

INTERCOLLEGE

STUDENT HANDBOOK

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1. Students' Rights and Responsibilities

1.1 Rights

Intercollege students have the right to:

- Suggest courses to be offered.
- Have representation on appropriate College committees, including: the Academic Committee, the College Council, the Disciplinary Committee, the Administration Committee, and the Appeals Committee.
- Evaluate College lecturers and administration.
- Express opinion in class concerning the subject matter and in keeping with the College's statement on academic freedom.
- Expect commitment from the Intercollege staff.
- Submit petitions requesting review of grades, review of courses, exemptions from academic regulations and review of decisions concerning disciplinary matters.
- Expect commitment from the Student Union Executives.
- Have the right of free speech and assembly, provided they are consistent with college regulations.
- Have all regulations concerning students to be communicated to them in appropriate publications.

1.2 Responsibilities

- Intercollege students have the responsibility to:
- Fully understand their academic paths and comply with path requirements.
- Know College rules and regulations and comply with all
- Know regulations concerning academic, disciplinary and immigration matters.
- Be familiar with the College Calendar.
- Know the role of the College administration.
- Meet with academic spirit amongst fellow students.
- Fully complete all their obligations to the College (i.e. financial, return books to library, etc.). Students with outstanding obligations will not be entitled to receive grades, transcripts or other documents from the College.

2. General Student Regulations

2.1 Regulations for Students Living on Campus

A separate set of regulations governing the Residence Hall applies to all students who live in the hostel.

2.2 Regulations for Students Living off Campus

Intercollege expects its students who live off campus to conduct themselves as responsible mature adults. Students living off campus are cautioned to contract to buy or rent no more than they can certainly pay for. Non-payment of debts, primarily rents, may result in legal action for any debts, including eviction from the property or deportation of non-Cypriots from Cyprus.

Students living off campus are responsible to maintain clean and orderly quarters and refrain from causing annoyance to the neighbors. They are also advised to keep regular hours for study and sleep.

2.3 Student Union

The College encourages the organization of students into a Student Union, which is an autonomous body wholly responsible for its actions. The Student Union is, however, bound by its constitution and the ideals of freedom of expression, non-discrimination, tolerance for others and the democratic process. All announcements, publications, activities and actions of the Student Union must be clearly noted as "Organized by the Student Union". The President of the Student Union is expected to be present at all meetings of the councils and committees as required by law.

2.4 Health Services

- International students must enroll in an Illness and Accident Insurance policy.
- Enrolment for Cypriot students is optional. Information regarding the Illness and Accident Insurance programme is available at the Finance Office.
- In case of emergency, the General Hospital may be contacted.

2.5 Breach of Regulations

Breaches of College regulations will be dealt with by the Executive Director, who may refer the case to the Disciplinary Committee, if he/she considers the matter serious enough.

2.6 Disciplinary Matters Regarding Students

The appropriate body for dealing with student disciplinary matters is the Disciplinary Committee (DC) of the college. Cheating and Plagiarism are initially examined by the lecturer and/or Programme coordinator.

2.7 Definitions of Cheating and Plagiarism

Plagiarism means to take and use another person's work, whether such work is made up of code, formulas, ideas, language, research, strategies, writing or other form(s), and to pass it off as one's own by failing to give appropriate acknowledgement in order to gain unfair advantage.

Cheating means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment. Cheating refers to any kind of dishonesty in connection to assignments or examinations; it applies to both giving and receiving unauthorized help.

Cheating may also take the form of similar work submitted by students who may have worked together. It is essential that the Lecturer provides students with clear instructions as to whether they have been permitted to work on the assignment jointly or individually and what the outcome of possible cheating will be for the students involved.

2.8 Miscellaneous

It is the obligation of the students to be familiar with the Internal Regulations and other official announcements that concern them. The College reserves the right to take punitive action against students regardless of whether judicial action is taken or not taken against the student.

2.9 Student Petitions

Intercollege students have the privilege of submitting petitions requesting special permission for exemptions from regulations and policies. These petitions will be considered by the Executive Director and the Director of Academic Affairs in consultation with the appropriate Programme Coordinators. All student petitions are considered on an individual basis with attention being given to the student's academic record and the reason for the request. Student Petition forms are available at the Office of Academic Affairs.

3. Serious Adverse Circumstances Procedure

3.1 What Are Serious Adverse Circumstances?

Serious adverse circumstances are unexpected personal situations beyond your control that affect your academic performance, even after making every effort to manage them. These circumstances are handled confidentially.

3.2 When & How to Apply?

If serious adverse circumstances affect your exams, assessments, or study progression, you must:

- Complete the Serious Adverse Circumstances Form (QA-33.03.04F).
- Submit it to the Academic Affairs Office and your Program Coordinator within 24 hours of your last exam or assessment due date.
- Provide valid supporting documents (see Section 6).

Late applications must include a valid reason for the delay.

3.3 What Situations Are Considered?

Allowed Reasons:

- Medical issues.
- Death or serious illness of a close family member.
- Natural disasters, accidents, or crime-related incidents.
- Other unavoidable commitments.

Not Accepted:

- Misreading the timetable or syllabus.
- Work commitments.
- Travel plans.
- Lack of preparation.

3.4 What Can You Request?

a. Extension for Assignments

- Request within 24 hours after the due date if you cannot submit on time.
- Submit your application to the course instructor.
- The faculty may approve or escalate the request to the Program Coordinator.
- A final decision will be given within 3 working days via email.

b. Rescheduling of In-Class Exams

- Request within 24 hours of the scheduled exam time if you miss the exam due to valid reasons.
- Submit to the instructor with supporting documents.
- A decision will be communicated within 3 working days.

c. Rescheduling Due to Performance Issues

- If an issue arises during an exam, inform the invigilator before leaving.
- Submit your application within 24 hours.
- If approved, you may take a makeup exam, and your original exam will remain unmarked.

d. Placement Rescheduling

- If you cannot complete a work placement, apply at least 10 working days before it starts.
- Submit your request to the responsible faculty member.
- A final decision will be given within 3 working days, and a new placement will be arranged within 5 working days.

e. Withdrawal from Studies

- If facing serious medical or personal hardship, you may request a temporary withdrawal.
- Apply using the Serious Adverse Circumstances Form.
- Approval is given by the Program Coordinator and Academic Affairs Office.
- Financial obligations still apply.

3.5 Required Supporting Documents

- Medical Certificate (from a recognized health professional).

- Evidence of compassionate grounds (funeral notice, counselor letter).
- Proof of trauma (police/fire department report, counseling letter).
- Court or military service orders.

Important Notes

- You must submit original documents or certified copies.
- Doctors cannot issue retroactive medical certificates if you did not seek treatment at the time.
- Any medical certification fees must be covered by the student.
- If diagnosed with a serious illness, inform the College immediately.

3.6 Appeals

If your request is denied, you may appeal within 3 working days under the College's Academic Appeals Procedure.

4. Grievance

A grievance is a formal complaint raised by a student regarding an issue or concern they believe has negatively affected their academic experience.

Students (either individually or as a group) may utilize the grievance procedure on the following grounds:

- **Ground 1: Physical and/or Learning Disabilities**

A student may file a grievance if they believe that appropriate accommodations or remedies for their physical or learning disabilities were not provided during their ongoing course assessments or final exams, despite submitting the necessary documentation supporting their condition.

- **Ground 2: Gender Identity or Sexual Orientation**

A student may file a grievance if they feel they have been discriminated against based on their gender identity or sexual orientation, or have experienced sexual harassment or abuse by a peer, faculty member, or administrative staff.

- **Ground 3: Religion, Nationality, Ethnic Origin, or Color**

A student may file a grievance if they believe they have been discriminated against based on their religion, national or ethnic origin, or color by a peer, faculty member, or administrative staff.

- **Ground 4: Political or Personal Beliefs**

A student may file a grievance if they feel that their political views or personal beliefs have led to discrimination or unfair treatment by a peer, faculty member, or administrative staff.

The analytical grievance procedure is available within the Internal Regulations of the College.

5. Students with Special Needs/Disabilities

5.1 Commitment to Inclusion

Intercollege is committed to fostering an inclusive academic environment where students with disabilities have equal access to educational opportunities. The College provides reasonable accommodations and support to ensure full participation in academic and student life.

5.2 Admission Process and Support Services

Students with disabilities seeking admission must follow a structured process to assess their needs and determine the appropriate accommodations. The process includes:

a. Submission of Required Documentation

- Upon applying, students must complete the *Health History Form* and the *Consent Form for Personal Data*, provided by the Admissions Office (AO).
- If health-related concerns are indicated, the Admissions Office refers the application to the Student Success Center (SSC).

b. Evaluation and Accommodation Planning

- The SSC, in collaboration with the School Psychologist, reviews the submitted documentation and may request additional information.
- A clinical interview may be conducted to assess the student's support needs.
- Based on the evaluation, an individualized *Student Learning Support Plan (SLSP)* is developed, outlining necessary accommodations. The student must review and sign this document.

c. Admission Decision and Implementation of Accommodations

- The SSC advises the AO regarding the applicant's admission status.
- If further evaluation or interventions are needed, the admission process may be temporarily paused.
- Once approved, the AO issues an official acceptance letter, specifying any accommodations agreed upon in the SLSP.

d. Notification of Faculty and Support Throughout Studies

- Faculty members are informed of the accommodations each semester.
- If the student consents, additional diagnostic information may be shared through a *Disclosure Consent Form*.
- The SSC monitors and reviews accommodations regularly to ensure continued support.

5.3 Accommodation Limitations and Resource Availability

Accommodations are determined based on available institutional resources, including assistive technology and accessible facilities. In cases where certain accommodations exceed available resources, the SSC will collaborate with the student to explore alternative solutions.

6. Student Course Evaluation

The Student Course Evaluation process plays a crucial role in enhancing the quality of education by allowing students to provide clear, constructive feedback on their learning experiences.

6.1 Key purposes

a. Continuous Improvement:

Feedback from students helps lecturers identify strengths and areas for development, fostering professional growth and enhancing teaching quality.

b. Student Voice:

Evaluations empower students to actively contribute to their educational experience, ensuring that their feedback is considered in efforts to improve teaching effectiveness.

c. Curriculum Development:

Insights from evaluations inform course content and instructional strategies, helping to keep courses relevant, engaging, and aligned with academic and industry standards.

d. Institutional Accountability:

Regular evaluations uphold high teaching standards and contribute to the overall reputation and effectiveness of Intercollege's academic programs.

6.2 Confidentiality Assurance

To ensure honest and constructive feedback, all student course evaluations are conducted **anonymously**. The identity of students is never linked to their responses, and all data is handled with strict confidentiality. This process allows students to provide candid input without concern for retribution, reinforcing a culture of transparency and continuous educational enhancement.

Intercollege values student participation in course evaluations and encourages all students to provide meaningful feedback to support academic excellence.

7. Attendance Policy and Withdrawal

7.1 Attendance Policy & Regulations

Intercollege emphasizes the importance of class attendance as an essential part of the educational experience. Faculty members play a significant role in cadets' development, and consistent attendance ensures full engagement with coursework.

Each faculty member sets specific attendance guidelines and penalties for excessive absences. Failure to attend class regularly may result in administrative withdrawal from the course. Cadets are expected to maintain regular attendance and adhere to course-specific attendance policies.

7.2 Absences

Absences are recorded in the following cases:

- Arriving late to class;
- Missing laboratory or practical sessions; and
- Failing to attend other required academic activities, such as field trips.

Important: No absences are permitted in laboratory or practical sessions.

7.2.1 Absences for Medical Reasons

Absences due to medical reasons may be excused if the student notifies the lecturer **before or during** the period of absence. If a student falls ill on campus, they must immediately inform the Student Affairs Office or College Staff and follow all provided instructions.

Medical excuses from external doctors must:

- Clearly state the nature and duration of the illness.
- Be submitted on the **first day** the cadet returns to the College.

The College reserves the right to verify the validity of medical certificates and may reject those that do not meet institutional requirements.

7.3 Admission to Class

On the first day of classes, each lecturer will receive an official class list of enrolled cadets.

- Students who attend a class but do not appear on the list must report to the Academic Affairs Office.
- No students will be allowed to attend a class without a **Class Admission Slip** if they are not on the list.

The final class list will be updated after the add/drop period. Any changes in enrollment will be communicated through an updated list or written notification from the Academic Affairs Office. Faculty members must ensure that unregistered cadets do not attend class.

7.4 Attendance Records

- Absences exceeding **20% of total class hours** are considered excessive and may result in **administrative withdrawal** from the course.
- **International cadets** who fail to attend for **two consecutive weeks** must be reported immediately, as the College is accountable to the Republic of Cyprus authorities for their attendance.

7.5 Student Withdrawal

- Students may withdraw from a course **until the last day of classes**. After this deadline, cadets must take the final exam. Failure to do so will result in a grade of **"F"**.
- Withdrawal from the College or any registered course must be submitted **in writing** to the Admissions Office.

7.6 Administrative Withdrawal

A lecturer may administratively withdraw a student (assigning a **"WA"** grade) if:

- The student fails to meet course requirements.
- The student exceeds the **20% absence limit**.

8. Examinations and Grades

8.1 Examinations and Grading Policy

- Exams must be designed to accurately assess students' competency and knowledge.
- Exams should be **fair and objective**, distinguishing between students who demonstrate proficiency and those who do not.
- Faculty members must submit their final grades to the Academic Affairs Office at the end of each semester. **Grades must not be announced to students by faculty members.**

8.2 Examination Schedule

Mid-term and final examinations must be scheduled in the course outline. In some cases, exams may be scheduled at alternative times to allow extended testing periods or group assessments.

8.3 Final Examination

No student may miss a final examination unless he/she has been withdrawn from a course. Failure to take the final examination without official withdrawal will ordinarily be considered as evidence of failure and a grade of "F" must be reported.

8.4 Make-up Examinations/Tests

For all announced examinations missed, the faculty teaching the course may or may not give a make-up test. If a make-up test is given, the student must pay a make-up examination fee. When no make-up test is given, the student's grade will be based on the remaining tests.

No student may miss a final examination. Failure to take the final examination without permission or official withdrawal will receive zero in that exam. In case of unavoidable absence, the student must call prior to the test, report the reason for the absence, and give a telephone number where they can be reached. The faculty member and the Administration may ask for verifiable evidence and reserve the right to accept or reject any reason as a valid excuse. A doctor's certificate is not

necessarily a valid excuse. In the case of a valid excuse a grade of "I" is given and the student has one month to remove it by taking a make-up examination, otherwise zero marks will be recorded in that exam.

8.5 Second Examination

Intercollege offers students the opportunity to retake an examination for a course they have failed. The second examination period takes place during the first two weeks of September and requires an additional fee.

8.5.1 Eligibility & Application Process

Students who wish to take a second examination must submit the relevant application form to have their request processed.

8.6 Grading & Transcript Impact

- The final numeric grade after the second examination is calculated based on:
 - 30% of the original failing grade ("F")
 - 70% of the second exam score
- The new final grade will be recorded on the student's transcript, and the earned credit hours will be included in the total hours completed.

The second examination serves as a final exam and will determine the student's overall grade based on the above weight distribution.

8.7 Grade Petitions

Students wishing to dispute their semester grades have up to ten (10) working days after the announcement of results to petition for a review of their paper based on the grounds indicated in the Appeals Procedure of the College.

8.8 Grade Improvement

- Students may **only** improve their grade by **retaking the course** (subject to additional tuition fees).

- If a course is retaken, **only the higher grade** will be recorded in the student's academic record

8.9 Grading Format

All examinations, homework, and assignments are evaluated using numerical grades. However, the **final course grade** at the end of each semester is recorded as a **letter grade**, accompanied by the corresponding **Quality Points** for that semester or academic year.

The detailed grading system is provided in **Table 1**.

Table 1: Grading System

Number Grade	Letter Grade	Quality Points
93 - 100	A	4.0
90 - 92	A-	3.7
87 - 89	B+	3.3
83 - 86	B	3.0
80 - 82	B-	2.7
77 - 79	C+	2.3
73 - 76	C	2.0
70 - 72	C-	1.7
67 - 69	D+	1.3
63 - 66	D	1.0
60 - 62	D-	0.7
0 - 59	F	0.0
P (Pass)		0.0
AU (Audit)		0.0
DE (Deferred)		0.0
I (Incomplete)		0.0

- The grade of “P” (Pass) (awarded for credit by examination papers, for practical courses that are not examined by a written final exam and for practicum work) is not used in computing a cadet’s Grade Point Average (GPA) or Cumulative Grade Point Average (CPA), but the credits earned are included in the earned hours.
- Incomplete work (grade “I”) must be made up in one (1) month after the end of the semester or else the faculty member will record zero (0) marks in that particular exam or area of work.
- A “W” is given for a course from which the cadet withdrew (WS) or was administratively withdrawn (WA).
- “W’s” & “F’s” will be shown on final reports but only “F’s” will appear on official transcripts.
- A grade may be deferred (DE) when the lecturer concerned has certain doubts regarding the cadet’s work or if the work to be completed will be submitted after a period of one (1) month.

9. Graduation Requirements

To be eligible for graduation and receive the corresponding Diploma/Bachelor Degree, a student must:

Bachelor's degree (4 Years)

- successfully **complete all** academic requirements of the programme of study including the completion of the Bachelor Thesis and the Practical Training (internships) where applicable
- achieve a **minimum cumulative Quality Point Average (QPA) of 2.0 out of 4.0** across **all years of study**
- Meet all financial obligations towards the College (Tuition and Fees must be fully repaid)

Diploma (2 Years)

- successfully complete (**Passing Grade for each course is D-**) all academic requirements of the programme of study including the completion of the Practical Training (internships) where applicable
- meet all financial obligations towards the College (Tuition and Fees must be fully repaid)

10. Financial Obligations

All students must fulfill their **financial obligations** to Intercollege to maintain their enrollment and avoid withdrawal from the program.

10.1 Tuition Payments & Registration

All students

- To be officially registered, students must pay an initial installment of €1,000 before the start of each semester.
- Failure to make this payment may result in **cancellation of registration**, prohibiting the student from:
 - Attending classes.
 - Participating in college activities.

Local/EU students

- Local/EU students may be permitted to pay their tuition and fees in 3 equal installments per semester (6 installments yearly), provided that the tuition deposit of €1000 is paid before or at registration of each semester.
- Students wishing to pay on an installment basis must sign a contract of payment.

International (Non-EU) students

- According to the Migration Regulations of the Republic of Cyprus, International (Non-EU) students are required to be full-time (30 ECTS per semester) and to pay each full year's tuition and fees in advance. The full year's deposit (and not less than €4000), unless otherwise required by the College must be paid upon receipt of the Conditional Acceptance Letter. The balance of the semester's tuition and fees must be paid upon registration.

10.2 Refund Policy for International/Non-EU Students

All students

- No tuition refunds will be granted under any circumstances to students who:
 - Have been expelled, dismissed, or suspended for disciplinary reasons.
 - Have been denied a visa due to the submission of fraudulent documents.

International (Non-EU) students

- If a visa is approved but the student chooses not to proceed with registration, a non-refundable amount of €500 will be deducted.

Despite cancellation, students remain financially liable for tuition fees as outlined in the Refund Policy (Table 2).

Table 2: Refund Policy

Time of Withdrawal	% of Cancellation	
Fall and Spring Semesters	Tuition Refund	Tuition Charged
Before Class Starts*	100%	0%
During the 1 st Week of Classes	80%	20%
During the 2 nd Week of Classes	70%	30%
During the 3 rd Week of Classes	50%	50%
During the 4 th Week of Classes	25%	75%
After the 4 th Week of Classes	0%	100%
Summer Session		
Before classes start*	100%	0%
During the first 3 days of Classes	80%	20%
During the second 3 days of Classes	50%	50%
After the 7 th day of Classes	0%	100%

10.3 Consequences of Unpaid Fees

Students with outstanding financial obligations may face the following restrictions:

- Denial of enrollment in the next semester.
- No access to grades, transcripts, or official documentation.
- Exclusion from activities, including:
 - Field visits.
 - Career fairs.
 - Other college activities.
- A late payment charge of 4% per month will be imposed for all overdue installments

10.4 Withdrawal Policy

- Stopping attendance does not constitute withdrawal from a course.
- To officially withdraw, a student must:
 1. Send an official email to both the Admissions Office and the Program Coordinator requesting withdrawal.
 2. The official withdrawal date will be recorded as the date the email is received.
- Except for tuition fees, all other fees (e.g., application fee, registration fee) are non-refundable.

11. Internet Usage

11.1 Student Intercollege Portal

Students can access the Student Intercollege Portal, a web-based platform that provides essential information about their program of study, including academic performance and the rules governing the operation of the College.

- Each student will receive a unique password, which, in combination with their student ID number, allows them to log in to the portal.
- Access to the Student Portal will be suspended for students with outstanding financial obligations until payments are settled.
- To ensure security, students must not disclose their personal password to anyone.

11.2 Moodle – Electronic Communication Platform

The Moodle Platform is an online interface that facilitates communication between students and instructors throughout the academic year. It provides access to:

- Course outlines and learning objectives
- Course evaluation policies
- Electronic course materials
- Announcements regarding online assignment submissions

Additionally, Moodle supports:

- Online examinations and quizzes
- Submission of coursework and assignments

Each student will receive a unique password for Moodle, ensuring secure access to course-related materials and notifications.

11.3 CISCO WebEx – Electronic Teleconferencing Platform

CISCO WebEx is the platform used for the online delivery of theoretical courses, activated through Moodle.

- If necessary, students will receive training on how to use CISCO WebEx for teleconferencing.
- The platform allows recording of audiovisual material during lectures, enabling students to review recorded sessions if they are absent or need further clarification.
- CISCO WebEx may also be used to conduct midterm oral examinations, if required.

12. Library Access

Students have access to the University of Nicosia Library, which offers a vast database of academic resources. The library is located within walking distance of the Intercollege Nicosia campus.

Through the Library Information Gateway (www.library.unic.ac.cy), students can access local, national, and international sources, including the online catalog (UniCAT). Library resources can be accessed on-site, from home, or on the move.

The system allows students to:

- Search the library's collection of 95,000 books
- Reserve materials
- View outstanding loans
- Renew books online

In addition to the main collection, the library offers:

- A reserve collection (for short-term loans)
- A reference collection
- Access to a wide range of networked electronic resources, including online databases relevant to various fields of study.