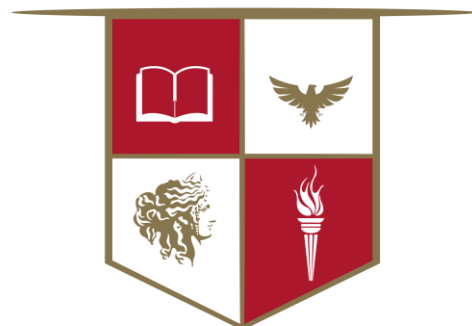


MESOYIOS
COLLEGE



MESOYIOS COLLEGE

STUDENT HANDBOOK
2025 - 2026

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1. Welcome Message

Welcome to Mesoyios College where your journey in the Hospitality Industry begins!

At Mesoyios we are dedicated to nurturing the visionaries and leaders of tomorrow. Our innovative programs are designed to ignite your passion and equip you with the skills and experiences needed to excel in the ever-evolving world of hospitality.

Join a vibrant community that celebrates innovation, diversity, and excellence. Our state-of-the-art facilities and experienced faculty create an inspiring environment where your potential can truly flourish.

Here at Mesoyios, we are committed to a sustainable future. Our curriculum integrates cutting-edge sustainable practices, empowering you to lead with environmental stewardship and social responsibility. Be the change-maker who drives eco-friendly operations and sustainable tourism.

Whether you aspire to manage luxury hotels, design and implement unforgettable hospitality experiences, or spearhead sustainable initiatives, our comprehensive training will help you turn your dreams into reality. We believe in your potential to make a lasting impact on the world.

Step into a legacy of excellence and innovation. At Mesoyios, your future in hospitality management starts now. Together, we will shape the future of hospitality.

Welcome to a world of endless possibilities. Welcome to Mesoyios College!

Loizos Michael
College Principal

2. HISTORY, GENERAL ORGANIZATION AND GOVERNANCE STRUCTURE

2.1. Introduction

The aim of this Student Handbook is to make all procedures, rights, duties and responsibilities of Mesoyios College (MC) students explicit. Institutional policies and procedures, guidelines and instructions concerning the effective contribution of all students are written in detail. Through this handbook, MC wishes to specify, support and enhance students' learning experience. All students are therefore advised to study this handbook thoroughly and always consult it. It is the responsibility of every student to refer the latest edition of this handbook.

2.2. Mesoyios College

Mesoyios College is a private institution of tertiary education; a conversion of the Mesoyios Institute of Career Advancement, which leads vocational training in the hospitality industry of Cyprus since 1998.

Mesoyios College was founded with the main aim of providing education opportunities and life-long learning to young people starting their journey of vocational rehabilitation through acquisition of knowledge and skills, to unemployed young adults who wish to expand their options for vocational rehabilitation as well as to unemployed professionals constantly seeking for new vocational knowledge and skills for further development and professional growth. Further, Mesoyios College was founded to provide opportunities through quality education and training to support the wider economic, social and community development.

2.3. MC'S Mission

Our mission is to supply the industry and society with professionals with great knowledge, skills and values capable of successfully leading the industry to the future.

2.4. MC'S Vision & Values

Our Vision

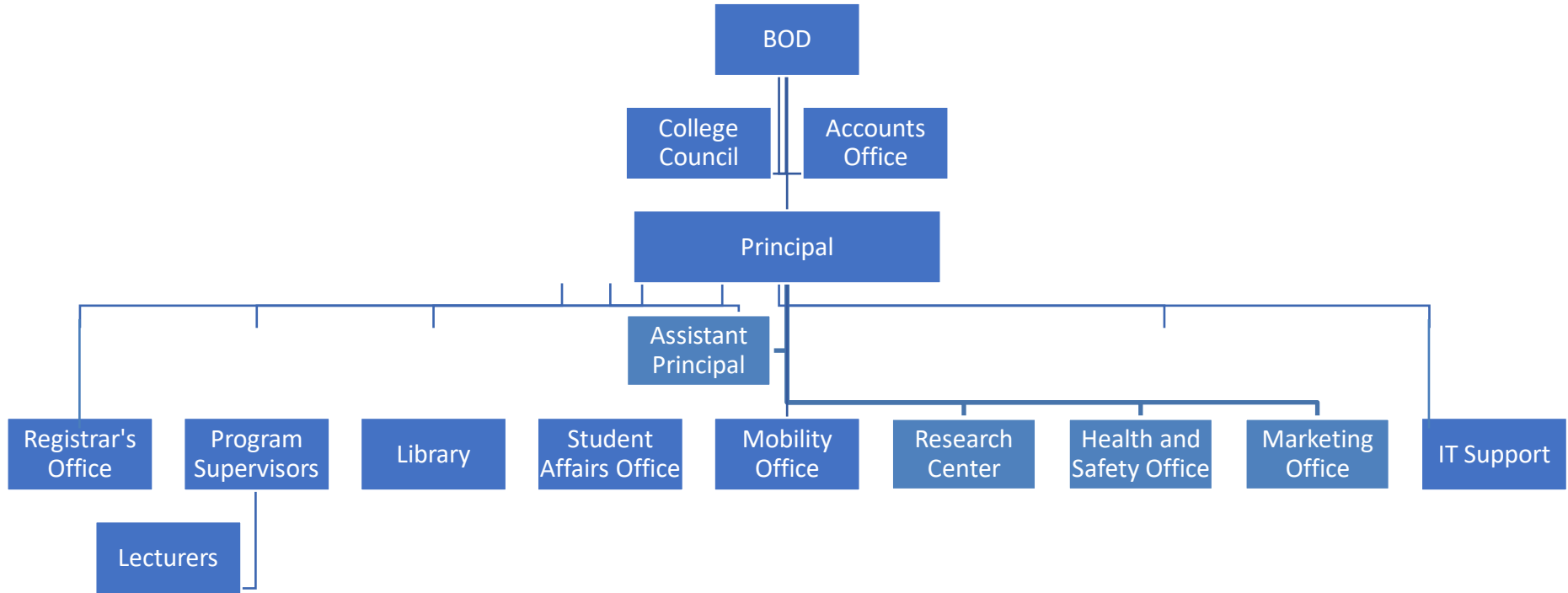
Our vision is to enhance both professional and personal well-being through education and training.

Our Basic Values and Beliefs:

- The integration of all aspects of equality and diversity in our corporate culture and operating practices of the college.
- To ensure a safe and healthy environment for the staff and students and our active participation in initiatives that seek to promote positive standards for the staff and learners.

- The active promotion of students' voice and the positive response to proposals and suggestions that improve students' participation, interest and performance.
- The active pursuit and responding to the views of the shareholders, the human resource of the college, students, employers and the wider community.
- The ethics in our activities.
- To work hard to ensure success for all of our students and increase their expectations.

2.5. MC's Governance Structure



2.6. College Management Positions

The following are the full-time and part-time positions of the college. All aim to serve and support the quality of the students' learning process and experience.

- President of the Council
- Chief Accountant
- HR & QA Manager
- Director of Communication, Sales & Marketing
- College Principal
- Assistant Principal
- Registrar
- Program Supervisors
- Full Time Faculty Members
- Part Time Faculty Members
- Librarian
- Student Affairs Officer
- Mobility Officer
- Health and Safety Officer
- Receptionist

2.7. College Advisory Bodies

2.7.1. Internal Quality Assurance Committee

The Internal Quality Assurance Committee performs an advisory role to the College Council and its main responsibilities include:

- Implementing the QA policy.
- Promoting and establishing a quality assurance culture
- Submitting policy proposals for quality enrichment to the decision-making bodies.
- Following up the evaluation progress of the Programs and Departments
- Taking decisions for facing weakness as pointed by ongoing evaluations.

2.7.2. Academic Committee

The Academic Committee deals with all matters related to the academics and the criteria for admission, promotion and graduation of students.

2.7.3. Administrative Committee

The Administrative Committee deals with all matters related to the proper functioning of the College (Policy and Operating Procedures).

2.7.4. Disciplinary Committee

The Disciplinary Committee deals with all matters related to discipline within the college (Academic Offences, Violations, etc.).

2.7.5. Academic Appeals Committee

The Academic Appeals Committee is appointed by the Council of the College and deals with the determination of appeals submitted by students against primary decisions.

2.7.6. Research Committee

The Research Committee is responsible for establishing the standards of research at MC.

2.7.7. Library Committee

MC Library Committee serves as a liaison group among faculty, students, community and the library function. The Committee facilitates instructional, research, student and community needs. It advises on matters of general library policy.

2.7.8. Student Affairs Committee

The MC Student Affairs Committee supports the well-being and quality of life of the student community.

2.7.9. Appeal & Grievance Committee

The Committee may review the general policy of MC regarding salary scales, tenure, teaching loads, leaves of absence, decisions made by the management affecting the employment of a faculty member, and other matters of a similar nature pertaining to members of the Faculty Council. This review may also include an investigation of variations in the application of such policies by the units within the College. The Committee will furnish recommendations to the President of the College. The Committee shall act as the review board in cases of contested dismissals of a member of the full-time faculty members.

2.7.10. Faculty Selection Committee (FSC)

The FSC is responsible for screening all CVs and applications that have been sent as a response to the vacancy advertisements. Any other applications on file and pool of previous candidates are also considered.

2.8. The Academic Profile

The Academic Year is consisted of two semesters, the Fall and Spring Semester with the duration of 14 weeks (plus 2 weeks) including registration, holidays and final examinations.

Fall Semester begins on the first Monday of October and Spring Semester on the first Monday of February. The duration of the Summer Session is from the beginning of June until the end of August.

| ACADEMIC OPERATIONS | FALL SEMESTER | SPRING SEMESTER | SUMMER SEMESTER |
|---|---|---|-------------------------|
| Classes Begin | 07/10/2024 | 03/02/2025 | 09/06/2025 |
| Last day for submitting changes (ADD / DROP) in the curriculum | 18/10/2024 | 14/02/2025 | - |
| Last day for submitting WITHDRAWAL from the course (s) | 30/10/2024 | 28/02/2025 | - |
| End of Courses | 10/01/2025 | 09/05/2025 | 18/07/2025 |
| Final Exams | 20-30/01/2025 | 19-30/05/2025 | 18/07-01/08/2025 |
| Last day for submitting grades PASS/FAIL | 1 week after final exam | 1 week after final exam | 1 week after final exam |
| Holidays & National Holidays | 01/10, 28/10, 20/12/24-02/01/25, 06/01/2025 | 03/03, 25/03, 01/04, 18 – 21/04/2025 01/05/2025 | 09/06, 15/08/2025 |

2.9. Enrolment Criteria for Students

2.9.1. Student Enrolment Criteria

A non-discrimination student admissions policy is strongly followed by MC. Candidates for admission at MC, are considered without reference to race, colour, religion, sex, handicap or national origin. Thus, the diversity of the student community is a goal for MC's admissions Office to bring a diverse range of academic backgrounds, experiences, special interests, talents and cultural heritage.

Therefore, it is mandatory for all candidates to possess a Higher Secondary School Leaving Certificate or equivalent qualification (in their country of origin).

Students may achieve an admission to the College, possible at the beginning of any semester. The admission is granted, depending on the students' qualifications and future educational path selected. The College admission policy relies on students' past records including high school grades.

Proficiency of the English language is required for all programs taught in English. An English placement test is given to all incoming students. Its purpose is to determine the proficiency level of a student so as to recommend appropriate placement in English courses. Students with qualifications in English language such as: IELTS – 5, IGCSE – D, TOEFL IBT – 70, Password Test – 5, Anglia Examinations – Intermediate, Michigan Language Assessment (Proficiency of Michigan) – ECCE (52), Cambridge GCE AS Level English Language – C, University of Cambridge Exams – PET-Preliminary English Test will be able to follow normal program requirements (as described in individual program pathways).

2.9.2. Admission criteria for undergraduate programs:

Regular admission

The criteria for regular admission to the College undergraduate programs are as follows:

- A Secondary School Leaving Certificate with an average mark of at least 50% or equivalent qualifications.

Transfer Admission: based on a transfer evaluation by the prospective program coordinator and the guidelines of the Ministry of Education, Culture, Sport & Youth.

2.9.3. English Language Placement Test (ELPT)

All students registered under programs that are taught in English are required to take the English Placement Examination (based on IELTS - level B1-B2). The result of the test will determine the number and type of courses a student can take.

2.10. Admission

The prospective student should send to the Office of Admissions, 3-5-7 Dimostheni Mitsi, 3022 Limassol, Cyprus or personally refer with the following:

- Completed Application Form along with the required amount of €50.
- Certificate or copy of the certificate of secondary school.
- One photo (passport size).

A candidate who fulfils the minimum requirements for enrolment in a higher education institution, as required by Article 2 of Law 67(I)96, but has some educational deficiencies (i.e. does not speak English very well), so that it will be difficult to follow the academic program, will be accepted in this program, provided that the student will attend the English Summer Course or the Foundation Year of Study.

After taking the qualifying exams, they will be placed in the first semester of their chosen program.

Additionally, during the first or second semester of the Foundation Year, students will have at least five hours of classroom instruction per day, but there will be no industrial placement. All courses are compulsory.

During the course of study, as well as at the end of each academic semester of the foundation year, students will take oral and written exams, and will receive only a certificate of attendance, without earning ECTS credits or being excluded from future courses.

If the student's performance at the end of the second semester of the Foundation Year is considered satisfactory by the Academic Council of the College, the student will be placed in the first semester of the first year of his/her academic program.

If the prospective student meets all the requirements for admission, but after an interview it is determined that further improvement in English language skills is needed, the student will

be admitted to the specific program of study on the condition that the student attends the summer English course and obtains a certificate of Sufficient English Language from the College with a minimum passing score of 60% in the final examination.

When a prospective student is admitted to Mesoyios College, the Office of Admissions will issue and send a Letter of Acceptance. After the candidate receives the Letter of Acceptance, they must pay the tuition fees for the first year of study.

The final step in the admission process is the selection of courses for the chosen program of study, under the guidance of the counsellors and teachers.

The Admissions Office will notify all new students for the specific date for selection of the courses.

Readmission:

Students seeking readmission must complete a new application form for consideration. International students applying for readmission should also adhere the current process requirements and/or relevant legislation.

2.11. Registration

Student registration is a standard procedure taking place prior the commencement of the new semester. This is a process that takes place between academic advisor and student. At MC there is a registration period, during which academic advisors should consult students in order to be properly registered for their courses. Late registration is permitted under exceptional conditions, but students registering late cannot be assured of space in the courses they are interested in. Some courses may be cancelled because of low enrolment even prior to the end of late registration.

Students successfully completing their registration will receive a personal timetable. On this timetable important information will be issued such as the times of classes and the rooms in which they are to be held. Timetable changes are likely to occur during the first two weeks of classes and are publicized on the notice boards. Students may not be able to register if they have been suspended from MC or if their names are on the Registration Stop List.

Students may not be allowed to register in courses when owe:

- Money to the College,
- Books to the library, or
- for any other reason.

For the above reasons, stop listed students will have to obtain a Stop List Clearance Letter to be allowed to register.

Also, students may not be allowed to register to courses due to:

- A decision made by the Disciplinary Committee:

- Dismissal from MC due to unethical or violent behavior, or any other unprofessional behavior that does not comply with the Students Code of Conduct principles
- A decision made by the Academic Committee:
 - Student's personal failure to meet MC's academic progress criteria:
 - Diploma – completion of two consecutive semester with a CPA < 1.7
 - Higher Diploma – completion of two consecutive semester with a CPA < 1.8
 - Bachelor – completion of two consecutive semester with a CPA < 2.0
- Student's involvement in any illegal action or activity, which confronts the Laws of the Republic of Cyprus and as a result the student themselves is under arrest or when the Courts' decision is pending.

Note: During registration, students will be asked to sign a letter authorizing (or not) the college to contact their parents for any academic and/or financial purposes accordingly. Additionally, students will be asked to sign a letter authorizing (or not) the college to use their personal details (e.g. picture, name, etc.) for marketing and/or promotional purposes.

2.12. Faculty Academic Responsibilities to Students

MC places great importance on teaching. Members of the faculty expect MC's students to meet high standards of performance and behaviour. Therefore, it is only fitting that the faculty upholds equally high standards when interacting with students. The following list of specific faculty responsibilities to students is predicated on the fact that students are fellow members of the college community, deserving of respect and consideration in their dealings with the faculty.

2.12.1. Class Attendance

In accordance with the Faculty Handbook and the Class Attendance Policy of MC, all faculty members are expected to attend all class meetings. Students should make a minimum of 70% attendance of all class meetings to comply with the instructions provided by Ministry of Education, Sport & Youth.

2.12.2. Grading

Faculty members will clearly outline on their syllabuses at the outset how grades will be determined, which course work will be graded, and what standards will be applied.

2.12.3. Letters of Recommendation

Students depend upon faculty recommendations when applying for jobs or graduate. If a faculty member agrees to write such a letter, it will be prepared promptly, accurately, and thoroughly.

2.12.4. Office Hours

Full-time faculty members will hold office hours for at least five hours per week. Part-time faculty should be available by appointment. Students should arrange an appointment to meet with full-time and part-time faculty members by completing the Faculty Meeting Request Form at least two working days in advance. If unable to keep those hours, a faculty member will post a note to that effect.

2.12.5. Scheduling of Examinations, Papers, and Other Exercises

Examination schedules and deadlines for term papers will be established early in the semester and kept. Ideally, these should be published in the course outline.

2.12.6. Academic Integrity

Faculty members have a responsibility of fostering a climate of academic integrity. This includes discussing the importance of academic integrity, role modelling for students, creating an environment that promotes trust and mutual understanding.

2.12.7. Examinations

Faculty members are responsible of indicating on the course outline and announcing all scheduled examinations including oral or practical examination, quizzes or tests, midterm or final exams. The course outline and all information concerning the examinations must be distributed during the first week of classes. Refer to the Examinations Policy for more details.

2.12.8. Final examinations schedule

The official schedule of the final semester examinations is prepared and distributed by the Office of the College Registrar or online at the College's portal. The final examinations are usually scheduled according to the day and time of the course. For this purpose, faculty members facing any constraints are advised to consult the Program Coordinator or the Head of the College of their program. Faculty members do not need to inform in advance when scheduling tests, quizzes or oral examinations. However, for practical examinations an approval needs to be granted by the Program Coordinator or the Head of the College prior scheduling the exam.

2.12.9. Credits

The Academic performance is measured based on credits. One credit represents the workload required for the student to achieve the expected learning outcomes. The credits are awarded upon successful completion of a course. Each course consists of 1, 2, 3, 4, 5 or 6 ECTS.

2.12.10. Transfer of Credits

Use of ECTS Credits

Credits awarded in one program may be transferred into another program. Such a program can be offered by the same or another institution. This transfer can only take place where the credits acquired are recognized. Partner institutions should agree in advance on the recognition of periods of study abroad. Credit transfer and accumulation are facilitated using the ECTS Key Documents (Course Catalogue, Student Application Form, Learning Agreement and Transcript of Records).

Transfer Credit

Transfer credit is credit earned at other accredited programs/colleges/universities, which are transferable to the College. All courses are evaluated individually, based on the College standards and the student's grades. The general philosophy governing transfer credits is that a student's knowledge may be considered, provided it is relevant and can be documented. Thus, credits may be transferred to the student's record from a variety of sources. Transfer credits appear on the student's transcript with the suffix "TR", but no grades are counted in the student's CPA.

Credit Earned at other Colleges and Universities

Credits earned at other accredited colleges and universities or in accredited programs are transferable to the College. A transcript is required. Course descriptions, syllabi and textbooks used may be required to determine the subject covered. Courses are normally evaluated individually. In some cases, validation may be required in the form of oral or written examination, transfer credits may be provisional, and students may be placed on probation. The Registrar carries out this evaluation in consultation with the Program Coordinators.

Students will be able to receive course exemptions provided that:

- The material covered in previous course(s) is similar to a course offered at Mesoyios College (minimum requirement is 70% of the course syllabus).
- A passing grade has been earned (minimum qualifying grade is D (50%).
- English Language courses are not transferred

The Credit Transfer Evaluation Process is as follow:

1. A Credit Transfer Evaluation Form should be completed along with a non-refundable fee (applies only in cases of transferring credit from external institutions).

2. Information and documentation about the accreditation status of the foreign institution together with official diplomas/certificates in the original language.
3. All official transcripts and documents should be in the Greek or English Language (must include name of course, grades, and hours of instruction). Documents not in the English/Greek language must be accompanied by certified English translations.
4. Official course descriptions (subject matter, method of assessment and prerequisite courses).
5. Academic catalogues of institutions illustrating main policies with course codes, regulations, course descriptions and program curriculum.
6. No credit is awarded for courses assessed only by oral examination.
7. No refund will be made if a request is denied.

Maximum credits to be transferred to the new program at Mesoyios College are as follows:

- To a Diploma – up to 60 ECTS
- To a Higher Diploma – up to 90 ECTS
- To a Bachelor – up to 120 ECTS

2.12.11. Credit by Examination (CE)

Mesoyios College (MC) may award credit on the basis of written examinations. MC's Academic Affairs Department develops and administers several courses examinations in order to provide an opportunity for students who earned credits on a similar course to be assessed on that particular course. If the student passes the exam, they may transfer the appropriate credits instead of taking the course. Students willing to earn credits by examination must request this in writing and must provide evidence that they have covered the relevant material. Only two attempts are allowed per examination or course. Credit by examination appears on the student's transcript and the hours are included in the earned hours. But a grade of P is recorded which is also included in the computation of the GPA or CGPA.

MC recognizes and accepts the transfer of credits from International Testing Organizations and examination bodies such as General Certificate of Education (GCE) – Advanced ("A") Level, College Level Examination Program (CLEP), Proficiency Examination Program (PEP), LCCI, ACCA, CAT, CIB, CIM, CAM.

2.13. Grading System

The grading system used by MC is:

| Final Grade (%) | Grade | Scale out of 4 | Grade Meaning |
|------------------------|--------------|-----------------------|----------------------|
| 90-100 | A | 4.00 | Excellent |
| 85-89 | B+ | 3.50 | Very Good |
| 80-84 | B | 3.00 | Good |
| 75-79 | C+ | 2.50 | Above Average |
| 70-74 | C | 2.00 | Average |

| | | | |
|----------|----|------------------------------|---------------------------|
| 65-69 | D+ | 1.50 | Below Average |
| 60-64 | D | 1.00 | Poor |
| Below 60 | F | 0.00 | Failure |
| | I | Incomplete | Incomplete |
| | W | Withdrawal | Withdrawal |
| | P | Pass | Pass |
| | AW | Administrative Withdrawal | Administrative Withdrawal |
| | CE | | Credit by Examination |
| | TR | | Transfer Credit |
| | AC | | Audit Course |
| | R | | Retake |
| | NP | | Non-Pass |

2.13.1. Grade Point Average (GPA)

The Grade Point Average (GPA) is calculated for each student at the end of each semester. The Grade Point Average (GPA) is calculated by multiplying the total number of credits for each course with the credits corresponding to each grade and then the product of all the courses is added. The overall result is divided by the number of credits that a student attends during the semester. Only the grades “I”, “W” and “P” are not included in the Grade Point Average (GPA).

Example:

| CODE | COURSE | CREDITS | GRADE | QUALITY POINTS |
|---------|--------------------------------------|-----------|--------------|----------------|
| HOS 120 | Introduction to Hospitality Industry | 5 | 75% | 2.50 |
| HOS 121 | Dimensions of Tourism | 5 | 80% | 3.00 |
| HOS 122 | Food and Beverage Management | 5 | 65% | 1.50 |
| COM 143 | Business Computing | 5 | 78% | 2.50 |
| ENG 190 | English for Academic Purposes | 4 | 92% | 4.00 |
| MAT 160 | College Algebra | 4 | 70% | 2.00 |
| | TOTAL/AVERAGE | 28 | 77% | 2.58 |
| | | | G.P.A | 2.58 |

2.13.2. Cumulative Grade Point Average

The grade point average (GPA) shown at the end of each semester reflects only that semester. The Cumulative Grade Point Average (CPA) is shown at the end of each semester, indicating the students’ average performance from all semesters that were completed successfully. The cumulative grade point average does not include courses with grades other

than A through F. To calculate the CPA, divide the sum of the quality points by the sum of semester hours:

- $GPA = \text{Total Quality Points} \div \text{Hours Attempted}$
- $\text{Quality Points} = \text{Grade Point Value} \times \text{Course Credit Value}$

Undergraduate and Graduate Grading System:

| FALL | | | | | |
|-------------|--|----------------|--------------|---------------------|-----------------------|
| | | CREDITS | GRADE | LETTER GRADE | QUALITY POINTS |
| HOS-120 | Introduction to the Hospitality Industry | 5 | 75% | C+ | 2.50 |
| HOS-121 | Dimensions of Tourism | 5 | 80% | B | 3.00 |
| HOS-122 | Food & Beverage Management | 5 | 65% | D+ | 1.50 |
| COM-143 | Business Computing | 5 | 78% | C+ | 2.50 |
| ENG-190 | English for Academic Purposes | 4 | 92% | A | 4.00 |
| MAT-160 | College Algebra | 4 | 70% | C | 2.00 |
| | | 28 | 77% | | 2.58 |
| | | | FALL | G.P.A | 2.58 |
| | | | FALL | C.P.A | 2.58 |

| SPRING | | | | | |
|---------------|--|----|---------------|--------------|-------------|
| CUA-110 | Introduction to Gastr. & Culinary Theory | 5 | 95% | A | 4.00 |
| CUA-111 | Culinary Math | 5 | 80% | B | 3.00 |
| CUA-112 | Culinary Fundamentals | 5 | 78% | C+ | 2.50 |
| CUA-113 | Introduction to Pastry & Baking | 4 | 92% | A | 4.00 |
| ENG-190 | College English A | 4 | 80% | B | 3.00 |
| | | 23 | 85% | | 3.30 |
| | | | SPRING | G.P.A | 3.30 |
| | | | SPRING | C.P.A | 2.94 |

The following grades are not calculated in the grade point average:

| | |
|----|---------------------------|
| I | Incomplete |
| W | Withdrawal |
| P | Pass |
| AW | Administrative Withdrawal |
| CE | Credit by Examination |
| TR | Transfer Credit |
| AC | Audit Course |
| NP | Non-Pass |

2.13.3. Other Academic Policies

- The grade “I” is given when the student has maintained satisfactory performance during the course but was not able to successfully complete part of the tasks and requirements of the course (e.g. final exam) and the given reasons were accepted by the professor of the specific course. The grades were due and should not exceed 40% of the coursework.
 - It is the student’s responsibility to present all necessary documents that fully explain the reasons for not being able to successfully complete the course requirements as well as the consultation for the process of its completion.
 - It is the student’s obligation, after consultation with the professor to complete the remaining requirements of the course within the first four weeks of the next semester.
 - Failure of the student to complete the tasks within the given time frame will result in failure (F) of the specific course.
- The grade “W” indicates withdrawal from a course before the specified period mentioned in the withdrawal policy. The grade “W” is not counted in the Grade Point Average (GPA)
- The grade “P” is not counted in the Grade Point Average (GPA) but is counted towards the credits. It is issued for courses that are not assessed according to the MC’s grading system. Such course may be the summer internship.
- The grade “NP” is not counted in the Grade Point Average (GPA). It means that the student failed to pass a credit (summer internship) or a non-credit course (e.g. foundation course).
- The grade “F” is counted in the Grade Point Average (GPA).
- Courses transferred from another academic institution are not included in the calculation of the Grade Point Average (GPA).
- The grade “TR” is not counted in the Grade Point Average (GPA) but is counted towards the credits. Credits transferred from other colleges or universities, or MC’s programs of study are marked on the transcript as TR.
- The grade “AW” means that the student was withdrawn from the class by the Dean of the School or by a faculty member and no credit is earned. The grade “AW” is not counted in the Grade Point Average (GPA)
- The grade 'R' appears next to a student's grade on their transcript and indicates that the student has failed the course or received a grade lower than C or equivalent. The student is allowed to repeat the course only twice. Only the highest grade obtained will be counted for the cumulative GPA.
- The grade “AC” is issued for a course that the student attended a class regularly, but the student does not wish to receive a grade or credit.
- The grade 'CE' is issued for a course in which the student attended a written exam to be assessed for academic work completed in a similar course at another institution, for which they wish to receive credits.

2.13.4. Audit Courses (AC)

- If the student wishes to attend a class regularly but does not wish to receive a grade or credit, the student may choose to audit the course.

2.13.5. Non- credits award

2.13.5.1. Certificate of Attendance

This certificate is awarded to any individual who has participated in any short program organized and run by MC on a non-credit basis. The Certificate of Attendance implies no evaluation of the student's performance.

2.14. Credit Award Programs – Registered with the Cyprus Ministry of Education

2.14.1. Diploma

A diploma requires the completion of 120 ECTS (minimum 20 courses) and is completed in 2 years.

2.14.2. Higher Diploma

A higher diploma requires the completion of 180 ECTS (minimum 30 courses) and is completed in 3 years.

2.14.3. Bachelor's

A bachelor's degree requires the completion of 240 ECTS (minimum 40 courses) and is completed in 4 years.

2.15. Exams and Final Evaluation

To indulge the ECTS for a course to a student, except the compulsory presence in the class, they should be successful in a series of tests/evaluations which include but are not limited to the following:

- Presence in class
- Course Work including:
 - Midterm Examinations
 - Assignments
 - Presentations

- Class Participation
- Final Examination

2.16. Policy of Evaluation and Grading for Each Course

The policy of evaluation and grading for each course will be explained by the professor of each course the first day of class. If a student fails to get a grade of at least 60% in a course, they will not be given the equivalent credits of the course. In such a case, the student:

- Can request a review for the Final Examination within two weeks from the date of completion of each test. The review dates will be determined by the administration of the college and will be communicated to the interested students immediately after the decision. For every review there will be a cost of €50 paid by the student.
- The student, who fails a course A, will not be able to enrol in another course for which there is a prerequisite the successful completion of the course A.
- The student can repeat the course up to two times after paying the appropriate fees when registering to the course.

2.16.1. Course Assessment

| | |
|--------|----------------------------|
| 40-50% | Final Exam |
| 20-40% | Mid-term / Tests |
| 10-30% | Projects & Assignments |
| 0-10% | Attendance & Participation |

2.17. Change of Grade

Once the grades are submitted to the Office of the Registrar no changes are allowed, unless a professor fills out the respective form for “Change of Grade” which would explain the reason of changing the grade. Refer to the [Change of Grade - Grade Petition Policy and Procedure](#) for more details.

2.17.1. Grades Revision Procedure (Grade Petition)

If a student believes that they received a grade that is different from what they expected, then they should first contact the instructor of the specific course.

If this does not lead to a result, then the student might report to the Office of the Registrar.

The Registrar will forward a copy of the report to the Program Coordinator and Quality Assurance Officer (QA), who will have to confirm that there was no error. The Program Coordinator should be able to explain how the Academic Committee reached their decision and based on which evidence. Even if there is no evidence of an error made, understanding

how the Academic Committee made a judgement and what evidence they took into account, might help the student understand the grade they were given.

If indeed no mistake was made by the instructor, the Program Coordinator and QA will commit a reevaluation of the final examination from another instructor. In the case of a significant difference between the two evaluations, where a grade change is deemed appropriate, the average of the two evaluations will be assigned as the final grade for the course. Grade Changes resulting from the above procedure require the approval of the Program Coordinator and Quality Assurance Officer. The appeal for a review of a result must be submitted by the student within 4 weeks from the date the results are announced.

2.17.2. Change in Grade

A change in grade is authorized only under unusual circumstances. The faculty submits the change of grade via the Change in Grade Form. The change of grade process requires the instructor's signature and the approval of the Program Coordinator and Quality Assurance Officer for all grade changes—including removal of "I" grades. Grade change requests should carry a statement regarding the circumstances necessitating the change, including a description of the circumstances for an original award of an "I" grade. It is improper to permit a student to improve a grade by doing extra work unless all students in the class are given the same opportunity.

2.18. Dean's List

The Dean's List includes students who have achieved a grade point average (GPA) 3.50 or higher (excluding grades of "P"). Honors are awarded as follows:

| | |
|-----------------|------------|
| 1st Distinction | 95% – 100% |
| 2nd Distinction | 90% – 94% |
| 3rd Distinction | 85% – 89% |

2.19. Academic Honor

MC rewards academic excellence and prepares a Graduation Honor List.

2.19.1. Graduation Honors

Academic honors are awarded at Graduation as follows:

- Summa Cum Laude – is awarded to students who have a grade cumulative point average (CPA) of 3.7 or higher
- Cum Laude – is awarded to students who have a grade cumulative point average (CPA) between 3.5 and 3.7.

- Best Student - the student with the highest CPA of the graduating class in each program each year.

2.20. Transcript

A student can request an official Transcript by completing the relevant application at the Office of the Registrar. All the issued official copies bear the signature of the Registrar and the official seal of Mesoyios College. Transcripts are not issued to students who have outstanding financial debt with the college. Each copy of transcript costs €5, paid at the time of application.

2.21. Registrations

The Office of the Registrar announces to all students the regulations and dates regarding the registrations for each semester and summer session.

2.21.1. Withdrawal from the student

Students have the responsibility to officially withdraw from the program of study that do not intend to complete within the first 4 weeks of courses. The completion and submission of the “Withdrawal from Academic Program” Form is necessary, which is available and should be submitted to the Office of the Registrar.

2.21.2. Withdrawal from the Program Supervisor

A faculty member teaching a particular course may proceed or ask from the Program Coordinator for the withdrawal of a student from a program of study because of non-participation and/or improper registration (the student has not the appropriate qualifications for the specific program of study) or due to very low academic performance. This withdrawal option allows students to protect their GPA and CPA in the event of potential academic failure. It is necessary for the Office of the Registrar to be informed from the Program Coordinator for any withdrawals. Withdrawals from the Program Coordinator may occur during the first 4 weeks of courses, as in the case of withdrawal from the students.

2.22. Change of Courses / Add & Drop

Change of courses is possible during the first two weeks of courses. Both status and tuition fees may change as a result of the drop and add changes.

2.23. Cancellation of Courses

The college reserves the right to cancel any course(s) that do not have a sufficient number of enrolled students.

2.24. Class Attendance

It is expected that students will attend their courses normally. The regulations for absences are reported by the professors. Generally, absences from classes and/or laboratory will affect the final grade.

The student is entitled for up to 30% unexcused absences from each course. Unexcused absences from the course/laboratory beyond the specified limit will be considered by the Dean of Academic Affairs and the responsible professor and can lead to the expulsion of the student from the program of study.

In cases of personal or medical emergency, the student must obtain permission for the absence from the professor or if this is not possible, to inform the professor by enclosing the relevant medical certificate. In each case, students are responsible for the missed courses.

2.25. Criteria for Graduation

In order for a student to graduate, they must meet the following criteria:

- Completion of the program requirements as indicated in the study guide.
- Completion of all credits in each program of study as specified in the study guide of Mesoyios College, unless the law determines otherwise.
- Maintain the following minimum CPA:
 - Diploma – completion of two consecutive semesters – CPA > 1.7
 - Higher Diploma – completion of two consecutive semesters – CPA > 1.8
 - Bachelor – completion of two consecutive semesters – CPA > 2.0
- Settlement of all financial obligations to the college before the issuance of the diploma. Students who meet the above must apply for a diploma at the Office of the Registrar from where they can get the relevant form. Upon request, the student must pay the amount of €60 for the issuance of the Diploma / Higher Diploma / Bachelor.

2.26. Procedure for Issuing the Degree

Degrees are issued about two months after the end of the last semester of study. The Office of the Registrar will proceed to the issuance of Degree only when the student meets all the requirements for graduation as listed above.

2.27. Graduation Ceremony

Students who wish to attend the annual Graduation Ceremony of the college must submit the relevant form to the Office of the Registrar by the 30th of April of each year.

It is the policy of the college to allow students who are expected to graduate during the summer period to take part in the immediately preceding graduation ceremony. The Diplomas / Higher Diplomas / Bachelors are not awarded at the ceremony. Participation in the Graduation Ceremony does not imply that the student has successfully completed the requirements of the program of study.

2.28. Academic Ethics

Students must respect academic ethics and refrain from taking appropriation of part or all of the intellectual work of others. Such actions, as well as the use of deception in examinations, fraud and forgery of information or documents are considered as punishable actions and referred to the Disciplinary Committee of the college, chaired by the Director of Human Resources, and may take disciplinary action in cases of proven academic dishonesty, fraud, plagiarism and unethical behavior. Students who fail to comply with the regulations of the college are subjected to penalties ranging from failure in the course up to expulsion from the college.

2.29. Student Rights and Obligations

This section describes the rights and obligations of the college students as members of the academic community. Each registered student has the right to expect from the college to fulfill their academic responsibilities in the most efficient way with the given resources to make this possible. Similarly, the college should establish and maintain certain standards of behavior that promote a favorable environment for learning and essential personal development.

2.30. Students Details

The MC considers the academic and personal details of the student as confidential and are not disclosed except with the written consent of the student or parent/guardian. Professors, administrators of the college, government agencies of the Republic and the parent/guardian can get a copy of the transcript without the written consent of the student.

2.30.1. Change of Personal Details

It is the responsibility of the student to inform the Office of the Registrar of any change in their contact details (address, phone, e-mail etc.).

2.31. Basic Rights

The following list of basic rights is not to deny or restrict the rights of students in any way. On the contrary, it focuses with special attention to the rights mentioned because of their importance in the educational process.

- Every student has the right to think, act and speak freely in the area of the college, provided that they do not contravene the relevant regulations and comply with the instructions of the competent bodies of the college and the policies are consistent with the provisions of the current document and the Constitution and the laws of the Cyprus Republic.
- Students are free to set their educational goals since the college provides equal opportunities for learning.
- In cases involving possible sanctions of suspension or expulsion or actions that may place restrictions on the right of the student to pursue their educational goals, there is an advanced information and declaration of the nature, cause and proof of the charges against them and has the right to a fair audit procedure before the board of the college.
- It is the responsibility of the college to provide a learning atmosphere, social responsibility, and respect for human dignity as well as positive influence for constructive development in the areas of the college.

2.32. Basic Obligations

Students, as members of the college community have the following obligations inherent in the basic rights outlined above:

- Students must take responsibility for maintaining the standards of academic performance as defined by the professors.
- Students must not breach/violate the basic rights of other students.
- Students are responsible for their actions and must comply with the provisions of the laws of the Cyprus Republic.
- Students must not prevent the smooth operation of the services of the college, nor commit acts that could harm the college's assets or endanger the physical integrity of persons who are in the college. Students' behavior must comply with the regulations of the college.
- Students are required to pay the approved fees and dues within the deadlines set by the college. Failure to pay the fees on time may result in cancellation of registration or the possible future denial of registration and the withholding of grades.

2.33. Unit for Students with Special Educational Needs

MC supports equal opportunities in education across all sectors of the society. Taking this into account, the college provides every year (if there is a need) a special committee responsible for the promotion and awareness of students with special educational needs in

the college. Specifically, the college offers assistance to students with special needs by assessing the requirements of students through standard diagnostic procedures, the awareness and adaptation of the professors so as to provide the best advice, instruction, grading and examinations, providing easy access to the building facilities, etc.

2.34. Fees

| | EUROPEAN STUDENTS € |
|---|-------------------------------|
| Diploma Tuition Fees | 6,800 |
| Higher Diploma Tuition Fees | 6,800 |
| Bachelor's Degree Tuition Fees | 6,780 |
| Other Fees/Costs | |
| Application Fees (paid once with application form) | 150 |
| Registration Fees (every semester) | 75 |
| Computer Science Lab Fees (every semester) | 150 |

| | NON-EUROPEAN STUDENTS € |
|--|-----------------------------------|
| Diploma Tuition Fees | 6,800 |
| Higher Diploma Tuition Fees | 6,800 |
| Bachelor's Degree Tuition Fees | 6,780 |
| Other Fees/Costs | |
| Application Fees (paid once with application form) | 150 |
| Registration Fees (every semester) | 75 |
| Migration and Immigration VISA registration cost (paid once) | 150 |
| Computer Science Lab Fees (every semester) | 150 |
| Student Activities Fee (every semester) | 80 |
| Health Insurance (every year) | 100 |
| Bank Guarantee – Paid Once with VISA procedure (refundable by graduation) – Middle East Countries | 513 |
| Bank Guarantee – Paid Once with VISA procedure (refundable by graduation) – Arab Countries | 342 |
| Bank Guarantee – Paid Once with VISA procedure (refundable by graduation) – Asian and African Countries | 855 |

2.34.1. Other Fees / Rights

- All non-European students will be burdened with the cost of x-rays and blood tests, which are necessary for issuing a residence permit in the Republic of Cyprus (VISA).

- Transcript costs €5 - per copy
- Repeated Examination Fee €50 - per course
- Graduation Fee €60
- Final Grade Revision Fee €50
- Late - Registration Fee €50
- Make Up Examination Fee €50 - per course
- Student I.D. €5
- Grade Petition Fee €50
- Credit Transfer Evaluation fee €70

2.34.2. Scholarships

As part of its social contribution and its effort to create incentives for a healthy academic competition, Mesoyios College offers the following total / partial scholarships:

- To Students with Financial Needs
- Scholarships to families with financial problems
- Scholarships to families with multiple children / siblings

To Athletes

Students actively participating in College's sports teams have the opportunity to reclaim athletic scholarship, the amount of which is determined upon request and choice. Sports scholarships cover up to 40% of tuition fees. In any case, the exact percentage depends on the sport category, and the participation and performance of athletes in various sports and other activities of the college.

To Excellent Students

Scholarships based on academic performance in college

As part of the academic excellence of our college, the Academic Committee will award the Annual Excellence Awards at the end of each year to those students who meet the criteria. The Award of Excellence will consist of a scholarship towards the following year's tuition as follows:

- a. Students achieving an overall average annual grade point average of 95% or higher: **40% scholarship.**
- b. Students achieving an overall average annual grade point average of 90 – 94%: **20% scholarship.**

To Excellent High School Graduates

Scholarships through Lyceum / Technical Schools

Mesoyios College offers for each Lyceum / Technical School scholarships to graduating students, lasting one academic year. Candidates for these scholarships are proposed by each Lyceum / Technical School.

Scholarship candidates can get more information from the Counselling and Career Office of their Lyceum / Technical School or the Admissions Office of Mesoyios College.

Scholarships based on High school / Technical School diploma

These scholarships are automatic, lasting one academic year and are given based on the overall grade in School Leaving Certificate, as shown below:

| General Grade | % Scholarship |
|----------------------|----------------------|
| 19.5 and above | 30% |
| 19.00 – 19.49 | 20% |
| 18.50 – 18.99 | 15% |
| 18.00 – 18.49 | 10% |

STATE FINANCIAL AIDS

– Annual State Student Sponsorship of the Ministry of Finance on the basis of economic criteria for children of large families.

Mesoyios College bounds to consider each case separately, giving it the necessary attention and care.

Learn more about the Scholarship Program and other forms of financial assistance by calling at +357 25 24 64 01 or e-mailing at info@mesoyios.ac.cy.

PAYMENT SCHEMES

EU students

A down payment must be paid at the college or transferred to the college bank account, towards the Annual or Semester tuition fees based on the pre-agreed payment scheme. The down payment is considered non-refundable and non-transferable as from registration. The outstanding amount is to be settled in monthly installments according to agreed payment scheme.

International non-EU Students

According to the decision of the Ministry Council on 26/07/2017, all International non-EU students must proceed with the payment of their tuition fees before the issuance of their VISA (Entry Permit). In case of rejection of VISA, the college's [Refund Policy and Procedure](#) applies.

2.35. Assistances for all Students

2.35.1. Financial Assistance

Mesoyios College offers a limited number of scholarships to students who experience financial difficulties.

2.35.2. Large Families

To students belonging to large families (4 or more children) a discount is granted for all years of study in the college. Applicants for these scholarships must submit the relevant ID or document.

2.35.3. Siblings

If two or more siblings attend college full-time, a discount is given to each student beyond the first.

2.35.4. Students – Assistants

Each semester the college hires a few students as assistants in various administrative and other departments of the college given that there are available positions. Each student-assistant works 15-20 hours per week and is exempt from a portion of their tuition. Prospective students for employment, in addition to the academic performance, must be of intact nature, with active participation in cultural and social activities of the college.

2.36. Student Appeals

The college follows a certain procedure for student appeals regarding grades. If a student feels that a grade was calculated incorrectly or was assigned in a prejudiced or capricious manner, the student must first discuss the matter with the faculty member in question. If the discussion between the instructor and the student does not resolve the issue, the student then has the option of requesting a formal appeal of grade to the department head or chair who will examine the student's allegation, discuss the matter with the instructor, and make every effort to resolve the matter at the department level.

In the unusual circumstance that resolution does not occur at the departmental or divisional level, the student may appeal to the instructor's college dean. The dean reconciles the matter by whatever mechanism is most appropriate for the college and the case. The decision of the college dean is final in undergraduate appeals. A grade appeal must be made by the student as soon as possible, but no later than the end of the next academic term of the regular academic year (i.e., fall or spring).

2.37. Students with Disabilities

MC provides opportunities and reasonable accommodation to all identified students with disabilities.

2.38. Classroom Conduct

Maintaining a good learning environment in the classroom is an important part of a faculty member's responsibility as a teacher. The teacher should endeavour to create a classroom atmosphere that is comfortable and welcoming of all students. Disruptive classroom conduct by any student that is distracting, annoying, or intimidating to other students must not be tolerated by the lecturer.

Lecturers should endeavour to create a classroom environment in which there is an active participation on the part of most of the students, rather than the domination of the class by a few individual students. This may require different teaching strategies such as the use of small groups or teams, as well as different approaches to the structure of classroom presentations. Faculty members have the prerogative of deciding the classroom conduct and the appropriate dress of their students as long as these actions do not infringe upon the students. It is the faculty member's obligation to ensure that the classrooms after the lesson are clean and orderly.

2.39. Teaching Evaluation

Teaching evaluation processes are essential for maintaining the quality of academic programs, for reviewing the performance of faculty members with respect to the instructional mission of MC, and for designing effective faculty development initiatives. All colleges have teaching evaluation processes that are used in promotion, tenure decisions, and annual performance reviews.

2.40. Student Evaluation of Courses and Instructors

Student evaluation of courses and instructors is an integral component of a good teaching program. The process is taking place every semester and during a designated date imposed by the dean of the school. Faculty members should ensure that all procedures for conducting student teaching evaluations are followed in a way that is free of intimidation or influence by the lecturer's presence.

The evaluation forms must be filled out after the faculty member has given instructions and left the room, and collected and delivered to the dean of the college by a responsible member in an envelope provided for this purpose. Otherwise, students may believe that their grades will be affected by how they answer the questions.

MC expectation is that all faculty members will be evaluated in all courses taught each year. More information about this matter is available from the dean of the college.

2.41. Semester Load

2.41.1. Normal Semester Load

A normal semester load for full-time students registered for the first time or returning students is 30 ECTS, representing at least 15 teaching hours.

An ECTS is a measure of the amount of academic work. One ECTS usually represents 25-30 hours of workload for the whole semester (including class hours, preparation for exams, final exam, midterm exam, coursework and private study).

2.41.2. Overload

Full-time students who would like to take over 30 ECTS must request permission from the Program Supervisor. Such permission may be granted if:

- the student's CPA is higher than 3.3
- the student needs a few extra credits during their last semester in order to graduate

When permission is given to take over 30 ECTS, an Overload Charge is levied teaching hours above 18. The maximum workload is 42 ECTS per semester. Only in exceptional cases students may take more than 42 ECTS, representing a maximum of 21 teaching hours per week. Only under exceptional circumstances a workload with more than 21 may be allowed. The approval of the Dean of Academic Affairs must be granted.

2.42. Good Academic Standing

A student is considered to be in good academic standing if the student maintains at least for:

- Diploma – successful completion of two consecutive semester – CPA higher than 1.7
- Higher Diploma – successful completion of two consecutive semester – CPA higher than 1.8
- Bachelor – successful completion of two consecutive semester – CPA higher than 2.0

2.43. Academic Probation

At the end of each academic semester, students with a Cumulative Point Average (CPA) below what is required for good academic standing will be placed on academic probation. The CPA criteria are as follow:

- Diploma – completion of two consecutive semester – CPA < 1.7
- Higher Diploma – completion of two consecutive semester – CPA < 1.8
- Bachelor – completion of two consecutive semester – CPA < 2.0

Students may also be placed on academic probation because of excessive course withdrawals (W) or Administrative Withdrawal (AW). All students placed on academic probation will receive a letter informing them of their status and will be encouraged to increase their CPA. There will also be a warning stating that should the student's CPA drop below the low end of each scale then, they may be ineligible to reregister.

The Dean of the School reserves the right to inform in writing the family of the student on probation.

2.43.1. Academic Ineligibility

Students who fail to improve their academic performance and are on probation for two consecutive semesters may be ineligible to continue their studies. This will result in the student's dismissal from MC without further notice. Thus, students may be dismissed due to extensive withdrawals. Only in serious and excused circumstances the Dean of the College may grant a semester and give to the particular student a third chance to improve their academic performance.

2.44. Student Classification

| | ECTS |
|------------------|-------------|
| Freshman | 1-60 |
| Sophomore | 61-120 |
| Junior | 121-180 |
| Senior | 181< |