACCREDITED by the CyQAA

This is a two-year full-time program leading to the Diploma in Travel and Tourism Administration. Each academic year is divided into two semesters each of which is fifteen weeks in duration.

The objective of this program is to train students for a successful and exciting career in tourism, which is one of the sectors in the economy that is constantly expanding. It is designed to train students to start at supervisory level positions in travel agencies, airlines and similar tourism related enterprises.

During the first year, students acquire solid technical knowledge related to international air travel. At the same time, they are introduced to all the different sectors of the travel and tourism industry, and study one foreign language. Furthermore, they can acquaint themselves with the basic concepts of accounting and the structure of the hospitality industry.

The second-year course is a true travel and tourism management program, and its aim is to prepare young executives for the tourism industry. The courses taught cover a wide spectrum of management subjects, ranging from marketing and financial management to computer applications and tour operations.

Diploma holders may continue their studies with a view to acquire the Bachelor's degree offered by the College or by foreign Universities.

There are two intakes per year: October and February

\*\*The Travel and Tourism Administration students have the possibility to obtain an internationally recognized diploma from the International Air and Transport Association - Universal Federation of Travel Agent's Association (IATA-UFTAA). Holders of the IATA-UFTAA diploma can become travel consultants, air tariff specialists or work for a hotel, cruise company, car rental company, airline company and tour operator company.

## DIPLOMA IN TRAVEL AND TOURISM ADMINISTRATION

### COURSE DISTRIBUTION PER SEMESTER

A/A	Course Type	Course Name	Course Code	Periods per week	Number of ECTS
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A' Semester (30 ECTS)					
1.	Compulsory	Introduction to Tourism	TOU111	3	6
2.	Compulsory	Fares and Ticketing I	TOU105	3	6
3.	Compulsory	Computer Fundamentals I	COM103	3	6
4.	Compulsory	The technique of writing and language studies I	ENG121	3	6
5.	Elective	Financial Accounting, I	ACC102	3	6
6.	Elective	Cyprus History	CYP111	3	6

B' Semester (34 ECTS)					
1.	Compulsory	Fares and Ticketing II	TOU106	3	6
2.	Compulsory	General Travel Knowledge I	TOU117	3	6
3.	Compulsory	The technique of writing and language studies II	ENG122	3	6
4.	Compulsory	Technology and Innovation in Tourism	HOT407	3	6
5.	Compulsory	Sales Techniques and Processes	SAL101	3	6
6.	Elective	Principles of Management	BUS201	3	6
7.	Elective	Microeconomics	ECO101	3	6

C' Semester (30 ECTS)					
1.	Compulsory	Introduction to Business	BUS102	3	6
2.	Compulsory	Travel and Tourism Management I	TOU215	3	6
3.	Compulsory	Fares and Ticketing (Advanced I)	TOU216	3	6
4.	Compulsory	Financial Accounting	ACC201	3	6
5.	Elective	Tourism Planning and Development	TOU221	3	6
6.	Elective	Business Psychology	HUM202	3	6

D' Semester (30 ECTS)					
1.	Compulsory	Marketing Principles	MAR101	3	6
2.	Compulsory	Convention Management	HOT301	3	6
3.	Compulsory	Business Law	LAW311	3	6
4.	Compulsory	Human Resources Management	HUM 203	3	6
5.	Elective	Front Office Management	HOT207	3	6
6.	Elective	Macroeconomics	ECO201	3	6

\*Students should choose **ONE** Elective course per semester.

Upon successful completion of this program, students are awarded a Diploma in Travel and Tourism Administration.

## HOTEL ADMINISTRATION (TWO YEAR/120ECTS DIPLOMA)

This program of study is ACCREDITED by the CyQAA

This program aims to prepare students for immediate employment and development in Hotel Administration and service settings. At the same time, it aims to facilitate and foster life-long learning and career development. The program is aimed at individual's passion for Hotel Industry who want to pursue a mid-level supervisory career in small, medium, and larger scale hotels. It enables graduates to become skilled leaders in the increasingly complex and ever-changing hotel industry. At the end of the second year, the student is awarded a Diploma in Hotel Administration that represents 120 ECTS.

This is a two-year full-time program consisting of four semesters of formal instruction and a 4-month period of practical training.

The first year emphasizes on the Food and Beverage theory and practice combined with other related subjects. The second year emphasizes on the rooms division with Reception, Housekeeping, and related subjects. Practical training takes place between the first and the second year.

The ultimate purpose of this program is to train young high school graduates to:

- a) Eventually assume supervisory level positions in the local or international hospitality industry.
- b) Continue, if they wish to do so, their studies to obtain a degree in hospitality management.

There are two intakes per year: October and February.

## HOTEL ADMINISTRATION

### COURSE DISTRIBUTION PER SEMESTER

A/A	Course Type	Course Name	Course Code	Periods per week	Number of ECTS
-----	-------------	-------------	-------------	------------------	----------------

A' Semester (30 ECTS)					
1.	Compulsory	Computer Fundamentals I	COM103	3	6
2.	Compulsory	Food and Beverage Service	HOT116	3	6
3.	Compulsory	The technique of writing and language studies I	ENG121	3	6
4.	Compulsory	Introduction to the Hospitality Industry	HOT101	3	6
5.	Elective	Theory of Catering	HOT109	3	6
6.	Elective	French language	FRE121	3	6
7.	Elective	German language	GER121	3	6
8.	Elective	Microeconomics	ECO101	3	6

<b>B' Semester (28 ECTS)</b>					
1.	Compulsory	Sales Techniques and Processes	SAL101	3	6
2.	Compulsory	Practical Experience in Food and Beverage Service	HOT118	3	6
3.	Compulsory	Financial Accounting for the Hospitality Industry	ACC102	3	6
4.	Compulsory	The technique of writing and language studies II	ENG122	3	4
5.	Elective	Sanitation and Nutrition	HOT105	3	6
6.	Elective	Macroeconomics	ECO201	3	6
7.	Elective	French Language	FRE122	3	6
8.	Elective	German language	GER122	3	6
9.		Practical Training - Industrial Placement (Summer)	HOT211		6

<b>C' Semester (28 ECTS)</b>					
1.	Compulsory	Front Office Management	HOT207	3	6
2.	Compulsory	Housekeeping Management	HOT206	3	6
3.	Compulsory	Computer Fundamentals II	COM104	3	6
4.	Compulsory	Speech and Language practice	ENG211	3	4
5.	Elective	French Language (Intermediate)	FRE211	3	6
6.	Elective	German Language (Intermediate)	GER211	3	6
7.	Elective	Tourism and Hospitality Industry	TOU314	3	6

D' Semester (34 ECTS)					
1.	Compulsory	Human Relations/Supervisory Development	HUM201	3	6
2.	Compulsory	Effective speaking and Advanced Language Practice	ENG212	3	4
3.	Compulsory	Business Law	LAW311	3	6
4.	Compulsory	Marketing Principles	MAR101	3	6
5.	Compulsory	Animation	HOT208	3	6
6.	Elective	French Language	FRE212	3	6
7.	Elective	German Language	GER212	3	6
8.	Elective	Hotel/Motel sales Promotion	MAR306	3	6
9.	Elective	Cultural Anthropology	HUM303	3	6
10.	Elective	Financial Accounting for the Hospitality Industry	ACC203	3	6

\*Students should choose **ONE** Elective course per semester.

Upon successful completion of this program, students are awarded the Diploma in Hotel Administration

### **HOTEL ADMINISTRATION (3 years, Higher Diploma)**

This program of study is ACCREDITED by the CyQAA

The Hotel Administration is a three-year full-time program involving two summer periods of industrial placement in leading hotels all over Cyprus. Practical training normally takes place after the completion of the second semester. The program offers the opportunity for an all-round training in hotel administration and opens the gate to supervisory level positions in the hospitality industry. Upon successful completion of the three-year program, students are awarded the Higher Diploma in Hotel Administration.

This program is composed of three years of institutional teaching and two four-month summer periods of work experience.

The first year emphasizes on the Food and Beverage theory and practice combined with other related subjects. The College will try to arrange work placement in a reputable hotel, where students gain a lot of experience. The second year emphasizes on the Rooms Division with reception, housekeeping, and related subjects. A second work placement completes the second year. The last year of study concentrates on management theories and practices, which are directly related to the Hotel industry. Foreign languages are taught throughout the first and second year.

Graduates may continue their education further by joining the fourth year of the Hospitality Management program of study and obtain the Bachelor's degree. They also have the opportunity to transfer to foreign universities to obtain a bachelor's degree.

There are two intakes per year: October and February.

## HIGHER DIPLOMA IN HOTEL ADMINISTRATION

### TABLE 2-COURSE DISTRIBUTION PER SEMESTER

A/A	Course Type	Course Name	Course Code	Periods per week	Number of ECTS
-----	-------------	-------------	-------------	------------------	----------------

<b>A' Semester (30 ECTS)</b>					
1.	Compulsory	Computer Fundamentals I	COM103	3	6
2.	Compulsory	Food and Beverage Service	HOT116	3	6
3.	Compulsory	The technique of writing and language studies I	ENG121	3	6
4.	Compulsory	Introduction to the Hospitality Industry	HOT101	3	6
5.	Compulsory	Front Office Management	HOT207	3	6

<b>B' Semester (30 ECTS)</b>					
1.	Compulsory	Food and Beverage Management	HOT202	3	6
2.	Compulsory	Practical Experience in Food and Beverage Service	HOT118	3	6
3.	Compulsory	Financial Accounting for the Hospitality Industry	ACC102	3	6
4.	Compulsory	The technique of writing and language studies II	ENG122	3	6
5.	Compulsory	Sales Techniques and Processes	SAL101	3	6

<b>C' Semester (30 ECTS)</b>					
1.	Compulsory	Food preparation lab	HOT117	3	6
2.	Compulsory	Housekeeping Management	HOT206	3	6
3.	Compulsory	Computer Fundamentals II	COM104	3	6
4.	Compulsory	Speech and Language practice	ENG211	3	6
5.	Compulsory	Facilities Management	HOT308	3	6

<b>D' Semester (30 ECTS)</b>					
1.	Compulsory	Business Law	LAW311	3	6
2.	Compulsory	Effective speaking and Advanced Language Practice	ENG212	3	6
3.	Compulsory	Financial Accounting for the Hospitality Industry	ACC203	3	6
4.	Compulsory	Marketing Principles	MAR101	3	6
5.	Elective	Animation	HOT208	3	6
6.	Elective	Microeconomics	ECO101	3	6
7.	Optional	Practical Training -Industrial Placement	HOT311		6

<b>E' Semester (30 ECTS)</b>					
1.	Compulsory	Human Relations/Supervisory Development	HUM201	3	6
2.	Compulsory	Technology and Innovation in Tourism	HOT407	3	6
3.	Compulsory	International Management	BUS301	3	6
4.	Compulsory	Financial Management	ACC308	3	6
5.	Elective	Tourism Planning and Development	TOU221	3	6
6.	Elective	Macroeconomics	ECO201	3	6
7.	Elective	Cyprus History	CYP111	3	6

F' Semester (30 ECTS)					
1.	Compulsory	Convention Management and Service	HOT301	3	6
2.	Compulsory	Food and Beverage Controls	HOT302	3	6
3.	Compulsory	Final Year Project	HOT307	3	6
4.	Compulsory	International Marketing	MAR201	3	6
5.	Elective	Human Resources Management	HUM203	3	6
6.	Elective	Tourism and Hospitality Industry	TOU314	3	6

\*Students should choose **ONE** Elective course per semester.

Upon successful completion of the three-year program, students are awarded the Higher Diploma in Hotel Administration

## **HOSPITALITY MANAGEMENT (4 years, Bachelor of Arts)**

This program of study is ACCREDITED by the CyQAA

The Bachelor of Arts degree in Hospitality Management is a four-year program and is re-accredited by the Council of Educational Evaluation Accreditation.

This program of study involves three four-month optional summer periods of industrial placement in leading hotels all over Cyprus.

The overall aims and objectives of this program are to produce graduates, who have the ability, knowledge, and skills to become competent managers in a rapidly changing hospitality and tourism industry and to foster an analytical and creative approach to problem solving.

This program will also encourage independent judgment and critical self-esteem. To achieve this, the students will be encouraged to develop:

- i. The ability to express and communicate ideas clearly and to demonstrate and extend their own capacity for logical thinking.
- ii. The ability to analyze, evaluate and demonstrate innovative approaches either working independently or as part of an effective team.
- iii. The capacity for diagnostic thinking and effective decision making.

To be effective apart from knowledge, managers must acquire a range of abilities and skills. The BA Hospitality Management program is designed to contribute towards the acquisition of these abilities, through the emphasis it places on specific knowledge, key skills, and specific managerial competences. To produce competent managers, the courses are delivered in a way that the student participation and activity through a wide range of teaching and learning strategies, such as case studies, projects, group assignments, role plays and lectures, are strongly encouraged.

The three four-month periods of industrial placement take place after the end of semesters two, four and six. During the three periods of industrial placement students work and develop their skills in real hospitality environment, learning from more experienced professionals and adapting to industry working conditions. At the first two industrial placements, students are expected to work in lower-level positions (kitchen, restaurant and housekeeping), whereas at the last placement they are expected to train in more responsible positions such as front office, marketing, accounting and general management.

There are a number of exciting national and international career opportunities open to our graduates in this fast-growing industry: Careers in hotels, commercial catering, and careers involved with tourism in general. Thanks to the three four-month periods of industrial placement our graduates can develop skills in the real hospitality environment, learning from more experienced professionals and adapting to industry working conditions that will enable them to be ready to work and succeed in the hospitality or other business sector. There are two intakes per year: October and February.

## HOSPITALITY MANAGEMENT (4 years, Bachelor of Arts)

**TABLE 2: COURSE DISTRIBUTION PER SEMESTER**

A/A	Course Type	Course Name	Course Code	Periods per week	Number of ECTS
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<b>A' Semester (30 ECTS)</b>					
1.	Compulsory	Computer Fundamentals I	COM103	3	6
2.	Compulsory	Food and Beverage Service	HOT116	3	6
3.	Compulsory	The technique of writing and language studies I	ENG121	3	6
4.	Compulsory	Introduction to the Hospitality Industry	HOT101	3	6
5.	Compulsory	Front Office Management	HOT207	3	6

<b>B' Semester (28 ECTS)</b>					
1.	Compulsory	Practical Experience in Food and Beverage Service	HOT118	3	6
2.	Compulsory	Financial Accounting for the Hospitality Industry	ACC102	3	6
3.	Compulsory	The technique of writing and language studies II	ENG122	3	4
4.	Compulsory	Sales Techniques and Processes	SAL101	3	6
5.	Compulsory	Marketing Principles	MAR101	3	6

<b>C' Semester (28 ECTS)</b>					
1.	Compulsory	Facilities Management	HOT308	3	6
2.	Compulsory	Housekeeping Management	HOT206	3	6
3.	Compulsory	Computer Fundamentals II	COM104	3	6
4.	Compulsory	Speech and Language practice	ENG211	3	4
5.	Compulsory	Food preparation lab	HOT117	3	6

<b>D' Semester (28 ECTS)</b>					
1.	Compulsory	Effective speaking and Advanced Language Practice	ENG212	3	4
2.	Compulsory	Financial Accounting for the Hospitality Industry	ACC203	3	6
3.	Compulsory	Food and Beverage Management	HOT202	3	6
4.	Compulsory	Animation	HOT208	3	6
5.	Compulsory	Business Law	LAW311	3	6
8.	Optional	Practical Training -Industrial Placement	HOT311		6

<b>E' Semester (30 ECTS)</b>					
1.	Compulsory	Human Relations/Supervisory Development	HUM201	3	6
2.	Compulsory	Food and Beverage Controls	HOT302	3	6
3.	Compulsory	International Management	BUS301	3	6
4.	Compulsory	Financial Management	ACC308	3	6
5.	Elective	French language	FRE121	3	6
6	Elective	Cyprus History	CYP111	3	6

<b>F' Semester (30 ECTS)</b>					
1.	Compulsory	Convention Management and Service	HOT301	3	6
2.	Compulsory	Managing Organizations	HUM406	3	6
3.	Compulsory	International Marketing	MAR201	3	6
4.	Compulsory	Human Resources Management	HUM203	3	6
5.	Elective	French Language	FRE122	3	6
6.	Elective	Tourism and Hospitality Industry	TOU314	3	6

<b>G' Semester (36 ECTS)</b>					
1.	Compulsory	Hospitality Technologies and Innovation	HOT404	3	6
2.	Compulsory	Tourism and Leisure Management	TOU411	3	6
3.	Compulsory	Current Issues in Hospitality Industry	HOT405	3	6
4.	Compulsory	Strategic Management	HUM408	3	6
5.	Compulsory	Research Methods	BUS453	3	6
6.	Elective	Microeconomics	ECO101	3	6
7.	Elective	French Language (Intermediate)	FRE211	3	6

<b>H' Semester (30 ECTS)</b>					
1.	Compulsory	Small Business Management	HUM413	3	6
2.	Compulsory	Senior Research Project	BUS409	3	6
3.	Compulsory	Tourism Planning and Development	TOU221	3	6
4.	Compulsory	Intercultural Communication	HUM315	3	6
5.	Elective	Macroeconomics	ECO201	3	6
6.	Elective	French Language	FRE212	3	6

\*Students should choose **ONE** Elective course per semester.

Upon successful completion of the four-year program, students are awarded the Bachelor of Arts Degree in Hospitality Management.

**Master in Mediterranean Diet, Nutrition and Tourism, (one year, 90 ECTS Master)**

This program of study is ACCREDITED by the CyQAA

The program is offered in the Greek language only.

Μεσογειακή Διατροφή και Τουρισμός, (ένα έτος 90 ECTS, Μεταπτυχιακό)

**Program's purpose and objectives:**

The aim of the Master program is to provide advanced knowledge in Nutrition and Dietetics Science in Tourism.

In more details, the aim of the Master Program «Mediterranean Diet, Nutrition and Tourism» is to provide:

- high level scientific training with specialized knowledge, to be implemented in the management and planning of dietary interventions at an individual and/or group level,
- interdisciplinary training to improve collaboration with professionals from different disciplines i.e., from the fields of Health, Sport and Tourism. Graduates will be able to position themselves in key areas of the public and the private sector in Tourism, as well as to work as freelancers, in development and promotion of research in all areas of the Master Program.

**COURSE DISTRIBUTION PER SEMESTER**

A/A	Course Type	Course Name	Course Code	Periods per week	Number of ECTS
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A' Semester (36 ECTS)					
1.	Compulsory	Research Methods	NUTR1	3	8
2.	Compulsory	Nutrition Informatics	NUTR2	2	6
3.	Compulsory	Advanced Topics in Nutrition and Mediterranean Diet i	NUTR3	3	8
4.	Compulsory	Medical Nutrition Therapy in Tourism	NUTR7	3	8
5.	Compulsory	Mediterranean Diet and Public Health	NUTR9	2	6

<b>B' Semester (54 ECTS)</b>					
1.	Compulsory	Advanced Topics in Nutrition and Mediterranean Diet ii	NUTR4	3	8
2.	Compulsory	Mediterranean Diet and Functional Foods	NUTR6	3	8
3.	Compulsory	Quality Assurance and Food Safety in Food Catering	NUTR5	2	6
4.	Compulsory	Administration and Management of Tourist Facilities	NUTR8	3	8
5.	Compulsory	Thesis	NUTR10	6	24

**No elective courses exist.**

Upon successful completion of the one-year program, students are awarded the Master in Mediterranean Diet, Nutrition and Tourism.

## **BUSINESS ADMINISTRATION (18 months, Master in Business Administration)**

This program of study is ACCREDITED by the CyQAA

This is an eighteen-month program leading to the award of a Master's in Business Administration (MBA).

### **Program aims.**

The program has been designed to provide participants with a rigorous academic and wide ranging educational and cultural experience, which will:

- Encourage the development of those intellectual abilities and analytical skills necessary for career and personal development.
- Enable students to develop the skills and facility to investigate innovations and challenge ideas.
- Enable students to develop the ability to cope with change and adapt to new systems and technologies within a multicultural environment.
- Learn to draw upon the knowledge and experience of others through interacting with their peer group.
- Acquire, through learning, a global perspective of management.
- Develop knowledge and critical understanding of complex organizational issues.
- Build on previous professional knowledge and experience with an emphasis on the practical application of theory to the problems of management in both smaller and larger organizations.

### **Program objectives**

The objectives of the program are:

- To provide students with an education in business management for a global market and economy.
- To enable students to apply these concepts, principles, and techniques appropriately to a variety of international organizational situations.
- To encourage students to think critically and independently about intercultural management problems.
- To enable students to critically evaluate the development, characteristics, issues and influences relevant to a global market and economy.
- To provide the opportunity, through course related activity, for students to develop the skills and attributes necessary for their career and personal life.
- To be able to study, analyse and critically evaluate research in professional and academic literature.
- To be well qualified for pursuing further studies in inter-disciplinary areas.
- To appreciate the range of concepts and practises that have been commonly adopted by a variety of sectors within the global economy.

## MASTER IN BUSINESS ADMINISTRATION

### TABLE 2: COURSE DISTRIBUTION PER SEMESTER

A/A	Course Type	Course Name	Course Code	Periods per week	Number of ECTS
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	Optional	Induction to MBA	BUS052	15	0
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<b>A' Semester (36ECTS)</b>					
1	Compulsory	Statistics and Quantitative Methods	STA501	3	6
2	Compulsory	Management of Human Resources	HUM502	3	6
3	Compulsory	Marketing Management	MAR503	3	6
4	Compulsory	Financial Reporting	ACC501	3	6
5	Compulsory	Strategic Management	HUM508	3	6
6	Elective	Economics for Managers	ECO501	3	6
7	Elective	Organizational Communication	HUM504	3	6

<b>B' Semester (36ECTS)</b>					
1	Compulsory	International Management	BUS508	3	6
2	Compulsory	Financial Management	ACC503	3	6
3	Compulsory	Entrepreneurial Studies	BUS507	3	6
4	Compulsory	Organizational Behavior	HUM501	3	6
5	Compulsory	Organizational Leadership	HUM503	3	6
6	Elective	Management Information Systems	COM501	3	6
7	Elective	Project Management	BUS511	3	6

<b>C' Semester (18 ECTS)</b>					
1.	Compulsory	Thesis	BUS519	6	18

Upon successful completion of this program, students are awarded the master's in business administration.

## Course Content

### **ACCOUNTING**

#### **ACC102: FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY I (6 ECTS)**

This course presents elementary financial accounting concepts and explains how they apply to the hospitality industry.

#### **ACC121: MANAGING ACCOUNTING FUNDAMENTALS I (6 ECTS)**

This module focuses on one of the two main themes of accounting—managing accounting and concentrates on the technical aspects of management accounting, the use of accounting information to support and clarify business decision-making.

#### **ACC111: FINANCIAL ACCOUNTING FUNDAMENTALS I (6 ECTS)**

This module focuses on one of the two main themes of accounting, financial accounting. This module focuses on both the conceptual and practical aspects of financial accounting. In this module you will be exposed to the underpinning accounting theory, basic rules of financial accounting as well as practical methods of bookkeeping.

#### **ACC201: FINANCIAL ACCOUNTING (6 ECTS)**

This course is an introduction to the basic accounting principles and to the fundamentals of financial accounting systems.

#### **ACC203: FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY II (6 ECTS)**

This course presents intermediate-level concepts relating to financial accounting for the hospitality industry.

Prerequisite: ACC102

#### **ACC211: FINANCIAL ACCOUNTING FUNDAMENTALS II (6 ECTS)**

This module follows on from Financial Accounting at level one, in its focus on financial accounts. The module continues to develop the themes of conceptual and practical aspects of financial accounting, focusing in more detail upon specific, significant accounting rules and regulations.

Prerequisite: ACC 111

#### **ACC214: MANAGERIAL ACCOUNTING (6 ECTS)**

This course presents to students the full range of accounting theory and practice that is of relevance to the general manager, avoiding technical aspects that are only of interest to accountants. The course will focus on relating accounting to practical management problems and decisions drawn from the business world.

#### **ACC221: MANAGEMENT ACCOUNTING FUNDAMENTALS II (6 ECTS)**

This module focuses on one of the two main themes of accounting—management accounting. As the second part of management accounting, it uses the technical aspect of management account taught in the first part

(management accounting II) to develop knowledge and understanding of financial management methods for analyzing the benefits of various sources of finance and capital investment opportunities and to demonstrate the usefulness of management accounting techniques for business planning and control.

Prerequisite: ACC 121

### **ACC301: INTERNATIONAL FINANCE (6 ECTS)**

This course studies the ways and means to reduce financial risk involved in international financial management, the interrelationship between international monetary environment and financial planning and factors such as exchange rate fluctuations, currency restrictions, tax regulations, foreign investment trade, and transfer of funds.

### **ACC308: FINANCIAL MANAGEMENT (6 ECTS)**

This course introduces students to various concepts of Financial Management and enables them to use its techniques in the management of a hotel business.

Prerequisite: ACC 102 and ACC 203

### **ACC311: FINANCIAL MANAGEMENT AND CONTROL (6 ECTS)**

The unit provides an opportunity for students to develop further the area of financial management, building on their earlier studies of financial and management accounting and offers the opportunity to enhance their understanding of financial planning and control techniques in respect of operating units and projects within the tourist industry.

### **ACC321: PERSONAL TAX (6 ECTS)**

A sound knowledge of the main UK taxes affecting both companies and individuals is important for decision-making and strategic planning. This module provides a sound, detailed, working knowledge of the principles of income tax, corporations tax and VAT. Students will also develop basic tax planning abilities.

### **ACC331: PRINCIPLES OF CORPORATE FINANCE I (6 ECTS)**

This module provides you with a thorough introduction to the principles of corporate finance. It will look at the financial roles and techniques used by management in their decision-making, focusing particularly on the role financial manager. It will emphasize that every decision that a business makes has financial implications.

### **ACC332: PRINCIPLES OF CORPORATE FINANCE II (6 ECTS)**

This module develops the tools and techniques of analysis first provided at level one. The module will include dividend policies, debt policies methods of valuation of option, warrants, convertibles, debt and financial leases. Will also include methods for measuring and managing risks and methods of financial planning and short-term financial management. Finally, it will give emphasis on mergers and acquisitions and ways of benefit from possible synergies.

Prerequisite: ACC 331

### **ACC401: FINANCIAL MANAGEMENT AND CONTROL (6 ECTS)**

The unit provides an opportunity for students to develop further the area of financial management, building on their earlier studies of financial and management accounting and offers the opportunity to enhance their understanding of financial planning and control techniques in respect of operating units and projects within the tourism-hospitality industry.

Prerequisite: ACC 308, or ACC 204

### **ACC421: CORPORATE TAX (6 ECTS)**

A sound knowledge of the main taxes affecting both companies and individuals is important for decision-making and strategic planning. This module provides a sound, detailed, working knowledge of the principles of income tax, corporation tax and VAT. Students will also develop basic tax planning abilities.

### **ACC431: INVESTMENTS (6 ECTS)**

The objective of this module is to give a sound knowledge of the management of investment portfolios based on the idea that since security markets are nearly efficient, most securities are usually priced appropriately given their risk and return attributes.

### **ACC432: DERIVATIVE SECURITIES AND RISK MANAGEMENT (6 ECTS)**

The objective of the module is to give students the knowledge and understanding of financial markets and instruments by defining the concept of “derivative securities” and investigating the mechanics of the market on which such securities are traded. It covers the analysis of market in futures, options, swaps and other derivatives and their significance for portfolio management.

### **ACC451: AUDITING-THEORY (6 ECTS)**

Auditing has a particularly high profile in both public and media eyes in the past few years. Difficulties arising from the changing perceptions of what auditors do, and can do, is the basis of this debate. This module provides student with the knowledge and understanding of the regulatory and operational environment with which internal and external auditing operates. Outlines and explains the ethical and statutory considerations within which auditors work and assess the main internal financial controls of organizations. It will also provide the tools and techniques used by auditors in their professional activities in the second part of the module, Auditing – practice, whereas the module will focus in case study investigation and analysis.

### **ACC452: AUDITING-PRACTICE (6 ECTS)**

Auditing has a particularly high profile in both public and media eyes in the past few years. Difficulties arising from the changing perceptions of what auditors do, and can do, is the basis of this debate. This module provides student with the knowledge and understanding of the regulatory and operational environment with which internal and external auditing operates, in its first part. It also provides the tool and techniques used by auditors in their professional activities, whereas the module will focus in case study investigation and analysis.

### **ACC453: BANKING AND FINANCIAL INSTITUTIONS (6 ECTS)**

This module examines the operation of monetary and financial institutions and markets, and their influence on the overall behavior of the economy. The reasons for the recent rapid changes in the financial system are considered, as well as the role of regulation. The primary focus is on the UK financial system, though some comparison is made with systems in Europe and the USA.

### **ACC501: FINANCIAL REPORTING (6 ECTS)**

Whatever the implicit or explicit objectives of an organization, performance is increasingly measured in financial terms. Hidden behind financial information however is a whole array of beliefs, assumptions and judgments. This module is concerned with exploring those beliefs and assumptions and questioning their relevance to the information needs of managers. Initially the focus will be on external financial reporting as this allows accounting concepts to be developed in a wider context. In addition, it offers participants access to an extensive range of data in the form of published annual reports. Having developed the accounting framework, the focus then changes to internal financial reporting. Management accounting is introduced as part of the overall management information system, enabling participants to relate areas of study to their own organizations.

### **ACC502: FINANCIAL MANAGEMENT AND CONTROL (6 ECTS)**

Financial management is essential to the survival and development of the organization. Responsibility for cost, profit and investment centers is typically given to managers at all levels in organizations. The need to acquire and develop the appropriate skills is increasingly acknowledged. The majority of managers are involved in the process of planning and controlling activities and the emphasis in the module is on the development of management skills appropriate to investment, financing and dividend decisions. It is assumed that student understand basic financial accounting principles.

### **ACC503: FINANCIAL MANAGEMENT (6 ECTS)**

This module covers the main principles of financial management, focusing on the practical application of these principles to the management of an organization .It places the role of financial information in the context of management decision-making and in the context of wider management information needs. The main areas of finance covered are Financial Planning and Control, Financial Reporting, Strategic Investment Appraisal, Strategic Financing, and Financial decision-making.

### **ACC511: FINANCIAL REPORTING I (6 ECTS)**

This module continues the development in Financial Accounting I&II. This module focuses on more advanced concepts and principles of financial accounting and also introduces students to the techniques for accounting for groups of companies and acquisitions and mergers. It will offer the knowledge and understanding needed for preparing and presenting financial reports based on International Accounting Standards. Prerequisite: ACC 111 & ACC211

**ACC521: FINANCIAL REPORTING II (6 ECTS)**

This module continues the development in Financial Reporting at level one. This module will focus on the techniques for accounting for groups of companies and acquisitions and mergers. The module will continue to investigate the theories and principles underpinning modern accounting. The module will also investigate and evaluate possible alternative techniques and practices, which are proposed as solutions to current accounting problems. Prerequisite: ACC 511

**ACC532: STRATEGIC MANAGEMENT ACCOUNTING (6 ECTS)**

This module draws upon prior studies of financial and cost accounting. The module develops the techniques used in strategic managerial decision-making. The module also evaluates these techniques in terms of the underlying concepts and assumptions underpinning them and assesses the new strategic management accounting methods such as Balanced Scorecards, Quality Costing and Back flush Costing.

**ACC541: ADVANCED TAXATION-CYPRUS (6 ECTS)**

The objective of this module is to build on the previous modules of taxation and ensures that students can apply judgment and techniques learned in the provision of a range of taxation services. The module is structured in such a way that is based on the Cyprus taxation system.

**ACC551: INVESTMENTS (6 ECTS)**

The objective of this module is to give a sound knowledge of the management of investment portfolios based on the idea that since security markets are nearly efficient, most securities are usually priced appropriately given their risk and return attributes.

**BUSINESS – MANAGEMENT****BUS052: INTRODUCTION TO MBA**

The induction is designed to bring course participants together as a team, and to prepare them for the remainder of the program to promote self-confidence and the ability to continue self-learning. The induction part will precede the commencement of the course.

**BUS053: INDUCTION TO MASTERS**

The induction is designed to bring course participants together as a team, and to prepare them for the remainder of the program, to promote self-confidence and the ability to continue self-learning. The induction part will precede the commencement of the course.

**BUS102: INTRODUCTION TO BUSINESS (6 ECTS)**

This course provides a survey of the business world and an understanding of business concepts.

**BUS103: BUSINESS STATISTICS (6 ECTS)**

Today's good decisions are driven by data. In all aspects of our lives, and importantly in the business context, an amazing diversity of data is available for inspection and analytical insight. Business managers and professionals are increasingly required to justify decisions on the basis of data. They need statistical model –based decision support systems. Therefore, this course builds up the basic ideas of business statistics systematically and correctly. It introduces techniques for summarizing and presenting data, estimation, confidence interval and hypothesis testing.

**BUS 201: PRINCIPLES OF MANAGEMENT (6 ECTS)**

This course provides instruction in principles of management that have general applicability to all types of enterprises, basic management, philosophy and decision making, principles involved in planning, organizing, leading and controlling and recent concepts in management.

**BUS202: INTERNATIONAL BUSINESS (6 ECTS)**

This course aims in developing student's knowledge and awareness of international business operations, practices and environment.

**BUS301: INTERNATIONAL MANAGEMENT (6 ECTS)**

The course focuses on the management of international business or multinational companies and emphasizes the importance of cross-cultural differences and working challenges.

**BUS302: BUSINESS DECISION MAKING (6 ECTS)**

This course is designed to introduce students to the business decision concepts in general and as applied to the hospitality industry in particular.

**BUS303: INTERNATIONAL MANAGEMENT (6 ECTS)**

The focus of this course is on the management of international business or multinational companies. Managerial functions are discussed in a cross-cultural setting. Emphasis is placed on the importance of cross-cultural differences and the challenges of working in a diverse work environment where people may not share the same basic values and assumptions.

**BUS405: INTERNATIONAL TRADE POLICY (6 ECTS)**

This course introduces students to the basic concepts of international trade and trade policy issues.

**BUS406: ISSUES IN DEVELOPING COUNTRIES (6 ECTS)**

The course provides the student with professional capabilities in the concepts, theory and analytical methods of assessing inequality and poverty in the context of contemporary economic growth and change.

**BUS407 OR BUS409: SENIOR RESEARCH PROJECT (6 ECTS)**

The course intends to develop the students' ability to manage a major project using their analytical and creative skills to study and present a significant topic of personal interest to them but guided by a tutor allocated for the purpose

**BUS408: BUSINESS ETHICS (6 ECTS)**

This course broadens and deepens students' understanding of business, business life, and its role in life and promotes effective, intelligent and realistic moral reasoning.

**BUS409 SENIOR RESEARCH PROJECT (6 ECTS)**

The Senior Research Project implies the design and development of a major research paper, and it should be of the highest quality. By undertaking the Senior Research Project students will be able to learn more about the hospitality, tourism, and other industries. In all assignments they had to complete so far, the problem to be solved and the question to be address was set by the tutor. This time, however, with guidance, students will test their ability to set their own objectives and methods to investigate a topic in depth and develop, more than any other type of assessment, research skills, systematic approaches to problem solving, the logical structure of a report and advanced writing skills. It allows students to read widely, to look critically at previous work in the chosen area and to use that reading as the basis for addressing important "research" questions in your industrial sector. (Prerequisite(s) BUS453 Research Methods.

**BUS419: SENIOR RESEARCH PROJECT II (6 ECTS)**

This course allows the drawing together of the subject taught during the program of study into an original piece of research, which adds to the existing knowledge and demonstrates the student's analytical skills. The project should be regarded as an exercise in the collection, presentation, analysis, and interpretation of the leisure industry findings. Prerequisite: BUS407

**BUS421: BUSINESS ANALYSIS (6 ECTS)**

The module introduces students to the concepts, tools and issues of information systems management. The module acknowledges that finance specialists are sometimes required to work alongside IS personnel in design of systems. The module develops knowledge and understanding of IS developments as required to take an informed and active role in IS solutions.

**BUS452: RESEARCH METHODS (6 ECTS)**

This course is designed to provide students with an understanding of research methods and the tools necessary to do their own research.

**BUS453 OR BUS462: RESEARCH METHODS (6 ECTS)**

The Research Methods is a core module for most programs of study. The students are required to attend classes and participate on this theoretical part of research studies, where they will learn important tools for carrying research by themselves needed for the research project offered on the eighth semester as well as for any assignment that will be based on research.

**BUS501: BUSINESS ENVIRONMENT ANALYSIS (6 ECTS)**

To function effectively at the strategic level, managers should possess the ability to critically reflect on environmental factors that may provide opportunities, or constraints, for decision makers. To this end, the module may be regarded as a facilitating one, which develops the conceptual ability and

techniques to analyze the environment. The module provides a contextual framework within which other modules are pursued. A multidimensional approach is taken in order to emphasize the cultural, economic, legal, political, social and technological dimensions of business in the 2000s.

**BUS502: TOTAL QUALITY MANAGEMENT (6 ECTS)**

In recent years the pursuit of Total Quality has become a major objective of many organizations. The aim of this module is to define the concept of Total Quality Management and to stress its importance to organizations wishing to satisfy their customer needs, reduce costs, increase profitability, or become more competitive.

**BUS503: STRATEGY AND POLICY (6 ECTS)**

The aim of this module is to provide knowledge of concepts and models that support managerial thinking around Strategy and Policy formulation and to explore some of the behavioral implications. Whilst the ultimate responsibility in this area remains at the top of the organization, complexity is involving other levels. This is true both in the implementation and the formulation of strategies and policies. There is, therefore, an increasing need for managers to understand this process and their parts in it.

**BUS504: MANAGEMENT DECISION MAKING (6 ECTS)**

The aim of this module is to examine the nature of management decision-making and the multi-disciplinary perspectives of the process. Decision-making is often a highly political process in which fact, perception and judgment precede negotiation or inspiration. The module will examine, therefore, the theoretical, behavioral and quantitative aspects of decision making.

**BUS505: RESEARCH METHODOLOGY (6 ECTS)**

Managers have to commission and subsequently interpret institutionally relevant investigations. Their ability to recognize the conceptual, technical, and behavioral aspects of such undertakings will determine the appropriateness and potential ability of these responsibilities. Institutionally complex issues, which require this attention, would benefit from a managerial oversight, which itself displays personal experience of having engaged in institutionally based research. Thus, the Research Methodology Module will equip course members to fulfill those managerial responsibilities, which contain a research bias, not as professional researchers but rather as sponsors and recipients of that activity.

**BUS506: BUSINESS ANALYSIS PROJECT (6 ECTS)**

The Business Analysis Project (BAP) is a largely self-managed project focusing on the performance of a group of companies. Data for the performance analysis is the published accounts of the chosen companies. The selection of companies is the participant's own choice. They should establish a rationale for their choice such as, their own company and competitors; their principal suppliers; or a particular section in which they have an interest. The data is computer-modeled the output from the modeling -ratios and sensitivity analysis, form the basis for a review of the chosen companies' performance. This review gives participants the opportunity to apply and evaluate both financial reporting and strategy and policy modules.

**BUS507: ENTREPRENEURIAL STUDIES (6 ECTS)**

This module uses the general approach adopted by the previous modules to develop a more intensive and practical examination of small firms and small business units, which can achieve growth through planned business development. This is facilitated by developing an understanding of the environment in which these businesses operate, seeking to combine the academic underpinning of the previous module's practical examples of development of small business units, whether small firms or independent elements of larger organizations.

**BUS508: INTERNATIONAL MANAGEMENT (6 ECTS)**

With the move towards the completion of the single European market, plus the rapid developments in Central and Northern Europe, there is an increasing need for private and public sector managers to be able to function in a European, rather than in a single nation context. This module has been designed to meet this need. Some stress will be given to European Community policies and programs, as they have an increasing impact on the business environment of the member countries. The opportunities and threats that policy changes create for business will be given particular emphasis.

**BUS509: RESEARCH IN MANAGEMENT STUDIES (6 ECTS)**

This module introduces research and knowledge generation in the business and management subject areas. The expectation of business students at Postgraduate level is that they should enhance and develop their capability and skills in evidence-based argument and decision making, demonstrating these at all stages during their award through the medium of written assignments, presentations, reports and examinations. In most cases, a culmination of this process will be embodied within the final dissertation or project report. This module aims to provide both an introduction to a postgraduate mode of study together with valuable experience and knowledge about research and research processes that will carry the postgraduate student through to the successful conclusion of their award.

**BUS511: PROJECT MANAGEMENT (6 ECTS)**

Project management is growing exponentially. It's now used in virtually all industries, such as: health care, government, education, and banking. Projects are how these organizations streamline to improve productivity. As mid-level management positions are reduced, project managers fill the void. Expertise in project management is a source of security, prosperity and power to these survivors.

**BUS519: THESIS/DISSERTATION (18 ECTS)**

For the award of a master's degree, candidates must present a dissertation demonstrating a range of intellectual and practical skills, using and synthesizing information, carrying out an application-oriented research project within a business and management context, and identifying the implications of the findings. Professional managers need to be capable of basing their decision-making on information and knowledge derived from research, and so the skills acquired while producing the Dissertation will contribute to the candidate's effectiveness throughout his or her career.

### **BUS525: RESEARCH METHODS FOR LEISURE AND TOURISM (6 ECTS)**

This module aims to acquire academic and practical skills necessary to undertake successful dissertation research at master's level. It fosters a critical awareness and interest in management and social science research and assesses the usefulness of different research methods in leisure related studies, especially with respect to projects relating to international tourism management and development, sport and leisure management and arts and heritage management. Finally, it aims to understand the contextual appropriateness of a range of research philosophies, epistemologies, and methodologies and to formulate coherent research proposals with appropriate aims and relevant set of objectives.

## **COMPUTER SCIENCE**

### **COM102: COMPUTER FUNDAMENTALS (6 ECTS)**

This course is designed to provide the necessary basic knowledge and skills to use a personal computer, Windows, and Microsoft Office and the Internet.

### **COM103: COMPUTER FUNDAMENTALS I (6 ECTS)**

The purpose of this course is to help students understand the basics of computers: hardware, software, computer networks, the Internet, systems analysis, operating systems, and programming languages.

### **COM104: COMPUTER FUNDAMENTALS II (6 ECTS)**

This course is a continuation of Computer Fundamentals I. It prepares students for the constantly changing demands of using information systems as managers in today's fast-paced organizations first by relating MIS to management, the organization and technology, focusing on the importance of integrating these elements; second by tracking emerging technologies and organizational trends; and third by consistently using examples taken from real businesses, both domestic and foreign.

### **COM107: COMPUTER ARCHITECTURE (6 ECTS)**

A study of the concepts of computer hardware design and organization needed for effective system implementation. Topics include computer peripherals and interfacing techniques, Boolean algebra, digital logic design, integrated circuit families, central processing unit design, buses and addressing, interrupts and direct memory access, hierarchical memories, system performance evaluation and a survey of commercially available computers.

### **COM108: COMPUTER PACKAGES (6 ECTS)**

The course is designed to provide the necessary basic knowledge and skills to use a personal computer, Windows 2000, Microsoft Office 2000 and the Internet. By the end of the course, students will be expected to recognize and understand the various components of a computer system and work with Office 2000 and manage their files and various programs. They are also expected to create, edit and format documents using Microsoft Office 2000 and use efficiently the Internet.

**COM109: PROGRAMMING PRINCIPLES I (6 ECTS)**

The major objective of the course is to give the student experience of using these more formal approaches. It is expected at the end of the course that students should be able to appreciate the common factors among and differences between a variety of programming languages and appreciate the important concepts underlying current programming languages. At the end of the course, students are expected understand the need for formal approaches and appreciate the role of formal specification and verification in system modeling. Moreover, they are expected to write programs in Visual Basic, for common systems and appreciate the applications of results and complexity to computing examples. These objectives reinforce skills in programming, modeling, abstraction, as well as increasing general mathematical skills.

**COM111: COMPUTER RESERVATION SYSTEMS (6 ECTS)**

This course is designed to familiarize students with the Galileo Computerized Airline Reservation System.

**COM115: PROGRAMMING FOR INFORMATION TECHNOLOGY I (6 ECTS)**

This unit aims to give an understanding of formal or mathematical approaches to computing. These include rigorous descriptions of the behavior of programming languages and formal logic, which is used to reason about the behavior of programs, and the mathematical theory of computability, which shows both the universality of most computing systems and their limitations. The major objective of the course is to give the student experience of using these more formal approaches.

**COM152: INTRODUCTION TO MULTIMEDIA: THE INTERNET AND THE WEB (6 ECTS)**

This class is an introduction to key Internet, Web, and multimedia technologies. Basic Internet technologies such as UNIX, Telnet, Group Communication tools, FTP, and the WWW will be discussed and used in this class. Designing and building web pages, incorporating basic HTML, digital image creation and manipulation, and multimedia types such as animation, audio, and video will be some of the areas covered in this class.

**COM207: BUSINESS DATA PROCESSING (6 ECTS)**

The course is designed to enable the student to effectively use the Microsoft Office (word-processing, spreadsheet, electronic presentations, and data processing)

Prerequisite: COM 102 or COM103

**COM209: HUMAN COMPUTER INTERACTION (6 ECTS)**

This course provides an overview and introduction to the field of human-computer interaction. It introduces students to tools, techniques, and sources of information about HCI. The course increases awareness of good and bad design through observation of existing technology. Using a systematic approach to design, the course introduces students to the basic skills of task analysis, and analytic and empirical evaluation methods.

**COM210: MANAGEMENT INFORMATION SYSTEMS (6 ECTS)**

Information is now recognized as one of the key assets of an organization. Information processing is now a major organizational activity, the focus of which is not simply routine data processing, but the use of information for management control at all levels. We are in the "Information Age". While the requirements for routine transaction processing are reasonably stable and relatively easy to identify, information requirements for management decision-making are less stable and more difficult to define. Consequently, course members need to become acquainted with some of the management issues and concerns relative to the development and implementation of information systems, especially those that are computer based and to develop competencies in analyzing and defining organizational information requirements.

**COM211: INDUSTRIAL PLACEMENT I (6 ECTS)**

The purpose of the internship is to give students exposure to the work environment in the Information Technology industry and to provide them with some basic skills and understanding of the industry. The exposure will help students decide what sort of position they might want to pursue in their professional career.

**COM214: DATA STRUCTURES (6 ECTS)**

This unit aims to give an understanding of formal or mathematical approaches to computing. These include rigorous descriptions of the behavior of programming languages and formal logic, which is used to reason about the behavior of programs, and the mathematical theory of computability, which shows both the universality of most computing systems and their limitations. The major objective of the course is to give the student experience of using these more formal approaches.

**COM216: PROGRAMMING PRINCIPLES II (6 ECTS)**

This unit aims to give an understanding of formal or mathematical approaches to computing. These include rigorous descriptions of the behavior of programming languages and formal logic, which is used to reason about the behavior of programs, and the mathematical theory of computability, which shows both the universality of most computing systems and their limitations. The major objective of the course is to give the student experience of using these more formal approaches. It is expected at the end of the course that students should be able to appreciate the common factors among and differences between a varieties of programming languages and appreciate the important concepts underlying current programming languages. At the end of the course, students are expected to understand the need for formal approaches and appreciate the role of formal specification and verification in system modeling. Moreover, they are expected to write programs in Visual Basic, for common systems and appreciate the applications of results and complexity to computing examples. These objectives reinforce skills in programming, modeling, abstraction, as well as increasing general mathematical skills. Prerequisite: COM109

**COM218: DATA COMMUNICATIONS AND COMPUTER NETWORKS (6 ECTS)**

This course introduces data communications hardware and software, and use of these components in computer networks. Topics include but are not limited to communication system components, communications software, packet switching, common carrier issues, wide area networks vs. local area networks, and performance considerations.

Prerequisite: COM205

**COM221: PROGRAMMING FOR INFORMATION TECHNOLOGY II (6 ECTS)**

This unit aims to give an understanding of formal or mathematical approaches to computing. These include rigorous descriptions of the behavior of programming languages and formal logic, which is used to reason about the behavior of programs, and the mathematical theory of computability, which shows both the universality of most computing systems and their limitations. The major objective of the course is to give the student experience of using these more formal approaches.

Prerequisite: COM115

**COM222: SYSTEMS ANALYSIS AND DESIGN (6 ECTS)**

This subject introduces the fundamental processes of identifying requirements, specifying, analyzing, and designing information systems. Students will gain experience in the tools and techniques for all stages of the analysis and design cycle. Topics include analysis techniques, data modeling, feasibility assessment, process modeling, automated support tools including Computer Aided Software Engineering (CASE), database design and specification, prototyping, and systems development methodologies.

**COM233: PROGRAMMING FOR INFORMATION TECHNOLOGY III (6 ECTS)**

An introduction to an object-oriented programming language, such as Java, for the World Wide Web. This course will cover the creation of applet and application programs. Topics include Internet concepts, basic language concepts (declaring and evaluating data, statements, expressions control flow and input), the development environment, essentials of applet programming (URL, audio, image, test, animation), classes and objects, error handling, debugging, threads, and the client/server environment. Programming projects will be required.

Prerequisite: COM221

**COM234: INTRODUCTION TO DATABASE AND DATA MODELING (6 ECTS)**

A presentation of the data modeling process and database implementation fundamentals. Data modeling, fundamental relational concepts, the process of normalization, relational algebra, and guidelines for mapping a data model into a relational database will be covered. Students will model a multimedia or text only information problem and implement it with a commercially available database package on a single machine.

**COM235: COMPUTER ARCHITECTURE (6 ECTS)**

A study of the concepts of computer hardware design and organization needed for effective system implementation. Topics include computer peripherals and interfacing techniques, Boolean algebra, digital logic design, integrated circuit families, central processing unit design, buses and addressing, interrupts and direct memory access, hierarchical memories, system performance evaluation and a survey of commercially available computers.

Prerequisite: COM222, COM103

**COM253: BUSINESS APPLICATION DEVELOPMENT (6 ECTS)**

This course is designed to handle the every-day problems faced in any office. It aims to the computer professional who is working in an MIS department, supporting the operations been carried out in all the other departments of a company. It emphasizes on a decentralized office/company model, where every department, may have its own MIS team, to immediate support them in the event of a computer problem. Under this philosophy the MIS professional must have worked knowledge of what is carried out by the employees of the office and be able to support and guide them in how to automate/computerize their every-day tasks. For this reason, the course is designed to demonstrate how to use information systems techniques to solve managerial and organizational problems of limited complexity. Includes solving formal analytic problems and implementing solutions using information systems development techniques focusing on developing solutions for small systems using end-user computing and macros. This course is a practical course and takes place in a computer laboratory. Although not a necessity, it makes use of Microsoft Office tools (EXCEL, ACCESS). It combines the use of Access, Excel, and Visual basic programming, in developing small-scale applications that might be found useful in any modern office.

**COM317: SOFTWARE ENGINEERING (6 ECTS)**

The focus of this module is the theory and practice of software development in the context of rapidly evolving technologies. The design and development of software-based systems places heavy demands on successful practitioners. They need a wide knowledge of the software from which systems can be constructed, as well as a lesser but significant knowledge of the supporting hardware. They must have knowledge of a range of techniques, models and tools appropriate for analysis, design and implementation, be competent in their use and be able to select those suitable for the tasks they face. They must be aware of the wider context in which the systems they develop are being introduced and be able to communicate well in a variety of modes.

**COM318: WEB DESIGN AND IMPLEMENTATION (6 ECTS)**

This course builds on the basic aspects of HTML, web design, and multimedia programming. This course provides an overview of web design concepts, including usability, accessibility, information design, and graphic design in the context of the web. It also introduces important and emerging web site technologies.

**COM354: E-COMMERCE (6 ECTS)**

E-commerce is one of the major concerns taxing the minds of businesspeople everywhere, but such is the nature of the web that any organization, large or small can participate in this new business paradigm. This course aims in showing how a fully functioning e-commerce site may be built. It describes how the database of such a site may be built, shows the Visual Basic code needed to enforce business rules and control transactional processing, and the ASP pages that will present the site to the visitor. It also outlines the new marketing strategies needed to implement to move a business from a retailer to an e-tailer.

**COM412: OPERATING SYSTEMS (6 ECTS)**

On completion of the class, a student should be able to have an appreciation of the historical development of operating systems, to display knowledge of the fundamental concepts, structures and techniques used in operating systems and to understand the process model, process scheduling and inter-process communication. Moreover, a student should be able to appreciate the need for memory management and to display knowledge of concepts and techniques involved in virtual memory management as well as to have achieved an understanding of file systems and security and to display knowledge of input/output, deadlock and resource scheduling.

**COM413: MULTIMEDIA FOR WWW (6 ECTS)**

This course presents fundamental topics of designing and implementing multimedia on the Internet. Each topic is presented along with the underlying computer technology that supports it and hands-on projects incorporating the concepts. As the technology of interactive multimedia on the Internet changes, this course will present the current practice in preparing multimedia for cross-platform delivery to the growing audience of Internet users. Using the capabilities of current web browser client and http server technology, students will implement interactive multimedia for a variety of applications.

**COM416: ADVANCED APPLICATIONS PROGRAMMING (6 ECTS)**

This course covers advanced programming using Visual Basic, with a focus on more complex data structures, database applications and the integration of applications code into an operating system environment such as Windows 98/NT. A secondary but nevertheless critical goal is developing the skills and attitudes needed to develop well-crafted code.

**COM418: PROGRAMMING FOR THE WWW (6 ECTS)**

This course covers designing Internet pages and applications for personal and business use, writing required program code in languages such as HTML, JAVA, and VRML, testing and debugging programs, uploading, and maintaining Internet pages and applications. Programming assignments are completed using JAVA. This course surveys the many technologies that are used to program multi-tiered, client/server, database-intensive, Web-based applications. Topics include HTML, Dynamic HTML, client-side and server-side scripting (with JavaScript, VBScript, and Perl), graphics, e-commerce, security, web servers, databases, Active Server Pages (ASP), Common Gateway Interface (CGI), XML (extensible Markup Language), and servlets.

### **COM501: MANAGEMENT OF INFORMATION SYSTEMS (6 ECTS)**

Information is now recognized as one of the key assets of an organization. Information processing is now a major organizational activity, the focus of which is not simply routine data processing, but the use of information for management control at all levels. We are in the “information Age”. While the requirements for routine transaction processing are reasonably stable and relatively easy to identify, information requirements for management decision-making are less stable and more difficult to define. Consequently, course members need to become acquainted with some of the management issues and concerns relative to the development and implementation of information systems, especially those that are computer based and to develop competencies in analyzing and defining organizational information requirements.

### **COM502: CORPORATE INFORMATIONS SYSTEMS MANAGEMENT (6 ECTS)**

The rate of increase in the amount of information, the ways in which organizations adapt to the increase, and the search for competitive advantage using Information Technology (IT) resources effectively. This module is intended to address these issues, and others. No assumption is made about course members’ IT skills; however, it is expected that they will have completed the Management of Information Systems module, as a preparation for the strategic evaluation and analysis of organizational systems which this module covers.

## **ECONOMICS**

### **ECO101: MICROECONOMICS (6 ECTS)**

The course familiarizes the student with the foundation of microeconomics. Mainly, it focuses on imparting to student’s specific tools that they can use to analyze consumer behavior, firm strategy, and public policy.

### **ECO201: MACROECONOMICS (6 ECTS)**

The course focuses on imparting to students’ specific tools that they can use to analyze macroeconomic data, the real economy in the long run, money and prices in the long run, the macroeconomics of open economies, and short-run economic fluctuations.

### **ECO301: ECONOMIC POLICY (6 ECTS)**

This course considers issues such as why government might intervene in the economy at the micro- level, its effect on efficiency and allocation and its intervention based on political and economic considerations, government intervention in the economy and its stimulation of certain kinds of economic activity.

### **ECO302: MODERN ECONOMICS (6 ECTS)**

This course creates awareness and understanding of the economic environment within which organizations operate, of the interactions between that environment and the organization and introduces the methodology and

concepts of economics that may be pertinent for problem-solving and decision-making in hospitality organizations.

**ECO401: ECONOMICS OF SEA TRANSPORT (6 ECTS)**

The course ensures that students have a broad understanding of the economic and commercial environment in which shipping operates, appreciate the factors that influence the supply, operation and demand for ships and shipping services, and finally develop the essential professional transferable skills of critical assessment and analysis.

**ECO501: ECONOMICS FOR MANAGERS (6 ECTS)**

The role of the manager involves the ability to use all available resources and information but based on theoretical and on real data as well, managers must be able to plan, compete and use all the business resources in the best and the most efficient way in order to help an organization prosper and compete successfully. Therefore, this course through managerial economics will help the students make sound managerial decisions based on theory linked to real situations.

**ENGLISH**

**ENG121: THE TECHNIQUE OF WRITING AND LANGUAGE STUDIES (6 ECTS)**

The emphasis of the course is on writing. Students are given ample opportunity to practice writing in different styles, i.e., business letter writing, report writing, description, summaries, argumentative writing etc. In addition students are given the opportunity to practice and improve their ability in reading, discussing as well as to enrich their vocabulary and review the basic grammatical structures.

**ENG122: THE TECHNIQUE OF WRITING AND LANGUAGE STUDIES II (6 ECTS)**

The emphasis of the course remains on writing. Students are given the opportunity to practice writing of different types. Furthermore, students continue to practice and improve the other language skills (reading, speaking, and listening), to build up their vocabulary and revise the grammatical structures.

Prerequisite: ENG 121

**ENG211: SPEECH AND LANGUAGE PRACTICE (6 ECTS)**

Students are given many opportunities to practice their communication skills. There is also a revision of writing skills and the opportunity to improve their vocabulary when dealing with passages of a more advanced structure.

Prerequisite: ENG 122 & ENG121

**ENG212: EFFECTIVE SPEAKING AND ADVANCED LANGUAGE PRACTICE (6 ECTS)**

The emphasis of this course is on speaking. The student will have much opportunity to practice different types of speeches and use of visual aids in class. The students will also analyze speeches accordingly. There will be

some instruction dealing with project writing and presentation. Prerequisite: ENG 211.

## **EVENTS**

### **EVE111: THE EVENTS INDUSTRY (6 ECTS)**

The module introduces events industry. It considers the nature of events as a type of product within the business, leisure and tourism sectors and the market for different types of events.

### **EVE112: INTRODUCTION TO THE ENTERTAINMENT INDUSTRY (6 ECTS)**

This module introduces the entertainment industry. It consists of an overview of the history current state and trends of the entertainment industry. It identifies the key segments within the entertainment industry and conducts a basic situation analysis for each segment. It emphasizes how the media and technology influences consumer interests and buying habits in the entertainment economy and the importance of understanding the nature and characteristics of consumer of entertainment.

### **EVE122: INTRODUCTION TO EVENTS MANAGEMENT (6 ECTS)**

This module will offer an introduction to the many facets of managing an event- from marketing and ticketing, to operation and evaluation. Through instruction, observation, and analysis the students will probe, dissect, and draw conclusion about “what works” in event management.

### **EVE211: INTRODUCTION TO SPORT MANAGEMENT (6 ECTS)**

This course is an analysis of effective management strategies and the body of knowledge associated with pursuing a career in sport management. The course will introduce students to sport management career opportunities in the sport industry and to sport principles as they apply to management, leadership style, communication, and motivation.

### **EVE212: MEETING AND EVENT MANAGEMENT (6 ECTS)**

This course is designed to meet the needs of people who wish to expand their job skills within the growing event-management industry.

### **EVE221: FESTIVAL AND EVENT MANAGEMENT (6 ECTS)**

This module consists of a variety of concepts and practices that contribute to successfully planning, marketing, and managing special events. It emphasizes the importance of facing the production of annual festivals or events series as a year-round job, and post-event evaluation and off-season planning as critical for the success of the event during its run. It will introduce key strategies for maintaining lasting sponsorships for making creative changes that can bring life to festivals and event, for maintaining successful strategic alliances and the overall approach to building a revenue plan.

### **EVE311: PLANNING AND MANAGEMENT OF EVENTS (6 ECTS)**

The course is to build on and apply the knowledge, skills and core competencies acquired in the pre-requisite module, the events industry. Also,

to equip the student with the theoretical and practical skills necessary to research plan and implement a wide range of types of event. Finally, to apply event planning knowledge and skills in a diversity of business, leisure, cultural and tourism settings.

### **EVE321: EVENTS STRATEGY (6 ECTS)**

The focus of this module is the diverse nature of the events market and the various strategies that events providers might employ in seeking to exploit this market. Some providers may use a major hallmark event as the focus for a range of subsidiary and follow-up events. Conversely, other providers may seek to focus on a wider range of smaller community events throughout the year. The implications of these strategies for the provision and management of events are examined.

### **EVE322: VENUE MANAGEMENT (6 ECTS)**

This module provides an overview of the history, current state, and trends of public facility development and management. It identifies the unique relationships between a venue and its stakeholders and underlines the major problems and opportunities in venue management.

### **EVE323: SPECIAL EVENT PLANNING-PROJECT (6 ECTS)**

This course introduces students to special event planning processes and techniques. Emphasis is on creating, organizing, identifying sponsors, marketing and implementing large scale community events. Each student will be a member of a "project team" and each team will be responsible for developing one special event.

### **EVE411: CONTEMPORARY ISSUES IN EVENTS MANAGEMENT (6 ECTS)**

This course is designed to engage in an analysis of the major contemporary issues involved in staging events to obtain a better understanding of the role of events in society. Also, situate these issues in socio-cultural, economic, environmental, and political context. Further, examine these issues within appropriate theoretical and conceptual frameworks. Finally, apply these analyses to event planning and management to achieve more successful outcomes.

## **FRENCH**

### **FRE121: FRENCH (Beginners I) (6 ECTS)**

The course is designed to familiarize students with the basic grammatical structures of the French language and to develop the student's ability to read, write and understand the language. It aims at the acquisition of practical vocabulary and knowledge of grammatical structure at an elementary level.

### **FRE122: FRENCH (Beginners II) (6 ECTS)**

The course is designed to continue to build on the knowledge of FRE 121. It aims at the acquisition of practical vocabulary and knowledge of structure through oral usage in the classroom still at an elementary stage. Prerequisite: FRE 121

**FRE211: FRENCH (Intermediate I) (6 ECTS)**

The purpose of this course is to teach the students the skills of the French language at an intermediate level. The course also emphasizes the acquisition of hotel and tourism vocabulary.

**FRE212: FRENCH (Intermediate II) (6 ECTS)**

The purpose of this course is to teach the students the skills of the French language at an intermediate level. The course also emphasizes the acquisition of hotel and tourism vocabulary. Prerequisite: FRE211

**GEOGRAPHY****GEO201: WORLD GEOGRAPHY (6 ECTS)**

The course analyses the existing and emerging geographic patterns in the world and the processes and trends producing such patterns. It also examines the global scale of human activities and interaction with the environment and the linkages tying the various regions of the world into a single global community.

**GEO401: ENVIRONMENTAL MANAGEMENT (6 ECTS)**

This module is an introduction to environment management, and it has a particular focus on the use of management systems and approaches in a business context.

**GERMAN****GER121: GERMAN (Beginners I) (6 ECTS)**

The course is designed to familiarize students with the basic grammatical structures of the German language and to develop the students' ability to read, write and understand the language. It aims at the acquisition of practical vocabulary and knowledge of grammatical structure at an elementary level.

**GER122: GERMAN (Beginners II) (6 ECTS)**

The course is designed to continue to build on the knowledge of GER121. It aims at the acquisition of practical vocabulary and knowledge of structure through-oral usage in the classroom still at an elementary level.

Prerequisite: GER 121

**GER211 GERMAN (Intermediate I) (6 ECTS)**

This course introduces students to the four basic skills of the German language at an intermediate level and is designed to enable them through practice to use it effectively.

**GER212 GERMAN (Intermediate II) (6 ECTS)**

This course introduces students to the basic skills of the German language at an intermediate level and is designed to enable them through practice to use it effectively.

Prerequisite: GER211

## **HOTEL ADMINISTRATION**

### **HOT101: INTRODUCTION TO THE HOSPITALITY INDUSTRY (6 ECTS)**

This course provides a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organization of hotel and food and beverage operations, and by focusing on industry opportunities and future trends.

### **HOT105: SANITATION AND NUTRITION (6 ECTS)**

This course is designed to provide basic knowledge of human nutrition as well as of food and personal hygiene.

### **HOT106: FOOD AND BEVERAGE SERVICE (6 ECTS)**

The course provides the knowledge and skills necessary for those working at different levels in the food and beverage service hierarchy.

### **HOT107: FOOD PREPARATION LAB (6 ECTS)**

A practical course providing a sound foundation in professional practical cookery.

### **HOT108: PRACTICE IN FOOD AND BEVERAGE SERVICE (6 ECTS)**

A practical course providing a sound foundation on professional practice in food service through a hotel training experience.

### **HOT109: THEORY OF CATERING (6 ECTS)**

The course emphasizes the close link between theoretical knowledge and actual practices in the catering industry relating to food production. This course focuses on the theory of catering.

### **HOT116: FOOD AND BEVERAGE SERVICE (6 ECTS)**

This course provides the knowledge and skills for those involved at different levels of the food and beverage service hierarchy. At the completion of this course, students should be able to identify the markets served by the various sectors of the industry and their needs, to identify the range of policies and business objectives of the various sectors and discuss how these affect the methods adopted as well as to interpret the demand of the sectors for food and drink to be provided as well as other services and understand how to plan and design facilities that are required for food and beverage operations and the plant and equipment required. Moreover, at the end of this course students should be able to acquaint operational knowledge of technical methods and processes as well as the ability in the production and service processes and methods available to the caterer, understand the varying resources required for their operation, as well as decision making on the appropriateness of the various processes and methods to meet sectoral requirements and explain how the cost of materials as well as the cost associated with the operation and service can be controlled.

### **HOT117: FOOD PREPARATION LAB (6 ECTS)**

The fundamental aims of this course are to provide students with the basic skills and cooking techniques of food production, to enable students to produce

basic recipes and distinguish the factors that influence production of quality products, and to encourage the students to practice good sanitary practice in the kitchen.

**HOT118: PRACTICAL EXPERIENCE IN FOOD & BEVERAGE SERVICE (6 ECTS).**

The fundamental aims of this course are to provide students with the basic skills and service techniques of Food and Beverage Service. This will enable students to train in an actual facility and distinguish the factors that influence different levels of quality and service styles, and to encourage the students to practice professional personal conduct.

**HOT202: FOOD AND BEVERAGE MANAGEMENT (6 ECTS)**

The course provides a basis for understanding the various challenges and responsibilities involved in managing a food and beverage operation.

**HOT206: HOUSEKEEPING MANAGEMENT (6 ECTS)**

This course presents a systematic approach to managing housekeeping operations in the hospitality industry.

**HOT207: FRONT OFFICE MANAGEMENT (6 ECTS)**

This course examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management.

**HOT208: ANIMATION (6 ECTS)**

The course aims and objectives are to give emphasis to the importance of hotel animation as a major role of the hospitality and tourism industry, understand the basic activities of animation; theatre, dance, water sports, games and other entertainment activities providing students with sufficient knowledge and experience to become effective animators.

**HOT211: INDUSTRIAL PLACEMENT (6 ECTS)**

Minimum four months industrial placement with leading hotels. Trainees spend most of their time in the food and beverage department.

**HOT301: CONVENTION MANAGEMENT AND SERVICE (6 ECTS)**

The course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service.

**HOT302: FOOD AND BEVERAGE CONTROLS (6 ECTS)**

The course covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications.

**HOT307: FINAL YEAR PROJECT II (6 ECTS)**

This course allows the drawing together of the subjects taught during the Hotel Administration program of study into an original piece of research, which adds to the existing knowledge and demonstrates the student's analytical skills.

**HOT308: FACILITIES MANAGEMENT (6 ECTS)**

This course designed to provide students with the basic understanding of the design of all major facilities in a hotel.

**HOT311: INDUSTRIAL PLACEMENT (6 ECTS)**

Minimum four months industrial placement with leading hotels. Trainees spend most of their time in the rooms division.

**HOT403: SENIOR RESEARCH PROJECT (12 ECTS)**

This part of the course is intended to develop the students' ability to manage a major project using their analytical and creative skills to study and present a significant topic of personal interest to them but guided by a tutor allocated for the purpose.

**HOT405: CURRENT ISSUE IN HOSPITALITY INDUSTRY (6 ECTS)**

On completion of this course students should be able to describe current issues and trends in the hospitality industry, resolve issues and problems of the hospitality industry, cope with common customer service issues and evaluate solutions to various issues and challenges in the hospitality industry. The content of this course is Lodging Trends; Globalization: Emerging Lifestyles and Social Values; Technology; Diversity of the hospitality industry; Social Networking; Law and ethics; Marketing; Human Resources Issues; Green movement in the hospitality industry; Travel Leisure and Entertainment Experiences. (No Prerequisite(s))

**HOT406: Hospitality Technologies and Innovation (6 ECTS)**

The basic purpose is to provide the student with general knowledge of technological practices and trends in the hospitality industry. This course is designed to provide an overview of the technologies needed in hospitality properties; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer applications, revenue management strategies, and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry.

**HOT411: INDUSTRIAL PLACEMENT (6 ECTS)**

Minimum four months industrial placement with leading hotels. Trainees spend most of their time in supervisory positions.

## **HUMAN RELATIONS - MANAGEMENT**

### **HUM201: HUMAN RELATIONS/SUPERVISORY DEVELOPMENT (6 ECTS)**

This course is designed to provide students with the principles of supervision as they apply specifically to the hospitality industry.

### **HUM202: BUSINESS PSYCHOLOGY (6 ECTS)**

Investigates the impact that individuals, groups, and structure have on behavior within organizations, for the purpose of applying such knowledge toward improving an organization's effectiveness.

### **HUM203: HUMAN RESOURCES MANAGEMENT (6 ECTS)**

This course is designed to provide the student with understanding of the function of Human Resources Management as it applies to modern organizations. It covers personal motivation, modern management theories, job analysis and job evaluation, recruitment, training, and assessment.

### **HUM303: CULTURAL ANTHROPOLOGY (6 ECTS)**

There are two objectives of this course: First, to acquaint you with the concept of culture, emphasizing the diversity of human experience and variation in human formations – from language to kinship, and social order to global capitalism. Second is to challenge you to reflect critically on your own culture and society. In this course, I hope we cultivate a fundamental capacity for understanding unfamiliar and familiar human cultures, and an ability to interpret “difference” in cultural context.

### **HUM315: INTERCULTURAL COMMUNICATION (6 ECTS)**

Communication, particularly intercultural communication, is a vital means for accomplishing organizational tasks as organizations, must operate within a multi-racial and multi-cultural environment. This course is designed to introduce students to the basic principles of intercultural communication within an organizational context, to help students recognize key communication processes that are essential to organizational success, and to help students understand the impact of cultural diversity on the process of organizational communication.

### **HUM403: SMALL BUSINESS MANAGEMENT (6 ECTS)**

The course is intended to develop in students' knowledge of the small firms' sector and its contribution and importance both to the economy in general but also to the Hospitality Industry in particular. It will also develop the ability to plan and manage a small firm and to encourage students to develop successful, enterprising, and entrepreneurial ideas and abilities. It is also intended to act as a mediating subject, which will provide the student with the opportunity to draw on a variety of relevant disciplines.

### **HUM405: INTERCULTURAL COMMUNICATION (6 ECTS)**

This course is designed to introduce students to the basic principles of intercultural communication within an organizational context, to help students recognize key communication processes that are essential to organizational

success and to help students understand the impact of cultural diversity on the process of organizational communication.

**HUM406: MANAGING ORGANISATIONS (6 ECTS)**

The overall aim of the course is that students should acquire the knowledge, understanding and skills necessary for the effective practice of management. This course is intended to develop students' ability to exploit business and other opportunities within the hospitality and tourism industry by maximizing the effectiveness of their organization.

Prerequisites: HUM 201 or HUM 203

**HUM408: STRATEGIC MANAGEMENT (6 ECTS)**

A significant issue facing businesses is that of accomplishing the change in thinking necessary to develop operations-oriented unit level managers into strategic thinking managers. While the increasing competitiveness of businesses in Europe and elsewhere is well recognized and the rationalization of corporate headquarters has occurred in response to recession, many firms are enlarging the scope of unit management work. It is therefore necessary to address the interface between the strategies necessary to face competition and the internal structures essential to implement these strategies. The unit aims to develop the students' ability to formulate and implement strategic plans and to critically analyze the effectiveness of strategies employed at operational, organizational, and corporate level in businesses.

**HUM413: SMALL BUSINESS MANAGEMENT (6 ECTS)**

This module uses the general approach adopted by the previous modules to develop a more intensive and practical examination of small firms and small business units, which can achieve growth through planned business development. This is facilitated by developing an understanding of the environment in which these businesses operate, seeking to combine the academic underpinning of the previous modules practical examples of development of small business units, whether small firms or independent elements of larger organizations.

**HUM501: ORGANISATIONAL BEHAVIOR (6 ECTS)**

The role of the middle management involves asking, providing, and motivating people to do things. In addition, the role itself has several in-built conflicts and ambiguities. This module explores the diagnostic skills and frameworks that the manager needs to be able to analyze the situation as an issue that is likely to face in carrying out the role. Course members are introduced to theories, drawn from the behavioral sciences that contribute perspectives on the behavior of people at work.

**HUM502: MANAGEMENT OF HUMAN RESOURCES (6 ECTS)**

The aim of this module is to help managers improve their skills in the employment and assessment of their staff to improve the effectiveness of the organizations' human resources. Course members draw on the theoretical basis introduced in the module 'Organizational Behavior' and on new theory, in examining problem situations, which are similar to those that they are likely to encounter in their workplace.

### **HUM503: ORGANISATIONAL LEADERSHIP (6 ECTS)**

The course studies three levels of leadership: the individual, the team, and the organization. It is designed to expose students to a variety of leadership perspectives and practices to enhance individual development and effectiveness as a leader. The course will focus on a repertoire of practical and theoretical leadership principles. Historic and contemporary organizational leaders will be examined as well as their complex roles in managing organizational issues.

### **HUM504: ORGANISATIONAL COMMUNICATION (6 ECTS)**

The course in Organizational Communication is designed to provide the student with a background and experience in the various communicative contexts found in the organizational setting. This course aims to raise student's awareness and develop their understanding of theories, patterns and issues related to organizational communication in a variety of contexts, and to help them to apply the necessary skills to conceptualize and deal with problems arising from interpersonal interactions to improve their communicative competence in their personal, social, and professional lives. The course studies various organizational structures found in business to analyze and improve the communication in the overall organizational situation. By analyzing the organization's communication, it becomes possible then to improve the overall climate of an organization.

### **HUM 505: HR ISSUES IN MANAGEMENT (6 ECTS)**

This module is about the effective formulation and implementation of innovative HR strategies and practices, the effective management of HR issues, including HR related information management issues, and the role of the HR function within organizations. It provides an international comparative perspective on strategic HRM/HRD, forms a bridge between theory and practice, and enables students to conduct a critical analysis of an organization in respect of its structure and integration of functions, and the efficacy of its HR strategies and practices.

### **HUM506: LEADERSHIP AND TEAMWORK IN MANAGEMENT (6 ECTS)**

This module provides students with a sound knowledge and understanding of leadership, and of individual, group team and organizational behavior, that will enable them to critically evaluate managerial/leadership behavior and effectiveness within their own professional context. Additionally, it encourages students to reflect upon their own leadership and team working strengths and capabilities, and to identify their individual skill development needs.

### **HUM507: OPERATIONS MANAGEMENT (6 ECTS)**

Operations management is a core function in all organizations public or private sector, social or financially orientated, manufacturing or service. The module includes planning and control, operations design, quality improvement and operations strategy as its main themes. Students will examine the relationship between management at the strategic and operational levels, and the importance of treating work systems as processes, which require the

coordination of the other business functions (marketing, finance, personnel etc).

**HUM508: STRATEGIC MANAGEMENT (6 ECTS)**

This integrative module builds on skills and knowledge developed elsewhere to provide a sound foundation of strategic management thinking. Strategic management concerns itself with the analysis of the organization's environment and managing the response of the organization accordingly. As such, the module is of crucial relevance because every student with ultimately is involved in some stage of this process. This module provides a framework for exploring strategic concepts, approaches, and paradigms. The application of models, devises and techniques are introducing as part of the processes of strategic analysis and strategic choice. The module also introduces the issue of strategy implementation. Throughout the module is grounded in real life cases and examples, and students are required to conduct research into contemporary issues and subjects.

**HUM516: LEADERSHIP AND TEAMWORK (6 ECTS)**

This module provides students with a sound knowledge and understanding of leadership, and of individual, group, team, and organizational behavior, that will enable them to critically evaluate managerial/leadership behavior and effectiveness within their own professional context.

Additionally, it encourages students to reflect upon their own leadership and team working strengths and capabilities, and to identify their individual skill development needs.

**LAW**

**LAW301: BUSINESS LAW (6 ECTS)**

This course focuses on the basic principles governing the Law of Contracts, Law of Agency and the Law of Civil Wrongs with special reference to the tort of Negligence.

**LAW311: BUSINESS LAW (6 ECTS)**

The objective of this course is to introduce the students to the concepts of contract, agency, and negligence. By the end of the course the students will be expected to know how to make valid contracts, understand their rights and duties under a contract, understand the principles of agency and be able to identify and understand negligent acts and their consequences.

**LAW321: PRINCIPLES OF COMPANY LAW (6 ECTS)**

The module will introduce students of business to the principles of company law, in particular the formation of a company, the management of shares and capital, and the general management of a company.

**LAW401: INTERNATIONAL BUSINESS LAW (6 ECTS)**

The course develops students' understanding of the legal problems and considerations associated with global business activities.

## **LEISURE**

### **LEI111: THE LEISURE ENVIRONMENT (6 ECTS)**

This module aims to introduce students to the elements of leisure-related development across a wide range of provider sectors, including mainstream leisure, arts and heritage, sport, tourism travel and events provision. It considers and evaluates appropriate elements of policy and practice within each of these areas.

### **LEI112: INTRODUCTION TO LEISURE, TOURISM AND HOSPITALITY INDUSTRY (6 ECTS)**

This course aims to introduce the nature of tourism, leisure and hospitality businesses and the industry in which they operate. Through a series of lectures and tutorials, students will be provided with an introductory overview of the hospitality, tourism, and leisure industry.

### **LEI122: LEISURE IN SOCIETY (6 ECTS)**

The primary aim of the module is to introduce students to sociological and cultural ideas relating to leisure and consumer society. This module draws on the social sciences to undertake a critical analysis of contemporary leisure and tourism including sport.

### **LEI211: LEISURE OPERATIONS MANAGEMENT (6 ECTS)**

The aim of this module is to develop an understanding of the key principles of service operations management and of the inter-relationship of operations management, marketing and HRM within the multifunctional subject of services management.

### **LEI212: LEISURE POLICY (6 ECTS)**

The aim of this module is to introduce students to the various perspectives on social policy and facilitate an understanding of contemporary debates on the development of public policy. It also aims to enable students to recognize that management decision-making takes place within the context of competing ideologies, relationships, and power bases, and is not simply a matter of the application of technical expertise.

### **LEI221: LEISURE AND TOURISM PLANNING DEVELOPMENT (6 ECTS)**

This course will assist participants to better plan, promote, and manage tourism to their destination, and at the same time, meet quality of life objectives of community residents. The course does not assume that leisure and tourism is good for all communities.

### **LEI311: LEISURE SUBCULTURES (6 ECTS)**

This module aims to evaluate critically sub cultural theories and their relevance to contemporary leisure activities and to examine and analyze the contribution of social sciences and the competing theories of sociology which attempt to provide a critical understanding of co modification, taste, youth and “pop” cultural.

**LEI321: THEORETICAL PERSPECTIVES ON LEISURE (6 ECTS)**

The role of this module is to provide students with an introduction to a range of theoretical perspectives that might be used to understand and analyze leisure. In this context leisure is understood broadly as encompassing arts, heritage, and culture.

**LEI322: LEISURE AND TECHNOLOGY (6 ECTS)**

Technology impacts our lives daily creating a foundation for work and play. By its very nature technology brings about change in almost every facet of human endeavor. This is especially true for leisure travel, as information about almost any destination is easily available and family and friends can almost instantly share their experiences.

**LEI323: POLITICAL ECONOMY OF LEISURE (6 ECTS)**

The module enables the student to appreciate, understand and apply the basic theories, analytical tools, and methodologies of the discipline of economics within the context of the leisure, tourism and associated industries. It continues by examining theories of power and interest group representation and their relevance to understanding decision-making and planning leisure.

**LEI411: LANDSCAPES OF LEISURE AND TOURISM (6 ECTS)**

This module evaluates constructions, images, and perceptions of 'landscape' in contemporary society and analyses leisure and tourism participation and provision in relation to both urban and rural landscapes. This module questions many of our taken-for granted notions of environment, space and place and scrutinizes these notions within a more critical framework and theoretical concepts drawn from both the social sciences and the humanities.

**LET501: POLICY AND PLANNING IN LEISURE AND TOURISM (6 ECTS)**

This module introduces generic policy and planning theories and concepts and their application to the leisure and tourism sector. The module focuses on social policy, political ideologies and planning theory and is based on the premise that a proper understanding of the dynamics of leisure and tourism and the nature of decision-making in this sector can only be gained by studying the role of government and political ideas. By considering planning models in conjunction with policy frameworks the relationship between the two can be examined and their practical relevance demonstrated.

**LET502-E-BUSINESS IN LEISURE AND TOURISM (6 ECTS)**

This module is concerned with understanding consumer behavior in relation to leisure and tourism and exploring the implications of development in information and communications technology for the choice and purchase of leisure and tourism choice and experience from the perspective of the consumers and to use the consumer perspective to explore the impact of the development of e-channels and e-business.

**LEI503: THEORETICAL PERSPECTIVES IN LEISURE AND TOURISM (6 ECTS)**

The overall aim of the module is to provide students with an introduction to the major social science disciplines which contribute to, and underpin, the study of

leisure and tourism. Theoretical perspectives which have shaped academic discourse within leisure and tourism studies are compared. The module draws upon sociology, anthropology, geography and the related fields of development studies and heritage studies. Specifically, it aims to develop an understanding of the origins, development and paradigmatic shifts within leisure and tourism studies and appreciate the influence underpinning academic disciplines and other multi-disciplinary fields on the development of leisure, heritage, and tourism studies. Finally, it analyses explanations of tourism leisure behavior and participation from a range of academic perspectives.

## **MARKETING**

### **MAR101: MARKETING PRINCIPLES (6 ECTS)**

The course introduces students to the vital role of marketing in the domestic and international marketplace and promotes the consideration of a career in marketing.

### **MAR201: INTERNATIONAL MARKETING (6 ECTS)**

This course is designed to enhance student's understanding and appreciation of the importance and relevance of international marketing in today's global economy.

### **MAR206: TOURISM MARKETING (6 ECTS)**

This course is designed to introduce the students to the marketing concepts in general, and as applied to the tourism and hospitality industry.

### **MAR306: HOTEL/ MOTEL SALES PROMOTION (6 ECTS)**

This course is designed to provide students with a solid background in hospitality sales and advertising. Although marketing concepts are also discussed, the course focuses on practical sales techniques, proven approaches to selling to targeted markets, and advertising's role in sales.

### **MAR401: CONSUMER MARKETING (6 ECTS)**

The unit aims to develop students' ability to formulate and implement consumer research programs, marketing segmentation and communication strategies and to evaluate the effectiveness of internal marketing and service quality initiatives in food and hospitality firms.

Prerequisite: MAR 206 or MAR 306

### **MAR402: INTERNATIONAL MARKETING COMMUNICATION (6 ECTS)**

This course gives you a broad introduction to both theory and practice in diverse aspects of international marketing communications such as: advertising, sales promotion, public relations, personal selling, and direct response.

### **MAR411: CONSUMER MARKETING (6 ECTS)**

The subject will provide an understanding of the significance of consumer behavior in developing marketing strategies and events management. The relevance of psychographics-travel needs, motivation, learning, expectations perceptions, tastes, preferences, and attitudes to promotional aspects will have

particular importance. Other services marketing concepts relating to market segmentation, target marketing, marketing research, service quality and internal marketing will be critically examined and analyzed using practical examples.

**MAR501: MARKETING IN AN INTERNATIONAL ENVIRONMENT (6 ECTS)**

This module focuses on essential marketing concepts. The key processes of external and internal marketing appraisals, the consideration of alternative marketing strategies, their selection and implementation are considered in full.

**MAR502: MARKETING AND THE BUSINESS ENVIRONMENT (6 ECTS)**

Marketing decisions necessarily take place within the context of the business environment within which organizations operate in consequence, this module seeks to enhance the participant's appreciation and understanding of such decisions by using marketing tools and techniques in conjunction with underlying economic analysis.

**MAR503: MARKETING MANAGEMENT (6 ECTS)**

This course is geared toward providing an understanding of the rationale for marketing decisions from a managerial perspective. It also seeks to provide a framework for decision-making that is logical but does not stifle creativity.

**MAR511: MARKETING RESEARCH (6 ECTS)**

The aim of this module is to introduce students to the most important tools in the field of Market Research. Students will be introduced to the basic theoretical foundations of market research and be introduced to the role that market research plays in the role of market planning.

**MAR522: LEISURE AND TOURISM MARKETING (6 ECTS)**

The overall aim of the module is to equip students with an understanding of the principles of marketing as they apply to leisure and tourism. It also aims to introduce and develop marketing theories from tourist and leisure motivation to product development and to examine the special nature of segmentation as applied to leisure and tourism markets. It explores the roles and requirement of the different player groups in leisure and tourism marketing and the ways in which these affect destination image. Finally, it offers a framework for a more effective marketing strategy approach for destinations and identify and explain the implication from leisure and tourism marketing of electronic technology developments.

**MATHEMATICS**

**MAT101: COLLEGE ALGEBRA AND TRIGONOMETRY (6 ECTS)**

Students will study the applications of algebra and trigonometry, with heavy emphasis on application problems.

**MAT102: DISCRETE MATHEMATICS FOR TECHNOLOGISTS I (6 ECTS)**

This course is designed to present the beauty, scope, practical applications, and relevance of mathematics. It will focus on applications of general interest

drawn primarily from the social and biological sciences and business. Topics will be placed in a historical context, and mathematical reasoning will be stressed. Many of the applications will be computer oriented.

Prerequisite: MAT101

### **MAT103: BUSINESS CALCULUS (6 ECTS)**

The objective of the module is to extend students competence in arithmetic, algebra, and graphical techniques. It also develops basic skill in both differential and integral Calculus all needed for the business, finance, accounting, and management fields.

### **MAT201: DISCRETE MATHEMATICS FOR TECHNOLOGISTS II (6 ECTS)**

Differential Equations have been central to mathematics since Newton and Leibnitz invented the calculus more than three centuries ago. As well as having a rich intrinsic interest, they appear naturally in the modeling of many physical systems. This course will cover the most standard techniques that exist for solving linear differential equations with variable coefficients.

Prerequisite: MAT102

### **MAT202: DATA ANALYSIS (6 ECTS)**

This course explores the fundamental concepts of research design and empirical analysis, with a heavy emphasis on economics.

This course is designed to help students.

- Understand the concepts that form the foundation of statistics.
- Become an excellent consumer of quantitative arguments (particularly statistical arguments).
- Become a competent regression analyst, able to utilize statistical techniques and quantitative data to support one's own arguments.
- Explain quantitative and analytical results to a regular person.

Prerequisite: MAT201

## **NUTRITION**

### **NUTR1: RESEARCH METHODS (8 ECTS)**

The purpose of this module is to offer students the opportunity to learn the various aspects of the research process, framing useful research questions, research design, data collection, analysis, writing and presentation as well as developing advanced critical thinking skills.

### **NUTR2: NUTRITION INFORMATICS (6 ECTS)**

The purpose of this course is to convey to students the vast extent to which informatics is used in all aspects of the field of Clinical Dietetics and Nutrition and to familiarize students with the use of computers and related programs.

### **NUTR3: ADVANCED TOPICS IN NUTRITION AND MEDITERRANEAN DIET I (8 ECTS)**

The purpose of this course is to teach students the history, principles and nutritional values and peculiarities of the Mediterranean diet and how these affect our health.

#### **NUTR4: ADVANCED TOPICS IN NUTRITION AND MEDITERRANEAN DIET II (8 ECTS)**

The purpose of this module is to teach students the nutritional values and peculiarities of the Mediterranean diet in relation to other diets, how they affect our health in relation to our lifestyle and how to conduct relevant research.

Prerequisite: NUTR3

#### **NUTR5: QUALITY ASSURANCE AND FOOD SAFETY IN FOOD CATERING (6 ECTS)**

The course emphasizes the systematic approach of quality assurance and food safety systems across the range of mass food production and the study of the critical points of the entire production process (from field to table).

#### **NUTR6: MEDITERRANEAN DIET AND FUNCTIONAL FOODS (8 ECTS)**

The course emphasizes the evolving field of functional foods associated with positive effects on human health and well-being and is characteristic of the traditional Mediterranean diet, which is considered as an element of enriching tourism services as it characterizes a lifestyle that promotes better health and quality of life. The aim is to enable students to deepen their role in health promotion, identifying and defining the current trends in nutrition for the implementation of the appropriate nutritional guidelines of the Mediterranean diet in food production in food processing establishments.

#### **NUTR7: MEDICAL NUTRITION THERAPY IN TOURISM (8 ECTS)**

The aim of the course is to broaden the student's knowledge of common and chronic diseases and to integrate this knowledge into the basic elements of medical nutritional therapy based on nutritional assessment (anthropometric, biochemical, and clinical data) to determine nutritional status. Emphasis is placed on understanding metabolic balances and how they can be altered during physiological stress or disease. These basic elements are then applied to the study of various diseases and nutritional therapy based on the principles of the Mediterranean Diet, in a tourist setting. Students also can plan diets with specific nutrient/calorie composition and food texture to meet the nutritional needs of international patients (tourists) based on the traditional Mediterranean Diet and the beneficial properties of its ingredients for a targeted nutritional treatment.

#### **NUTR8: ADMINISTRATION AND MANAGEMENT OF TOURIST FACILITIES (8 ECTS)**

The purpose of this module is to introduce the student to the subject of tourism, how it is connected to food and local products, as well as how it affects the local economy, society, and culture, the natural and built environment. The course also aims to familiarize students with the organization of catering and hospitality units in the field of nutrition.

#### **NUTR9: MEDITERRANEAN DIET AND PUBLIC HEALTH (8 ECTS)**

The purpose of this module is to convey to students the multiple benefits that the Mediterranean Diet can have for Public Health and how to conduct relevant research.

### **NUTR10: THESIS (24 ECTS)**

The aim of the dissertation is to enable students to further develop an understanding and obtain practical experience of the research process and research skills required to undertake a supervised research project. Students will be required to identify relevant information on a topic and critically review the research of others. It will also obligate them to use knowledge obtained from the programmes' modules and demonstrate critical thinking capabilities.

## **POLITICAL SCIENCE**

### **POL401: INTERNATIONAL RELATIONS (6 ECTS)**

The primary purpose of this course is to acquaint students with the core concepts, issues and processes of international relations.

## **REGIONAL STUDIES**

### **CYP101: CYPRUS HISTORY (4 ECTS) OR CYP111: CYPRUS HISTORY (6 ECTS)**

The purpose of this course is to familiarize students with the main features of Cyprus history and culture. Upon successful completion of this course students will become familiar with the division of Cyprus history in different periods, the main characteristics of each period, the contribution of Cyprus to the cultural history of Greece and the Middle East as well as the importance of Greek influences in shaping the identity of Cyprus and the role of Christian religion and the Orthodox church. The students will also become familiar with the main monuments and works of art of Cyprus and the Cyprus problem.

### **CYP301: CYPRUS ECONOMIC AND BUSINESS ENVIRONMENT (6 ECTS)**

The course provides a solid understanding of Cyprus economy and business through the examination of issues like Cyprus role as a trading and business services centre, Cyprus agriculture and industry, Cyprus as an established offshore business centre, and the potential utilization of high technology and human resources.

### **EUR201: EUROPEAN UNION (6 ECTS)**

The course introduces European politics by examining the historical development of the European Union and its present political, economic and legal structure.

## **SALES**

### **SAL101: Sales Techniques and Processes (6 ECTS)**

The course deals with understanding the sales cycle, the buyer decision-making process, how to generate and qualify sales leads, how to sell by inbound and outbound telephone calls, how to sell face-to-face, how to close a sale and how to process sales orders.

## **STATISTICS**

### **STA111: QUANTITATIVE METHODS I (6 ECTS)**

The course focuses on introducing mathematical and statistical tools, which students can use to analyze critically numerical data presented in presentations, reports, and articles.

### **STA112: QUANTITATIVE METHODS II (6 ECTS)**

The course presents the effective use of advanced statistical and forecasting techniques, such as regression analysis, time series analysis and exponential smoothing.

Prerequisite: STA 101

### **STA211: DATA ANALYSIS FOR BUSINESS (6 ECTS)**

Knowledge and understanding of statistical concepts form important tools for business, accounting, and finance. This module will introduce the key techniques and concepts of statistics useful for further study in the field of accountancy and finance.

### **STA501: STATISTICS AND QUANTITATIVE METHODS (6 ECTS)**

This course is designed to introduce statistical methods useful for analyzing data, with specific application to problems of business and economics. The methods examined, however, have general application to a wide range of data analysis. At the end of the class, students will understand many of the statistical tools used in business.

## **TRAVEL AND TOURISM**

### **TOU105: FARES AND TICKETING I (6 ECTS)**

The course covers the basic elements of IATA fares regulations and familiarizes the students with the Air Tariff and/or the Airline Passenger Tariff. These covered normal, one-way, round-trip fares in local currency, the mileage system, and fares in different classes of service, infant, children, youth, student and special fares.

### **TOU106: FARES AND TICKETING II (6 ECTS)**

The course covers procedures for completing international airline traffic documents, such as tickets and Miscellaneous Charges Orders for every itinerary and fare. It also includes precautions to be taken for safeguarding airline documents against loss and theft, in accordance with the IATA fraud prevention recommendations.

Prerequisite: TOU 105

### **TOU108: GENERAL TRAVEL KNOWLEDGE II (6 ECTS)**

This course is designed to equip students with the knowledge and skills necessary for working in the airline industry.

Prerequisite: TOU 117

**TOU111: INTRODUCTION TO TOURISM (6 ECTS)**

This course covers the definition of tourism and its importance to the economies of countries and identifies the variety of establishments in the different sectors of the tourism industry.

**TOU117: GENERAL TRAVEL KNOWLEDGE I (6 ECTS)**

This course is designed to equip students with the knowledge and skills necessary for working in the airline industry.

**TOU121: THE TOURISM INDUSTRY (6 ECTS)**

Tourism is a dynamic, multi-faceted industry; it encompasses a wide spectrum of disciplines, vocations and professions. A study of the components of the tourism industry and their interrelationships is the focus of this course. The eight sectors of the tourism industry are examined and factors that have affected the industry over time are analyzed.

**TOU122: THE TOURIST EXPERIENCE (6 ECTS)**

This module looks at the 'demand' side of tourism activity. It examines the factors that influence consumer behavior, the different market segments that this has given rise to and the changing patterns of expectation and choice within the sector. It also examines the way tourism industry satisfy the demand of its consumer by producing the appropriate products and services.

**TOU215: TRAVEL AND TOURISM MANAGEMENT (6 ECTS)**

This course is designed to offer the knowledge required for operating a travel agency at a managerial level. It includes industry regulations, organizing and costing package tours, office procedures, and the use of automated systems in travel agencies.

**TOU216: FARES & TICKETING (Advanced I) (6 ECTS)**

Expand the knowledge and abilities of the students in order to calculate travelling fares, determine charges involved in travelling and issue any travelling document.

**TOU221: TOURISM PLANNING & DEVELOPMENT (6 ECTS)**

This course will assist participants to better plan, promote, and manage tourism to their destination, and at the same time, meet quality of life objectives of community residents. The course does not assume that tourism is good for all communities. Rather, it will help assess the effects of increased tourism on the local economy, environmental resources, and socio-cultural fabric of the community. It provides the tools and strategies to better estimate and evaluate both the costs associated with increased visitation including any necessary expansion of the region's infrastructure, receptive visitor facilities, and environmental protection measures and the benefits, including tourist spending, job growth and an increased tax base.

**TOU222: TOURISM DESTINATIONS (6 ECTS)**

The aim of this module is to explore the theories of destination development and the role of tourism in destinations. This will allow students to analyze and evaluate tourism as a destination. Students will also be asked to provide

solutions to issues and problems in way that will allow time to develop their creative thinking.

**TOU223: TOURISM ECONOMICS (6 ECTS)**

The aims of the module are to provide a solid groundwork in the basic principles of economic theory and their application to tourism and the tourist industry. A familiarity with microeconomic theory and practice is an asset for those who, essentially, deal with travel and tourism. Similarly, knowledge of the major macroeconomic aggregates and their determination facilitates an understanding of the economic environment in which tourist entities operate.

**TOU224: ALTERNATIVES FORMS OF TOURISM (6 ECTS)**

Over the latter half of this century there has been dramatic growth in tourism as a social phenomenon and an economic enterprise. The expansion of tourism activities has coincided with significant cultural, political, and economic changes brought about by technological advancement.

**TOU226: FARES AND TICKETING III (6 ECTS)**

Expand the knowledge and abilities of the students to calculate traveling fares, determine charges involved in traveling and issue any traveling document according to IATA rules. It covers advanced fare construction methods, containing example and exercises designed to familiarize students with the different rules, exceptions and currencies used in international ticketing.

Prerequisite: TOU106

**TOU304: FINAL YEAR PROJECT (6 ECTS)**

This course allows the drawing together of the subjects taught during the Travel and Tourism Administration program of study into an original piece of research, which adds to the existing knowledge and demonstrates the student's analytical skills.

**TOU314: TOURISM AND THE HOSPITALITY INDUSTRY (6 ECTS)**

This course takes a cross-disciplinary approach to examine the many facets of tourism. The social science perspective provides students with the kind of practical knowledge that can be effectively applied to the hospitality industry. The course also provides advanced information that can serve as a bridge to further analysis of study.

**TOU321: E-TOURISM (6 ECTS)**

Information Technology is increasingly used strategically to enhance profitability and competitiveness for tourism organizations and to facilitate the planning, managing and marketing of destinations.

**TOU322: TOURISM IMPACTS (6 ECTS)**

This course examines the positive impacts and negative impacts which tourism activities have on host environments, economies, and societies. With a strong emphasis on interdisciplinary, this module introduces a number of methods useful for the identification and assessment of these impacts.

**TOU323: TOUR OPERATIONS MANAGEMENT (6 ECTS)**

Tour operations management facilitates analysis of management strategies in the design, development, distribution, and delivery of inclusive travel programs for the leisure travel market in receptive and generating environments worldwide.

**TOU324: SUSTAINABLE TOURISM DEVELOPMENT (6 ECTS)**

This course provides students with the opportunity to begin to understand why and how achieving sustainable development of tourism is such a challenge to communities around the world.

**TOU401: TOURISM AND LEISURE MANAGEMENT (6 ECTS)**

This course will help to provide the potential manager of hospitality with the knowledge and skills necessary to interact with the tourism and leisure environment. The first part of the course covers such topics as the development and management of tourism resources, the changing business environment, planning strategy and tactics, marketing and finance and organization. The second part will focus on the dimensions, concept and definition of Leisure, leisure provision in the Public Sector, arts, sports and countryside, heritage management and private sector leisure products.

**TOU411: TOURISM AND LEISURE MANAGEMENT (6 ECTS)**

The course is taught through the means of lectures, seminars, and case studies. Lectures will provide the theory and concepts on the themes of the subject. Seminars will require active participation of students either individually voicing their opinions or views on the subject or presenting their views to the rest of the group.

**TOU421: INTERNATIONAL TOURISM MANAGEMENT (6 ECTS)**

This module analyses the characteristics of the international tourism market. It provides an understanding of the definition, theory and concepts of tourism, the role of multinational organizations and multinational institutions in international tourism and the level and scale of tourism development.

**TOU501: SUSTAINABLE TOURISM (6 ECTS)**

The overall aim of the module is to equip students with an understanding of the principles for sustainable tourism development and planning, based on a comprehensive, coordinated, and managed approach. More specifically, it aims to understand the development debates in which sustainable tourism development is situated and to explore the roles of different stakeholders in tourism development and the paradoxes that arise as they try to achieve their objectives. It appreciates destination management techniques and applications to the natural environment especially in the wider context of planning and explores the ramifications of principles of sustainability for social and cultural aspects of tourism. Finally, it discusses how principles of sustainability can be applied to tourism in the context of wider social participation and consultation.

## **ADMINISTRATION – FACULTY**

### **College Council**

#### **Membership:**

The present composition of the College Council is as follows:

-Savvas Adamides, President of the College

#### **Members of the College Council:**

-Constantinos Adamides,

-Christos Kashourides

-Chrysostomos Adamides

-Student Union Representative

#### **Appointment of members:**

The Faculty, Administration and Student members are appointed by the Faculty Council, Administrative Committee and the Student Union respectively. The three independent members are appointed by the owner of the School. The Director is ex officio member.

#### **Functions:**

The College Council is the governing body of the School

- Appoints the Director of the School
- Assumes responsibility before the Law of the Republic of Cyprus in accordance with the relevant legislation.
- Governs the School and represents the interests of its founders
- Formulates the policy of the School
- Secures adequate financial resources for the operation and development of the School and its educational programs
- Reviews and approves major financial decisions and performance
- Advises the Director on the Internal Rules and Regulations of the College
- Advises the director on the educational programs offered by the School
- Advises on the criteria for admission, promotion and graduation of the students
- Suggests and evaluates academic and non-academic regulations and any other matters submitted by the owner of the College.

#### **Procedures:**

The President of the College Council is Mr. Savvas Adamides.

The College Council meets at least once a year. It may meet at any other time if the Director of the School or any two of its members, wish to convene it. There is quorum provided there are at least four members present. Decisions are taken by majority vote of those present. Decisions taken by the

College Council are in accordance with Laws 67(I)/96 to 2013 and with the approved documents of the Ministry of Education, Sport and Youth.

### **OWNER**

The school is owned by the company “CHRYSAKO EDUCATIONAL CENTRE LIMITED.”

### **RESPONSIBILITY UNDER LAW**

The natural person who is legally responsible for the school is Mr. Savvas Adamides.

### **DIRECTOR**

The Director of the College is Mr. Savvas Adamides, FCCA. He combines teaching experience with a long involvement in the promotion of the college in various countries. He is the person responsible before the Law.

### **FACULTY COUNCIL**

Its members are:

**Director** – Savvas Adamides,  
**Academic Director**– Antonis Thrassou,  
**Director of International Office**- Chrysostomos Adamides,  
**Director of Administration and Finance** – Koulla Millidoni,  
**Director of Admissions** – Constantinos Adamides,  
**Registrar** – Elena Stavrou.

and the

#### **Course Coordinators.**

Andreas Christoforou,  
**(Hospitality Management)**

Elena Panayiotou,  
**(Hotel Administration)**

Andreas Christoforou  
**(MBA)**

Susan Elfving,  
**(Travel and Tourism Administration)**

Antonis Thrassou,  
**(Mediterranean Diet and Tourism)**

#### **Function:**

The Faculty Council is the governing body of the academic side of the College. Among other responsibilities the Faculty Council:

- Considers and recommends action on requests for addition, deletion, or changes in courses or programs of the College.
- Provides continuing evaluation of programs of study, educational policies, admission standards and assessment procedures.
- Assures that effective and continuous academic student assessment is taking place.
- Conducts analysis and makes recommendations as to how the assessment process may be improved.
- Advises the Librarian on matters of general library policy, the development of library resources and how the institution may best integrate the library program with other academic activities of the College.
- Reviews and decides on applications for sabbatical leave.

**Procedures:**

The Faculty Council convenes at least once a year.

**FACULTY COMMITTEES**

**a. Academic committee**

**Composition:**

Registrar – Elena Stavrou - Chair  
 Academic Director – Antonis Thrassou,  
 Administrative staff – Koulla Milidoni  
 Faculty – Andreas Christoforou, Roxana Michaelides,  
 Student Union Representative

**Function:**

**This committee**

- Assures that effective and continuous academic student assessment is taking place. Conducts analysis and makes recommendations as to how the assessment process may be improved.
- Takes action on student petitions for exemptions, substitutions or exceptions to core requirements.
- Advises the Librarian on matters of general library policies, the development of library resources and the means by which the institution may best integrate the library program with other academic activities of the College.
- Decides on the action to be taken on students with unsatisfactory academic performance.

**Procedures**

The Academic Committee convenes at least twice per year, once per semester. Members of the Academic Committee, faculty members and

students can forward to the Chair of the Academic Committee a letter in which they describe the issue(s) they wish to be discussed. After deliberation the Committee makes recommendations to the Director.

## **b. Administrative committee**

### **Composition:**

Director of Administration and Finance – Koulla Millidoni - Chair  
Administrative staff – Elena Stavrou,  
Faculty – Elena Panayiotou  
Student Union Representative

### **Function:**

The duties of this Committee are:

- To deal with problems and difficulties encountered in the administration of the College and assure its effective and qualitative educational mission.
- To consider policies and problems affecting student life and student - faculty relationships, including extracurricular activities, and make recommendations to the Director.
- To consider policy matters pertaining to salaries and other aspects of the personal welfare of the staff members.
- To evaluate and make recommendations to the Director of Administration and Finance concerning the operation of auxiliary services on the campus, including telephone, food service, bookstore, mail delivery, library facilities and computer services.
- To set the direction for the cosmopolitan and cross-cultural enrichment of the campus.
- To co-ordinate extra-curricular events, student and faculty exchanges and public information.

### **Procedures:**

The Administrative Committee convenes at least once a year. Members of the Administrative Committee, faculty members and students can forward to the Chair of the Administrative committee a letter in which they describe the problem or problem(s) they believe exist with regard to the College's administrative functions. The Committee at a meeting discusses the problem(s), calls the people concerned and decides as to what recommendations to make to the Director of the College.

### **c. Disciplinary committee**

#### **Composition:**

Director of Admissions – Constantinos Adamides (Chair)  
Academic Director – Antonis Thrassou,  
Administrative staff – Elena Stavrou  
Faculty – Roxana Michaelide, Andreas Christoforou,  
Student Union Representative

#### **Function:**

The duties of this committee are to conduct hearings for students alleged to have committed infraction of the academic or non-academic regulations or misconduct that adversely affects the College's pursuit of its educational mission.

#### **Procedures:**

The Disciplinary Committee convenes only if an issue under its scope of responsibilities arise.

### **d. Research Committee**

#### **Composition:**

Director of Research –Roxana Michaelides  
Academic Director – Antonis Thrassou,  
Director of Administration & Finance – Koulla Millidoni,  
Faculty – Andreas Christoforou.

#### **Function:**

The Research Committee assesses, approves, and monitors research projects by members of faculty. The committee decides on the allocation of resources and reduction of contact hours for any form of staff development.

#### **Procedures:**

The Research Committee convenes at least once a year.

#### **e. Appeals Committee**

**Composition:**

Academic Director – Antonis Thrassou, - Chair  
Director of Admissions – Constantinos Adamides,  
Course Coordinators – Susan Elfving, Andreas Christoforou.  
Student Union Representative

**Function:**

The Appeals Committee hears and decides on grievances of faculty or staff members and students against decisions taken by the College and measures taken against faculty, staff, or students.

**Procedures:**

The Appeals Committee convenes only if an issue under its scope of responsibilities arise.

#### **f. Social Events Committee**

**Composition:**

Student Affairs Officer – Christina Loi - Chair  
Administration – Koulla Millidoni, Elena Stavrou  
Faculty – Elena Panayiotou, Constantinos Adamides  
Student Union Representative

**Function:**

The Social Events Committee provides leadership in cultural and / or social activities organized at the College.

**Procedures:**

The Social Events Committee prepares an annual Events Calendar at the beginning of each academic year stating the purpose of each event and a preliminary estimate of the cost.

#### **g. Internal Quality Committee**

**Composition.**

Academic Director. - Antonis Thrassou-(Chair)  
Director- Savvas Adamides.  
Course Coordinator. - , Andreas Christoforou,  
Lecturer- Roxana Michaelide, Lefteris Kolokasides,  
Student Union Representative  
Administration-Elena Stavrou.

**Functions.**

The internal Quality Committee is responsible to ensure that the standards mentioned in article 12 of the Quality Assurance and Accreditation of Higher Education and the Establishment and Operation of an Agency on Related Matters Law of 2015, are implemented.

The committee co-ordinates the preparation of the self-evaluation reports of the college.

The committee prepares the general evaluation reports to be submitted to the Agency.

**Procedures:**

The internal Quality Committee convenes at least once a year.

**h. Ethics Committee****Composition.**

Director – Savvas Adamides – Chair

Academic Director. - Antonis Thrassou

Head of Academic Affairs. - Elena Stavrou

Student Affairs Officer – Christina Loi

Student Union representative

**Functions.**

The Ethics Committee appoints members with at least 1 member of each interest group (students, academic staff, administrative staff and management) to draft policies in all Ethical matters, including but not limited to work ethics, equality for all College members, sexual misconduct etc. and to outline procedures to ensure above policies are both acknowledged and adhered to by all members.

**Procedures:**

The committee convenes at least once per annum and whenever an issue arises so as to review both policies and application thereof taking into consideration changes in applicable legislation, and to take action in cases of deviation (or suspicion or complaint of deviation) from said policies.

Minutes of Committee meetings must be maintained, recording all relevant amendments, decisions and actions taken where applicable.

## **ADMINISTRATION**

President:  
**Savvas Adamides, FCCA,**

Director:  
**Savvas Adamides, FCCA.**

Director of Business Development Agent  
**Abu Hena Moustofa Kamal**

Director of Administration and Finance  
**Koulla Milidoni, LCCI higher.**

Network Administrator:  
**Constantinos Adamides, BSc, MA**

Registrar:  
**Elena Stavrou**

Librarian:  
**Philippos Philippou,**

Student Affairs Officer:  
**Christina Loi**

Psychological Services:  
**Panagiotis Savva, BSc.**

## **FACULTY**

Academic Director  
**Antonis Thrassou**

### **PROGRAM COORDINATORS**

Hospitality Management  
**Andreas Christoforou**

MBA  
**Andreas Christoforou**

Travel and Tourism Administration,  
**Susan Elfving**

Hotel Administration,  
**Elena Panayiotou**

Mediterranean Diet and Tourism  
**Antonis Thrassou**

## **FACULTY QUALIFICATIONS**

### **SENIOR LECTURERS**

**Antonis Thrasou: (FT) Accounting, Financial Management, Catering and Housekeeping.**

BA in Hospitality Management, College of Tourism and Hotel Management.  
MA in Management, Wolverhampton University.

**Andreas Christoforou: (FT) F&B Management and Control**

BSc. In Hotel Management, ICHA Switzerland,  
M.B.A., HPU USA.

**Dr. Lefteris Colocassides: (FT)**

DBA, MBA, MSC in Human Resource Management  
BA in Communications

**Roxana Michaelides:(FT)**

MA in Hotel and Restaurant Management,  
BA (Hon.) in International Hospitality Management,  
Diploma in Tourism Studies

**Dr. Sotiris Hadjigeorgiou: (FT)**

DBA in HRM, MSc. In Tourism Management, MSc. In Hospitality Management  
BA In Hospitality Management, Diploma of Higher Education in Cookery

**Dr Pandelis Mitsis: (FT)**

PhD in Economics, MSc in Economics & Finance, BSc in Economics.

**Elena Panagiotou, (FT)**

PhD cand. On Business Administration, MBA, BSc Economics.

**Chrysostomos Adamides: (FT) Business Law and Accounting**

BA (Hons.) Business Law with Accounting, North London University  
MSc Finance, Durham University.  
Master of Liberal Arts, Sustainability – Harvard Extension School.  
DBA cand in Circular Economy.

**Anna Kokhanets (PT) Food and beverage Service and Controls.**

BA in Hospitality Management,  
Master's in international Relations.

**Christos Ioannou: (PT)**

BA in Accounting, University of Northampton,  
MBA University of Leicester, DBA Cand. University of Nicosia.

**Dr Maria Hassapidou: (PT)**

PhD in Nutrition, Democritus Research Centre and Agricultural University of Athens

Master of Science (M.Sc.) in Nutrition, Queen Elisabeth College, University of London

Bachelor of Science (B.Sc. Honours) in Biology and Nutrition, The University of North London

**Dr Anna Zoirou: (PT)**

PhD (Doctor of Philosophy) in Applied Economics, Solvay School of Management, Brussels

MBA Faculty of Economics, Social & Political Sciences – Solvay School of Management, Brussels

BSc (Hons) in Business Administration, Higher Technological Educational Institute of Athens,

**Dr Alkiviades Karagiorgou: (PT)**

PhD Business Administration University of Piraeus

Master's in information systems (M.I.S.) University of Macedonia, Greece

Master's Degree: Accounting and Finance University of Macedonia, Greece

**Eliza Makridou: (PT)**

Master of Science in Nutrition – Diabetics, New York University

Bachelor of Science in Biology, American University of Beirut

**LECTURERS**

**Constantinos Adamides: (FT) Computer Fundamentals.**

Computer Science, Diploma London Metropolitan, UK

BSc. Computer Science, Frederick Institute of Technology, Cyprus.

MSc Computer and Network Security – Open University

**Ariana Paspalide, (PT) English,**

BA in Drama, MA in Drama, MBA English

**Susan Katri Elfving: (PT)**

MBA, CDA College, Nicosia, Cyprus

MSc International Tourism Mgt., Sheffield Hallam University

BA in Hospitality Management, College of Tourism and Hotel Management, Nicosia, Cyprus

**Ioannis Koumeras: (PT) Accounting**

Fellow Chartered Certified Accountant

Certified Internal Auditor

**Dede Erasmia: (PT) MA Teaching Greek as Foreign/Second Language**

(Currently attending)

BA in English and Greek Language and Literature.

**Andreas Papamichael: (PT) Business Law,**

LLB LAW, UK

**Evanthia Papachristoforou: (PT)**

MSc marketing, BA in Marketing

**Anthi Athanasiadou: (PT)**

Master's degree in French Foreign Language, Université Paul Valéry

Bachelor degree in English Literature and Teaching of French as a foreign language (F.L.E), Université Paul Valéry.

**Philippos Drousiotis: (PT) Marketing,**

BA in Mathematics, Business

Administration and Economics, COE College, IOWA.

MBA, University of IOWA.

**PT = Part Time**

**FT = Full Time**

# ACADEMIC COLLEGE CALENDAR

## 2023-2024

### FALL SEMESTER 2023

MON 25 SEP	through FRI 29 SEP Induction week: new students Payment of fees, registration
SUN 01 OCT	Public holiday
MON 02 OCT	Classes begin.
MON 16 OCT	Last day to register.
MON 16 OCT	Last day to ADD/DROP courses.
SAT 28 OCT	Public Holiday
MON 06 NOV	through FRI 10 NOV: Study week
FRI 24 NOV	Last day to WITHDRAW from courses.
FRI 24 NOV	Last day for PASS/FAIL courses
MON 27 NOV	through WED 06 DEC Midterm exams
FRI 22 DEC	through SAT 06 JAN: Christmas holidays
<b>2024</b>	
MON 08 JAN	Classes resumed.
MON 15 JAN	through WED 24 JAN: Fall Semester Final Exams
THU 25 JAN	through FRI 26 JAN: Semester break and Registration for Spring Semester

### SPRING SEMESTER 2024

MON 29 JAN	Spring Semester begins.
FRI 09 FEB	Last day to register.
FRI 09 FEB	Last day to ADD/DROP courses.
MON 18 MAR	Public Holiday
TUE 19 MAR	through FRI 22 MAR: Study week
THU 28 MAR	Last day to WITHDRAW from courses.
THU 28 MAR	Last day for PASS/FAIL courses
MON 25 MAR	Public holiday
TUE 02 APR	Through FRI 05 APR Midterm Exams
MON 01 APR	Public holiday
MON 29 APRIL	through FRI 10 MAY: Easter holidays
WED 01MAY	Public holiday
FRI 13 MAY	Classes resumed.
MON20 MAY	through WED 29 MAY: Spring Semester Final Exams
FRI 28 JUN	Graduation Ceremony
TUE04 JUN	through FRI 07 JUN: Registration, payment of tuition fees.
THU 13 JUN	Classes begin.
MON 05 AUG	through FRI 16 AUG: Summer Holidays
THU 15 AUG	Public Holiday
MON 19 AUG	Classes resumed.
MON 02 SEPT	through FRI 06 SEP: Exams

### SUMMER SESSION I

MON 13 MAY	through FRI 17 MAY: Registration, Payment of tuition fees
MON 20 MAY	Classes begin
FRI 02 JUN	Last day to register

### SUMMER SESSION

MON 01 JUL	through FRI 05 JUL REG payment of tuition fees
MON 08 JUL	Classes begin.

## **READY TO DECIDE?**

Now that you have had a chance to take a closer look at the College of Tourism and Hotel Management, just stop for a moment and add up all the factors that contribute to making the College of Tourism experience the right one for you:

- Good choice of tourism/hospitality/business/information technology courses with a vocational emphasis to make your career progression much easier
- Added advantage of gaining “real world” experience through placement and working with people recruited from the industry to guide and teach you
- Excellent location, as Cyprus is a safe Mediterranean island, part of the European Union with a highly sophisticated tourism industry.
- Welcoming atmosphere and good level of support for you through advising and counseling.
- Specialist facilities using the latest technology.
- Much lower cost of studies compared to similar studies in Europe or the USA.
- Accredited Diplomas / Degrees
- Modern facilities and amenities proper to an international College.
- Unlimited transfer possibilities enable you to continue your studies in European and North American Universities.

***We look forward to welcoming you to the College of Tourism and Hotel Management***

The College of Tourism and Hotel Management is registered with the Cyprus Ministry of Education, Sport and Youth, as an establishment of Higher (tertiary) education. The present Prospectus was submitted to the Ministry of Education, Sport and Youth in February 2023. Approval was given by the Director of Higher and Tertiary Education ref: \_\_\_\_\_ dated \_\_\_\_\_

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## ΠΑΡΑΡΤΗΜΑ

### Αναταπόκριση Οδηγού Σπουδών 2022-2023 προς το Νόμο (Άρθρο 25, Νόμος περί ΙΣΤΕ 1996 έως (Αρ. 2) του 1997)

Πιο κάτω αναφέρονται λεπτομερώς οι πρόνοιες του Νόμου και οι σελίδες του Οδηγού Σπουδών στις οποίες περιέχονται οι σχετικές πληροφορίες.

(α) Οι κλάδοι σπουδών που προσφέρονται και κατά πόσο αυτοί είναι εκπαιδευτικοί αξιολογημένοι-πιστοποιημένοι ή όχι Σελ. 45-63

(β) Επαρκείς πληροφορίες αναφορικά με κάθε προσφερόμενο κλάδο σπουδών:

Όροι εισδοχής	Σελ. 31-35
Όροι αποφοίτησης	Σελ. 19-19
Στόχοι και διάρκεια σπουδών	Σελ. 45,48,51,55,59,61
Διδασκόμενα μαθήματα και Περίοδοι διδασκαλίας	Σελ. 46-47,48-50,52-54,56-58,59-60,62-63

Περιεχόμενο κάθε μαθήματος Σελ. 64-101

Διάρκεια διδακτικής περιόδου Σελ. 13  
Γλώσσα διδασκαλίας Σελ. 7

Τίτλος σπουδών που απονέμεται  
ύστερα από επιτυχή συμπλήρωση  
των σπουδών. Σελ. 47,50,54,58,60,63.

(γ) Αναλυτικές πληροφορίες για υποτροφίες  
(αριθμός, ποσό, διάρκεια, κριτήρια  
επιλογής) Σελ. 44

(δ) Ημερολόγιο ακαδημαϊκού έτους Σελ. 113

(ε) Το ονοματεπώνυμο και τα ακαδημαϊκά  
προσόντα του διευθυντή και των μελών του  
διδασκτικού προσωπικού, η βαθμίδα,  
η ειδικότητα ή ειδικότητες στην οποία ή στις  
οποίες διδάσκει ο καθένας και τυχόν άλλες  
αρμοδιότητες τους Σελ. 109-112

(στ) Το ποσό των διδάκτρων, των δικαιωμάτων  
εγγραφής και τυχόν άλλων οικονομικών  
επιβαρύνσεων του φοιτητή ετησίως και  
ο τρόπος καταβολής της Σελ. 41-44

(ζ)	Η επωνυμία, ή έδρα, τα παραρτήματα που τυχόν έχει η Σχολή και ο κατά νόμο υπεύθυνος της σχολής και των παραρτημάτων	Σελ. 3,5,103
(η)	Η σύνθεση του Συμβουλίου της Σχολής	Σελ. 102
(θ)	Οι επιτροπές που διαθέτει η σχολή και η σύνθεση κάθε επιτροπής	Σελ. 104-112
(ι)	Στοιχεία για τις κτιριακές εγκαταστάσεις και του εξοπλισμού της σχολής, καθώς και πληροφορίες για τους χώρους και τις διευκολύνσεις της σχολής (γραφεία διοικητικού και διδακτικού προσωπικού, αίθουσες διδασκαλίας, εργαστήρια, χώροι άθλησης, ψυχαγωγίας)	Σελ. 8-10
(ια)	Στοιχεία για τη βιβλιοθήκη της σχολής, το προσωπικό της, την οργάνωση και λειτουργία της τον τεχνικό εξοπλισμό της, το περιεχόμενο της και άλλες παρόμοιας φύσεως πληροφορίες	Σελ. 9
(ιβ)	Τα δικαιώματα και οι υποχρεώσεις των φοιτητών	Σελ. 26
(ιγ)	Στοιχεία για την υποβολή και την ημερομηνία έγκρισης του οδηγού σπουδών	Σελ. 119
(ιδ)	Οποιοσδήποτε τυχόν άλλες πληροφορίες ορίζονται από τον Υπουργό: INDEX	Σελ. 120-121