



# AMERICAN COLLEGE

## DIPLOMA SUPPLEMENT

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.  
[http://ec.europa.eu/education/policies/rec\\_qual/recognition/ds\\_en.pdf](http://ec.europa.eu/education/policies/rec_qual/recognition/ds_en.pdf)

### 1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family name(s)

Andrew

1.2 Given name(s)

Higgins

1.3 Date of birth (dd/mm/yyyy)

12/08/1972

1.4 Student identification number or code (if available)

20061003

### 2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of qualification and (if applicable) title conferred (in original language)

Bachelor of Arts in Hotel Management

2.2 Main field(s) of study for the qualification

Hotel Management

2.3 Name and status of awarding institution (in original language)

American College is a private institution of higher education operating in the Republic of Cyprus. It was registered with the Cyprus Ministry of Education and Culture (Registration Certificate No. ISTE 18) after inspection and approval of its facilities, programmes and faculty.

2.4 Name and status of institution (if different from 2.3) administering studies (in original language)

Same as 2.3

2.5 Language(s) of instruction/examination

English

### 3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of qualification

First cycle degree (Bachelor)

3.2 Official length of programme

In full-time mode 4 academic years - 8 semesters (240 ECTS). In part-time mode, the 240 ECTS may be accumulated during a maximum of 9 academic years.

3.3 Access requirements(s)

Upper secondary school leaving certificate (Apoletyrion) or equivalent qualification(s). Further information at [www.ac.ac.cy](http://www.ac.ac.cy).

### 4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study

Full-time attendance

4.2 Programme requirements

The student must satisfy the programme's credit requirements and complete 240 ECTS. Course pass mark is 60%. A minimum Cumulative Grade Point Average (CGPA) of 2.00/4.00 is required for the 1st Cycle Degrees. There is no minimum CGPA for Culinary Arts and Office Administration programmes. Further information at: [www.ac.ac.cy](http://www.ac.ac.cy)

CODE	COURSE TITLE	SEMESTER	ECTS Credits	Points	Grade
ENG102	English Writing	Spring 2006	6	12.00	C
HOT104	Food and Beverage Service	Spring 2006	6	15.00	C+
HOT105	Food Production	Spring 2006	6	24.00	A
HOT106	Hospitality Safety and First Aid	Spring 2006	6	6.00	D
MAR101	Principles of Marketing	Spring 2006	6	9.00	D+
ENG101	English Communication	Fall 2006	6	21.00	B+
HOT101	Introduction to the Hospitality Industry	Fall 2006	6	24.00	A
HOT102	Front Office Operations	Fall 2006	6	24.00	A
HOT103	Sanitation, Hygiene and Nutrition	Fall 2006	6	24.00	A
HOT205	Housekeeping Management	Spring 2007	6	18.00	B
HOT206	Wines and Spirits	Spring 2007	6	18.00	B
HOT306	Kitchen and Restaurant Organization	Spring 2007	6	15.00	C+
LAW101	Business Law	Spring 2007	6	6.00	D
ENG201	Advanced English	Fall 2007	6	15.00	C+
HOT202	Conference and Banqueting Operations	Fall 2007	6	21.00	B+
HOT203	Food Production II	Fall 2007	6	21.00	B+
MGT101	Principles of Management	Fall 2007	6	18.00	B
FRE101	French Language	Spring 2008	6	24.00	A
MAR308	Strategic Marketing	Spring 2008	6	6.00	D
PHI101	Introduction to Philosophy	Spring 2008	6	6.00	D
PSY101	Introduction to Psychology	Spring 2008	6	24.00	A
FRE201	French Language II	Fall 2008	6	24.00	A
HOT301	Hospitality Marketing	Fall 2008	6	24.00	A
HOT302	Food and Beverage Management	Fall 2008	6	9.00	D+
HOT303	Food and Beverage Controls	Fall 2008	6	12.00	C
ACC101	Financial Accounting	Spring 2009	6	12.00	C
HOT304	Menu Planning	Spring 2009	6	12.00	C
HOT305	Control of Accommodation Operations	Spring 2009	6	12.00	C
HOT403	Hospitality Maintenance Management	Spring 2009	6	24.00	A
CSC101	Introduction to Computing	Fall 2009	6	18.00	B
CSC203	Management Information Systems	Fall 2009	6	21.00	B+
HOT401	Hospitality Human Resource Management	Fall 2009	6	24.00	A
MGT401	International Business	Fall 2009	6	9.00	D+
HOT404	International Hospitality Management	Spring 2010	6	24.00	A
HST102	History of Cyprus	Spring 2010	6	6.00	D
MGT403	Business Policy and Strategic Management	Spring 2010	6	15.00	C+
TOU104	Tourism Geography	Spring 2010	6	24.00	A
TOU401	International Travel and Tourism	Spring 2010	6	24.00	A
HOT402	Managing Quality Hospitality Services	Fall 2010	6	12.00	C
MGT402	Human Resource Management	Fall 2010	6	18.00	B
Total ECTS credits:			240		
Cumulative Grade Point Average (CGPA):			2.81		

## 4.4 Grading scheme and, if available, grade distribution guidance

Grade	Course Grade/ Grade Meaning	Grade Points per Credit
A	90-100	4.00
B+	85-89	3.50
B	80-84	3.00
C+	75-79	2.50
C	70-74	2.00
D+	65-69	1.50
D	60-64	1.00
F	0-59	0.00
W	Withdrawal	0.00
I	Incomplete	0.00
TR	Transfer Credits	0.00
AU	Audit	0.00

Bachelor and Master degree graduates are awarded for high academic achievement as follows:

- Summa Cum Laude: awarded to students whose CGPA is between 3.90 and 4.00.
- Magna Cum Laude: awarded to students whose CGPA is between 3.70 and 3.89.
- Cum Laude: awarded to students whose CGPA is between 3.50 and 3.69.

The Cumulative Grade Point Average (CGPA) is the sum of the product of the "Grade Points per Credit" and the number of ECTS of each course taken, divided by the total number of ECTS earned. Further details at [www.ac.ac.cy](http://www.ac.ac.cy)

## 4.5 Overall classification of the qualification (in original language)

Pass - 2.81 out of 4

## 5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

## 5.1 Access to further study

Access to second cycle (postgraduate) studies.

## 5.2 Professional status (if applicable)

Not applicable

## 6. ADDITIONAL INFORMATION

## 6.1 Additional information

Students generally must not take more than 60 ECTS in one academic year. A student may take more than 60 ECTS in one academic year if one or more of the following reasons apply:

1. The student was granted permission for additional ECTS due to his/her high academic performance;
2. The student has repeated a course that he/she previously failed;
3. The student has repeated a course in order to improve his/her CGPA;
4. The student has repeated a course that he/she has transferred; and
5. The student had to take additional ECTS in order to graduate after a specific semester

## 6.2 Further information sources

American College:

[www.ac.ac.cy](http://www.ac.ac.cy)

Cyprus Ministry of Education and Culture:

[www.moec.gov.cy](http://www.moec.gov.cy)

## 7. CERTIFICATION OF THE SUPPLEMENT

## 7.1 Date of issue

29/02/2012

## 7.2 Name and Signature

Nicolas Ioannides

## 7.3 Capacity

Registrar

## 7.4 Official stamp or seal

## 8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

The Education system in Cyprus consists of the following stages:

### **Pre-Primary education:**

Pre-Primary Education is compulsory for all children between 4 8/12 – 5 8/12 years old. Children are also accepted over the age of 3. This level of education aims to satisfy the children's needs for the development of a wholesome personality in an experiential environment which enables them to recognize their capabilities and enhance their self-image.

### **Primary Education:**

Primary education is compulsory for all children over the age of 5 8/12 and has a duration of 6 years. The aim of Primary Education is to create and secure the necessary learning opportunities for children regardless of age, sex, family and social background and mental abilities.

### **Secondary Education:**

Secondary General Education offers two three-year cycles of education – Gymnasio (lower secondary education) and Lykeio (upper secondary education) – to pupils between the ages of 12 and 18. The curriculum includes core lessons, interdisciplinary subjects and a variety of extracurricular activities.

Instead of the Lykeio, pupils may choose to attend Secondary Technical and Vocational Education which provides them with knowledge and skills which will prepare them to enter the workforce or pursue further studies in their area of interest.

### **Higher Education:**

At present, public and private universities operate in Cyprus.

#### **Public Universities**

1. The University of Cyprus
2. The Open University of Cyprus
3. The Cyprus University of Technology

#### **Private Universities**

1. European University- Cyprus
2. Frederick University- Cyprus
3. Neapolis University- Cyprus
4. University of Nicosia- Cyprus

#### **State Higher Education Institutions:**

Higher education in Cyprus is also provided by a number of State Higher Education Institutions, and an even greater number of Private Institutions of Higher Education, none of which has university status. The State Institutions of Higher Education, offer vocational programmes of study with a duration ranging from one to three academic years. These programmes do not provide access to second cycle programmes. The apolyterion or equivalent qualification, is a prerequisite for access to the programmes offered by State Higher Education Institutions and candidates for entrance to a particular programme are ranked according to their performance in the Pancyprian Examinations.

#### **Private Institutions of Higher Education:**

Currently, 25 Private Institutions of Higher Education are registered with the Ministry of Education and Culture some of which have branches in other cities in Cyprus, besides Nicosia. Private Institutions of Higher Education do not have university status but they offer both academic and vocational programmes of study at the undergraduate and postgraduate levels.

#### **Quality Assurance and Accreditation**

The competent body for quality assurance and accreditation of the programmes offered by Private Institutions of Higher Education is the Council for Educational Evaluation-Accreditation (Symvoulío Ekpedeftikis Axiologisis Pistopiisis, SEKAP), which is a member of ENQA. At present, a number of programmes offered by the Private Institutions, have been evaluated and accredited by SEKAP. These programmes fall into the following categories:

- Academic and Vocational programmes of study lead to the following qualifications: Certificate (1 year), Diploma (2 years) and Higher Diploma (3 years). For access to these programmes the apolyterion or equivalent qualification is a prerequisite.
- First cycle programmes (4 years), lead to the award of a Bachelor Degree. For access to these programmes the apolyterion or equivalent qualification is a prerequisite.
- Second cycle programmes (1 to 2 years) lead to the award of a Masters Degree. The prerequisite for access to these programmes is the Ptychio, or Bachelor, or equivalent qualification.

#### **Recognition of Higher Education Qualifications**

The competent national body for the recognition of higher education qualifications is the Cyprus Council for the Recognition of Degrees (Kypriako Symvoulío Anagnorisis Titlon Spoudon, KYSATS). KYSATS recognizes equivalence, or equivalence-correspondence for first cycle titles, or just equivalence for postgraduate titles (second or third cycle). KYSATS may also recognize joint degrees.

#### **Quality Assurance Agency**

The establishment of a Quality Assurance Agency has been approved by the Council of Ministers of the Republic of Cyprus. The aim of this Agency is to promote quality assurance in both the public and the private institutions of higher education, through various measures which include external accreditation and development of internal quality culture. These efforts are in line with the Berlin Communique, the ENQA Standards and Guidelines on QA, as accepted by the Bergen Communique and the Agreement on Quality Assurance in the EU.

# Structure of the Education System of Cyprus

