

## 2.1 ACADEMIC POLICIES

---

All students are advised to read carefully the Academic Policies and familiarise themselves with the rules, procedures and policies of Intercollege. Clarifications and further information can be obtained from the Academic Affairs Office. Additional policies may be implemented based on the Quality Assurance manual and the recommendations of the Internal Quality Assurance Committee, in order to improve transparency and enhance academic quality.

### 2.1.1 ACADEMIC AFFAIRS OFFICE

---

The Academic Affairs Office is committed to maintaining a comprehensive and effective student guidance and advising system, in order to provide the best possible support to students. The purpose of such a system is to help students to:

- Acquaint themselves with their programmes of study and courses.
- Become aware of their rights and responsibilities and acquaint themselves with the various rules, regulations and policies of the College.
- Adapt quickly to the educational environment of the institution.
- Achieve their educational goals and objectives.
- Support their academic and professional development.

In order to achieve its aims, the Academic Affairs Office is committed to providing and maintaining:

- Clear, user-friendly and accurate information regarding all academic issues which concern students.
- Qualified and well-trained staff for student guidance and advising.
- Student orientation, help sessions and “surgery hours”.
- A student-oriented environment and culture, where students are respected and treated as mature and responsible individuals.

### 2.1.2 ACADEMIC AWARDS

---

Intercollege offers academic awards at the certificate, diploma and degree levels as follows:

#### **Certificate**

---

The Certificate is awarded only in very few programmes and represents one year's work and a minimum of 30 credits / 60 ECTS. No minimum cumulative grade point average (CPA) is required. However, the student must complete all programme requirements.

#### **Diploma**

---

The Diploma is awarded in some areas after completion of the credits required by the specific programme. For some programmes, practical training is required. Students successfully completing a two-year programme of study will be awarded the following:

<b>CPA 1.50 – 2.99</b>	<b>Diploma</b>
<b>CPA 3.00 – 3.49</b>	<b>Diploma (with Merit)</b>
<b>CPA 3.50 – 4.00</b>	<b>Diploma (with Distinction)</b>

There is no minimum cumulative grade point average (CPA) requirement for Diplomas in any of the vocational programmes. The student must complete all program requirements.

A minimum cumulative grade point average (CPA) of 1.5 is required for any student wishing to transfer/continue to a Bachelor Degree.

### **Higher Diploma**

---

A Higher Diploma is awarded in some areas after completion of at least 90 credits / 180 ECTS. A minimum cumulative grade point average (CPA) of 1.7 is required. The student must complete all programme requirements.

Students successfully completing a 3-year programme of study will be awarded the following:

<b>CPA 1.70 – 2.99</b>	<b>Higher Diploma</b>
<b>CPA 3.00 – 3.49</b>	<b>Higher Diploma (with Merit)</b>
<b>CPA 3.50 – 4.00</b>	<b>Higher Diploma (with Distinction)</b>

### **Bachelor Degree (of Arts or Science)**

---

This is the same as a Baccalaureate degree at the BA or BS level awarded in both the UK and USA. It is awarded in several areas after completion of at least 120 credits / 240 ECTS. A minimum cumulative grade point average (CPA) of 2.0 is required. The student must complete all program requirements.

### **Second Degree Requirements**

---

Students seeking a second diploma/degree must complete the requirements of the second diploma/degree with a minimum of 30 additional credits / 60 ECTS for the Diploma and a minimum of 60 additional credits / 120 ECTS for the Bachelor degree subsequent to completion of the first diploma/degree.

#### **2.1.3 ACADEMIC HONORS**

---

In recognition of academic excellence, Intercollege prepares a Graduation Honours List.

#### **Graduation Honours**

---

Academic honours are awarded upon completion of a Bachelor Degree at Graduation as follows:

<b>Summa Cum Laude</b>	is awarded to any student who has a cumulative grade point average (CPA) of 3.7 or higher
<b>Cum Laude</b>	is awarded to any student who has a cumulative grade point average (CPA) of 3.4 or higher but less than 3.7
<b>Best Student</b>	the student with the highest cumulative grade point average (CPA) of the graduating class in each programme each year

#### 2.1.4 NON-CREDIT AWARDS

---

Intercollege gives two types of non-credit awards:

##### **Certificate of Attendance**

---

This certificate is awarded to any individual who has participated in any short programme organised and run by Intercollege on a non-credit basis. The Certificate of Attendance implies no evaluation of the person's performance.

##### **Certificate of Completion**

---

This certificate is awarded to any student who has completed a number of selected subjects on credit or non-credit basis. The individual subjects and the grades are listed on the certificate.

#### 2.1.5 CURRICULUM AND ACADEMIC PATH

---

The curriculum of professional programmes refers to the subjects, which a student will be examined in.

Academic paths under the revised educational framework will reflect a fixed path, demonstrating partial integration of business, math, computer, foreign language, and science and humanities electives.

#### 2.1.6 CREDIT

---

Credit is a measure of the amount of academic work. It has nothing to do with grades. A credit hour usually represents one hour of lecture per week for the whole semester (usually fourteen (14) weeks for a normal semester). For lab or practical courses one credit may represent more than one hour of monitored student work.

- **Attempted credits** are credits for which the student registers.
- **Earned credits** are completed credits, which apply towards a degree.

Intercollege adopts the **European Credit Transfer and Accumulation System** (ECTS) credit framework which is a learner-centred system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. It aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning as well as student mobility. ECTS is widely used in formal higher education and can be applied to other lifelong learning activities.

##### **Transfer Credit**

---

Transfer credit is credit earned at other accredited colleges and universities, which are transferable to Intercollege. All courses are evaluated individually, based on the College's standard and the student's grades.

The general philosophy governing transfer credits is that a student's knowledge, no matter how it was gained, can be considered as long as it is relevant and can be documented. Thus, credits may be transferred to the student's record from a variety of sources. Where the credits duplicate, credits will transfer from only one source.

Transfer credits may correspond to specific Intercollege courses or may apply as credits in specific categories (computer, math, humanities or social science electives). In all cases, they appear on the student's transcript with the suffix "TR" but no grades are counted in the student's cumulative grade point average (CPA).

Regardless of the credits transferred, students must complete a minimum of 30 Intercollege credits / 60 ECTS for the Diploma and 60 Intercollege credits / 120 ECTS for the Bachelor degree. Evaluation of transferred credits may vary based on the individual cases and depending on the completed academic courses, presented to the Academic Affairs Office.

### **Credit Earned at Other Colleges and Universities**

---

Credits earned at other accredited colleges and universities or in accredited programmes are transferable to Intercollege. A transcript is required. Course descriptions, syllabi and textbooks used may be required to determine the subject covered. Courses are normally evaluated individually. In some cases, validation may be required in the form of oral or written examination, transfer credits may be provisional, and students may be placed on probation. The Registrar carries out this evaluation in consultation with the Programme Coordinators and the Director of Academic Affairs.

Intercollege will also accept formal evaluations by the World Education Service or other authorised evaluation services for work completed at colleges and universities around the world. Also, Intercollege may sign articulation agreements for the mutual transfer of credits with other colleges and universities.

### **Credit from National Testing and Professional Examining Bodies**

---

Intercollege accepts credits from the following national testing programmes:

- American College Testing – Proficiency Examination Programme (PEP)
- College Board – Advanced Placement (AP) Programme
- Educational Testing Service – College Level Examination Programme (CLEP)
- General Certificate of Secondary Education (GCE) – Advanced ("A") Level, Ordinary ("O") Level and the International General Certificate of Secondary Education (IGCSE).

Credit may also be earned from the examinations of the London Chamber of Commerce & Industry (LCCI), the Alliance Francaise, the Goethe Institute, the Royal Society of Music, the Cyprus Chamber of Commerce and Industry and other professional bodies such as the Association of Chartered Certified Accountants (ACCA), the Association of Accounting Technicians (AAT), the Chartered Institute of Bankers (CIB), the Cyprus Institute of Marketing (CIM), the Cambridge College of Managers (CAM), the Association of Business Executives (ABE). This list is not exhaustive and other similar examinations may be accepted for transfer.

A currently enrolled Intercollege student with a cumulative grade point average (CPA) of 2.0 or higher may petition to enrol in a course at another accredited college or university and have the credits transferred to Intercollege. The petition must be submitted prior to enrolment at the other college or university.

### **Credit from Correspondence and Distance Learning**

---

Students are permitted to transfer credits from correspondence, distance learning or Web-based learning at accredited colleges and universities. Programme Coordinators in consultation with the Director of Academic Affairs decide on the credits awarded for specific courses.

### **Credit by Examination**

---

Credit by examination grades are given based on the numerical mark of the exam paper, according to the college marking scheme. The grade appears on the student's transcript and the hours are included in the earned hours.

### **Credit for Prior Learning**

---

It is possible to earn credit from life or work experience, business or industrial training programmes and other achievements. A portfolio must be submitted documenting the learning done outside of formal college courses. Credit is given for the learning or achievements that have come from experience, not the actual experience. Students must demonstrate a balance between theory and practice. Credits from self-acquired competencies through portfolio assessment are limited to 10% of the total number of credits of the requirements of the qualification sought.

### **Placement/Proficiency Examinations**

---

Examinations are administered to determine proficiency or establish placement in English, Typewriting, Mathematics, Foreign Language and other subjects when appropriate.

#### **1. English Placement Examination**

All students registered under programmes that are taught in English are required to take the English Placement Examination. This examination is composed of multiple-choice sections on English structure, vocabulary and reading comprehension. An essay may also be administered.

#### **2. Mathematics Proficiency Examination**

Any student who has not demonstrated minimum proficiency through prior high school or college work or external exam scores may be required to take the Mathematics Proficiency Examination prior to enrolling in college-level mathematics or statistics courses. Students who have either not taken or failed this test will be assigned to most basic math courses such as College Algebra (MATH-160).

#### **3. Foreign Language Proficiency Examination**

Proficiency examinations are available in foreign languages and are administered as needed. These examinations are used to earn credits in a foreign language or to determine placement at the appropriate level.

### 2.1.7 STUDENT CLASSIFICATION

---

Regularly admitted students are classified in one of the following categories

For the Diploma (60 credits / 120 ECTS):

<b>First year</b>	0-32 credits / 0-60 ECTS
<b>Second year</b>	33 - 64 credits / 6-120 ECTS

For the Higher Diploma (90 credits / 180 ECTS):

<b>First year</b>	0-32 credits / 60 ECTS
<b>Second year</b>	33-64 credits / 61-120 ECTS
<b>Third Year</b>	65-96 credits / 121-180 ECTS

For the **Bachelor** degree (120 credits / 240 ECTS):

<b>First year</b>	0-32 credits / 60 ECTS
<b>Second year</b>	33-64 credits / 61-120 ECTS
<b>Third year</b>	65-96 credits / 121-180 ECTS
<b>Fourth year</b>	97 credits and above / 181 ECTS and above

There are additional admission categories in the college's academic programmes for students who have not been admitted as regular degree students, such as "**audit students**" (i.e. students registering for a course or courses but not expecting to receive grades or credits); and "**selected courses students**" who do not register for a specific program but choose courses from various programmes, etc.

With the exception of "audit students", for all other categories the usual admission criteria apply.

### 2.1.8 STUDENT STATUS

---

Students are classified according to the number of semester hours in which they are enrolled per semester. A student is considered a **full-time** student if enrolled for at least 12 hours (30 ECTS) during a regular semester or 6 hours (12 ECTS) during the summer session. Enrolment for fewer hours is considered **part-time**. Immigration rules require all international students to be full-time students.

### 2.1.9 SEMESTER LOAD

---

#### Normal Semester Load

A normal semester load for full-time day students registered for the first time is 15 credits / 30 ECTS.

For returning full-time students and selected new students, depending on their secondary school performance and result in the English Placement Test, the semester load may be up to and including 18 credits / 36 ECTS. Also, students who are repeating at least one course, which they had previously passed but they retake to raise their grade, will be allowed to take up to and including 6 courses even if they exceed 18 credits / 36 ECTS.

Academic Language Skills (BENG-121, BENG-122, and BENG-123) may take up to 6-12 credits / 12-24 ECTS respectively. Students who are on Special Academic Admission must achieve the first semester a cumulative grade point average (CPA)

of 1.5, with the exception of students on vocational programmes. During the summer session students are allowed to register for 6-9 credits / 12-18 ECTS.

### Overload

---

Any student who would like to take over 18 credit hours / 30 ECTS must petition for permission to do so. Such permission may be granted if:

- The student's cumulative GPA (CPA) is 3.0 and above; and/or
- The student needs a few extra credits during his last semester in order to graduate.

When permission is given to take over 18 hours an Overload Charge is levied for all hours over 18. In addition, if a student is enrolled in a non-credit English programme, the class hours will be considered as credit hours for Overload Charge purposes.

## 2.1.10 ACADEMIC RECORD

---

### Grading System

---

Academic progress is evaluated on the 4.0 scale from A to F as follows:

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, for practical courses that are not examined by a written final exam and for practicum work) is not used in computing a student'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 marks in that particular exam or area of work.
- A "W" is given for a course from which the student withdrew (**WS**) or was administratively withdrawn (**WA**).

## Approved by the MoE - Sep 2016

- "Ws" & "Fs" will be shown on final reports but only "Fs" will appear on official transcripts.
- A grade may be deferred (**DE**) when the lecturer concerned has certain doubts regarding the student's work or if the work to be completed will be submitted after a period of one (1) month.

### Grade Point Average (GPA) and Cumulative Grade Point Average (CPA)

A student's Grade Point Average (GPA) shows the average performance for the semester; it is determined by multiplying the number of credits of each course by the quality points earned for it, and dividing by the total number of semester credits.

Example of student enrolled in 16 hours / 32 ECTS:

Course (credits)	Letter Grade	Credits	x	Quality	Total Quality Points
DES-110 (3 credits)	B	3	x	3.0	9.0
ENGL-101 (3 credits)	C+		=		6.9
BADM-140 (3 credits)	A-	3	x	2.3	11.1
	B+		=		13.2
MATH-191 (4 credits)	C	3	x	3.7	6.0
			=		-----
SOC-101 (3 credits)		4	x	3.3	46.2
			=		
Total Credits = 16		3	x	2.0	
			=		

**Equation:** Total number of quality points (46.2) divided by total number of credits (16) equals the grade point average (GPA). (Example:  $46.2/16 = 2.888$ ). The student's Cumulative Grade Point Average (CPA) is computed in the same way and includes all courses taken in all the semesters.

The complete record of a student's progress is issued at the Registrar's Office in the form of a transcript.

### Academic Record

The entire record of a student's academic progress showing all courses taken, all grades received, all transfer work accepted and in general all credits awarded is available at the Registrar's Office. A transcript of this record can be obtained by the student (unofficial copy) or sent to other colleges or universities (official copy) at a charge.

#### 2.1.11 PASS-OR-FAIL COURSES

Students may select to have some of the General Education courses taken on a pass-or-fail basis. In this case, the only grades shown are "P" or "F" respectively. The grade of "P" is not computed in the student's GPA or CPA but the grade of "F" is.



No major or required courses can be taken on a pass or fail basis. Students may indicate their choice of pass-or-fail before the end of the current semester by completing a special form and getting the required approval. Once made the election for pass-or-fail is irrevocable.

### 2.1.12 AUDIT COURSES

---

If a student wishes to attend a class regularly but does not wish to receive a grade or credit, the student may choose to audit the course. For this to occur, the student must do the following:

Once an audit student registers for a course, the audited course can be converted to a normal course during the add-and-drop period provided the student is qualified for normal registration; thereafter, no other change may be made.

Audit students will be charged the same tuition and other fees as those charged for a normal course.

Audit courses will be recorded on the student academic record with an "AU". An "AU" is not used in computing a student's grade point average (GPA), and the credit hours are not included in the earned hours.

### 2.1.13 INTELLECTUAL INTEGRITY

---

Intellectual integrity is one of the ideals for which Intercollege stands. Students are expected to adhere to high standards of intellectual integrity and honesty.

Cheating and plagiarism are contrary to the ideals of Intercollege. **Cheating** is defined as dishonesty of any kind in connection with assignments and examinations. It applies to both giving and receiving unauthorised help. **Plagiarism** is defined as presenting the work of someone else as one's own. Cheating and plagiarism will be treated as a disciplinary offence in addition to failure in that particular assignment or examination.

### 2.1.14 STUDENT STANDING

---

The level for good academic standing, probation and ineligibility depends on the student's progression in his studies as follows:

#### Higher Diploma:

Number of Quality Hours (1)	Good Academic Standing (2)	Probation (3)	Ineligibility (4)
24-44 credits / 48-88 ECTS	1.3 and over	1.00- 1.29	less than 1.0
45-74 credits / 9 -148 ECTS	1.5 and over	1.30- 1.49	less than 1.3
75-104 credits / 150-208 ECTS	1.7 and over	1.50- 1.69	less than 1.5

**Bachelor Degree:**

<b>Number of Quality Hours (1)</b>	<b>Good Academic Standing (2)</b>	<b>Probation (3)</b>	<b>Ineligibility (4)</b>
24-44 credits / 48-88 ECTS	1.3 and over	1.00- 1.29	less than 1.0
45-74 credits / 90-148 ECTS	1.7 and over	1.30- 1.69	less than 1.3
75-104 credits / 150-208 ECTS	1.85 and over	1.70- 1.84	less than 1.7
105-134 credits / 210-270 ECTS	2.0 and over	1.85- 1.99	less than 1.85

**Good Standing**

---

A student is considered to be in good academic standing if s/he satisfies the criteria of columns (1) and (2) above.

**Academic Probation**

---

At the end of each academic year, students with a cumulative point grade average (CPA) below what is required for good academic standing will be placed on academic probation as shown in column (3) above.

Students may also be placed on academic probation because of excessive course withdrawals ("W" grades).

All students placed on academic probation will receive a letter informing them of their status and will be encouraged to increase their CPA. There will also be a warning that should the student's cumulative point grade average (CPA) drop below the low end of each scale he/she may be ineligible to re-register.

**Academic Ineligibility**

---

Students with a CPA below the lower cut-off points as shown in column (4) become ineligible to continue their studies. In cases of extenuating circumstances, students may be allowed a one-semester extension but only after consultation with the Director of Academic Affairs or the Executive Director and a definite study plan and performance objectives have been agreed upon. If students fail to meet these objectives, they will be dismissed from the College without further notice. Students may also be dismissed because of continued course withdrawals.

**Academic Readmission and Forgiveness**

---

Dismissed students who wish to return to the College, after an absence of at least one semester, may petition the Director of Academic Affairs or the Executive Director for readmission based upon evidence that the student is willing and able to do improved quality work. Readmission is granted only once. Also, students who change major and perform satisfactorily during the next one or two semesters may have some previous unsatisfactory work disregarded.

---

## 2.1.15 REGISTRATION PROCEDURE

---

### Academic Advising

---

Academic advising plays an important part in a student's registration and academic performance at Intercollege.

Each student receives planning and academic advice from the Academic Advisor and Programme Coordinator. The Academic Officer/Advisor assists students in pre-registration and registration and counsels them with regard to the student's schedule and degree requirements. The Programme Coordinator is the senior faculty member in each programme and can counsel students in their major area of specialisation.

### Pre-Registration

---

New as well as returning students go through pre-registration with an officer/advisor that, together with the student, consults the catalogue, the schedule of classes and a particular curriculum pattern sheet and pre-registers the students for the following semester. Placement and proficiency examinations are usually administered prior to freshman pre-registration. A student may declare a major at this time or defer this decision until sometime later.

### Registration

---

Registration is a standard procedure every semester. During registration, the pre-registration of a student is finalised in view of the grades obtained and financial obligations are settled.

All students must be properly registered for their courses at the designated registration period. Late registration is permitted under exceptional conditions but students registering late cannot be assured of space in the courses they are interested in taking. It is also possible that some courses may be cancelled as a result of low enrolment even prior to the end of late registration.

When each student registers, a personal timetable is issued with information on the times of classes and the rooms in which they are to be held. Students are not permitted to register for courses, which are taught at the same time. Timetable changes are likely to occur during the first two weeks of classes. Such changes are publicised on the College's intranet site.

Students may not be able to register if they have been expelled, dismissed or suspended from the College or if their names are on the **Registration Stop-list**. Students will be stop-listed if they owe money to the College or books to the library or for any other matter. Stop-listed students will have to obtain a **Clearance slip** to be allowed to register.

Students should attend classes for the courses and sections they are registered for. If these need to be changed, this should take place with the approval of the Director of Academic Affairs during the add-and-drop period only. Attending a course with a different section number is not permitted and does not give the student any right to register. The College reserves the right to demand payment by legal means from any student who has been attending classes without being registered.

In no case will a student be registered or have grades recorded for a course he has been attending without having duly registered in the proper way and at the proper time. The only exception is courses for which credit by examination is permitted.

### **Cancellation of Classes**

---

Classes will be cancelled only under extreme conditions after approval by the Executive Director and will be formally announced early enough for either other arrangements or timely notification of students. Faculty members should not cancel classes because students tell them so, or because attendance is seriously reduced for any reason. Cancelled classes must be made up at a time suitable for all students, before the final examination period begins.

### **Add-and-Drop**

---

The add-and-drop period is a period of two (2) weeks during a regular semester or one (1) week during the summer session in which a student may, in consultation with the academic officer/advisor, add and/or drop certain courses. Dropping a required course may delay a student's graduation. Both the status and the tuition fees may change as a result of the add-and-drop changes.

### **Change of Major**

---

Students wishing to change their major must inform the Academic Affairs Office of their request in writing no later than the end of the add-and-drop period. The credits that will be transferred from one major to another will be decided by the Registrar and/or the Director of Academic Affairs.

## **2.1.16 SPECIAL COURSE ENROLMENTS**

---

### **Repeat Enrolment**

---

Students may repeat a course if they wish to improve their grade. Repeat courses are recorded on the student's transcript with the suffix "R". When a course is repeated, only the highest grade is recorded on the student's transcript.

### **Independent Study**

---

In very unusual cases, a student may be allowed to complete a regular course on an Independent Study basis. To be taken on an Independent Study basis, a course must not be normally taught during the semester.

Independent Study must cover the normal syllabus of the course and must include at least eight one-hour sessions with the lecturer, a mid-term and or final examination.

Permission to undertake an Independent Study may be granted by the Executive Director after the student submits an application with the recommendation of the faculty, Programme Coordinator and Director of Academic Affairs. Independent Study is chargeable in the same way as all other courses.

The Independent Study must be completed within four (4) months from the time the student registers for it.

## **Practicum**

---

Enrolment for practicum work is done either during the semester in periods specially specified without affecting the regular course work, during the summer vacation, or after their studies are completed. In this case, a letter is required from the employer specifying the period and hours employed the type of work performed and an evaluation of the quality of work. Practicum is also supervised and assessed by programme faculty members. Depending on the major, practicum work is designated with a "P"/"F" or a letter grade.

## **2.1.17 ATTENDANCE AND WITHDRAWAL POLICIES**

---

### **Attendance Policy**

---

Intercollege believes that faculty members make a significant contribution to the development of students and, as a result, a student who is not consistent in class attendance is missing a major part of the educational experience.

Students are therefore expected to maintain regular class attendance. Being late to class may be recorded as absence. Absence is also recorded for laboratory or practical sessions as well as for other required work such as trips.

Absences in excess of those stated (usually 20%) or failing to take the final examination without a valid and timely excuse will result in either failure or administrative withdrawal and a grade of "F" or "W" respectively will be given. Unusual absences (e.g. for medical reasons) may be excused if the student contacts the lecturer before or during the period of absence. International students are further required by law to attend classes regularly.

### **Withdrawal from a Course**

---

A student may choose to withdraw from a course by properly completing a special form available from the Academic Affairs Office by the last day of classes. Telling your lecturer that you are withdrawing or simply not showing up to class is not proper withdrawal.

A student may also be administratively withdrawn from a course because of excessive absences. In case of individual merit or extenuating circumstances students who have been administratively withdrawn because of excessive absences, may appeal for permission to be reinstated.

Withdrawal from a course, whether done by the student or the administration, does not reduce the tuition fees payable.

### **Withdrawal from the College**

---

Withdrawal from the College requires a written notification (filling in a "withdrawal form" obtainable from the Academic Affairs Office) by the student to the Academic Affairs Office, conference with the Academic or Personal Advisor and clearance from the Office of Finance. Students cannot withdraw from the College by merely not attending class. If the withdrawal from the College is for a justifiable reason, a partial refund may be possible during the first four (4) weeks of classes (refer to the College's **Financial Policy**). Justifiable reason is deemed to be death, serious illness or military induction.

### **2.1.18 EXAMINATIONS POLICY**

---

The primary purpose of examinations is to check the student's progress. Students may be given unannounced quizzes to enforce good study habits. However, all major examinations are announced in advance.

All final examination scripts are retained by the College for two (2) years. Mid-term papers quizzes and term papers are kept by the lecturer for two years.

Final grades for all courses are not official until approved and posted on the student notice board. Such grades can be changed only in case of error. However, students have the right to see their examination scripts within one month of the date the examination results were officially announced.

#### **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.

#### **Improving a Course Grade**

---

A student may improve his grade in a course only by taking the course again. In exceptional cases, such as when a student is graduating, and the course needed is not offered, students may appeal to the Director of Academic Affairs for permission to retake a test or do additional work in order to improve his grade.

#### **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.

#### **Second Examination**

---

Intercollege provides the student the ability to be re-examined in a course that he/she has failed. The second examination period takes place during the first two weeks of September. Students eligible to apply for the second examination need to complete the relevant form in order to have their request processed. The credit earned by the second examination appears on the student's transcript and the hours are included in the earned hours. The final numeric mark of the initial "F" will have a 40% weight on the new final numeric mark after the second exam. The numeric mark of the second exam will thus have a weight of 60%. The second examination reflects a final

examination that will determine the student's overall final grade, based on the above percentages.

### **Examination Regulations**

---

During examinations, students are **NOT** allowed to:

- Talk to other students or allow others to talk to them.
- Look at the papers of other students or allow other students to look at their paper.
- Bring with them anything other than pens, pencils and eraser (or a calculator if it is required).
- Enter the room after half an hour or leave the room before half an hour elapses.
- Leave the room for any reason and return without permission.
- Remove from the room any questions, answer sheets or papers unless permission is given.
- Exchange calculators, dictionaries, watches, cigarette packs, etc. with other students.
- Copy or keep multiple-choice questions and answer sheets.
- Smoke, drink, eat or make noise.
- Use mobile phones.

For term papers and other individual or group work students should avoid plagiarism by using footnotes and quotations to give credit to all sources of information. They should also keep all working notes as proof of their work.

### **2.1.19 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.

### **2.1.20 STUDENT RECORDS**

---

According to College policy non-registered inactive students' files are kept for five (5) years, after which only Intercollege transcripts and degrees are available.

#### **Confidentiality of Student Records**

---

Students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution, unless the student waives this right. It also insures that records cannot be released in other than emergency situations without the written consent of the student, except in the following situations:

1. To appropriate school officials and faculty, under the supervision of the Registrar or Senior Registration Officer.
2. To potential employers or colleges and universities which the student intends to transfer, upon condition that the student is notified of the transfer, receive a

## Approved by the MoE - Sep 2016

copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.

3. Student Records: To authorised representatives of the legitimate government agencies in Cyprus.
4. To a student's financial sponsor.
5. Where the information is classified as directory information. The following categories of information have been designated by the College as directory information: student's name, address, telephone listing, major programme of study, dates of attendance, degrees and awards received, the most recent educational institution attended by the student, enrolment status (full or part-time), place and date of birth, date of admission, date of graduation, whether or not currently enrolled, classification (freshman, etc.) and whether the student has participated in officially recognised activities and sports sponsored by the College.

Additional policies may be implemented based on the Quality Assurance manual and the recommendations of the Internal Quality Assurance Committee.