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# Student Handbook 2023



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Dear Student,

It is with great pleasure that I welcome you, on behalf of the Studies and Student Welfare Service (SSWS), to Frederick University. SSWS offers various services to students and aims at contributing towards the development of an academic environment that promotes learning, academic success, and socialisation of the students.

This handbook has been compiled in order to provide you with useful information and guidance regarding the University policies and procedures, as well as all the student support services that are offered by SSWS. Bear in mind however, that this handbook is not the only source of information. You should visit our website and check your Frederick email account frequently.

I would like to ensure you that our, as well as all other Services at Frederick, will be happy to assist with any queries you may have.

Good luck with your studies at Frederick!

**Andrea Athanasiou**

*Director, Studies and Student Welfare Service*

e-mail: [a.athanasiou@frederick.ac.cy](mailto:a.athanasiou@frederick.ac.cy)

# Academic Calendar

## 2022-2023

|   | FALL SEMESTER                        | SPRING SEMESTER                                       |
|---|--------------------------------------|---|
| <b>Course Registration for continuing students</b>  | 19 - 23 September                    | 6-10 February   |
| <b>Course Registration for new students</b>         | 28 - 30 September                    | 6-10 February   |
| <b>New Students Orientation</b>                     | 28 - 30 September                    | 10 February   |
| <b>Last day of regular registration</b>             | 30 September                         | 10 February   |
| <b>Classes Begin</b>                                | 3 October                            | 13 February   |
| <b>Deadline for adding a course / Change of PoS</b> | 17 October                           | 28 February   |
| <b>Deadline for dropping a course</b>               | 24 October                           | 6 March   |
| <b>Deadline for course withdrawal</b>               | 7 November                           | 20 March  |
| <b>Vacation Periods</b>                             | 24 December - 8 January              | 10 - 23 April   |
| <b>Classes End</b>                                  | 14 January                           | 26 May  |
| <b>Revision days</b>                                | 16 - 18 January                      | 29 - 31 May   |
| <b>Final Exams</b>                                  | 19 - 31 January                      | 1 - 14 June   |
| <b>Public Holidays</b>                              | 1 October<br>28 October<br>6 January | 27 February<br>25 March<br>1 April<br>1 May<br>5 June |

# ACADEMIC AFFAIRS

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## Studies

All University academic Programmes of Study are based on the European Credit Transfer and Accumulation System, also known as ECTS.

Each academic year consists of two semesters, Fall Semester: October – January, and Spring Semester: February – June. The Academic Calendar 2022-2023 can be found on page 005.

A full time student would need to complete 60 ECTS per academic year, 30 ECTS per semester. Students can register as either full time or part time. Full time students are considered those students who are registered for minimum 20 ECTS per semester, while part time students are those who are registered for 19 ECTS or less.

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## Class Attendance

Students are expected to participate fully in all activities of the course they have registered for (eg. lectures, laboratories etc). The Department has the right to ask students to refrain from taking the final exams if their participation in course activities has not been satisfactory.

Each student is assigned an academic advisor by their Department, who is responsible for advising them on their Programme of Study and helping them cope with any possible academic problems they may encounter during their studies. Students organise their semester timetable according to the requirements of their Programme of Study and in agreement with their advisor, selecting from the courses offered and their availability.

During the first week of instruction, the instructor gives students a hard copy of the course outline, which includes the aims of the course, the syllabus, the bibliography and the assessment methods of the course. The course outlines are also posted on the electronic learning platform (e-learning).

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## Course Registration

The students' registration and the selection of courses take place during the two weeks prior to the beginning of classes.

**Fall Semester 2022:** Registration for continuing students will take place from 19 - 23 September 2022. Registration for new and transfer students will be held from 28 – 30 September 2022. Classes begin on Monday, 3 October 2022.

**Spring Semester 2023:** Students' registration will be held from 6-10 February 2023. Classes begin on Monday, 13 February 2023.

Instructions for the registration process are issued by the SSWS every semester and are posted on the university's webpage ([www.frederick.ac.cy](http://www.frederick.ac.cy)).

## A. New Students and Transfer Students

On registration day students must:

- present their Civil ID or passport
- take a photo for their Student ID card (if they haven't already done so)
- meet with their Academic Advisor in order to register for courses and accept courses in Extranet.

## B. Continuing Students

On registration day, continuing students must meet with their Academic Advisor in order to register for courses and sign the Course Registration Form.

In order to be able to register for courses, students must settle any pending financial obligations towards the University, pay the registration fee and a part of their tuition fees.

Students are urged to settle their financial obligations prior to their registration day in order to avoid any delays. Payments can be made to the University's Accounts Office (cash, cheque or credit card), through the student's financial institution or through JCC ([www.jccsmart.com](http://www.jccsmart.com)).

Frederick University Account Details:

BANK OF CYPRUS  
*Account No.: 0199-11-005509-00*  
*IBAN: CY 8300 2001 9900 0000 1100 5509 00*  
*SWIFT BIC: BCYPCY2N*

HELLENIC BANK:  
*Account Number: 14701A5817501*  
*IBAN: CY18 0050 0147 0001 4701 A581 7501*  
*BANK SWIFT CODE: HEBACY2N*

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## Add Courses

Students can add courses during the first two weeks of each semester (October 17 for Fall 2022 & February 28 for Spring 2023). Students who wish to add a course(s) must have the approval of the Programme Coordinator or the Department Head.

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## Drop Courses

Students can drop courses during the first three weeks of each semester (October 24 for Fall 2022 & March 6 for Spring 2023). Students who wish to drop a course(s) must have the approval of the Programme Coordinator or the Department Head. Courses dropped during the first three weeks of any semester will not appear on the student's record.

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## Course Withdrawal

Students may withdraw from a course after the drop deadline during the 4th and 5th week of each semester (November 7 for Fall 2022 & March 20 for Spring 2023).

In this case, a grade notation of W (withdraw) is automatically recorded on the transcript for that course. Students who wish to withdraw from a course(s) must have the approval of the Programme Coordinator or the Department Head and must complete the Withdrawal Form and submit it to the Studies Office. Students can obtain the Withdrawal Form from their Department's Administrative Officer. The Withdrawal request is examined by the Administration Service regarding the tuition fees.

Students who do not officially withdraw from a course by the end of the fifth week will be assigned a grade '0' by the instructor, even in the case that the student attends the final examination.

### Preparatory Programme for First Year Students and Supportive Courses

Frederick University offers intensive courses during September and throughout the year, in English, Maths, Physics, Chemistry and Architecture in order to prepare students for first year courses and equip them with the necessary skills and knowledge. These courses are offered for free to all registered students.

### Placement Tests/Diagnostic Tests – Tutorials

Each School determines the areas (such as Computers, Mathematics, Greek, English, etc.) in which proficiency is considered necessary in order for students to be registered in a specific Programme of Study. The School may administer placement tests, if required, prior to their registration. For Programmes of Study that are taught in English, students must have adequate knowledge of the English language.

Depending on the Placement Test Results students may:

- register for all first semester courses,
- register for all first semester courses, but simultaneously attend tutorials in the areas where students face difficulties,
- register for all first semester courses that do not require any prerequisite knowledge that the student lacks based on the results of their placements tests. In this case, students will also attend tutorials in the areas where they face difficulties,
- register only for preparatory courses.

### First Year Student Orientation And Transition Programme

All first year students will be able to participate in the First Year Student Orientation and Transition Programme that is scheduled 28-30 September 2022. During orientation, students will have the opportunity to meet with faculty members, Academic Advisors and Studies and Student Welfare representatives. More specifically, the Orientation Programme includes:

- Academic Information
- Information regarding University policies and

- procedures
- Presentation of Student Clubs, Sports Activities and of the Studies and Student Welfare Service
- Tour of the Campus
- First Year Seminars

The schedule of the First Year Student Orientation and Transition Programme is issued by the Studies and Student Welfare Service and can be found on the University's website ([www.frederick.ac.cy](http://www.frederick.ac.cy)) under the Announcements Section.

### Student Semester Timetable

Each student, can access their individual semester timetable online at Frederick University Extranet (<http://extranet.frederick.ac.cy>) by using their account credentials (username and password). Students are urged to check, during the first two weeks of classes, their timetable regularly for any changes in course times or classroom allocation.

In case students have any inquiries regarding their timetable, they can visit their Academic Advisors.

### Student Identification Card

All students will receive their Student ID card upon registration.

The Student ID must be presented:

- when completing a course form,
- when accessing the Library and the computer labs,
- when borrowing books from the FU Library ,
- when receiving a formal document from FU (transcripts, certificates, etc),
- to gain entry to examination rooms (Students without their Student Identity Card will not be allowed to take tests, final exams or any other form of assessment),
- when electing the Student union.

The Student ID card can also be used as a photocopy machine access card. In case studentw misplace their ID card they must contact the Reception in order to replace it. The cost for issuing a new Student ID card is €10.

### Study Certificates

#### Certificates of Study - Academic Transcripts - Statements of Accounts

issues a free certificate of study to all students. Students can request and obtain other specialised certificates, from the Studies Office, for a fee of €2.

In addition, every semester, the statement of accounts is sent electronically to students. The statement of accounts for each student includes the remaining balance on September 1 of the previous academic year if any, the detailed transaction history of the previous year, and the transaction history of the account up to the issue date of the certificate.

Students may be informed about their academic performance and their grades for all semesters of their studies, directly through the university student network (<http://extranet.frederick.ac.cy>). The procedure for students to view and print their transcript (e-transcript), as well as other information related to their studies, can be executed by using the following orders:

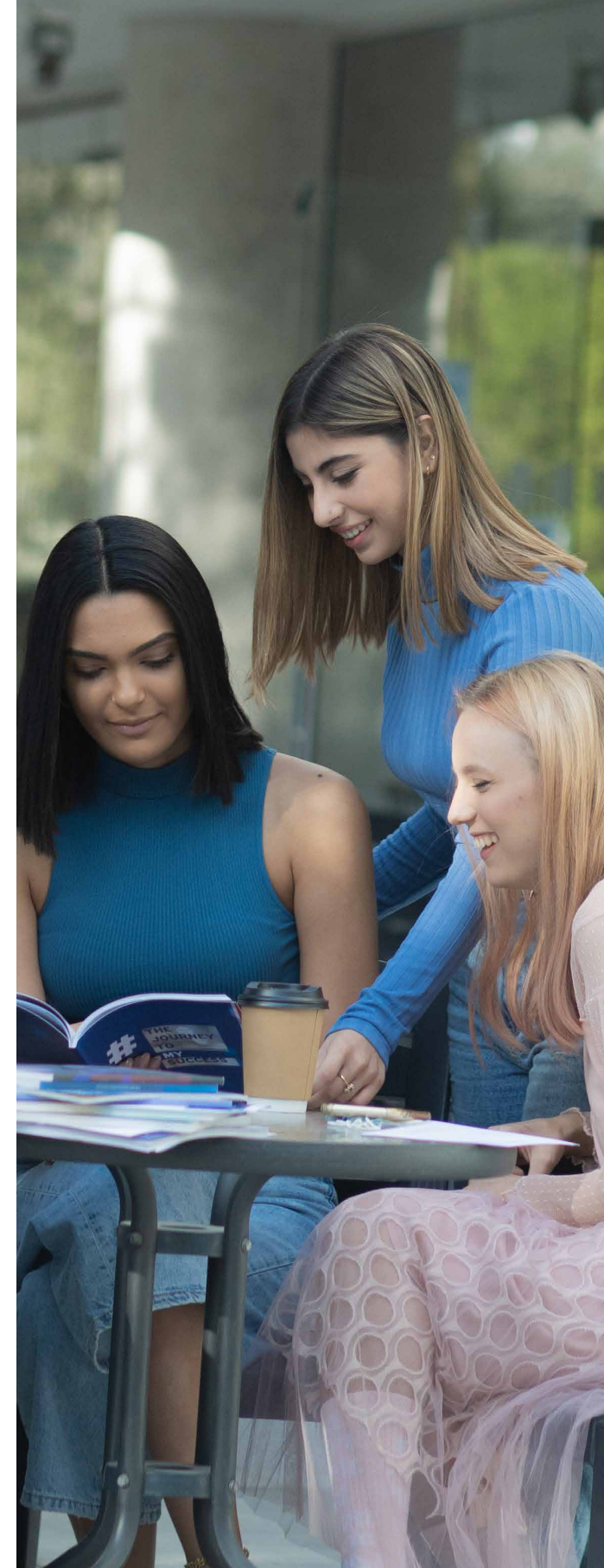
User name ⇄ Password ⇄ Status ⇄ Transcript

All graduates obtain an original and an attested copy of their transcript, upon graduation, free of charge. Throughout the year, students may ask for original transcripts by applying in writing to the Studies Office along with the payment of €5.

### Reservation / Use Of Classrooms

Students can use University classrooms/seminar rooms for student related meetings, events etc, only after they are granted permission by the Studies Office. Such requests must be submitted at least 3 days before the scheduled event for which the room is needed. Classrooms used by students for the above mentioned purposes must be returned in the condition they were

### Student Assessment, Grades and Graduation



### Student Assessment

Student performance is evaluated for each course separately. For each course, the weighting between continuous and final examination is defined in the course outline which is distributed by the lecturer during the first week of classes. Course outlines are also posted on the University's Electronic Learning Platform (e-learning). Student performance includes both a final exam as well as continuous assessment (coursework). Coursework may include homework, lab exercises, individual or group projects, assignments, etc. In addition, other forms of assessment may include final thesis, field work or participation in research related projects.

Students must obtain at least 50% to pass a course.

| COURSE GRADE | GPA POINTS | LETTER GRADE | NOTE                  |
|--------------|------------|--------------|-----------------------|
| 86-100       | 10         | A            | Excellent             |
| 76-85        | 8          | B            | Very Good             |
| 66-75        | 7          | C            | Very Good             |
| 56-65        | 6          | D            | Good                  |
| 50-55        | 5          | E            | Good                  |
| 0-49         | 0          | F            | Fail                  |
|              |            | I            | Incomplete            |
|              |            | W            | Withdrawal            |
|              |            | SP           | Satisfactory Progress |

#### Failing a Course

Students who fail a course (letter grade 'F') must repeat the course and pay the equivalent tuition fees.

#### Improving a grade

If a student wants to improve a previously received passing course grade, they need to retake the course. This means registering for the course again with the intention of replacing the original grade with a new grade. The grades and credit hours received previously are removed and the GPA is refigured with the new grade (even if the new grade is lower than the previous grade).

### Student Performance

Based on the overall performance for each course that a student is registered in, they will receive a Letter Grade, as per the following table:

#### Grade Point Average (GPA)

The average of the grades obtained by a student in a semester.

#### Cumulative Grade Point Average (CGPA)

Cumulative GPA refers to the overall grade point average across multiple semesters (and/or at any point in the course).

### Grade Calculation

Terminology

Grade Point Average (GPA) = Semester GPA

Cumulative Grade Point Average (CGPA) = Overall Grade Point Average (CGPA)

#### GRADE CALCULATION - GPA

example:

| Course and letter grade | = | GPA points | x | ECTS | = | Sum GPA points |
|-------------------------|---|------------|---|------|---|----------------|
| DLEDA202 B              | = | 8          | x | 10   | = | 80             |
| DLMBA511 C              | = | 7          | x | 5    | = | 35             |
| TOTAL                   |   |            |   | 15   |   | 115            |

GPA = Sum of GPA points / Total semester ECTS

115/15= 7.67 GPA

#### Assessment Regulation for Graduating Students (Resit)

Students, who fail in up to two required courses in their last year of study, and have no option of registering for courses because they are not offered in their final semester, are eligible to take only the final examination of these courses as resits during the examination period of the last or the following semester.

Please note:

(A)

- Students must register for these courses by filling in a specific form.
- The total number of ECTS students can register for during their last semester including resit courses must not exceed 40. The above applies only if the restrictions imposed on students on probation are not violated.
- Resit courses are not counted towards the estimate of the students' tuition fees.

(B)

- If students pass their final examination, they are awarded the grade of the final examination,
- If students fail the final examination, they receive an F , and are obliged to register for the course again whenever offered.

In order to calculate your CGPA you need to:

- Add up the number of ECTS you have accumulated so far in your studies (all the semesters you have attended the University)
- Add up the GPA points of all the courses you have registered so far
- Divide B/A

#### Incomplete Grade (I)

An Incomplete grade 'I' is given when a student justifiably, is unable to complete assigned work due to illness or any reasons beyond their control. Incomplete work must be made up during the next semester or else the Registrar will record zero marks in that particular exam or area of work.

The marks of an incomplete course are not taken into account when CGPA is calculated.

The following procedure is followed for an incomplete course:

- A student who wishes to receive an 'Incomplete' must inform the instructor of the reason for the incomplete grade and fill out the Incomplete Form, which can be found at the Studies Office (Nicosia - Limassol)
- The period of time given for a student to remove an "I" is established by the instructor, subject only to the maximum time limits set by the university. The university requires that the grade of "I" be removed by the end of the following semester. In case the 'Incomplete' was assigned during the Spring Semester, then the student must complete all course requirements by the end of September, before the beginning of the next academic year.
- The final grade must be submitted to the Studies Office within a week of the agreed incomplete deadline.

Students who face such difficulties are urged to discuss them with the course instructor or/and their Academic Advisor.

## Examinations

At the end of each semester, students sit final examinations for all registered courses which require a final examination. The course instructor notifies each student prior to the examination about any extra material they may be allowed to take into the examination. The Final Examination Timetable for each semester is posted on the university website.

Midterm examinations, including quizzes, are not allowed in the final week of semester. The final examinations take place in the specified time frame according to the SSWS (as shown in the Academic Calendar on page 005).

Examination results are published on the university's website (extranet). Students are able to look up their results using their username and password.

Students must fulfil all their financial obligations towards the university, before the examinations begin. Students are prohibited from plagiarising, cheating, making false impersonations or giving consent to false impersonations or other similar offences.

The answer booklets of the final examinations are not returned to students. Students have access to them, if they wish, at a date set by the instructor two working days after the final examination results are announced. In the event that a mistake is found, this is corrected by the instructor.

**Final Examination Re-evaluation.** Students are entitled to request a re-evaluation of their final written exam paper if they feel that they have been wronged or that their result was due to an error or omission.

In such a case, the student must submit a written request to the Director of Studies and Student Welfare Service by completing a form, which can be obtained from the Studies Office (Nicosia - Limassol) **within seven days of the date that the specific examination result was published.**

## Second Examination Period

1. It is possible to repeat examinations, in courses that students failed in the Fall and Spring semester examination period.
2. The examinations take place in the first two weeks of September.
3. Students can register for second examination only if they achieve a coursework grade of over 40% or an overall grade of 40-49%.
4. The second examination for the practical courses of Architecture and Fine and Applied Arts take place, as for other students, during the second examination period, that is in September.
5. The final grade of the course, during the second examination period, is defined by the coursework

and the result of the repeat examination, with the weighting that was applied at the beginning of the relevant semester.

6. The total amount of credits for courses of second examinations cannot exceed 30% of ECTS allocated to the student during the year. This limit may increase by 2 ECTS for rounding purposes, if necessary.
7. A student who fails a course is not eligible to register for a course whose prerequisite is that of the failed subject.
8. For courses which students are eligible to choose and sit the examinations of the second examination period, announcements are made by the Studies and Student Welfare Service.
9. The courses of second examinations count towards the student's overall load for the summer semester by 1/3 (that is, if students register for second examination with a total of 9 ECTS, they will be considered as having registered for 3 ECTS for the summer semester). It must be noted that 15 ECTS is the maximum load for the summer semester.
10. In order to qualify for sitting an exam of the second examination period, students must register for the courses they are eligible for. These courses must be selected during the month of July.
11. There is a fee of 80 euros for each course that the student registers to sit as a second examination.
12. In case of course failure during the second examination, the student will need to re-register to the course when it is offered (pg.13).
13. Students can register online for courses of the second examination period through extranet (<http://extranet.frederick.ac.cy/>). Students are encouraged to contact their academic advisors or their instructors for any enquiries related to the courses they have chosen and the consequences of their choice on their study path (eg. prerequisites). Further information, regarding the registration procedure for the second examinations, can be obtained from the University's website.

## Examination Timetable

Students must know the exact date of their examination and are required to sit the examinations on the day which has been set by the university. The examination timetable is posted on the university's website. The misreading of the exam timetable will not be accepted as an excuse under any circumstances.

## Arrival at the Examination

Students are responsible for their timely arrival at the examination room. Candidates may be accepted into the examination room up to 30 minutes after the commencement of the exam. Under no circumstances will extra time be given beyond the already scheduled time.

## Student Identification Card

In the examination room:

- invigilators will show students their exact seat upon their arrival at the examination room.
- students are obligated to bring with them their student identification card for the current academic year, and will have to place it on their desk as soon as they are seated. In the event that a student has lost their student identification card, they are responsible for its replacement before the examination period begins.

## Examination Rules and Regulations

Students are expected to obide with the Examination Rules and Regulations issued by the Student and Studies Welfare Service.

## General Rules

- Once inside the examination room the invigilators will provide detailed instructions for candidates.
- The consumption of food and drink is not permitted in the examination room.
- Candidates experiencing health problems during the exam should report it to the invigilator.

## Official exam stationery

- Candidates must only use the official stationery provided (Examination Answer Book and additional official paper).
- Any rough work must be written on additional official paper given by the invigilator. Note that rough work, if any, should be crossed out and attached to the Answer Book upon completion of the exam. Nothing other than the question paper may be taken from the examination room.
- Students should complete their identification details in the Examination Answer Book as well as the course code, the registration number and their instructor's name and they may not begin writing until the start of the examination is announced by the invigilator.

## Mobile phones and unauthorised material

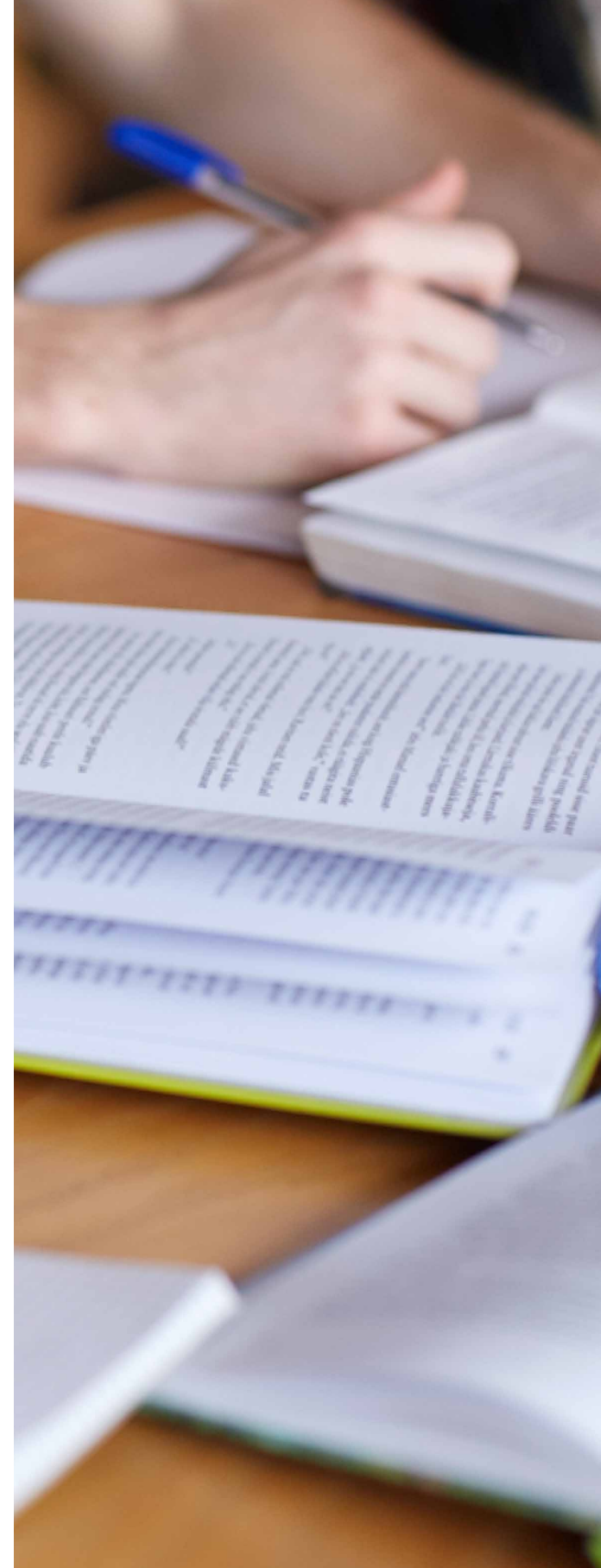
There are strict rules in place for conduct during exams. Possession of unauthorised material in an exam is an offence.

## Possession refers to items:

- in your pockets, clothing or on any part of your person
- on your desk or chair.

## Unauthorised Material

Refers to items not approved for the exam. Candidates are notified in advance by the instructor of the course for the items which are permitted into the exam. These items are also specified on the exam paper. In any case, please note that pencil cases and calculator covers must be placed in the students' personal bags or in the place identified by the invigilators.





Bags, briefcases and coats may be brought into the room but must be left in a place identified by the invigilator. **Possession of mobile phones, or other electronic communication or storage devices (including iPods, MP3/4 players, smart watches, tablets, etc)** is not permitted and mobile phones must be switched off during the exams and placed in personal bags. If a student does not have a personal bag, the mobile phone should be placed somewhere identified by the invigilators. Students found with mobile phones or other electronic communication or storage devices (including iPods, MP3/4 players, smart watches, tablets, etc) will be referred to the Disciplinary Committee. Mobile phones cannot be used as calculators or watches.

### Discipline

Students that have inappropriate behaviour or commit any disciplinary misconduct during the exams will be reported to the Disciplinary Committee.

#### Disciplinary offences are:

- Cheating or attempting to cheat at the exams
- Helping other students to cheat during the exams
- Possession of unauthorised material
- Possession of mobile phones during the exams
- Whilst in the examination room, candidates must not communicate with another candidate in any way. Such action may result in immediate expulsion from the examination room
- If an invigilator suspects a candidate of cheating, they may impound any prohibited material and inform the Disciplinary Committee as soon as possible
- Cheating is an extremely serious offence, and any candidate found by the Disciplinary Committee to have cheated or attempted to cheat in an examination may be deemed to have failed that examination, or be subject to such penalty as the Disciplinary Committee considers appropriate
- Any candidate creating a disturbance in the examination room may be dismissed

### Leaving the examination room

- No candidate may leave the examination room during the first 30 minutes of the examination.
- A candidate wishing to leave the examination room temporarily must seek the prior permission of an invigilator, and will be accompanied by an invigilator throughout the absence.

### At the end of the exams

- Candidates who finish writing and wish to leave the examination room must give their Answer Book to the invigilator and sign the student signature list.
- Care must be taken not to disturb other candidates when entering or leaving the examination room.

### Student Internal Regulations and Rules

Everything related to studies and student issues is analytically set by the University regulations and rules which are posted on the University's Webpage.

### University Webpage

Students are encouraged to visit the University Webpage on a regular basis since it constitutes a main source of information for matters of interest to them.

### Students' Advancement

Each student's year of study is determined by the overall number of ECTS accumulated. In order for students to be eligible for the next academic year, they will have to successfully complete courses which are equivalent to at least 75% of ECTS that correspond to their current year of study.

Since the normal workload for each year is 60 ECTS, a student's year of study is determined based on the table below:

| YEAR OF STUDY | NUMBER OF ECTS |
|---------------|----------------|
| 1o            | 0 – 44         |
| 2o            | 45 – 104       |
| 3o            | 105 – 164      |
| 4o            | 165 – 240      |

### Graduation

In order for a student to graduate it is required to:

- successfully complete all subjects required by their Programme of Study, and
- have at least 50% in their CGPA (that is 5.0 or more).

A student's general performance is recorded on their degree as follows:

|           |                |
|-----------|----------------|
| Excellent | (8.55 – 10.00) |
| Very Good | (6.55 – 8.54)  |
| Good      | (5.00 – 6.54)  |

Graduating students will have to pay a specific graduation fee (€ 55).

### Maximum Duration of Studies

The maximum duration of studies for each student studying on a full time basis is as follows:

- two years for one-year programmes,
- four years for two-year programmes,
- five years for three-year programmes, and
- six years for four-year programmes.

The maximum duration of studies for each student studying on a part time basis is two times longer than students studying on a full time basis.

### Students' Disciplinary Code

#### Law Implementation

Each student is expected to respect and apply the relevant University Law and hence the Regulations, any

decisions and written or oral instructions that result from the Legislation and the Regulations.

### Respect of ethical values

Students are also expected to act responsibly and honestly and to respect ethical values and university ethics in general.

### Disciplinary control

Each student is subject to disciplinary control. The disciplinary control is executed by the Disciplinary Committee which is appointed by the Senate. The relevant procedure is included in the Internal Regulations for Students of Frederick University.

### Offences and/or inappropriate behaviour

Improper and/or inappropriate behaviour which exposes and degrades the reputation of the institution, such as:

- awkward and improper behaviour towards any member of the university community or member of the governing body of the University,
- plagiarism, criminal impersonation, attempted cheating or cheating, aid in cheating in written exams, infringement of copyright, deception, theft,
- the use of or possession of mobile phones or other electronic devices during the examinations,
- unjustified acts which lead to loss, damage or destruction of the University's property,
- the threat of the use of violence,
- the use of violence,
- conviction of a court regarding criminal offenses,
- prevention of activities and in general the prevention of the university's well operation, such as of teaching and research, the disruption of discipline, and other similar actions,
- prevention or impedance of the operation of the authorities' duties or the bodies of the university,
- forgery or falsification of certificates, documents or the cooperation of the commitment of these delinquencies, and
- violation of Laws and Regulations as well as of the relevant decisions or/and directions of the governing bodies.

### Disciplinary penalties

The disciplinary penalties and sanctions which are imposed, depending on the nature and importance of the offence, include the following:

- oral reprimand,
- grading penalties regarding offenses related to examinations or projects,
- written reprimand,
- financial compensation for damage restoration or loss of assets,
- unpaid labour at the University premises,
- suspension of rights or privileges (scholarship cancellation, etc),
- expulsion for a period of up to two semesters,
- suspended expulsion of up to two years, and
- cancellation of University registration.

## ACADEMIC PROBATION

Students with CGPA less than 6.0 are placed under probation. When a student is placed under probation a limit on the maximum semester ECTS load is placed so as to ensure that the student is not assigned a workload that cannot be handled. The maximum ECTS load for students with CGPA less than 5.0 is 20 ECTS and for CGPA between 5.0 and 6.0, 25 ECTS.

Students under probation must consult their academic advisor to discuss the reasons that led to such performance and agree on a plan for addressing the identified shortcomings and problems.

Students with continuous poor performance may be suspended from studies or have their studies terminated.

## ACADEMIC ADVISORS

All students are assigned to an Academic Advisor whose purpose is to monitor their academic performance and intervene where necessary, always in collaboration with the Studies & Student Welfare Service. We advise all students to meet with their Academic Advisors on a regular basis. For this reason the Studies and Student Welfare Service implements, twice in each semester, the Consultation Weeks during which all students must meet with their Academic Advisors and discuss their academic progress and concerns.

Students can meet with their Academic Advisor throughout the semester as needed and not only during Consultation Weeks. The name and office hours of a student's Academic Advisor can be found on Frederick University Extranet.

## PEER TUTORING CENTRE

The Peer Tutoring Centre is a place where students who need help, especially in introductory-level courses (i.e. Math, Physics etc), can visit and receive tutoring services and academic assistance by other University students (Peer Tutors).

Peer Tutors are students that are employed by the University and who have excelled in the course they tutor. Their goal is to assist students with the course content and to help them develop strong academic habits.

Students who are interested in becoming Peer Tutors can do so by responding to the call for job position openings that are posted on the website at the beginning of each academic semester. Among the eligibility criteria for Peer Tutors are the students' CGPA and academic performance in the courses they will tutor. Every semester the Peer Tutoring Centre's Timetable is posted on the University's website and includes the courses offered, the days and times that the Centre operates, as well as the names of the tutors.

Types of Tutoring Services:

- One-to-one – Tutees can visit the Centre any time during working hours (drop-in) or after an appointment.
- Group Review Sessions in the form of workshops, which are scheduled before midterms and exams.
- Online Sessions

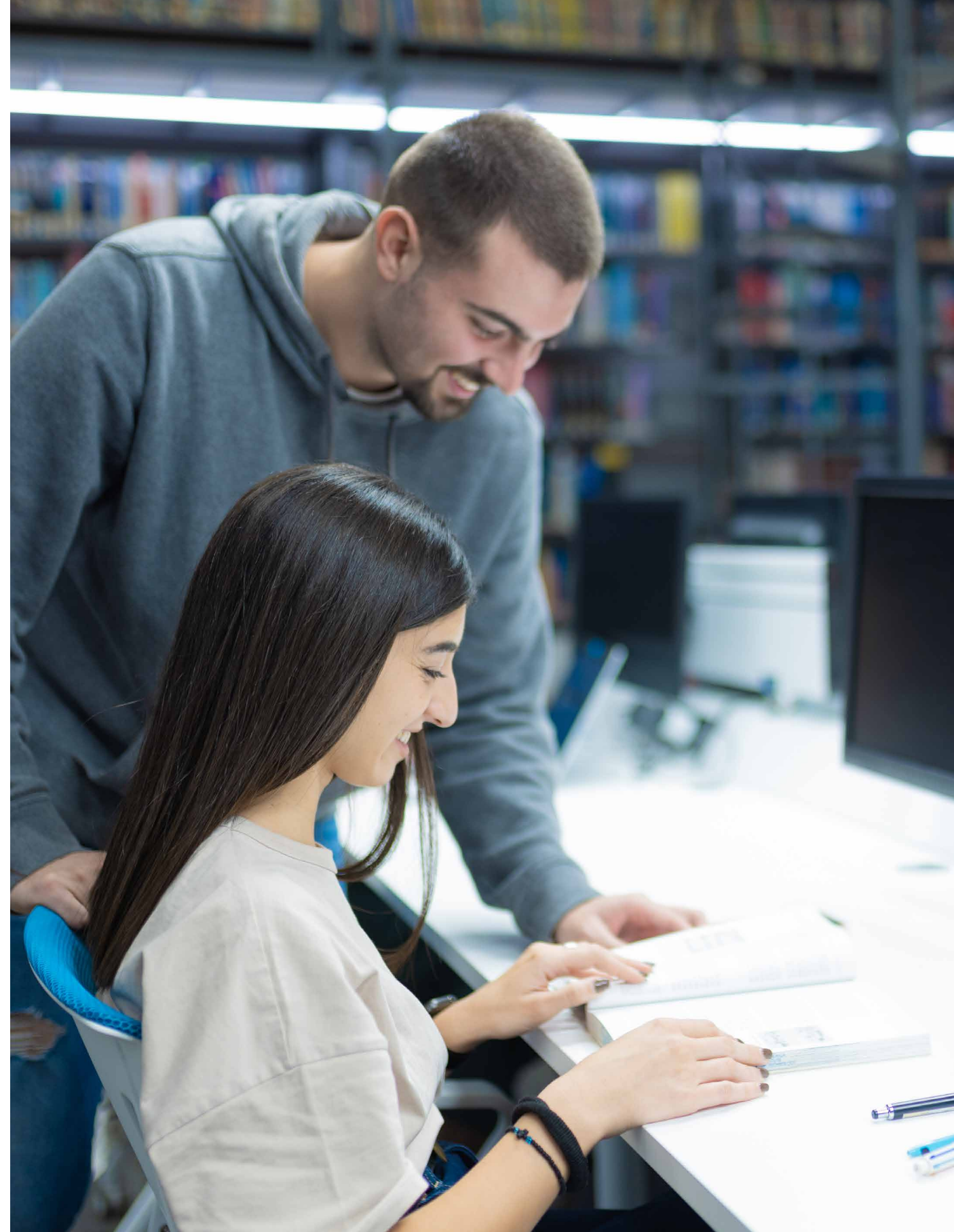
It is highlighted that tutoring services do not substitute lectures or the help that faculty members can provide to students, but simply offer another type of academic assistance in addition to the above.

## STUDENT ADVOCATE

The University, in its effort to ensure that all students are able to pursue and fulfil their academic goals, has been implementing the Student Advocate Office. This is an innovative scheme that allows for students to voice any complaints they may have with administrative or academic processes at Frederick University and ensure their speedy investigation.

Furthermore the Student Advocate is responsible for:

- listening to the students' concerns.
- assisting students in realising their rights as well as their obligations, and helping them evaluate possible alternatives.
- supporting students towards the successful completion of their academic goals.
- providing answers to students' questions and assisting them in finding solutions to any issues that may interfere with their academic performance.
- referring students to the appropriate university and community resources, agencies, and individuals.
- investigating students' complaints and concerns and serving as a liaison between students and the appropriate administrative service or Academic Department. At the same time, the Student Advocate proposes alternative solutions for a win-win resolution of the students' complaint.
- assisting in the evaluation and improvement of current student related services and procedures.
- providing students with the necessary resources and support in order to achieve their academic goals.
- working closely with students who exhibit low academic performance in order to determine the difficulties they are facing. At the same time the Student Advocate serves as the liaison between the student and academic and administrative support services in order to improve the student's academic performance.



# STUDENT WELFARE

## Accommodation

The SSWS (Studies and Student Welfare Service) keeps a database and prepares a list of available houses/ apartments/ rooms for rent, which is provided to interested students during registration week. The list is constantly updated.

## Scholarships – Awards

Students Frederick University's policy is to reward students based on academic excellence. For the academic year 2022 - 2023, scholarships based on students' performance will apply as follows:

### Studies during the Fall Semester 2022

The overall performance at the University until the Spring Semester 2022 is taken into consideration (CGPA SP22) and is estimated on the tuition fees of the Fall Semester 2022 (Fall 22).

### Studies during the Spring Semester 2023

The overall performance at the University until the Fall Semester 2022 is taken into consideration (CGPA F22) and is estimated on the tuition fees of the Spring Semester 2023 (Spring 23)

| GRADE(CGPA) | SCHOLARSHIP MERIT (FOR THE SEMESTER) PERCENTAGE |
|-------------|---|
| 10.00       | 50%   |
| 9.75 – 9.99 | 25%   |
| 9.00 – 9.74 | 10%   |
| 8.50 – 8.99 | 7.5%  |
| 8.00 – 8.49 | 5%  |

## Eligible students

- All full time undergraduate students, who have completed at least 20 ECTS at the University and registered during the previous semester.
- All part time undergraduate students, who have completed at least 20 ECTS at the University and were registered during the previous semester for at least 10 ECTS. In the event that students register for more ECTS during the semester they are awarded the scholarship, they are entitled to a scholarship that corresponds to the number of ECTS registered for the previous semester.

## Student Grants

Students of the university are entitled to apply for government grants which can reach up to €3,420 based on socio-economic criteria.

## Scholarships during academic studies - Postgraduate

Students, Qualification Level: Master  
For the academic year 2022-23, scholarships, based on students' performance, will apply as follows:

### Studies during the Fall Semester 2022

The overall performance at the University until the Spring Semester 2022 (CGPA SP22) is taken into consideration and is estimated on the tuition fees of the Fall Semester 2022 (Fall 22).

### Studies during the Spring Semester 2023

The overall performance at the University until the Fall Semester 2022 (CGPA F22) is taken into consideration and is estimated on the tuition fees of the Spring Semester 2023 (SP23).

| GRADE(CGPA)  | SCHOLARSHIP MERIT (FOR THE SEMESTER) PERCENTAGE |
|--------------|---|
| 9.75 – 10.00 | 25%   |
| 9.00 – 9.74  | 10%   |

## Eligible students

All the Master level postgraduate students (conventional programmes) who have completed at least 15 ECTS at the University and were registered for the previous semester. If students register for more ECTS during the semester they are awarded the scholarship, they are entitled to a scholarship that corresponds to the number of ECTS they registered for the previous semester.

It is noted that, reductions on tuitions fees which are based on students' performance, for both undergraduate and postgraduate master level students, are not made in cash, but deducted from the tuition fees of the following semester. Therefore, students having completed their studies cannot expect reductions in their last semester tuition fees.

Students who complete their undergraduate studies and continue their studies at a postgraduate level of University are exempted. The postgraduate Master scheme applies from the first semester.



### Other scholarships/Awards

Organisations/individuals offer scholarships/monetary awards to Frederick University students based on academic, financial or other criteria and organisations/individuals offer monetary awards to graduate students based on their academic performance. The cheques are given to the beneficiaries during the graduation ceremony. Relevant information regarding scholarships and awards is announced on the SSWS boards.

Scholarships cannot be combined among themselves or with any other scholarships granted by Frederick University. Students will receive the highest scholarship/fee reduction to which they are entitled.

### Students Employment

Students may be employed by the University. Employment lasts for a predetermined amount of time based on the agreement on the period that the student is expected to be employed. If the employment lasts longer, the agreement will be renewed for the required time and end upon completion of work.

### Employment Procedure

Job positions and all relevant information are posted on the University's announcement boards. All applicants express their interest to the Director of Administration and Finance, who employs the most suitable applicant at their discretion.

### Work Load

The work load that a student may take up is 20 hours per week. The students' working hours are the same as that of the administrative staff, or as otherwise indicated.

### CAREERS OFFICE

**Contact Details:**  
careersoffice@frederick.ac.cy

### Professional Career, Connectivity and Employment

The Careers and Connectivity Office of the University is responsible for:

- providing Career Guidance through personal meetings on practical educational and training matters (assistance in composing a curriculum vitae, advice on job hunting in Cyprus and abroad, scholarships on continuing education etc.)
- keeping a database with students' and graduates' curricula vitae
- keeping a database with current job, training and continuing education opportunities in Cyprus and abroad
- organising workshops on professional skills development (Europass CV Workshop, Interview Skills, Job Hunting, Career Planning etc.) and issuing all relevant information
- informing students and graduates about internships
- expanding the network of cooperating businesses and organisations in Cyprus



### COUNSELLING CENTRE

**Contact Details:**  
*Nicosia Campus: Sandi Antoniou, Social Worker,*  
tel. 22394394, ext. 43136, ad.ks@frederick.ac.cy

*Limassol Campus: Yiouli Chantzaki, Social Worker,*  
tel. 25730975, ext.49122, ad.cg@frederick.ac.cy

The Counselling Centre's primary purpose is to empower students so that they are able to perform productively both in academic tasks and in their personal lives. The Centre's staff consists of two registered professional social workers and a professional psychologist.

### When should I visit the Counselling Centre?

It would be especially helpful that you visit the Counselling Centre if you are feeling or experiencing any of the following:

- Learning difficulties or disabilities
- Academic concerns ( lack of study or time management skills)
- Need for personal growth
- Feelings of sadness or loneliness
- Issues with sleep or eating habits
- Issues with interpersonal relationships
- Loss and grieving
- Family difficulties
- Abuse
- Low self-confidence
- Self-destructive behaviours
- Health issues

### Provided services include:

- Support and accommodations to Students with Special Needs
- Short-term counselling
- Individual and Group Psychotherapy
- Workshops for building or enhancing social and academic skills
- Crisis Intervention
- Mentoring student clubs and societies

- Organisation and implementation of campaigns and other activities that aim to raise awareness of students and the wider community on social issues.

### Students with Learning Difficulties and Disabilities

Frederick University is committed to establishing an academic environment that grants everybody an equal access to education. The Counselling Centre, is responsible for providing support for individuals with learning difficulties or disabilities and has developed clear policies in order to safeguard an inclusive environment for all students with disabilities. The Centre's primary role is to determine eligibility and to provide reasonable academic accommodations for students with disabilities in line with the Education and Training of Children with Special Needs Law 1999 and subsequent Regulations.

It is important that you inform the University, as early as possible, of any disabilities or learning difficulties and contact the Counselling Centre in order to determine the type of academic accommodations available to you.

### Eligible Students for Academic Accommodations by the Counselling Centre

- Learning difficulties (ADHD, Dyslexia etc)
- Hearing impairment
- Visual impairments
- Emotional disturbance
- Physical impairment
- Other health issues that may impede academic performance

## STUDENT CLUBS

"Clubs Day" is an annual event organised by the University, where students have the opportunity to learn about the activities of various clubs, show their interest for particular clubs or even suggest the creation of new ones. Staff of the Counseling Centre provides guidance for the creation and operation of the students clubs. Prerequisite for the creation of a student club is the submission of an article and memorandum of association to the Studies Office, and the approval of the objectives and activities of the clubs.

Certificates of participation in student clubs  
Certificates of participating in clubs are awarded to those students who actively participated in student clubs during their studies. Such certificates can enhance a person's image in the job market or when applying for postgraduate studies.

## SPORTS OFFICE

Contact details:

*Nicosia: George Georgiou*  
tel.: 22 394394, ext.41263, ad.gg@frederick.ac.cy

*Limassol: Stella Demetriou*  
tel.: 25 730975, ext.49108, ad.sd@frederick.ac.cy

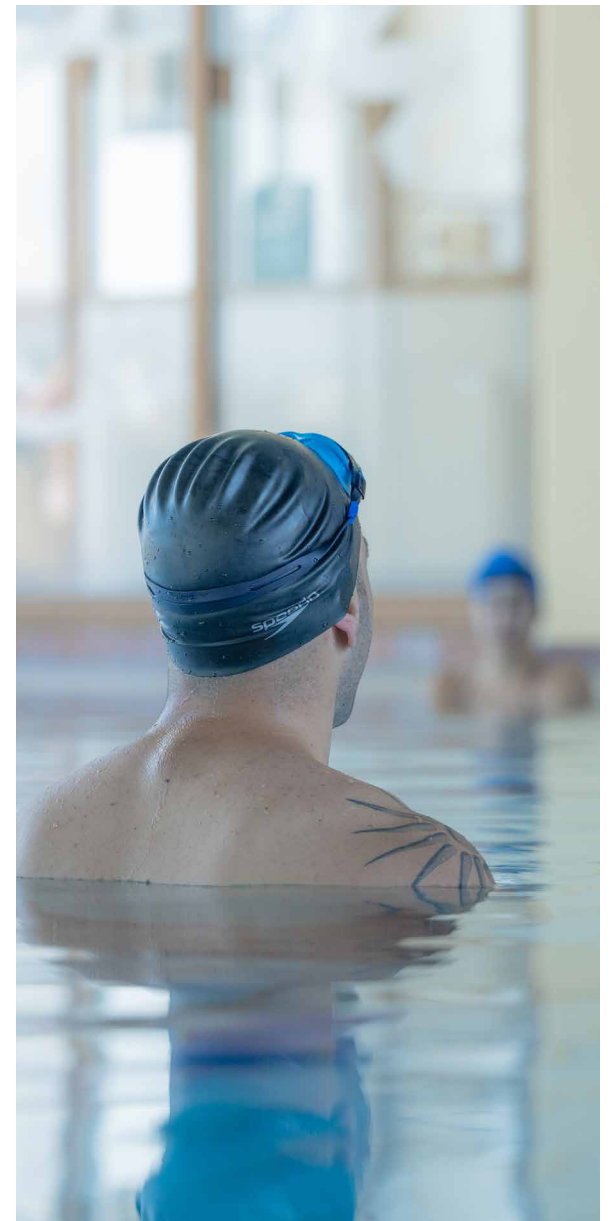
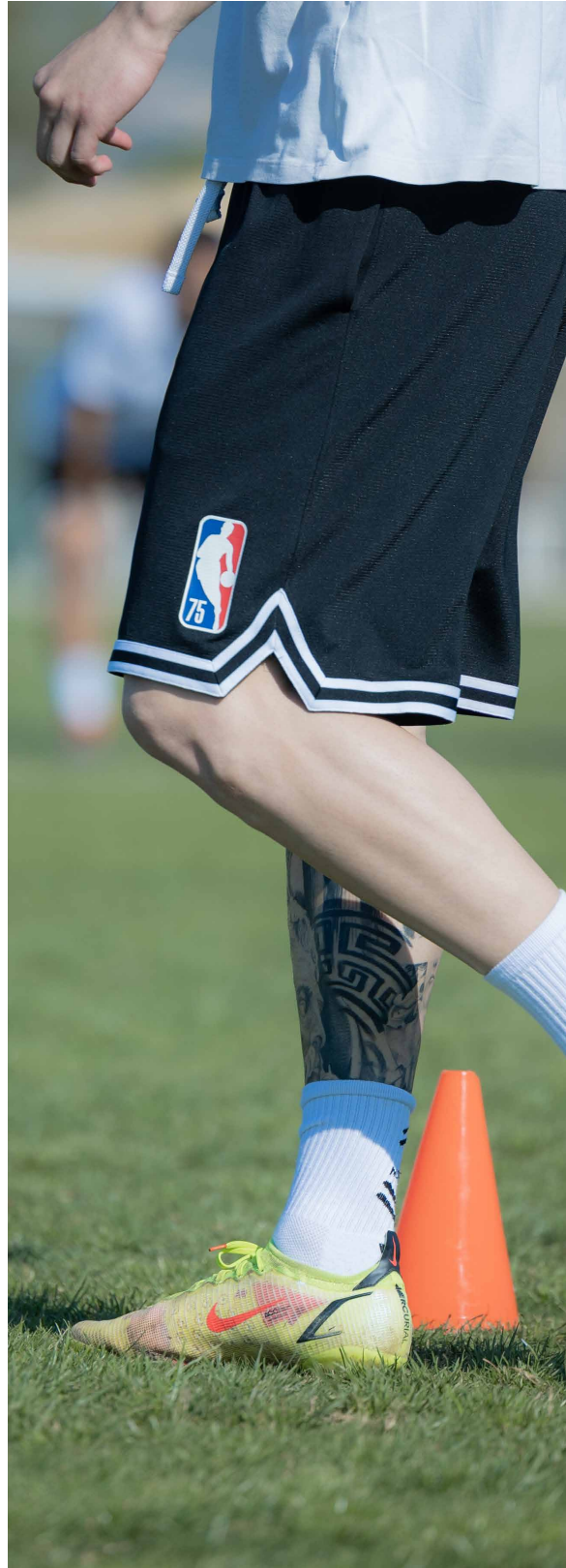
The Sports Office is responsible for all sports at Frederick. The Office organises, directs and supervises the university teams which participate in the CUSF (Cyprus University Sports Federation) tournaments, and organizes sports activities (clubs) which students choose to participate. In addition, the Sports Office is responsible for the University's participation in the national parades of 25 March and 28 October.

### Internal Championship Teams (CUSF)

Football, Futsal, Basketball, Volleyball, Handball, Long Distance Running, Badminton, Track and Field, Judo, Tae Kwo Do, Sambo, Beach Volley, Tennis.

### Student Sports Clubs

Student Sports Clubs give students the opportunity to participate in sports. Students can socialise without competing and be trained under the supervision and instruction of professional instructors aiming at their entertainment and health.



**MOBILITY OFFICE**

Contact Details: *Varnavas Mytilineos*  
tel. 22 3943334, ext. 43134, *ad.mv@frederick.ac.cy*

Responsible for:

- the facilitation of the student, graduate and staff mobility mainly through different European Programmes;
- the organisation of various activities for the promotion of the mobility abroad and informing the students, future graduates and staff members about all the opportunities related to the mobility programmes;
- the preparation and the establishment of bilateral agreements with European and non-European universities and organisations;
- providing support to all the incoming and outgoing students, graduates and staff members before, during and after their mobility.

Frederick University was awarded the Erasmus Charter for Higher Education for the whole period of the Erasmus+ Programme (2014-2020).

**Erasmus+** is the new European Programme for Education Training, Youth and Sports. This new Programme, which started operation on 1 January 2014, replaced the previous Lifelong Learning Programme, the Youth in Action and other international programmes, such as Erasmus Mundus and Tempus. Erasmus+ will continue to support activities in all fields of Lifelong Learning as well as Youth and Sport activities.

All the undergraduate and postgraduate students of Frederick University can participate in the Erasmus+ Program:

- i) to study abroad in one of the Partner Institutions for one semester or one academic year or/and;
- ii) to be trained abroad from 2 up to 12 months

All the recent graduates can gain their first experience abroad, provided that they submit their participation form during the last year of their studies. The recent graduates can participate from 2 up to 12 months.

In addition, all the Erasmus+ student participants, have the opportunity to assess their skills in the foreign language(s) they will use to study, work or volunteer abroad and to follow an online language course to improve their competence, free of charge.

All the students may participate in mobility periods totalling up to 12 months maximum per each cycle of study, regardless of the number and type of the mobility activities.

The countries participating in the Erasmus+ Programme

are the 28 member states of the European Union, Norway, Iceland, Liechtenstein, Turkey and FYROM. The student mobility for studying purposes is based on the mutual recognition of the programmes of study from the sending and hosting Institutions. This is achieved through the implementation of the European Credit Transfer System (ECTS), which is based on the transparency of the information and methodology and the mutual recognition of the programmes of study.

All the approved-for-participation students and graduates, receive a grant from the Erasmus+ Programme for living and traveling expenses.

The requirements for participation in the Erasmus+ Programme are:

- All the students who are interested in participating in the Erasmus+ Programme, must express their interest for participation to the Mobility Office of Frederick University by the deadlines published during the info days and posted on the Frederick University and Mobility Office website. For more specific questions regarding the courses, the students can contact their Departmental Erasmus Coordinator, as indicated below:

- The courses attended at the Host Institution, will be transferred back to the students transcript of records of Frederick University and the grade will be shown as Pass or Fail; therefore the GPA of the student will not change;
- All the students can study abroad from the 2nd year of their studies;
- All the students should have successfully completed the first year of their Bachelor degree or the first semester of their Master degree;
- All the students must have a balanced tuition account at Frederick University;
- The students should be registered in a formal programme of study at Frederick University leading to a Bachelor or Master or Doctorate Degree;- The Erasmus Committee will give priority to the students with the highest CGPA, to the students who have a good command of a foreign language spoken at the Host Institution and to the students who have an excellent behaviour. Frederick University gives a high priority to the Erasmus+ Programme, since the training of its students and recent graduates abroad, gives them the unique opportunity to expand their knowledge in their field of study, improve their skills, learn new languages and cultures, develop cultural awareness and open-mindedness and boost their future employability.

**DEPARTMENTS****DEPARTMENTAL ERASMUS COORDINATOR****School of Engineering**

Electrical Engineering

Dr Alexis Polycarpou / *eng.pa@frederick.ac.cy*

Mechanical Engineering

Dr Paris Fokaides / *eng.fp@frederick.ac.cy*

Civil Engineering

Dr Petros Christou / *eng.cp@frederick.ac.cy*

Computer Engineering and Science

Dr Christos Markides / *c.markides@frederick.ac.cy*

Architecture

Dr Byron Ioannou / *art.ib@frederick.ac.cy*

**School of Business and Law**

Business, Accounting & Finance

Dr Petroula Mavrikiou / *bus.mp@frederick.ac.cy*

Maritime Studies

Dr Maria Nicolaou Avtzaki / *bus.am@frederick.ac.cy*

Law

Dr Costas Kouroupis / *law.ck@frederick.ac.cy*

**School of Health Sciences**

Nursing

Dr Despoina Sapountzi / *hsc.sd@frederick.ac.cy*

Pharmacy

Dr Charis Triantis / *hsc.tc@frederick.ac.cy*

**School of Arts, Communication and Cultural Studies**

Department of Arts & Communication

Prof Costas Mantzalos / *c.mantzalos@frederick.ac.cy*

**School of Education and Social Sciences**

Education

Dr Maria Vassiliadou / *pre.vm@frederick.ac.cy*

Social Work

Dr Stavros Parlalis / *soc.ps@frederick.ac.cy*

Psychology

Dr Louiza Ioannidou / *soc.li@frederick.ac.cy*

## COMPUTER AND INFORMATION SYSTEMS SERVICES

### Service Director:

Stephanos Tsorakis, [s.tsorakis@frederick.ac.cy](mailto:s.tsorakis@frederick.ac.cy)

*Nicosia: CSD Office, 3rd floor, Main Building*

*Limassol: Computer Labs Office, 2nd floor*

*Email address: [support@frederick.ac.cy](mailto:support@frederick.ac.cy)*

Studies at Frederick University are supported by highly sophisticated computing and information systems services. The use of these services is an essential element in our University, and it is important that each student be well informed about these services.

### Electronic Account

Having an account is considered a key element to using electronic services at the University. The account is automatically created within a day of a student's registration at the University along with the issue of the student registration number. During the orientation day students are given a username as well as a temporary password. It is important that students must remember their username and password so that they have access to all services. The password must remain secret under any circumstances. Students who are absent on the orientation day, can be informed of their password by the Computing and Information Systems Service.

### Computer Use

It is required that users enter their passwords in order to use any computer of the University. This also applies to classes held in computer labs. With the use of the password, students have the opportunity to use all the software of the University. Moreover, besides teaching, computer labs can be used for Internet access, electronic libraries access as well as the preparation of students' work. The University provides a storage server, giving students the opportunity to store their data and have the ability to access them in any other computer.

### Email

By the time an electronic account is created students automatically have an email account which is accessible from both the campus network and outside the university. Checking emails is important since several times many announcements on various issues related to studies are sent.

### Printing Services

Students can use the University printers to print their projects/assignments or any other material. Compatible printers (A4 black and white) are available in the computer labs, while more specialised ones (plotters, A1, A3, color, photo-quality) are available in the offices of

the Computing and Information Systems Service. Each student's account is automatically charged, while the accounts can be credited to the cash desk or the info kiosks. Through the same service, students can make photocopies and scanning.

### Use of the Library Electronic Services

Accessing the University's Library Catalogue is possible both within and outside the University's network (<http://www.frederick.ac.cy/library-services>). Through the catalogue (OPAC), students can be informed about books' availability and return due dates. The library also provides access to electronic databases, such as Springer, ProQuest, Cambridge Journals etc. These databases provide access to the content of thousands of scientific journals and form an important study and research tool. Access to these databases is automatic within the University premises. However, access outside the University premises is accomplished after applying to the Information System Service for issuing a personal code number.

### Access to the wireless network

A wireless network with internet connection operates in all the premises of the University both in Nicosia and Limassol. The University students can connect to the wireless network through their portable personal computers or mobile phones with wireless connection functions. (eg. iPhone, Android)

### Access to the University student network

Students can access the university student network (<http://extranet.frederick.ac.cy>) using their password. On this website, students can find useful information about their timetable, messages from their instructors, exams timetables, grades and their academic progress.

### Access to the electronic learning platform (e-learning)

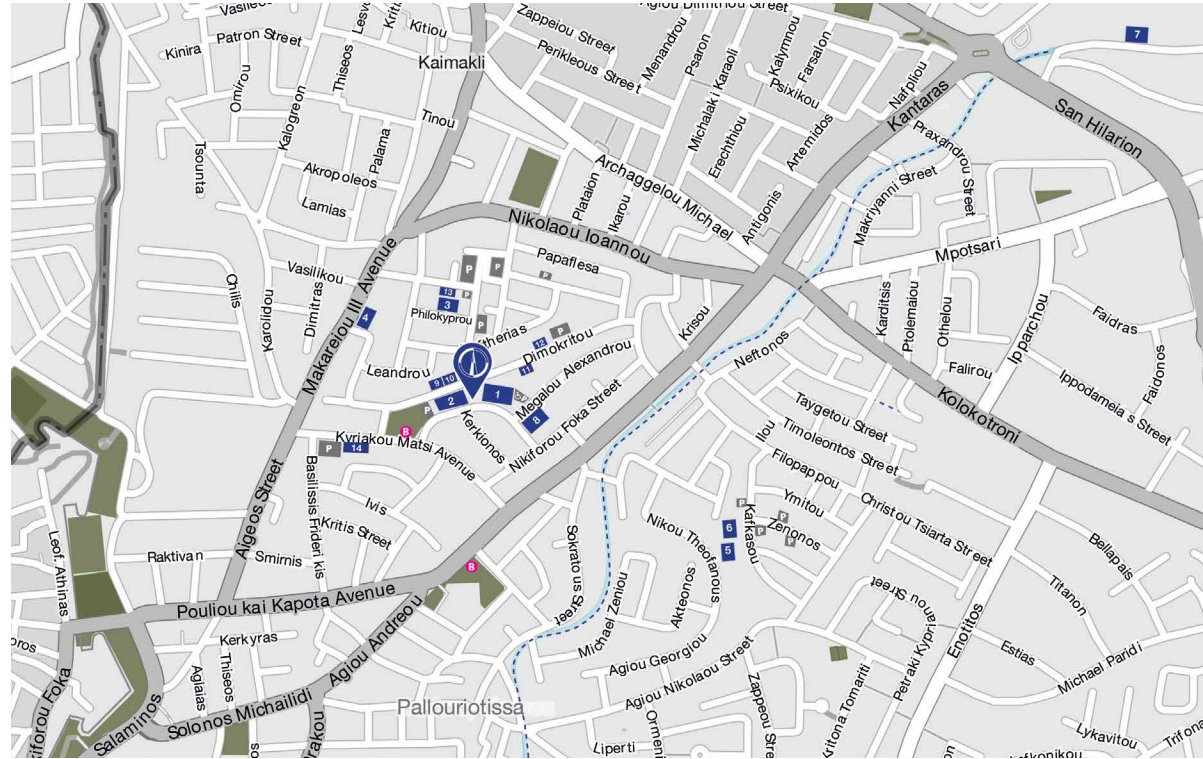
The operating electronic learning platform at Frederick University is <https://learn.frederick.ac.cy/>. Through the platform, students can find class notes, submit assignments and access important information regarding their courses. The platform provides the ability for synchronous and asynchronous communication (forums, chat messaging) with instructors and fellowstudents thus making it very helpful in learning. Almost all courses are supported by the electronic learning platform which is a basic tool in the educational process for all students.

### Use of electronic information centres

Electronic information centres – info kiosks are operated in the various University buildings. These centres provide information on class changes, timetables, passwords, electronic system credit account etc. The student identity card is required for the use of info kiosks.



## Nicosia Campus

**1. MAIN BUILDING**

CLASSROOMS  
LABS  
SEMINAR ROOMS  
SERVICES

**2. NEW BUILDING**

SEMINAR ROOMS  
CAFETERIA  
OFFICES

**3. LIBRARY BUILDING**

LIBRARY  
LABS  
CAFETERIA  
OFFICES

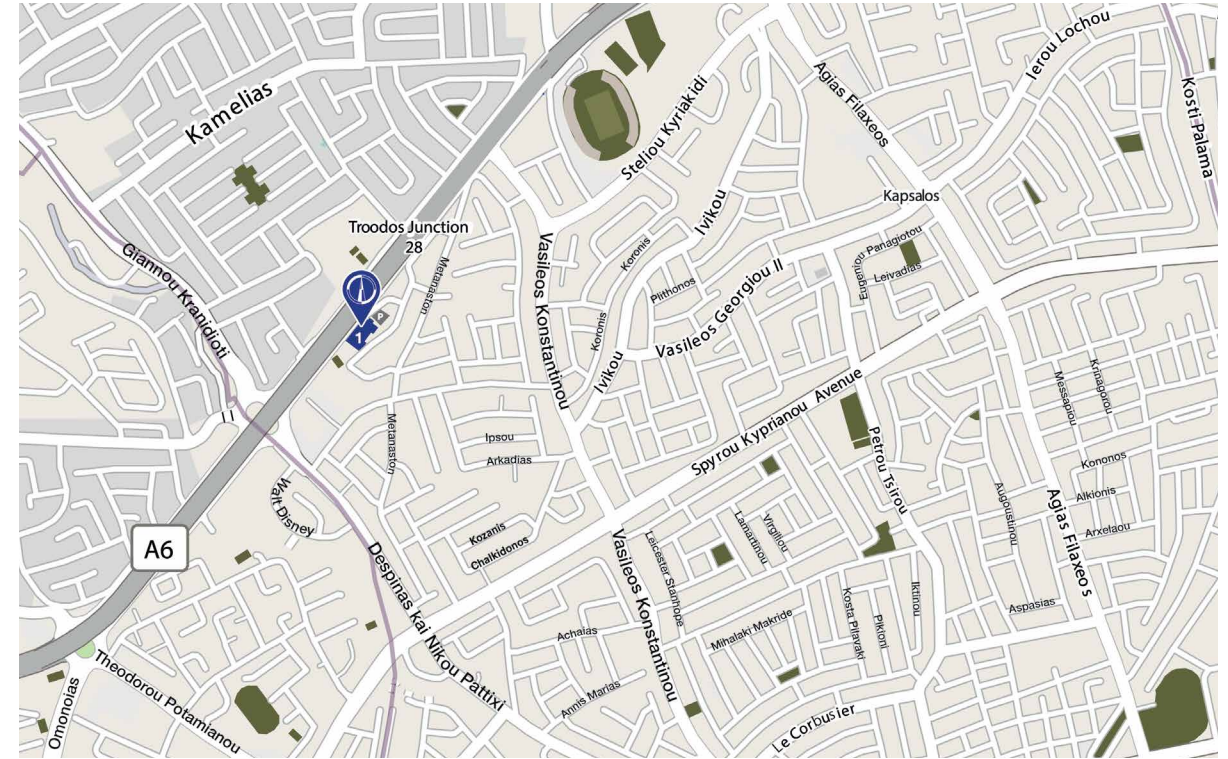
**4. AUTOMOTIVE ENGINEERING LABORATORY****5. STATHMOS - EXHIBITION SPACE****6. ARCHITECTURE DEPARTMENT**

CLASSROOMS  
LABS  
STUDIOS  
PRODUCTION LABORATORY

**7. SCHOOL OF ENGINEERING LABORATORIES****8-14. STUDENT WELFARE AND FACULTY OFFICES**

P = PARKING  
B = BUS STOP

## Limassol Campus

**1. MAIN BUILDING**

CLASSROOMS  
LABS  
SEMINAR ROOMS  
SERVICES  
LIBRARY  
FACULTY OFFICES  
CAFETERIA