



International and European Union **Student Guide**

Introducing American College

American College is a leading higher education institution founded in 1975. The College is located in the capital of Cyprus, Nicosia. Cyprus is an island that lies at the crossroads of Europe, Asia and Africa and is a member-state of the European Union. American College is one of the oldest higher education institutions in Cyprus. The College is registered with the Cyprus Ministry of Education, Sports and Youth and it offers a wide range of accredited programs of study. Its programs are modelled on American and European higher education and the qualifications awarded are recognized both nationally and internationally. American College hosts students from all over the world.



EUROPE

AFRICA

ASIA

Cyprus... a paradise island!

The beautiful island of Cyprus is situated at the north-eastern corner of the Mediterranean Sea. Cyprus landscape, blessed with natural beauty, is one of infinite variety. Cool, virgin mountains and tranquil, traditional villages are in striking contrast to golden, sunny beaches and modern cosmopolitan cities.

Cyprus has a Mediterranean climate: hot, dry summers from June to September with an average temperature of 35° C and mild, wet winters from November to March with an average temperature of 12° C.

The population of Cyprus is 888.000. The native language is Greek, but English is widely understood and extensively spoken. Political stability is firmly established in Cyprus. Cyprus accession as a full member to the European Union as of 1st May 2004 has been an important milestone in its recent economic development. As of 1st January 2008, the currency of Cyprus is the Euro (€). Despite its high standard of living, Cyprus remains a fairly inexpensive country with a cost of living that is lower than that in most European countries. Cyprus is characterized by the warmth and hospitality of its people.

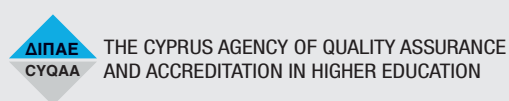
The cosmopolitan city of Nicosia

With a population of 346.400, Nicosia is located in the center of the island and it is the capital of Cyprus and the country's largest city. Nicosia is the seat of government and the principal diplomatic, administrative and commercial center of the island. Nicosia is a city full of contrast and interest. From a centuries-old walled city center that sees monuments in close proximity, to downtown bargain shopping and brand new suburban malls, Nicosia has something for everyone. Nicosia offers a wide variety of musical and other cultural events, organized either by the municipality or other organizations. For those who are interested in sports activities there are swimming pools, tennis and basketball courts, and running tracks.

Situated at the heart of Nicosia, American College gives students the best of both worlds: the cultural world of museums, art galleries and theatres, and the entertainment world of cinemas and late-night clubs, all within walking distance from the College. Our students are spoiled for choice when it comes to drinking and eating in and around the College. There is an abundance of cafes, pubs, bars, clubs, taverns and a range of local and international restaurants with prices and menus set with students in mind. The public transportation system is efficient, with brand new buses serving a wide network of routes. The central bus station is less than a minute walk from American College.

Accreditation and International Recognition

All programs of study offered by American College are accredited by the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CYQAA). CYQAA is the competent authority of the Republic of Cyprus responsible for the accreditation of higher education programs of Cyprus. This means that our programs of study met a number of criteria and standards and the qualification (degree/diploma/certificate) awarded to our graduates is fully recognized worldwide for employment purposes and for continuing education to a higher level.



Moreover, the College maintains agreements and strong links with numerous universities abroad, where its students may transfer to continue their undergraduate studies or pursue postgraduate studies (master and doctoral degrees) on a credit/year for credit/year basis. Specifically, our students may study for 2 years at our College and 1 in the United Kingdom or 3 years at our College and 1 in the United States and obtain a British or American Bachelor's Degree. These agreements and strong links we maintain ensure the shortest time and the lowest cost in obtaining a British or American university degree.

Programs of Study

American College offers the following programs of study:

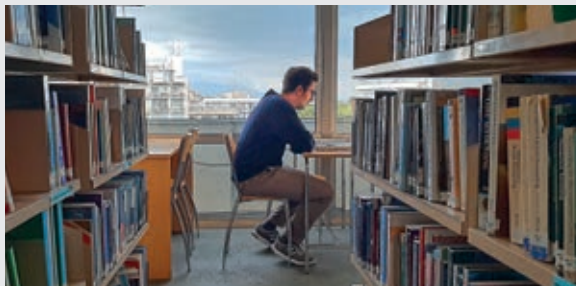
	1-Year Certificate	2-Years Diploma	Bachelor Degree
Undergraduate programs			
Business Administration		•	
Business Administration Specializations: Management / Accounting			•
Computer Science		•	•
Hotel Management		•	•
Tourism Management		•	•
Culinary Arts		•	•
Digital Marketing		•	
Accounting Officer		•	
Computer and Network Technician		•	
Office Management (Secretarial Studies)	•	•	
Postgraduate programs			Master Degree
Business Administration Specializations: Management / Marketing / Hospitality Management / Human Resource Management			•
Distance education programs			
Business Administration			•





Campus and Facilities

The American College campus is situated in Nicosia at the heart of the city center and is based on two buildings, next to each other. In addition to our modern and well-equipped classrooms we have the following facilities:



Library and online learning resources

Our library is an integral part of the teaching and learning environment of the College. The library is enriched with a wide range of books, academic journals, periodicals and electronic and digital material in order to meet the educational needs of students. Moreover, our library subscribes to online learning resources such as thousands of online books from reputable commercial and academic presses and millions of citable journal, magazine and newspaper articles on various subjects.



Computer facilities

Equipped with state of the art hardware and up to date software, the College computer facilities, among a few of its kind in Cyprus, aim to satisfy the needs of the teaching, research and administration functions of the College. The computer facilities include several well-equipped computer laboratories, a computer network laboratory and a computer help desk which is

available to assist students, teaching and administration staff. All American College students and personnel enjoy an ubiquitous access to the Internet through the campus-wide Wi-Fi networks.



Cooking laboratory

The College has a cooking laboratory that is well equipped with the most advanced kitchenware and cooking equipment, which provides a simulated professional kitchen environment for students to enhance their cooking skills.



Training restaurant

The College has a well equipped training restaurant that is used for practical drinks preparation and food and drinks serving sessions. Classes held in the training restaurant teach students all the practical areas of food and drinks service such as stewarding and dining room management.



Fitness center

American College has a fitness center that is equipped with a number of professional electronic and manual universal fitness machines. The Center has changing rooms and shower facilities.



Cafeterias

The College has 2 large and comfortable cafeterias that serve snacks and drinks. Students, during their free time play various games such as pool, table football, chess and backgammon. The cafeterias are a congenial place for students to get acquainted and meet with other students and College staff between and after classes. The cafeterias, which are equipped with TVs and a central audio system, are also used by students for many of their parties and other social events.

Accommodation

Nicosia offers a wide range of accommodation many of which are within walking distance from the College. Students can either rent a place on their own or share an apartment with other students. A comprehensive accommodation service is available to all American College students who are looking for a place to live.



Student Welfare

The College is focused on offering a large variety of services for better support, guidance and to improve the quality of life of students. Such services include orientation of new students, accommodation, issuance and renewals of residence permits to International (non-European Union) students, academic and personal counseling, organizing sports activities, facilitating the various activities of the numerous clubs and societies, employment and career advising and others.





Distance Education

Distance education is a way of learning remotely without being in regular face-to-face contact with an instructor in a classroom. Our distance education Master in Business Administration program requires no physical presence of the student (no mandatory classroom attendance or face-to-face interaction) and is provided worldwide without any geographical restrictions or time constraints. It offers students the flexibility of studying from anywhere (home or from any other location) and at any time of the day over the internet. All students need to have, is a computer with access to the internet.

Distance education students are provided with access to our distance-learning platform to which they login with

their browser. Through this platform they access all the necessary information, learning resources, submit assignments and interact with their professor and other students enrolled in their courses. In a distance education program, students learn by reading, attending online live lectures, watching recorded lectures and PowerPoint/video presentations, participating in online discussion forums and real-time communication with their instructor and fellow students. In terms of assessment, students are required to complete homework and take a comprehensive written examination in their residence country.

Scholarships and Financial Assistance

American College offers numerous scholarships and financial assistance to International, European Union and distance education students, based on academic merit, financial need or demonstration of outstanding athletic skills and participation in the college athletic activities. Detailed information on scholarships and financial assistance for new International, European Union and distance education students is given in the appropriate Financial Aid leaflet or can be found in our website (www.ac.ac.cy).

On campus work programs

A number of part-time, on campus jobs are available to students (e.g. computer laboratory assistants). Students are compensated in the form of tuition fees reduction or wages.

Study and work in Cyprus

International (non-EU) students are entitled to work for 20 hours per week during teaching periods and 38 hours per week during their holiday periods (Christmas, Easter or Summer). In addition, during summer holiday period (June to October), Hotel Management and Culinary Arts International students have the opportunity to undertake paid employment in Hotels and Restaurants. Finally, on completion of our Master in Business Administration program, International students are allowed to remain in Cyprus for a period of up to 12 months in order to seek

employment. European Union (EU) students are entitled to work for any number of hours per week, undertake paid employment in any field and/or occupation and remain in Cyprus after the completion of their studies.



Financial Information

Detailed information on tuition and other fees and living expenses for new International, European Union and distance education students is given in the appropriate Tuition and Other Fees leaflet or can be found in our website (www.ac.ac.cy).

Admission Information

Admission criteria

Applicants for an undergraduate program of study (Certificate, Diploma or Bachelor's Degree) must have a Secondary (High) School Leaving Certificate (i.e. 12 or 11 years of education depending on the country of origin) or equivalent qualifications (e.g. GCE "A" levels).

Applicants for a postgraduate program of study (Master's Degree) must additionally have a Bachelor's Degree or equivalent qualifications.

English language proficiency

Applicants must provide proof of English language proficiency. Any of the following is considered as an acceptable English language proficiency proof:

- An average score of at least 5.0 in the IELTS examination.
- A score of at least 70 in the TOEFL Internet Based Test (TOEFL iBT).
- A grade of at least D in the IGCSE English language examination.

In case you do not possess one of the above qualifications but you are in possession of another qualification you may ask the Office of Admissions if your qualification is considered as an acceptable English language proficiency proof.

Academic year and admission intakes

The academic year of the American College consists of two semesters, the Fall Semester (approximately starting in the beginning of October and finishing in the end of January) and the Spring Semester (approximately starting in the beginning of February and finishing in the beginning of June). A shorter but more intensive Summer Session is also offered in the middle of June and finishing in the end of July. New students can join the College in the Fall semester, Spring semester or Summer session.

Admission procedure for European Union (EU) students

Detailed information on the admission procedure (required documents, application deadlines, etc.) for European Union students is given in the appropriate Admission Procedure leaflet or can be found in our website (www.ac.ac.cy).

Admission and visa procedures for International (non-EU) students

Detailed information on the admission and visa procedures (required documents, application deadlines, etc.) for International students is given in the appropriate Admission and Visa Procedures leaflet. The admission and visa procedures differ depending on the student's nationality. Therefore, it is strongly recommended that students consult the American College website (www.ac.ac.cy) or contact the Office of Admissions to obtain the Admission and Visa Procedures leaflet that applies to their nationality.

Admission procedure for distance education students

Detailed information on the admission procedure (required documents, application deadlines, etc.) for distance education students is given in the appropriate Admission Procedure leaflet or can be found in our website (www.ac.ac.cy).

Transfer of credits

Students who have gained knowledge, no matter how it was gained (by studying at another higher education institution, by studying towards passing an examination of an examination board or professional body, through work experience, etc.), may transfer credits to the program of study they will be attending at American College (i.e. exempted from respective credits), thus reducing the period of study needed to obtain their qualification. Students wishing to receive credits for their knowledge must submit, along with their application for admission, an application to transfer credits. Alternatively, students can submit their application to transfer credits during the registration period at the College.



AMERICAN COLLEGE

We educate people since 1975

Apply for admission - Contact us

Visit the College website to apply for admission online. Moreover, you may obtain application for admission forms and any other admission information from the College website or the Office of Admissions. In addition, you may contact the Office of Admissions to arrange a campus visit.

American College

- ✉ Postal address: P.O. Box 22425, 1521 Nicosia, Cyprus
- 📍 Physical address: 3 Omirou Avenue, 1097 Nicosia, Cyprus
- ☎ Tel: +357 22368000
- 📠 Fax: +357 22368001
- ✉ Email: admissions@ac.ac.cy
- 🌐 www.ac.ac.cy

