

Student Rights

- ◆ To have representation on appropriate college committees, including: the Academic Committee, the College Council, the Disciplinary Committee, and the Appeals Committee.
- ◆ To evaluate College lecturers and administration.
- ◆ To express opinions in class concerning the subject matter and in keeping with the college's statement on academic freedom.
- ◆ To submit petitions requesting:
 - ⇒ *review of grade(s)*
 - ⇒ *exceptions from academic regulations*
 - ⇒ *review of decisions concerning disciplinary matters*
- ◆ To be a regular member of the Student Union, with the right to elect and be elected.
- ◆ To expect commitment from the Student Union executives.

To have the right of free speech and assembly provided they are consistent with college

- ◆ To have all regulations concerning students to be communicated to them in appropriate publications.
- ◆ To choose whether or not to have information about himself/herself revealed within the parameters of the college's policy on confidentiality of student records.

Student Responsibilities

- ◆ To fully understand their academic programme.
- ◆ To know college rules and regulations.
- ◆ To know regulations concerning academic, disciplinary and immigration matters.
- ◆ To be familiar with the college calendar.
- ◆ To know the role of the College administration.
- ◆ To meet with his/her advisor periodically.
- ◆ To promote the academic spirit amongst fellow students.

Academic Studies

Academic Year

- ◆ For the majority of programs, the academic year is divided into two semesters, Fall and Spring, each one of thirteen weeks duration (*excluding Christmas and Easter holidays*), and one shorter, more intense, summer session, - all of them ending with an examination week.
- ◆ Please consult the academic calendar to find out when semesters and sessions begin and end. The academic calendar also contains other important dates pertaining to your studies, notably registration periods, examination weeks, and holidays.

Programs & Courses

- ◆ Each student is enrolled in a program of study (*e.g. Business Administration, Hospitality & Tourism Management, Aesthetics, Hairdressing etc.*) often referred to as a major. The programs described in this catalogue refer exclusively to the award of Atlantis College qualifications.
- ◆ Each program consists of different courses.
- ◆ Each semester or session, students are examined in a different set of courses.

Course Codes & Sections

- ◆ All courses have a code, which consists of three to four capital letters and three numbers. For example ECO-104 is the code of Microeconomics and CSC-115 of Computer Introduction. The first number of the code usually indicates the level of the course. For example, a code that begins with 1 indicates that the course is introductory.
- ◆ Atlantis College tries to keep class sizes small - it is therefore possible that more than one sections exist for any given course. This is indicated by the course's code and a hyphen followed by a number. For example, ACC-103-2 is the code of Accounting I section 2

Sequence of Courses

- ◆ Certain courses have prerequisites. This means that their content presupposes familiarity with material covered in other classes (*e.g. ACC-103 is a prerequisite for ACC-203*). Other courses have corequisites, i.e. courses that must be taken concurrently.

Credits

- ◆ Each course carries a certain number of ECTS credits.
- ◆ Students must earn a certain number of credits before they can graduate. Typically, they will earn 30 ECTS credits per semester and require an average of four semesters (*i.e. 2 years*) to earn a Diploma and eight semesters (*i.e. 4 years*) to earn a Bachelor's Degree.

- ◆ Students who after taking the English Placement Test need additional Language Expression requirements may take longer to graduate.

Academic Pathway

- ◆ The academic pathway shows the courses that a student must complete. These are grouped in categories, which are labelled as Requirements or Electives.
- ◆ *Each student is expected to be familiar with his/her academic pathway of the diploma or degree being pursued.*

Earning Credits

How to Earn Credits

- By registering for an Atlantis College course and successfully complying with its requirements.
- By transferring courses you have earned at other accredited colleges. An evaluation application form together with all supporting documents (*official transcripts, course descriptions, college catalogues, etc.*) must be submitted to the Department of Academic Affairs
- By gaining credit by examination in any subject where the instructor feels that the relevant material can be properly tested. The student must satisfy the Academic Director that he has covered the relevant syllabus prior to the administration of the test.

Academic Awards

Awards Offered

Diploma

This is a regular two-year college degree. It is awarded in all areas and represents two years' work and requires normally 120 ECTS *credits*. A minimum grade of 50% is required. The student must complete all requirements.

Higher Diploma

This represents usually three years of work and 180 ECTS. A minimum grade of 50% is required

Bachelor Degree

This is a regular degree, comparable to the Baccalaureate degree level awarded in both the UK and the USA. It is awarded in several but not all areas and represents at least 240 ECTS. A minimum grade of 50% is required. They are normally of a four-year duration. A final year project may also be required.

Registration

- ◆ Registration is a procedure required every semester and summer session. During registration, students register for courses according to the requirements of their academic pathways and the constraints imposed by their past grades and course prerequisites.

Registration officers or academic advisors normally give students assistance in their choice of courses.

Registration Number

- ◆ Students who register for the first time will be assigned a registration number, which will be the same throughout their studies. The registration number is necessary for any requests to the Department of Academic Affairs, International, Student Affairs, Finance, Library or Reception.

Student ID Card

- ◆ Each registered student will be issued a student ID cards soon after registration. No student without an ID card will be allowed to receive any service from the College (Library, Bookshop, Counselling Service, etc.).

Late Registration

- ◆ All students should be properly registered for their courses during the designated registration period. Students registering late cannot be assured of space in courses they wish to take and will have to pay a late registration fee. It is also possible that some courses may be cancelled as a result of low enrolment even prior to the end of late registration.
- ◆ Any student who registers after the expiry of the late registration period will do so entirely at his/her own risk. The student, not the faculty or the College, will be responsible for all past homework, examinations, or other materials presented before the student enrolled.
- ◆ The College is under no obligation to give make-up exams or homework for a student who registers after the late registration period. If the College chooses, in rare circumstances, to offer such make-up examinations, the student will be charged a make-up examination fee.

Timetable & Classes

- ◆ When students register they are given their personal timetable, which contains information on the days and times of classes and the rooms in which they take place.
- ◆ Timetable changes and cancellation of classes are announced on the notice boards. Students should check the notice boards regularly. The College accepts no responsibility for student failure to acquaint themselves with such announcements.

Normal Semester Load

- ◆ A normal semester load for full-time day students registered for the first time is 15 hours.
- ◆ For returning full-time students, the semester load may be up to and including 18 hours.

When Registration is Not Allowed

- ◆ 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 have outstanding financial or other commitments to the College (e.g., they have outstanding balances, they owe books to the library, etc.).
- ◆ Stop listed students will have to produce a completed and duly signed Stop list Clearance Form in order to be allowed to register.

Student Petitions

- ◆ Students have the privilege of submitting petitions requesting special permission of exemptions to regulations and policies. These petitions will be considered by the Executive Director and, if necessary, by the Academic Director. 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 Department of Academic Affairs.

Withdrawal from the College

- ◆ Students who decide to withdraw from the College must notify the Department of Academic Affairs, the International Office and the Finance Office in writing of their intention to do so. They cannot drop or withdraw from a course or the College by merely not showing up in class.
- ◆ The date of withdrawal from the College will be considered to be the date on which written notification for the withdrawal is received.

Student Rules & Regulations

General Policy

- ◆ The college encourages freedom of thought and expression regarding religious, social and political matters, but expects that this freedom be used with responsibility.
- ◆ The Disciplinary Committee reviews serious breaches of conduct. Failure to comply with the rules and regulations may lead to suspension or expulsion from the College. The College reserves the right to take legal action for very serious offences.
- ◆ Every student is expected to obey the laws of Cyprus and behave in accordance with the statement of policy and with the rules and regulations of the College.
- ◆ Disciplinary Committee decisions are conveyed by letter to the student concerned and to his financial sponsor.

General Rules

1. Student organizations must be duly registered as a club with the Department of Student Affairs.
2. No student may be barred from membership in any Atlantis College club due to his or her sex, creed, national origin, or religion.
3. No student may use violence, coercion, threats or intimidation or engage in other similar acts.
4. No student may take any action, on or off campus, which may interrupt classes directly or indirectly or otherwise interfere with the normal functioning of the college or any of its parts.
5. No meetings or gatherings may be organized or held within the college except when authorized by the Executive Director.
6. No student may use his status as student or as member in any college union, society or club to advance the purposes of any political party or off-campus interest groups in any way.
7. In keeping with the College's international orientation, notices posted on the College official notice boards must be in English & Greek and carry the official college stamp or initials of the authorizing college official. For notices in a language other than English students are required to include a brief summary in English so that all students may read.
8. Gambling, the possession or use of narcotics, fireworks and weapons are forbidden on the campus or in any college building.
9. Any willful destruction or mutilation of buildings, furniture, books or other property of the college or of other students is forbidden.
10. Any student who has been determined by a physician to have a communicable disease must report it immediately to the International Office.
11. No student-organized trips are permitted without the prior approval of the Administration, if they interfere with classes or any other college activity.
12. No solicitation of funds by or from students for any cause, however worthy, is permitted without the written approval of the Executive Director.
13. No smoking, eating or drinking is allowed in the college except in designated areas.
14. Parking of vehicles is allowed only in designated areas.

Sickness

- ◆ When a student falls ill, he/she should consult a doctor and should follow all instructions strictly. All outside doctor's excuses should state the nature and duration of the illness and should be presented on the first day after the student returns to the college. The college reserves the right to ask for validation or not accept a doctor's certificate.

Health Services

- ◆ According to Cyprus law, all international students are required to be covered by medical insurance while in the country. Students are advised to consult the Finance Office for more information.

Expulsion, Dismissal & Suspension

- ◆ Any student who willfully violates any of the above regulations will be subject to expulsion, dismissal or suspension or other disciplinary action. Expulsion is permanent severance from the College. Dismissal is severance for a specific period after which the permission of the Disciplinary Committee may be obtained for re admission. Suspension is severance for a specific period with automatic readmission.
- ◆ Students who consider disciplinary measures against them as too strict, have the right to appeal to the Appeals Committee.