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# Admissions

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## **Admission criteria:**

The College accepts prospective students irrespective of their nationality, religion or gender if they meet the pre-defined admission criteria for each Program of Study.

The general admission criteria are based on the type and quality of the previous education, on the actual participation to it, and on the candidate's suitability for the Program of Study he/she has applied for.

Admission to Programs of Study is based on the candidate's secondary and/or tertiary education, his/her English language skills and the recommendation letters. To be admitted to the Program, all candidates must have completed six (6) years of secondary education in countries where secondary education is considered equivalent to that of the Republic of Cyprus. Documentation of the candidates' education will be required as part of the admission procedure.

The admission criteria for students are examined by the Academic Committee. The criteria have been specified so that it can be decided whether students are eligible for the programs they have expressed interest in, according to their qualifications. The Academic Director will actively participate in the review of the applications and will need to approve the admission of any student to the Program.

### **i. Admission of students with special needs**

The College offers equal opportunities to all students regardless of their physical abilities. Candidates with some form of disability will be treated on equal terms as all other candidates. If a college employee rejects a candidate due to physical disability, then this is considered to be a disciplinary issue. Applicants must explain in the application form the nature of their disability and must inform the Department of Student Affairs about any special arrangements they will need during their studies.

## **ii. Application form**

In order for a candidate to be considered for enrolment to a Program of Study, he/she must complete a Form ("Application Form"), which may be requested by the College Course Office or online. Once the application form has been completed, it must be returned directly to the Admissions Office along with the additional documents required. The electronic version of the Application Form can be found on the College's website, and may also be submitted electronically. Applications must be accompanied by a copy of the students' personal ID.

## **iii. Registration periods**

Each academic year is divided into two academic periods during which the students will attend the classes.

Fall semester: October - January

Spring semester: February - June

Applicants may apply for admission to College Programs of Study at any time during the year, although admissions will be made in September and January. Along with enrollment, they must pay the prepayment for the tuition fees in order to secure the position and receive their student ID.

## **iv. Required documents**

The candidate who applies for a Program of Study must submit the following documents:

- A completed application form.
- Certified results for all the examinations mentioned in the application form and / or confirmation of the award of the student's degree.
- Evidence of knowledge of the English language.
- Original or duplicate of the Secondary Education Certificate (Apolysterion) or an equivalent diploma to that of the Lyceum Certificate.
- Two (2) confidential recommendation letters (optional), one of which must come from a tutor familiar with the academic work of the student.
- A personal statement of interest in undergraduate studies.

International students must submit to the Admissions Office details of their financial status as proof of their ability to pay the tuitions fees for their studies, e.g. a bank account statement.

## **v. English Language Certificate**

The minimum English language requirements are:

- TOEFL - at least 550 (paper based) or 213 (computer-based) or 80 (internet based)
- IELTS - The International English Language Test (IELTS) by the British Council / University of Cambridge Local Syndicate with a composite grade between 6 - 6.5 and no less than 6 in any examination.
- GCE O Level English Language Grade C or above.
- GCSE English Language Grade C or above.
- CSE Grade 1 Pass in English.
- Hong Kong Certificate of Education, English Language Syllabus B, Grade C or better.
- A pass in the Use of English examinations administered by bodies as listed under GCE Examination Board.
- A pass in the Oxford Examining Body's English as a Foreign Language (Higher Paper).
- A pass in English in the Joint Matriculation Board (JMB) Test in English (Overseas) examination.
- A matriculation examination from European countries where English is presented as a subject and an acceptable level is achieved.
- A Grade C or higher on a Certificate of Proficiency in English (CPE).
- Grade A on a Certificate in Advanced English (CAE).

Candidates who do not meet the above criteria may need to attend additional English classes.

#### **vi. Registration Procedures**

The Admissions Office, upon receipt of the application form and the required documents, will register and forward the applications to the Academic Director who chairs the Academic Committee who will take the final decision.

#### **vii. Offer Letter**

Once the request for admission has been accepted by the Academic Committee, the Admissions Office will officially inform the student of the decision.

If the candidates meet the admission requirements, they must then pay the registration fee for the Program they have applied for as well as the prepayment for the tuition fees, and then they receive their student ID.

#### **viii. Student transfer from other Institutions**

Accreditation of prior learning at a similar level.

The CBS accredits modules that are equivalent to the modules offered within its Programs, thus a student can transfer modules taken at other Colleges and Universities. Credits / ECTS should normally not exceed one tenth of the total credits of an undergraduate or postgraduate program. In order for an official assessment of the credits transferred to be made, the student must submit to the Admissions Office a certified copy of his/her transcript or certificates.

The CBS accredits modules of which the curriculum corresponds to a College module or an elective, provided that the attendance has been successful (Pass). Once the procedures required to assess the transferred credits are completed, students are given formal accreditation for the modules /credits transferred towards their diploma.

The student must apply for the accreditation of the modules.

- The Admissions Office records the student's data and sends the application to the Tutor who is responsible for the accreditation of the specific Program in order to prepare the relevant table of module correspondence.
- When the Tutor prepares the modules, the table is sent to the Admissions Office.
- The Admissions Office sends the letter of acceptance to the student with the table of module correspondence. In the letter of acceptance, it is noted that the student must submit an original or exact copy of the grade of the module he/she attended in an accredited College/Institution.
- When a student submits the list of modules, the application is forwarded to the Admission Program in order for the modules and credits to be registered.