
Useful Information for Distance Learning 2026-2027



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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 to contribute towards the development of an academic environment that promotes learning, academic success, and socialisation of 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 want to assure you that our team, along with all the other services at Frederick, is here to support you throughout your academic journey with us. Good luck with your studies at Frederick!

Andrea Athanasiou
Director, Studies and Student Welfare Service

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Academic Calendar

2026-2027

	FALL SEMESTER	SPRING SEMESTER
Orientation Week for New Students (Week 0)	25 September - 2 October	8 - 12 February
Course Registration Week for Continuing Students (Week 0)		
Classes Begin	5 October	15 February
Deadline for adding a course / Change of Program of Study	19 October	1 March
Deadline for dropping a course	26 October	8 March
Deadline for course withdrawal	9 November	22 March
Vacation Periods (Christmas-Easter)	24 December - 6 January	26 April - 9 May
End of classes	15 January	28 May
Final Exams	18 - 30 January	31 May - 12 June
Public Holidays	1 October: Cyprus Independence Day 28 October: Greek OXI Day 6 January: Epiphany Day	23 February: Green Monday 25 March: Greek National Day 1 April: Cyprus National Day 1 May: Labour Day / Holy Saturday 2 May: Easter Sunday 3 May: Easter Monday 21 June: Orthodox Whit Monday
Graduation Ceremonies	Take place for the entire academic year after the end of the spring semester	



Distance Learning at Frederick University

Mission, Mode of Operation, Pedagogical Framework, and Assessment Methods

Mission
The mission of distance learning is to provide undergraduate and postgraduate education to all individuals who, for any reason, are unable to attend a traditional, classroom-based Program. As a distance learning student, you have the autonomy to choose the place and time of your studies. You are also given the opportunity to study in a more flexible environment, alongside your work or other personal and professional commitments. Distance learning is delivered exclusively online through the use of carefully selected digital technologies. Frederick University enables everyone to have open access to knowledge and high-quality learning through modern learning environments and the use of new technologies.
Mode of Operation
Frederick University's distance learning Programs do not require physical attendance. This means that you can study from the location of your choice, at the time and pace that best suit your needs. Course content is delivered electronically, primarily through the Learning Management System (LMS). The LMS is a key tool for your distance studies, and you will receive the necessary guidance and support to ensure its effective use. Further information is provided below regarding the pedagogical framework underpinning distance learning at Frederick University, including teaching and assessment methods, the Learning Management System (LMS) and the technological tools employed, as well as other essential information related to your studies.

Timelines and Scheduled Activities
As a distance learning student, you are responsible for keeping informed about all key dates related to your studies, such as: semester start and end dates, semester registration periods, course registration, course withdrawal, and/or course add-drop periods, etc. These dates are published in the Distance Learning Academic Calendar on the University's website. Regular access to the LMS platform is essential in order to stay informed in a timely manner about scheduled activities, such as: online lectures organised by course instructors (including information on dates and/or access to recorded sessions), assignment submissions and deadlines, final written examination dates, other important academic or educational activities. Note: If you are unable to complete an assignment or other activity within the specified timeframe, you must inform the course instructor at least one (1) week prior to the deadline and request a possible extension. No extension will be granted without prior approval.
Communication with Academic Staff and Fellow Students
Regular communication with the course instructor, the Program Coordinator, and fellow students, is particularly important for facilitating learning and ensuring effective participation in distance learning Programs. Communication with academic staff may include requests for clarification, guidance, responding to queries, discussion of course selection, or other matters related to the courses. Equally important is communication with fellow students, as it contributes to the exchange of views

and information, reduces stress, and enhances understanding of course content and assignments. Such communication may take place via the LMS platform (forums) and email.

Pedagogical Framework

The pedagogical framework governing the design, development, and implementation of distance learning Programs/courses was established following the resolution of the following key issues:

- the location of prospective students (local and/or European and/or international students),
- contemporary international trends and research developments related to the design and delivery of distance learning Programs, and
- the requirements of the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA) and the Cyprus Council for the Recognition of Higher Education Qualifications (KYSATS) regarding the accreditation of distance education Programs and the recognition of degrees awarded through such Programs.

Pillars of the Pedagogical Framework

The pedagogical framework consists of the following three pillars:

1) Guided Online Learning and Educational Material (checklists, compulsory and optional bibliography/content, and digital/multimedia material)

2) Dynamic Online Interaction (weekly learning activities – communication)

3) Assessment (final, formative/continuous, and self-assessment)

Guided Learning & Educational Material

The aim of guided learning activities is to introduce and explain the core concepts of each course. These activities are designed to engage students in the study, reading, viewing, or listening of static and interactive digital content.

This content includes e-books, textbooks, book chapters, journal articles, interactive digital multimedia material, open access educational resources (OERs), videos, podcasts, lecture notes, and materials drawn from a variety of sources.

Compulsory reading material is available through the online platform (provided that copyright requirements are respected). Where the purchase or borrowing of books by students is required, this is done sparingly.

Digital and multimedia material also includes recordings of online meetings and lectures conducted via the LMS and/or other educational videos prepared by the academic staff of the course. In addition, digital/ multimedia interactive material includes various forms of presentations (simple, annotated, narrative presentations), video lectures, interactive presentations and videos, audio files, simulations, virtual learning environments, interactive educational games, problem-solving scenarios, and other multimedia resources (e.g. tutorials). Course content is rich and up-to-date, as it is continuously monitored and reviewed by its developers.

Guided learning content is divided into compulsory materials, which must be studied by students, and supplementary/optional materials, which may be studied voluntarily by students wishing to further deepen their understanding of the course topics. Supplementary bibliography includes a collection of additional references intended for further study, which are not examined in the course assessment.

Students are also expected to engage independently in further study activities. These activities require the study of additional publications within the field, going beyond the core content included in guided learning activities. This may include journal articles or foundational texts, online videos or podcasts by leading experts in the field, and other resources identified by students from the wide range of available online materials.

Accordingly, courses are carefully designed to encourage and promote independent study and autonomous learning.

Dynamic Online Interaction Collaboration and Communication

Weekly dynamic online interaction activities engage students in online discussions and collaborative learning through the use of a variety of digital tools. However, not all such activities contribute directly to assessment.

Online interaction activities are designed to provide students with opportunities to discuss, interact, exchange ideas, engage in critical reflection, and evaluate their understanding of the key concepts presented during a course. They also promote collaboration in the development of learning materials and assignments.

Within this context, synchronous online meetings (video and audio sessions) are organised by instructors. These meetings aim to support the delivery and explanation of course content, while also facilitating discussion and interaction between students and instructors. In addition, videoconferencing sessions may include group activities and discussions, problem-based learning scenarios, role-playing exercises, and similar collaborative learning activities. On average, these sessions last approximately two hours and are held four to five times per semester.

More broadly, activities that foster dynamic online interaction, communication, and collaboration include discussion forums on course-related topics (e.g. personal reflections, case-study discussions, and critical reviews of research articles), group simulation activities, interactive problem-solving scenarios, the use of online collaborative workspaces, the co-creation of content through collaborative writing, and the use of blogs and microblogs (e.g. X) for discussion, argumentation, critique, commentary, and feedback.

These activities enable students to build and actively participate in online learning communities.

Assessment Methods

The assessment methods used to evaluate student performance in each course, as well as the weighting assigned to the various assessment components for the calculation of the final grade, are specified in the course outline, which is uploaded by the course instructor to the LMS during the orientation week (Week 0).

Each course incorporates the following three forms of assessment:

- Final Assessment
- Formative / Continuous Assessment
- Self-Assessment

Final Assessment

Final assessment is mandatory for all distance learning courses and carries a weighting of at least 50%. The final examination constitutes an integral part of the overall assessment of student performance in each course.

Preparation for the final examination takes place during the final weeks of the semester, primarily through online revision sessions, supplemented by revision notes (revision handouts).

Formative/Continuous Assessmen

Formative/continuous assessment may employ a variety of methods to collect, interpret, and make use of evidence regarding each student’s progress and performance.

Assessment methods may include assignments, quizzes, midterm examinations, research reports, simulations, problem-solving learning scenarios, virtual environments, interactive educational games, case studies, role-playing activities, online presentations, wiki development, e-portfolios, participation in discussion forums, and other forms of engagement within the Learning Management System (LMS).

The type and weighting of formative/continuous assessment are specified in the course outline.

Self-Assessment

Self-assessment is not intended for grading purposes. Rather, its objective is to help students identify and enhance their level of knowledge and skills.

Self-assessment is achieved through a variety of weekly learning activities, including online quizzes, multiple-choice exercises, short written reflections, reflective journals, and checklists provided to students upon completion of each unit or chapter.

Finally, students’ engagement in deeper learning and independent study is also reflected in the assessment methods described above.

NEW STUDENTS

Getting Started With Your Studies

New Students

Getting Started With Your Studies

Technological Requirements for Distance Learning Studies

Studying in a distance learning Program does not require advanced technical expertise. However, basic computer literacy and access to the following are essential:

A computer with internet access
A broadband internet connection (fixed or mobile)
Speakers and a microphone
A webcam for participation in synchronous online sessions
Basic digital skills (e.g. use of Microsoft Office or equivalent applications, file management, and web browsing)

Meeting the above requirements will ensure active participation in the learning process and enable you to make full use of the digital tools and resources available throughout your studies.

Completing Your University Registration

Your offer of admission to the Program of Study for which you have applied is conditional upon completion of the enrolment process. To complete your enrolment in the Program, you must accept the offer and sign the Admission Form, which will be provided to you by the University's Admissions Officer.

Verification of Academic Documents

The verification of admission-related academic documents (degree, postgraduate qualification, transcript of records) is a fundamental requirement for the completion of the University enrolment process.

Academic documents submitted for admission are considered verified only when they are sent directly by the awarding institution (at undergraduate and/or postgraduate levels) to Frederick University, either by email and/or by post.

The verification of your academic qualifications must be completed by the end of the first semester of studies.

Students from Greece are required to verify the authenticity of the academic qualifications on the basis of which they were admitted. This verification must be completed through certification by Citizen Service Centres (KEP), together with the submission of a sworn declaration under Law 105.

Obtaining Personal Credentials (username and password)

Personal login credentials (username & password) provide each Frederick University student with secure and personalised access to all University electronic services, including:

- Webmail (email service)
- Student Extranet portal
- Electronic Library
- Learning Management System (LMS)

Account Activation Procedure

Upon completion of enrolment, the Computer Services Department sends a text message (SMS) to the student's mobile phone containing the personal username.

The creation of the password and activation of the account are carried out exclusively by the student, following the steps provided on the University website:

<https://login.frederick.ac.cy/passwordreset/>

Important Notes:

- Personal credentials are strictly confidential and must not be shared with third parties.
- If you do not receive your username via SMS in a timely manner, you should contact the Distance Learning Unit immediately.
- Once your credentials have been issued, the University will communicate with you exclusively via your institutional email account. Therefore, you are expected to check your student email on a daily basis.

Issuance of Student ID Card

The University offers the possibility of issuing a student identity card, which remains valid for the entire duration of studies. For distance learning students, the student ID card is issued upon request and is sent to the address declared in the enrolment application as your permanent residence, after course registration has been completed.

For issuance, a recent passport-size photograph must be submitted via email, together with the student registration number (Reg. No.), to the Studies Office (studies@frederick.ac.cy).

In the event of loss, students must contact the Studies Office for the issuance of a replacement student ID card. A replacement fee of €10 applies.

Week 0: New Student Orientation Week

Week 0 is an orientation and guidance week for all incoming students of Frederick University's distance learning Programs and takes place prior to the official start of teaching.

During this week, through a series of organised online meetings, introductory workshops, and presentations, students have the opportunity to:

become familiar with the digital learning environment and the available tools supporting their studies, establish their first contact with the University's academic and administrative community, develop a holistic understanding of the student experience that supports their smooth integration into the Program of study and their successful academic journey.

Participation in Week 0 activities therefore constitutes an important first step in students' integration into Frederick University's distance learning and lays the foundation for a high-quality, well-supported, and successful academic experience.

In parallel, course registration takes place during Week 0 through an automated process managed by the Distance Learning Unit, with no action required from students.

Key Activity Areas

Introduction to University Services:

- Distance Learning Unit: Presentation of the distance education model, relevant academic regulations, support procedures, as well as an introduction to key digital tools (LMS platform, Extranet student portal, communication tools, etc.).
- Library: Workshop on searching, evaluating, and ethically using academic sources, referencing and citation practices, and avoiding plagiarism.
- Other Services of the Studies and Student Welfare Service: Presentation of available support services, including the Counselling Centre, Career Office, Mobility Office, and the Studies Office.
- Introduction to the Program of Study: Students participate in an online meeting with the Academic Coordinator and the Program Administrative Officer. During this session, detailed information is provided on the structure and courses, assessment methods and progression requirements, as well as the available digital tools and academic support resources.

Εισαγωγικό Μάθημα Εξ Αποστάσεως Φοίτησης - DLICS100

The course DLICS100 is a compulsory, non-assessed introductory course for all students admitted to Frederick University's distance learning Programs.

The course material, as with all other courses, is available on the Learning Management System (LMS) and can be accessed upon completion of course registration.

The course carries no credit load (ECTS), is not assessed, is not included in the Program of study or the official transcript of records, and is not subject to tuition fees.

Course Purpose

The aim of the course is to familiarise students with:

- the key academic regulations and study procedures of the University,
- the digital tools used in distance learning,
- the educational methodology of distance learning.

Self-Assessment Questionnaire

After studying the course material, students are required to complete a self-assessment questionnaire, which forms part of the course requirements, no earlier than two (2) weeks after classes begin.

The questionnaire evaluates understanding of:

academic regulations and procedures, and the use of digital tools applied in distance learning courses.

The purpose is to confirm that students have fully understood the essential information provided in the course.

Semester Activation and Course Registration

Semester activation takes place automatically upon enrolment at the University, provided that registration fees and the first tuition instalment have been paid.

Course registration is an automated process and takes place during Week 0, the week preceding the official start of classes. Course allocation is pre-assigned by the Program Coordinator.

In cases where course selection is required during the first semester of study, the Program Coordinator and/or the Program Administrative Officer will contact students in advance in order to confirm their course choices.

To formalise registration, students must electronically accept their registered courses via the Student Extranet portal (<http://extranet.frederick.ac.cy>). Upon login, a confirmation window appears requesting acceptance.

Note: In case of non-acceptance of course registration, students must immediately contact the Program Coordinator and/or the Program Administrative Officer.



STUDENT ASSESSMENT

- Grade Calculation And Performance Indicators
- Final Examinations, Reassessment Procedure and Dissertation

Student Assessment

Grade Calculation And Performance Indicators

Assessment for each course is conducted separately. The assessment method for each course and the weighting of the individual assessment components used to calculate the final grade, is specified in the Course Outline (Course Syllabus). The Course Outline is provided by the course instructor during Week 0 and is available on the course page within the Learning Management System (LMS).

Assessment typically includes both continuous assessment and final assessment. In distance learning Programs, final assessment carries a weighting ranging from 50% to 60%, while continuous assessment accounts for at least 40% of the overall course grade.

The minimum passing grade for a course is 50% (grade 5).

Students are responsible for submitting assessment work that is the result of their own individual effort, (except in cases of group assignments). In addition, during examinations, students are required to comply with the Code of Academic Integrity.

Student Grading System

The grading system for courses is numerical, ranging from 0 to 10, and is expressed as a number with one decimal place, in increments of 0.1 units (e.g. 7.8, 7.9, 8.0, 8.1, etc.).

MARKING SCALE	MEANING
9.50 - 10.00	Excellent with Distinction
8.50 - 9.49	Excellent
6.55 - 8.49	Very Good
5.00 - 6.54	Good
0.0 - 4.9	Fail
I	Incomplete
P	Pass (non-marked course)
W	Official Withdrawal from Course
SP	Satisfactory Performance - Work in Progress

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 during the program).

Grading System

Basic Definitions

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)

How is the GPA and CGPA calculated?

The calculation of a student’s GPA and CGPA is illustrated in the example below, using the results from the Fall Semester 2025 (Table 1) and the results from the Spring Semester 2026 (Table 2).

Table 1: Fall Semester Courses and Grades

COURSE	COURSE GRADE %	(100%) GPA POINTS COURSE ECTS	SUM OF GPA POINTS	(COURSE GPA POINTS* COURSE ECTS)
AABC 101	86	8.6	6	(8.6*6) 51.6
ADEF 102	79	7.9	5	(7.9*5) 39.5
AGHI 103	93	9.3	5	(9.3*5) 46.5
AJKL 104	68	6.8	5	(6.8*5) 34
AMNO 105	72	7.2	5	(7.2*5) 36
APQR 106	91	9.1	4	(9.1*4) 36.4
TOTAL			30	244

Calculation of the Grade Point Average (GPA) for the Fall Semester 2025:

The grade for each course is multiplied by the number of credits (ECTS) of the course, and the sum of all courses GPA points in the semester is divided by the total number of credits (ECTS) that the student accumulated during the semester.

In the example above, the sum of the GPA points (last column) is 244, and the total credits (ECTS) that the student accumulated during the semester is 30. Therefore: 244/30 = 8.13 GPA

Table 2: Spring Semester Courses and Grades

COURSE	COURSE GRADE %	(100%) GPA POINTS COURSE ECTS	SUM OF GPA POINTS	(COURSE GPA POINTS* COURSE ECTS)
AABC 121	93	9.3	6	(9.3*6) 55.8
ADEF 122	100	10	5	(10*5) 50
AGHI 123	69	6.9	5	(6.9*5) 34.5
AJKL 124	78	7.8	5	(7.8*5) 39
AMNO 125	45	4.5*	4	(4.5*4) 18
APQR 126	84	8.4	5	(8.4*5) 42
TOTAL			30	239.3

* A grade below 5.0 is considered a failure, and the student is required to re-enrol in the course and retake it. In such cases, the course will be charged again, depending on the number of credit units assigned to it. An exception to this is if the course meets the criteria for the Second Examination (see relevant section).

Calculation of the Grade Point Average (GPA) for the Spring Semester 2026

Total Sum of GPA Points /Total Sum of Semester ECTS =239.3 /30 = 7.97 GPA

Calculation of the Cumulative Grade Point Average (CGPA)

It is the average grade that considers the sum of the products obtained by multiplying the grade for each course by the number of ECTS credits assigned to that course, which the student attended in all semesters of study, divided by the total number of ECTS credits for which the student has registered to date.

In the example above, the student completed a total of 60 credits (ECTS) (Fall ‘25 and Spring ‘26). Additionally, the sum of the products of multiplying each course’s grade by its credits (ECTS) (last column in both tables) is 483.3 (244+239.3). Therefore: (244+239.3) / (30+30) = 483.3 / 60 = 8.05 CGPA.

Degree Classification and Final Degree Grade

The final degree grade is calculated numerically with two decimal places and classified as follows:

Excellent with Distinction	9.50 – 10.00
Excellent	8.50 – 9.49
Very Good	6.55 – 8.49
Good	5.00 – 6.54

Incomplete Grade (I)

A course performance is designated as “I” (Incomplete Grade) only in cases where the student’s overall performance up to that point is considered satisfactory, but the student is unable to complete the course due to health reasons or other circumstances beyond their control.

Incomplete courses are not included in the calculation of the CGPA.

Procedure for an Incomplete Grade

- a) A form is completed by the course instructor and the student and submitted to the Program Administrative Officer, following prior communication with the Program Coordinator and the Program Administrative Officer.
- b) A deadline is set for completion of the course requirements, which cannot extend beyond the end of the following semester. In cases where the outstanding requirements arise in the Spring Semester, they must be completed no later than the end of September. Within one week after the expiry of the specified

completion deadline, the Program Administrative Officer submits the student’s grade to the Studies and Student Welfare Service. If the outstanding requirements are not completed by the deadline, the course is assigned a grade of 0.

Students facing such situations are encouraged to discuss them with the course instructor or the Program Coordinator.

Student Academic Probation

If a student’s CGPA at the end of a semester falls below 6.0, the student is placed on academic probation.

A student is removed from academic probation when both the semester GPA (GPA) and the cumulative GPA (CGPA) are restored to 6.0 or higher.

A student on academic probation is required to discuss any difficulties with the Program Coordinator, who will provide appropriate guidance or refer the student to the relevant University services. Students may also voluntarily contact the University Counselling Centre (p.19).

If a student continues, for more than one semester, to have a CGPA below 6.0, the student may be subject to:

- a) continued academic probation, or
- b) continued academic probation with restrictions on the number of ECTS credits they may register for (up to 20 ECTS if CGPA is below 5.0, or up to 25 ECTS if CGPA is between 5.0 and 6.0), or
- c) suspension of studies, or
- d) expulsion.

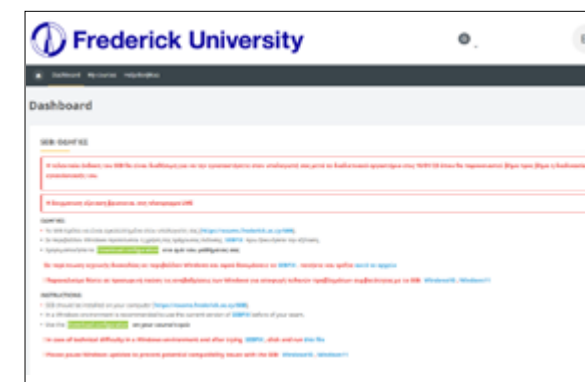
Final Examinations, Reassessment Procedure, and Dissertation

Final Examinations

Upon completion of each academic semester, students participate in final written examinations, which are conducted online through a dedicated examination platform. In addition, a resit examination period (Second Examination Period) takes place during the first two weeks of September, in accordance with the regulations governing the Second Examination Period (see below).

Final examinations are conducted within a period defined and published by the Studies and Student Welfare Service. Students are responsible for knowing the exact date of each examination and for attending at the scheduled date and time. Claims that the examination timetable was misread will not be accepted.

Examinations are conducted via the dedicated examination platform Exams (<https://exams.frederick.ac.cy/>). Access to each examination requires the installation and use of the Safe Exam Browser software, which ensures the integrity of the examination process.



Examination Platform Exams:
Enter your personal credentials (username and password) to log in to the Exams platform.

Identity Verification Procedure

The identity verification process is completed once, during the first semester of study. Successful completion of the process is a mandatory requirement for participation in the final examinations.

The procedure is carried out in accordance with the General Data Protection Regulation (GDPR) 2016/679 and Law 125(I)/2018.

Requirements

To complete the identity verification process, you will need: your identity card or passport (the same identification document used during the admission process).

- A webcam, microphone, and internet access.
The identity verification process is completed through the Extranet student portal by selecting the Identification option.



Identification page.

Participation in Final Examinations

Participation in the final examinations is mandatory for all examinable courses in each semester. An unjustified absence is considered a failure in the course. Eligibility to sit the Second Examination Period in September is granted only under the conditions set out in the relevant regulations.

Acceptable Reasons for Absence

Only absences due to serious and duly documented reasons (such as a certified medical condition) will be considered for approval.

Submission of Supporting Documentation

Students who are unable to attend a final examination must submit the relevant supporting documentation by email to the Distance Learning Unit.

The supporting documentation must be submitted no later than seven (7) calendar days after the date of the examination.

Evaluation of the Request

The request is reviewed by the competent committee of the Studies and Student Welfare Service. If approved, the student is entitled to sit the examination in the relevant course during the Second Examination Period in September, at no additional cost.

Important Notes

- Late submissions of supporting documentation will not be considered.
- Requests relating to absence from the Second Examination Period in September will not be accepted.
- Students will be officially notified of the outcome of their request by the Distance Learning Unit.

Final Grade Review

Upon completion of the examination, students do not have access to their answers. However, if they wish, they may request clarification from the course instructor on a date specified by the instructor.

This process takes place on a date set by the course instructor, within two (2) working days following the announcement of final grades on the Extranet.

In cases where an error is identified, the instructor proceeds with the correction, and the necessary procedures are initiated to amend the grade.

Grade Review Request

Each student has the right to request a review of their grade if they believe they have been treated unfairly or that the grade resulted from an error or omission.

To do so, the student must complete the relevant form, which is provided by the Program Administrative Officer upon request, and submit it no later than seven (7) days from the date of publication of the results of the specific examination.

Students are encouraged to first request a clarification meeting with the course instructor, as described above.

Course Failure and Re-enrolment

In cases where a student fails a course (final grade below 5/10) and does not meet the eligibility requirements for the Second Examination Period (see below), the student has the following options:

Re-enrol in the same course and repeat all its requirements, if the course is compulsory, or replace it with another course, if the course is elective.

In such cases, the corresponding tuition fees apply, depending on the number of credit units (ECTS) of the course.

Second Examination Period Regulation

The Second Examination Period is offered for courses in which students have failed during the Fall or Spring Semester.

1. The examinations take place during the first two (2) weeks of September.
2. Students may register for the Second Examination Period only if they achieve a coursework (continuous assessment) mark of more than 40/100 or a total course grade between 40% and 49%.
3. The final grade for the course in the Second Examination Period is determined by the coursework grade and the resit examination grade, using the weightings defined at the beginning of the respective semester.
4. The total number of ECTS credits for courses taken in the Second Examination Period may not exceed 30% of the ECTS credits in which the student was enrolled during the academic year. If necessary, this limit may be increased by up to 2 ECTS credits for rounding purposes.
5. Until the completion of the Second Examination Period, students who have failed a course are not considered to have satisfied any prerequisite requirements.
6. For courses for which students are eligible to select and sit examinations in the Second Examination Period, an announcement is issued by the Studies and Student Welfare Service.
7. Courses taken in the Second Examination Period are counted towards the student's total workload for the summer semester at one third (i.e. if a student registers for resit examinations in courses totaling 9 ECTS credits, this is considered a workload of 3 ECTS for the summer semester). The maximum workload for the summer semester is 15 ECTS.
8. In order to be eligible to sit the Second Examination Period, students must register for the courses they are entitled to take by the deadline (usually the end of August).
9. For each course in which a student registers for the Second Examination Period, a fee of 80 euros is charged.
10. In case of success in the Second Examination Period, the course is graded normally. In case of failure, the student must re-enrol in the course (see above).
11. Students register electronically for Second Examination Period courses via the Extranet student portal of the University (<http://extranet.frederick.ac.cy/>). Students are encouraged to consult their Program Coordinator or Program Administrative Officer for questions regarding the courses they select and the implications of their choices on their academic progression (e.g. prerequisites).

Dissertation Writing and Defence

In certain programs of study, the dissertation is required either as a compulsory course or as an elective course.

The dissertation topic is selected in collaboration with the course instructor, who subsequently assumes responsibility for supervising the dissertation.

The rules and procedures governing the writing and presentation of the dissertation may vary across Programs of Study. Relevant information is provided by the Program Coordinator and the supervising academic staff.



ACADEMIC CONDUCT AND ACADEMIC REGULATIONS

Academic Conduct And Academic Regulations

Academic Regulations

Student Disciplinary Code

Application of rules and regulations

Each student is required to respect and comply with the University's rules and regulations and, by extension, all relevant institutional policies as well as any written or oral instructions issued under these rules and regulations.

Respect for ethical values

Students are expected to act responsibly and with integrity, demonstrating respect for ethical values and adhering to the principles of academic integrity and university regulations.

Disciplinary control

Every student is subject to disciplinary control. Disciplinary control is exercised by a Disciplinary Committee appointed by the Senate. The relevant procedure is set out in the University's Internal Regulations for Students of Frederick University.

Misconduct and/or inappropriate behaviour

Misconduct and/or inappropriate behaviour that harms or undermines the reputation of the University includes, indicatively, the following:

- offensive, abusive, or inappropriate behaviour towards any member of the University community or any member of a University governing body,
- plagiarism, impersonation, attempted cheating or cheating in written examinations, facilitation of cheating, infringement of intellectual property rights, fraud, or theft,
- use or possession of mobile phones or other unauthorised electronic devices during examinations
- any unjustified act or omission resulting in loss, damage, or destruction of University property,
- threat of violence,
- use of violence,
- conviction by a court of law for a criminal offence,
- obstruction of University activities and the smooth

functioning of the University, including obstruction of teaching or research activities and disruption of order,

- obstruction of or resistance to University authorities or bodies in the execution of their duties,
- falsification or forgery of degrees, documents, or records, or complicity in such acts,
- any violation of the University's rules and regulations, policies, or relevant decisions and instructions issued by its collective bodies.

Disciplinary Sanctions

The disciplinary sanctions and penalties imposed, depending on the nature and severity of the offence, include:

- verbal reprimand
- academic penalties for offences related to examinations or coursework
- written reprimand
- financial compensation for the restoration of damage or loss of University property
- suspension of rights and/or privileges (including withdrawal of scholarships, etc.)
- suspension from studies for a period of up to two academic semesters
- suspension from studies with suspension of sentence for up to two years
- expulsion from the University

Plagiarism and Academic Integrity

The University uses specialised software to prevent and address plagiarism by checking all assessed assignments and providing students with guidance on the appropriate use of non-original material.

Plagiarism, namely the appropriation of the work, ideas, or other content of third parties without proper acknowledgement, constitutes a serious academic offence. Distance learning students are subject to the same disciplinary rules in this regard as on-campus students.

In particular, when students use University resources (LMS, SMS, Library, and Virtual Laboratories), they are bound by the University's Acceptable Use Policy, which prohibits the use of these services for any unlawful or fraudulent activity.

- The University places greater emphasis on adherence to the Code of Academic Ethics than on academic performance. Plagiarism and violations of intellectual property rights are subject to strict sanctions.
- For student support, specialised software tools are available that assess assignments and inform students of the percentage of similarity detected.
- Instructors provide guidance to students and inform them of the acceptable thresholds for the use of external material in their work, as well as the appropriate referencing methods.
- Students suspected of the above offences (plagiarism, violation of intellectual property rights) are referred to the Disciplinary Committee.

Academic Regulations

Program Structure

Frederick University's programs of study are based on the European Credit Transfer and Accumulation System, known as ECTS (European Credit Transfer and Accumulation System).

The maximum number of ECTS credits corresponding to one academic year of study is 60, i.e. 30 per semester. Students may enrol on either a full-time or part-time basis. Students are considered full-time when they enrol for at least 20 ECTS, and part-time when they enrol for up to 19 ECTS.

The academic year consists of two semesters: the Fall Semester (October – January) and the Spring Semester (February – June). All important dates for the 2026–2027 academic year are listed in the Academic Calendar (see p. 5).

Academic Recognition and Equivalence of Degrees

All degrees awarded by Frederick University through distance learning Programs are fully recognised and are equivalent to those awarded through on-campus study. They confer the same academic and professional rights and privileges.

Distance learning Programs are evaluated and accredited by the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA) of the Republic of Cyprus and are recognised by the Ministry of Education, Sport and Youth, as well as by the Cyprus Council for the Recognition of Higher Education Qualifications (KYSATS).

In addition, Frederick University is recognised by the Hellenic National Academic Recognition and Information Centre (NARIC) of Greece as an equivalent institution, ensuring the equivalence of its degrees with those awarded by Greek Higher Education Institutions.

Semester Activation

Semester activation is a prerequisite for course enrolment. The process must be completed prior to the designated course enrolment period, as specified in the Academic Calendar.

Semester activation is completed once all financial obligations to the University for the previous semester have been settled, as well as the payment of the tuition fee deposit for the new semester (or in accordance with the instalment plan agreed with the University).

Course Enrolment

Course enrolment takes place during Week 0, i.e. the week preceding the official start of classes.

Enrolment Procedure

Course enrolment is carried out automatically by the Program Coordinator, in accordance with the approved Program of Study.

The Program Coordinator and/or Program Officer will contact students in advance so that they can declare the courses they wish to attend during the respective semester.

Course Confirmation via Extranet

Each semester, students are required to confirm the courses in which they have been enrolled through the Extranet Student portal (<http://extranet.frederick.ac.cy>), by selecting “Accept” or “Reject” in the relevant pop-up window that appears upon logging into the portal.

Turnitin Plagiarism Detection Software

Frederick University has implemented specialised software for the detection and control of plagiarism. This software analyses assignments submitted by students and identifies potentially plagiarised content in relation to:

- a) published material available on the internet,
- b) databases maintained by software providers,
- c) other assignments submitted by fellow students.

The plagiarism detection process through Turnitin is carried out via the Learning Management System (LMS), on the course page of the relevant course for which the assignment has been submitted.

Students receive feedback on the percentage of similarity detected, enabling them to correct any irregularities. Assignments may be resubmitted as many times as necessary until they comply fully with the acceptable similarity threshold.

The use of the software is mandatory and must be followed by all academic staff and students.

The Turnitin usage policy as defined by the Distance Learning Committee includes the following:

- a seven-word rule is applied
- the acceptable similarity threshold is set at 20%
- deviations from this threshold may be accepted provided they are justified and students are informed in advance of the relevant framework
- thresholds for coursework assignments are set by the course instructor in accordance with University guidelines
- thresholds for theses are determined by the Department Council
- the evaluation of any submission within the acceptable limits remains at the discretion of the course instructor
- instructors are responsible for informing students about the existence of the software and its usage policy



Extranet Student portal (Electronic Study Platform): After entering your personal credentials, the Course Registration Form window appears, displaying the courses in which you are enrolled for the current semester. These must be confirmed by clicking the “Accept” icon.

In the event of changes to course enrolment, prior communication with the Program Coordinator or the Program Officer is required. The revised course allocation must be formally confirmed through electronic acceptance via the portal.



Course Addition - Course Drop - Course Withdrawal

Course Addition

Course addition refers to the enrolment of additional course(s) beyond those already taken by the student, or the replacement of courses that have been removed.

The request is submitted to the Program Coordinator and the Program Officer, who review and approve the request and complete the process.

The deadline for course addition is defined in the Academic Calendar and covers the first two weeks of the semester.

Course Drop

Students may drop course(s) within the first three (3) weeks of the semester, without any academic or financial penalty.

The drop period is distinct from the withdrawal period, which follows and entails a financial charge as well as the recording of a “W” (Withdrawal) in the student record.

A course drop is requested through written notification by the student within the prescribed deadline, either to the Program Officer or to the Distance Learning Unit.

Upon completion of the process, the course is removed from the student’s record and no tuition fees are charged.

Course Withdrawal

A request for withdrawal from one or more courses may be submitted during the 4th and 5th weeks of the semester, following the end of the course drop period. Exact dates are specified in the Academic Calendar.

The request is submitted by completing the relevant Withdrawal Form, available on the Extranet Student portal.

Students submit the form electronically either to the Program Officer or to the Distance Learning Unit.

For each course from which a student withdraws, a “W” (Withdraw) is recorded in the student’s transcript. The “W” does not affect the calculation of the overall grade point average. The “W” is automatically removed from the academic record once the student successfully completes the Program of Study.

Financial Implications

Withdrawal from a course incurs tuition fees up to the date of submission of the withdrawal form. The submission date is considered the official withdrawal date for financial calculation purposes.

Withdrawal from a Program of Study

Withdrawal from a Program of Study is a significant academic decision and requires the completion of a formal procedure. Students who decide to permanently withdraw from the University must follow the steps outlined below to terminate their student status and ensure the proper settlement of their academic and financial obligations.

Students who permanently discontinue their studies lose their student status, as well as access to the University’s services and systems.

Withdrawal Procedure

- The withdrawal procedure includes the following steps:
- Contact the Program Coordinator. Before submitting a withdrawal request, students are required to contact the Program Coordinator for academic guidance and advice.
 - Complete the University Withdrawal Form. Students must complete and submit the University Withdrawal Form, indicating the reason(s) for withdrawal.
 - Submit the form. The completed form must be submitted electronically to the Distance Learning Unit.

Financial Implications

The request is reviewed by the Financial Committee, which determines whether tuition fees should be refunded or retained, taking into account the date of submission and the student’s participation in courses.

Withdrawal from the University does not automatically release students from their obligation to pay tuition fees for courses in which they have enrolled, unless the official withdrawal procedure has been completed within the prescribed deadlines.

Change of Program of Study

Students may apply for a change of Program of Study within two (2) weeks from the start of the semester, in accordance with the dates specified in the Academic Calendar.

- The following steps are required to complete the process:
- Complete the Change of Program of Study Form.
 - Contact the Program Coordinator of the new Program of Study, through the Admissions Officer, for evaluation and approval of the application.
 - Submit the approved application to the Admissions Officer to complete the change of Program process.

Note: Once the application has been approved, the same enrolment procedure applicable to newly admitted students is followed.

Transfer of Credits from Previous Studies

Prospective students of Frederick University may apply for the transfer of credits earned through previous undergraduate or postgraduate studies completed at recognised Higher Education Institutions. Credit transfer allows students to be exempted from equivalent courses included in the Program of Study they will pursue at Frederick University.

Application Procedure

- The credit transfer process is governed by the Frederick University Rules for Transfer and Award of Credits, which apply to students transferring either from previous studies at Frederick University or from other recognised Higher Education Institutions.
- Applicants should submit a credit transfer request together with their application for admission, accompanied by all required supporting documentation from their previous studies, including:
 - ✓ An official academic transcript issued by the previous institution;
 - ✓ Relevant certificates and any other supporting documentation.
- The request is submitted to the Admissions Office/ Admissions Officer, who forwards it to the relevant Department or Program of Study Committee for evaluation.
- Upon completion of the evaluation process, the student is informed of the outcome by the Admissions Officer.

Information and Contact Details

For further information regarding course and credit transfer requirements, prospective students may contact the Admissions Office:

Email: adminfo@frederick.ac.cy



Announcement of Final Semester Grades

The final grades for each course are published on the Extranet Student portal, under the “Grades” tab of the student’s personal account.

Grades are calculated in accordance with the assessment methods described in the Course Outline. Access to grades is subject to the prior completion of the course instructor evaluation questionnaire through the relevant online link. Grades are uploaded progressively by the Studies Office following the end of each examination period, in accordance with the Academic Calendar.

Issuance of Academic Transcripts

The academic transcript is an official University document that provides a detailed record of all courses completed by the student, the corresponding grades, the ECTS credits awarded for each course, and the Grade Point Average (GPA), both per semester and cumulatively.

The official transcript bears the University’s official stamp and authorised signature and may be used for academic, professional, or administrative purposes, such as applications for postgraduate studies, employment, or transfer to another higher education institution.

Issuance Procedure

Students may request the issuance of an official Academic Transcript in either electronic or printed format through the Extranet Student portal or by submitting a request to the Studies Office.

The official transcript bears the University’s official stamp and authorised signature and is intended for external use. The issuance of an official transcript may be subject to an administrative fee.

Students may also generate an Unofficial Transcript themselves through the Extranet Student portal. The unofficial transcript is intended for personal reference or internal University use.

Certificates

Students may request various certificates through the Extranet Student portal. The procedure includes logging into the platform using their personal credentials, selecting Student Services, and then Student Certificate Request. From there, students may select the type of certificate required, complete the necessary details, and submit the request by clicking Request Report.

The available certificates include, but are not limited to:

- Certificate of Enrolment
- Certificate for Military Service Purposes
- Certificate of Tuition Fee Payment
- Certificate of Academic Status for employment or other administrative purposes

All official certificates bear the University’s official stamp and authorised signature and are suitable for academic, professional, or administrative use. Certain types of certificates may be subject to a fee.

Graduation

Graduation requires the successful completion of all courses required by the Program of Study.

The graduation ceremony is held once a year in June, and attendance is optional. However, all students, whether or not they attend the ceremony, are required to complete the Graduation Application, available on the Extranet Student portal, and to pay the applicable graduation and degree issuance fee of €55.

DIGITAL LEARNING TOOLS

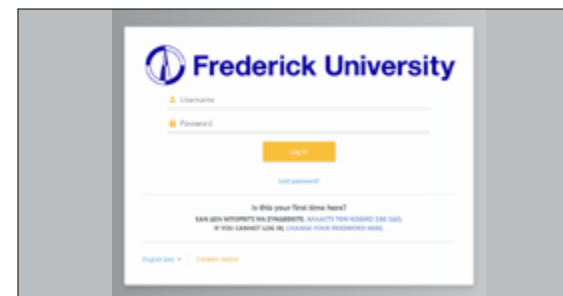
Learning Management System (LMS)

The Learning Management System (LMS) is the University's primary platform for supporting teaching, learning, and communication between students and academic staff. It serves as the central access point for all distance learning courses. Access is activated automatically upon enrolment at the University using the student's personal login credentials.

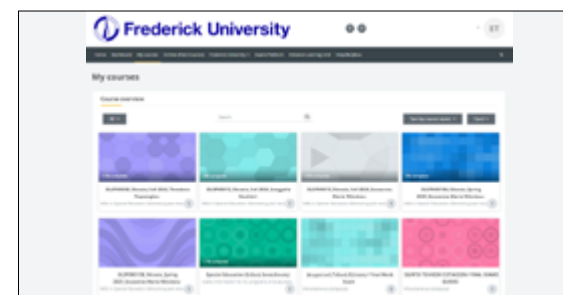
Through the LMS, students can:

- access the learning materials for each course;
- complete assessment and self-assessment quizzes;
- attend and participate in synchronous and asynchronous online sessions;
- submit and manage coursework assignments;
- receive course announcements and updates;
- communicate with academic staff and fellow students through the available communication tools (forums, chat, and messaging).

LMS: lms.frederick.ac.cy/



Learning Management System (LMS):
Visit the LMS at <https://lms.frederick.ac.cy/> and enter your personal login credentials.



A list of your course codes is displayed. Selecting a course code will take you to the corresponding course page.

Extranet Student Portal

The Extranet Student portal provides students with secure access to important academic information and services using their personal login credentials.

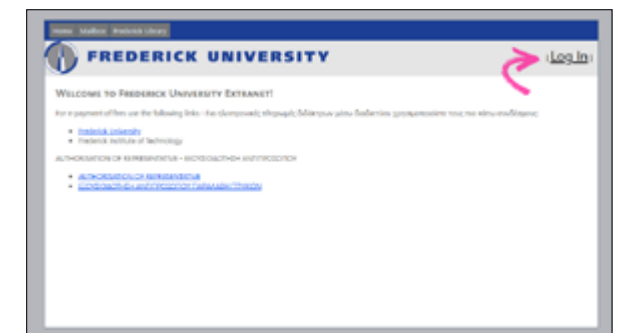
Available Services

Through the portal, students can:

- view their final examination timetable;
- access their final grades, Study Path, and announcements from academic staff;
- monitor their overall academic progress;
- confirm their course enrolment each semester;
- submit requests for certificates and lodge complaints.

The Extranet Student portal is an essential tool for managing and monitoring academic progress.

Extranet: extranet.frederick.ac.cy/



Enter your personal credentials to log in to the Extranet Student portal.

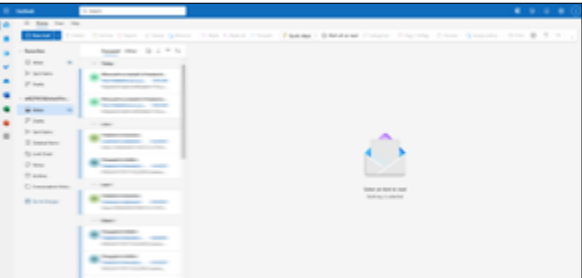


Email (Frederick Webmail)

Upon receiving their login credentials, each student is granted access to a personal university email account (Webmail). The email service is accessible both on and off campus.

Students are strongly advised to check their email regularly, as important announcements and updates related to their studies and academic progress are communicated through this channel.

Frederick Webmail: webmail.frederick.ac.cy



Enter your personal credentials to access Frederick Webmail.

Virtual Private Network (VPN) Connection

Access to certain electronic services of Frederick University, such as the Library's electronic databases, from outside the University network requires a connection via EduVPN (Virtual Private Network).

The EduVPN service provides students with:

- access to Library's scholarly resources, including books and journal articles from both international and Greek publications;
- remote access to specific software applications and digital tools used within the scope of their studies.

Instructions for connecting to the University network via EduVPN are available at <https://guides.frederick.ac.cy/>, under the VPN section.

STUDENT SUPPORT SERVICES

Distance Learning Unit

The Distance Learning Unit of Frederick University is the central administrative unit responsible for the organisation, coordination, and support of all distance learning Programs of study. Its aim is to ensure their smooth operation and to provide all students who choose the distance learning model with a continuous, equal, and high-quality educational experience.

The Unit is responsible for:

- providing administrative and operational support to students and academic staff;
- managing the Learning Management System (LMS), which is used for course delivery, assignment submission, and communication between students and academic staff;
- organising and conducting online final examinations through the Exams platform, ensuring the reliability and integrity of the assessment process;
- informing and guiding students on study-related matters, course selection, ECTS credit recognition, and compliance with academic regulations;
- supporting and coordinating academic staff to ensure high-quality teaching and assessment.

The Distance Learning Unit acts as a bridge between students, academic staff, and the Studies and Student Welfare Service (SSWS), providing all necessary tools and support for the successful completion of studies within the distance learning environment.

School/Department Offices (Program Officers)

The School and Department Offices fall under the Studies and Student Welfare Service (SSWS). The administrative staff members assigned to Schools and Departments (Program Officers) act as a link between students and academic staff and are responsible for informing and guiding students on matters related to their Programs of study, including:

- course enrolment or withdrawal;
- course selection;
- recognition of ECTS credits from previous studies;
- grade publication;
- grade re-evaluation procedures and related administrative processes.

Contact details for the School/Department Offices of the University are available on the University website and at the end of this guide.

Program Coordinator

The Program Coordinator is a member of the University's academic and research staff and is responsible for the organisation, support, and smooth operation of the program.

The main responsibilities include:

- providing support on academic and organisational matters and offering solutions to issues arising during their studies;
- collaborating with academic staff for the implementation of the Program, the management of examinations, and the assurance of the integrity of procedures;
- addressing student requests and issues, offering guidance and advice for the successful completion of studies.

The Program Coordinator ensures that students have access to all necessary means and support to achieve their academic objectives, thereby enhancing the quality and effectiveness of the educational process.

Counselling Centre

With more than 16 years of experience, the Counselling Centre of Frederick University is a stable pillar of support, empowerment, and guidance. It is distinguished by its innovative approach to student wellbeing, offering high-quality services in a specially designed, safe, and confidential environment. The Centre is staffed by experienced and qualified professionals who provide free specialised support and guidance to all members of the academic community.

All services are delivered in a confidential and supportive setting.

When should I contact the Counselling Centre?

Any student may contact the Counselling Centre if they feel the need to speak with a counsellor in a safe and supportive environment.

In addition, the Counselling Centre supports students:

- with disabilities (e.g. visual, hearing, mobility impairments) and chronic conditions, including serious physical or mental health conditions;
- with learning difficulties such as ADHD, dyslexia, and related conditions;
- experiencing academic concerns or difficulties (e.g. high levels of stress, study difficulties, time management challenges, low academic performance);
- seeking personal development, self-improvement, and self-awareness;
- going through difficult periods (e.g. adjustment difficulties, relationship breakdowns) or experiencing crises (e.g. bereavement, loss);
- facing financial difficulties and requiring referral to external services and community resources;

- requiring support in developing key skills such as stress management, interpersonal communication, and conflict resolution;
- experiencing difficulties in interpersonal relationships (friends, fellow students, family, or partners);
- being involved in relationships where any form of violence is present (verbal, physical, psychological, etc.).

The above are examples of the most common difficulties experienced by students who contact the Centre.

Students are encouraged to seek support regardless of the nature of the difficulty and, where necessary, to be referred to specialised external services.

Services Provided

In line with best practices, the Counselling Centre offers a wide range of services designed to meet student needs and promote wellbeing:

Remote counselling support

Remote counselling is provided through online platforms, telephone, or video conferencing.

Emergency situations / Crisis Intervention

Although the Centre does not provide emergency services outside office hours, students are advised to contact emergency services (112) in urgent situations. Counsellors will follow up as soon as possible.

Referrals

Where more specialised or long-term support is required, students are referred to external professional services.

Awareness and outreach activities

The Centre organises campaigns and initiatives aimed at raising awareness within the University community and the wider society.

Support for students with disabilities and learning difficulties

The Studies and Student Welfare Service (SSWS) supports students with disabilities within a framework of equal opportunities for all. The Counselling Centre serves as the entry point for students with documented learning, physical, or psychological conditions who may be eligible for reasonable adjustments.

Support is provided in accordance with applicable legislation and University regulations.

Categories of students eligible for reasonable adjustments

Physical disabilities: visual, hearing, mobility impairments or other physical limitations.

Learning difficulties: including dyslexia, dysgraphia, dyscalculia, and ADHD.

Psychological difficulties: psychological or psychiatric conditions.

Chronic conditions: including long-term medical conditions such as heart disease, diabetes, and others.

Neurodevelopmental conditions:: including autism spectrum conditions affecting social interaction and communication.

Request for reasonable adjustments and support

Students are encouraged to inform the University upon registration if they require support from the Counselling Centre, to allow sufficient time for the development of an individual support plan prior to the start of studies.

All requests require valid and recent documentation from a qualified healthcare professional confirming the condition or difficulty. Information on accepted documentation can be obtained directly from the Counselling Centre.

Types of support provided

Psychological and academic counselling, including individual sessions aimed at improving academic performance, addressing personal or emotional challenges, and supporting personal development.

Implementation of reasonable adjustments, such as additional time in assessments, tolerance for spelling and grammar errors where appropriate, provision of scribes, assistive technology.

Referral to external specialised services.

Collaboration with academic and administrative staff to provide guidance on student support.

Promotion of accessibility and awareness across the University through workshops, events, and campaigns.

Collaboration with disability support organisations to promote inclusion, rights, and awareness.

For further information, please contact the Counselling Centre.

*Contact details:
Sandy Antoniou
Tel.: +357 22394336, Ext. 43136
Email: ad.ks@frederick.ac.cy*

Studies Office

The Studies Office is a key point of contact between students and the University. It plays a central role in ensuring a smooth, well-organised, and high-quality student experience through personalised administrative support and the effective management of academic and administrative matters within its remit.

The Studies Office is part of the Studies and Student Welfare Service (SSWS) and is also responsible for the operation of the University Reception.

Main responsibilities:

- Supporting students in day-to-day academic and administrative matters, providing accessible and efficient service in a professional and student-focused manner.
- Managing and processing student queries and requests, acting as a central liaison with other University services and units.
- Overseeing internal academic administrative processes, including withdrawal and suspension of studies, grade publication via the Extranet student portal, and coordination and support of examination procedures (final examinations and supplementary examinations).

Issuing official documents, including:

- Certificates of enrolment
- Academic transcripts
- Certificates of completion of studies
- Degrees (awards)
- Other documents for academic or professional use
- Student Identity Cards

For further information regarding services and service hours, students may contact the Studies Office directly:

*Telephone: +357 22394394
Email: studies@frederick.ac.cy*

Computer Services Department

Studies at Frederick University are supported by modern information technology services. The use of these services is a central component of the student experience, and it is important that each student receives adequate information and support regarding their use.

In addition, the University provides free access throughout the duration of studies to the Microsoft 365 suite of applications (including Microsoft Office). For guidance and support, students may contact: dl-support@frederick.ac.cy

Mobility Office

The Mobility Office is responsible for:

- managing the mobility of students and staff, primarily through European Programs;

- organising activities that promote mobility and providing information to students and staff on all matters and opportunities related to mobility Programs;

- preparing and implementing bilateral agreements with partner universities and organisations; and

- supporting incoming and outgoing students and academic staff participating in mobility Programs at Frederick University or partner institutions abroad.

Frederick University has been awarded the Erasmus Charter for Higher Education for the period 2021–2028, thereby supporting the implementation of the Erasmus+ Program.

The Erasmus+ Program continues to support education, training, youth, and sport activities across all areas of lifelong learning, facilitating the mobility of students and staff.

All undergraduate students who have successfully completed at least their first year of studies, as well as postgraduate and doctoral students, are eligible to participate in the Erasmus+ Program:

- a) to study abroad at a partner institution for one semester or one academic year, and/or
- b) to undertake traineeships abroad for a period of 2 to 12 months.

Recent graduates are also eligible for traineeships abroad, provided that they apply during their final year of studies and that the traineeship is completed within one year of graduation. Traineeships may last between 2 and 12 months. Students and recent graduates may also receive language training in the language of the host country before or during their mobility period through dedicated online platforms or language courses, depending on availability.

The participating countries in the Program include the 27 European Union Member States, Norway, Iceland, Liechtenstein, Serbia, Türkiye, and North Macedonia.

Student mobility for studies is based on the mutual recognition of study Programs between the home and host institutions. This is ensured through the European Credit Transfer and Accumulation System (ECTS), which is based on transparency of information, comparability of academic content, and mutual trust between institutions.

Approved students and recent graduates receive



Erasmus+ funding, which contributes to living expenses and travel costs.

Participation rules for the Erasmus+ Program

1. Interested students must submit their application for participation in the Erasmus+ Program using the designated form to the Program Coordinator by the deadlines announced through information sessions, the University website, and the Mobility Office webpage. For academic queries, students may contact the relevant departmental Exchange Coordinator.
2. Courses taken at the host institution are credited on a pass/fail basis and do not affect the student's cumulative grade point average.
3. Applicants must have successfully completed at least the first year of their studies at the University.
4. Applicants must have settled all financial obligations to Frederick University prior to departure.
5. Applicants must be officially enrolled in a program of study at Frederick University during both the application semester and the mobility semester.
6. The Departmental Council selects candidates based on academic performance, foreign language proficiency (where applicable), and the student's specific academic interests.

Frederick University places strong emphasis on the international development of its students and graduates, as it provides a unique opportunity to enhance knowledge, develop skills, gain a broader academic perspective, and acquire linguistic, cultural, professional, and practical experience.

Contact details:
Varnavas Mytilineos
Tel.: +357 22394334
Email: ad.mv@frederick.ac.cy

Inclusion of Participants with Fewer Opportunities

Within the framework of the Erasmus+ Program, the European Commission has adopted a general policy aimed at the inclusion of participants with fewer opportunities across all its activities.

The participation of both students and staff with disabilities in any of the Program activities is encouraged through the provision of additional support measures.

Specifically, in addition to the support for travel, accommodation, and subsistence provided to all participants, individuals in this category may receive additional funding to cover extra costs arising from their specific needs, such as costs for accompanying persons, specialised equipment, adapted transport, and specific living arrangements.

For further information regarding the application process, please contact the Mobility Office.

Career Office

The Career Office is responsible for:

- Providing career guidance through individual consultations on education, training, and career-related matters, including CV preparation, job search advice for opportunities in Cyprus and abroad, and information on scholarships for further studies.
- Maintaining a database of students' and graduates' CVs.
- Maintaining a database of current opportunities for training, employment, and further studies in Cyprus and abroad.
- Organising workshops on career development and employability skills, and producing related informational resources.
- Informing students and graduates about internship opportunities relevant to their field of study.
- Expanding the network of collaborating companies and organisations in Cyprus.
- Organising the annual Career Fair.

Four-Year Career Development Plan

With more than 50 years of experience in supporting the development of talented graduates and successful professionals, the Career Office provides students with the tools to plan their career development throughout their studies and to develop the knowledge, skills, and competencies sought by today's employers.

Career Toolkit

Through the Frederick University Career Office’s online platform, students and graduates have access to practical guidance and examples for CV writing, cover letters, interview preparation, networking techniques, job search strategies, and professional skills development.

Career Portal

The Frederick University Career Office online platform provides information on internship opportunities, part-time and full-time employment, on-campus employment opportunities, scholarships for further studies, training Programs, and volunteering opportunities.

Contact details:
Toula Dimitropoulou
Tel.: +357 22394460
Email: careersoffice@frederick.ac.cy

Library

As distance learning students have limited opportunities to visit the University Library in person, the Library has developed a range of resources and services to ensure they receive the same level of support as on-campus students.

1. Access to Academic Publications

Access to academic publications is essential for supporting high-quality undergraduate and postgraduate Programs of study. To this end, the Library subscribes to a wide range of leading academic publishers and electronic databases, providing access to scholarly journals and other academic publications in full text.

Distance learning students can access these electronic resources by connecting to the University’s network through the VPN service.

The Library’s electronic resources include, among others:
ACM Digital Library, Cambridge Core (Cambridge University Press), CYS – Cyprus Organisation for Standardisation, Leginet – Cyprus Legal Portal, Oxford University Press (Oxford Reference, Oxford Music, Oxford Art & Grove), ProQuest Central, ProQuest Dissertations & Theses Global, ScienceDirect (Elsevier), SpringerLink (eBooks and Journals), Wiley Online Library.

2. Access to Book Content (English-Language Publications)

Access to textbooks and academic books relevant to course content is an important component of students’ learning experience.

The University provides students with extensive electronic access to such material. To support this, the University has established an agreement with McGraw Hill, one of the world’s leading academic publishers. Through this partnership, research and teaching staff can develop customised electronic course books by selecting chapters from multiple publications that are specifically aligned with the learning outcomes of each course.

These customised course books are provided to students free of charge, with the cost covered by the University, and are made available through the Learning Management System (LMS).

In addition, students have electronic access to the Library catalogue, enabling them to search the University’s print collections.

For specialised literature searches or assistance in accessing electronic resources, please contact the Library at lib@frederick.ac.cy



TUITION FEES

Tuition Fees

Tuition fees at Frederick University are calculated based on the European Credit Transfer and Accumulation System (ECTS) workload. Specifically, each student pays tuition fees according to the number of ECTS credits for which they enrol per semester.

ECTS Credits per Semester	Tuition Fee per Credit Unit	Tuition Fee Calculation	Total Tuition Fees per 30 ECTS Credits
30 ECTS	EUR 65.00	(30 * 65.00)	EUR 1,950

Tuition Fee Payment

Tuition fees must be paid according to the payment plan agreed with the relevant University officer during registration. Regardless of the agreement or the number of instalments, the first instalment of each semester is payable before course registration, while the final instalment must be settled before the end-of-semester examinations. Typically, semester fees are paid in four (4) equal monthly instalments.

Tuition fees may be paid through any of the following methods:

- By credit card through the Student Portal: <http://extranet.frederick.ac.cy> (Payment Details), and/or directly through the JCC website: <https://www.jccsmart.com/businesses/26685032/pay/2174>
- At the University Cashier.
- By bank transfer using the bank account details provided below.



Student Extranet portal:

Tuition fees can be paid via the Extranet platform.

In the case of a bank transfer, the following must be clearly stated:

- Full name of the student.
- Registration number (or ID number, if the registration number has not yet been issued).
- Program of Study.

Registration Fees

Upon registration at Frederick University, students are required to pay a one-time application fee (€55), as well as a semester registration fee (€100), which must be paid at the beginning of each new semester.

Account Balance

For any information regarding their account balance, students may contact the Cashier Office:

Tel.: +357 22394380, Email: dlcashier@frederick.ac.cy

The account statement is also sent at regular intervals to each student's academic email address.

Frederick University Account Information

Bank Name: Eurobank (ex Hellenic Bank)

• **Account Name:** Frederick University

• **Account Number:** 14701A5817501

• **IBAN:** CY18 0050 0147 0001 4701 A581 7501

• **SWIFT Code:** HEBACY2N

• **Reference:** Student ID + Full Name

Bank Name: Bank of Cyprus

• **Account Name:** Mesokeleas Ltd trading as Frederick University

• **Account Number:** 019911005509

• **IBAN:** CY83 0020 0199 0000 0011 0055 0900

• **SWIFT Code:** BCYPCY2N

• **Reference:** Student ID + Full Name

Contact Information

Secretariats of Schools/Departments

School of Education and Social Sciences	Program Coordinators	Program Officers
MSc in Applications of Psychology in the School Community	Dr. Natalie Loizidou Email: pre.nl@frederick.ac.cy	Maria Ioannou Email: m.ioannou@frederick.ac.cy Tel.: +357 25730976
MEd in Educational Studies: Curriculum & Instruction	Dr. Katerina Karatasou Email: pre.kk@frederick.ac.cy	Areti Christodoulou Email: a.christodoulou@frederick.ac.cy Tel.: +357 22394479
MEd in Special Education	Dr. Olga Lyra Email: dledu.lo@frederick.ac.cy	Nikoletta Isaia Email: n.isaia@frederick.ac.cy Tel.: +357 25730041
MA in Educational Administration and Leadership	Dr. Manos Pavlakis Email: m.pavlakis@frederick.ac.cy	Maria Ioannou Email: m.ioannou@frederick.ac.cy Tel.: +357 25730976
MSc in Climate Crisis: Environmental Management and Governance	Dr. Chrysanthi Katzi Email: pre.kch@frederick.ac.cy	Areti Christodoulou Email: a.christodoulou@frederick.ac.cy Tel.: +357 22394479
MEd in Adult Education	Dr. Nikoleta Christodoulou Email: pre.cn@frederick.ac.cy	Areti Christodoulou Email: a.christodoulou@frederick.ac.cy Tel.: +357 22394479
MEd in Intercultural Studies and Greek as 2nd Language	Dr. Nansia Kyriakou Email: dledu.kn@frederick.ac.cy	Maria Ioannou Email: m.ioannou@frederick.ac.cy Tel.: +357 25730976

School of Health Sciences	Program Coordinators	Program Officers
MSc in Sports, Exercise and Health Sciences	Dr. Anthi Xenofontos Email: a.xenofontos@frederick.ac.cy	Iliana Zinonos Email: sec.ze@frederick.ac.cy Tel.: +357 25730975 ext.: 49157
MSc in Health Management	Dr. George Charalambous Email: hsc.cg@frederick.ac.cy	Antigoni Patsalidou Email: a.patsalidou@frederick.ac.cy Tel.: +357 22394466
MSc in Advanced Cosmetic Science & Natural Health Products	Dr. Georgios Karikas Email: hsc.kg@frederick.ac.cy	Antigoni Patsalidou Email: a.patsalidou@frederick.ac.cy Tel.: +357 22394466
MSc in Advanced Health Care	Dr. George Charalambous Email: hsc.cg@frederick.ac.cy Prof. Evangelia Kotrotsiou Email: hsc.kev@frederick.ac.cy	Antigoni Patsalidou Email: a.patsalidou@frederick.ac.cy Tel.: +357 22394466

School of Law and Business Administration	Program Coordinators	Program Officers
Master of Business Administration (MBA) (English language)	Prof. Eleni Chatzikonstantinou Email: eng.he@frederick.ac.cy	Melinda Michael Email: m.michael@frederick.ac.cy Tel.: +357 22394478
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MBA with Specialization in Public Policy and Management (Greek language)	Prof. Eleni Chatzikonstantinou Email: eng.he@frederick.ac.cy	Melinda Michael Email: m.michael@frederick.ac.cy Tel.: +357 22394478
MSc International Trade and Shipping Management	Dr. Michalis Makrominas Email: bus.mm@frederick.ac.cy	Giorgoula Hadjigeorgiou Email : g.hadjigeorgiou@frederick.ac.cy Tel.: +357 25730979
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BA in Business Administration	Dr. Petroula Mavrikiou Email: p.mavrikiou@frederick.ac.cy	Melinda Michael Email: m.michael@frederick.ac.cy Tel.: +357 22394478

School of Engineering	Program Coordinators	Program Officers
MSc in Conservation and Restoration of Historical Structures and Monuments	Prof. Panayiotis Toulaitos Email: art.tp@frederick.ac.cy Prof. Milton Dimosthenous Email: art.dm@frederick.ac.cy	Tonia Mantzoura Email: t.mantzoura@frederick.ac.cy Tel.: +357 22394465
MSc in Web and Smart Systems	Dr. Andreas Constantinides Email: com.ca@frederick.ac.cy	Anastasia (Nasía) Hadjigeorgiou Email: a.hadjigeorgiou@frederick.ac.cy Tel.: +357 22394476

Distance Learning Unit	Addresses:
Email: dlu@frederick.ac.cy Tel.: +357 22394440	Nicosia: 7, Y. Frederickou Str. Pallouriotisa, Nicosia 1036, Nicosia, Cyprus P.O. Box 24729, 1303 Nicosia, Cyprus Tel.: +357 22 394394 Email: info@frederick.ac.cy
Unit Officers	
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