



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

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family name(s)

ARNAOUT

1.2 Given name(s)

Orestis

1.3 Date of birth (dd/mm/yyyy)

03/08/1972

1.4 Student identification number or code (if available)

20103257

2. INFORMATION IDENTIFYING THE QUALIFICATION

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

Master in Business Administration

2.2 Main field(s) of study for the qualification

Business Administration

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

Second cycle degree (Master)

3.2 Official length of programme

In full-time mode twelve months - 3 semesters (90 ECTS). In part-time mode, the 90 ECTS may be accumulated during a maximum of 4 academic years.

3.3 Access requirements(s)

Bachelor Degree (First cycle degree) or equivalent qualification(s). Further information at 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 2nd Cycle Degrees. There is no minimum CGPA for Culinary Arts and Office Administration programmes. Further information at: www.ac.ac.cy

CODE	COURSE TITLE	SEMESTER	ECTS Credits	Points	Grade
ACC601	Financial and Managerial Accounting	Fall 2010	6	21.00	B+
ECO601	Managerial Economics	Fall 2010	6	15.00	C+
MGT603	Organizational Behavior	Fall 2010	6	21.00	B+
MGT606	Quantitative Methods for Business	Fall 2010	6	9.00	D+
MGT607	Strategic Management	Fall 2010	6	21.00	B+
FIN601	Financial Management	Spring 2011	6	18.00	B
MAR601	Marketing Management	Spring 2011	6	24.00	A
MGT601	Operations Management	Spring 2011	6	24.00	A
MGT602	Human Resource Management	Spring 2011	6	24.00	A
MGT613	Business Research	Spring 2011	6	24.00	A
MAR608	Strategic Marketing	Summer 2011	6	24.00	A
MGT604	Business Ethics	Summer 2011	6	24.00	A
MGT614	Thesis	Fall 2011	18	63.00	B+
Total ECTS credits:			90		
Cumulative Grade Point Average (CGPA):			3.47		

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

4.5 Overall classification of the qualification (in original language)

Pass - 3.47 out of 4

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study

Access to third cycle (doctoral) 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

Cyprus Ministry of Education and Culture:

www.moec.gov.cy

7. CERTIFICATION OF THE SUPPLEMENT

7.1 Date of issue

22/02/2012

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

