



POLICIES

Admission Policy and Procedures

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Admission criteria

The College welcomes applications from prospective students of all nationalities, religions, and genders, provided they meet the established admission criteria for their chosen Program of Study. The College is committed to fair and transparent admission procedures that promote equal opportunity and uphold academic excellence.

Admission decisions are based on the type and quality of the applicant's previous education, the level of participation and achievement in prior studies, and the candidate's overall suitability for the Program of Study to which they have applied. For all programs, admission is evaluated through a holistic process that considers academic background, English language proficiency (as per the guidelines issued by the **Cyprus Agency of Quality Assurance and Accreditation in Higher Education – CYQAA**), and, where necessary, recommendation letters.

Undergraduate (Bachelor's) Programs

Applicants seeking admission to a Bachelor's Program must have successfully completed **six (6) years of secondary education** in a country where secondary education is deemed equivalent to that of the Republic of Cyprus. Candidates must hold an **Apolytirion** (or equivalent qualification) with a **minimum overall grade of 15/20**.

Applicants are required to submit **official documentation** of their educational background, including **transcripts, certificates**, and evidence of **English language proficiency**, as part of the admission process.

Postgraduate (Master's) Programs

Applicants for admission to a Master's Program must hold a **Bachelor's degree** from an accredited college or university in Cyprus or from an equivalent recognized institution abroad. A **minimum GPA of 2.0 or 3.0** (depending on the grading system of the awarding institution), or a **grade of 6.0** for degrees awarded by Greek institutions, is required.

Candidates must submit **official documentation**, including **transcripts, certificates** of prior academic qualifications as part of their application. In addition, applicants are expected to demonstrate a **commitment to a professional career** in their chosen field of study, preferably supported by **relevant work experience**.

Admission of Students with Special Needs

The College is committed to providing **equal access and opportunities** to all students, irrespective of physical, sensory, or learning disabilities. Candidates with any form of disability are assessed on the **same academic and admission criteria** as all other applicants, ensuring a fair and inclusive admissions process.

Discrimination against applicants on the basis of disability is strictly prohibited. Any employee who refuses admission to a candidate on such grounds will be subject to **disciplinary action**, in accordance with the College's internal regulations and code of conduct.

Applicants are required to **declare the nature of their disability** in their application form and to inform the **Administration Office** of any specific accommodations or support they may require during their studies. Where appropriate, the College's **Counsellor/Psychologist** will be involved to ensure that adequate arrangements are made to support the student's learning experience and participation in academic and social activities.

Registration periods

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

Winter 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.

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 True Copy of the Secondary Education Certificate (Apolyterion) or an equivalent diploma to that of the Lyceum Certificate.
- Original or True Copy of Tertiary Education Certificates (for Master's Programs)
- Two (2) confidential recommendation letters (optional), one of which must come from an instructor familiar with the academic work of the student.

Admission of International Students

International applicants must comply fully with all migration and entry requirements established by the relevant government authorities of the Republic of Cyprus. These requirements are mandatory for visa issuance and student registration and must be satisfied prior to enrolment at the College.

In accordance with current regulations, applicants are required to submit the following documentation:

- **Attested copy of a valid passport**, with validity of at least two (2) years from the date of application.
- **Original Police Clearance Certificate** issued by the applicant's country of residence.
- **Original Medical Examination Report**, confirming good health and the absence of communicable diseases.
- **Original Bank Certificate** and recent **Bank Statement**, demonstrating adequate financial means to cover tuition and living expenses in Cyprus.
- **Attested Parental Consent Form**, in cases where the applicant is under 18 years of age.

All specific documentation requirements, including any updates or modifications as may be introduced by the competent authorities, are clearly outlined in the Offer Letter (or Conditional Offer Letter) provided to each applicant upon expression of interest. This ensures that every

international candidate is informed of the current legal, financial, and procedural obligations necessary to obtain entry and study permission in the Republic of Cyprus.

Minimum Criteria for English language proficiency

As a minimum criterion for English language proficiency students should possess one of the following:

University of Cambridge exams	B2 (FCE)
IELTS	5
TOEFL (IBT)	71
IB English B Standard Level (SL)	5
IB English A: Literature SL & HL	4
Cambridge IGCSE or GCSE English as a second language	D
Cambridge IGCSE or GCSE English as a first language	E
Cambridge GCE English A levels	D
Cambridge GCE AS level English language	C
Anglia Examinations	Intermediate
Password Skills Plus Test	5.5
Michigan Language Assessment	ECCE (52)
Pearson PTE Academic	58
Common European Framework of Reference for Languages (CERF)	B1

Registration Procedures

The Administration 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.

Offer Letter

Once the request for admission has been accepted, the Administration 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.

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 and corresponding Program Coordinators actively participate in the review of the applications. Admissions are ratified by the Academic Committee. The Administration Office will officially inform the student of its decision only after the ratification from the Academic Committee. If an offer is made, this offer is considered an agreement, which both the student and the college are expected to honor.

Where an applicant is dissatisfied with a decision of the College, relating to admission to the program, the applicant may appeal within 10 working days from the notification of the decision. The appeal will be considered by the Admission Appeals Committee, which is formed only under these circumstances and is comprised of three faculty members who were not involved in the decision to which the appeal relates.

Student transfer from other Institutions

Accreditation of prior learning (APL) at a similar level.

The CBS accredits courses that are equivalent to the courses offered within its Programs, thus a student can transfer courses 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 Administration Office a certified copy of his/her transcript or certificates. The total **ECTS credits** that may be awarded through APL shall not normally exceed **one-tenth (1/10)** of the total ECTS credits of the program of study.

The CBS accredits courses of which the curriculum corresponds to a University/College course 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 courses /credits transferred towards their academic program.

The student must apply for the accreditation of the courses.

Submission of Request

Upon registration, the student submits a formal Application for Accreditation of Prior Learning (APL) to the Administration Office, indicating the courses or modules for which recognition is requested and attaching all relevant supporting documentation (e.g., transcripts, syllabi, certificates).

Application Review and Recording

The Administration Office records the application and verifies that all required documents have been provided. The complete file is then forwarded to the Academic Committee for evaluation.

Faculty Evaluation Assignment

The Academic Committee appoints a qualified faculty member or the Program Coordinator to review the submitted documents and prepare a Course Correspondence Table, matching prior learning outcomes with the College's course requirements.

Assessment of Equivalence

The assigned faculty member evaluates the content, learning outcomes, assessment methods, and level of the previously completed studies to determine equivalence with CBS courses.

Preparation of Course Correspondence Table

Following evaluation, the faculty member prepares and submits the Course Correspondence Table and a written recommendation to the Admissions Office for administrative processing.

Communication of Decision

The Administration Office is offering an Acceptance or Rejection Letter to the student accompanied

by the Course Correspondence Table where applicable.

Update of Academic Records

The Administration Office updates the student's academic record and transcript to reflect the approved credit transfer and recognized courses, ensuring accurate documentation in accordance with College's policies.

Record Retention and Archiving

All documentation related to the APL process is securely filed in the student's academic record.

Criteria for students' scholarships or financial aid

The scholarships granted by the College concern the total or partial exemption of students from tuition fees for the academic year or the awarding of a bursary for outstanding academic performance.

Financial aid is granted on the basis of financial, social and academic criteria and within the framework of the relevant provision of the annual budget of the College.

The financial criteria relate to the applicant's financial condition and, in case the applicant is married, the taxable income of both spouses is taken into account.

The social criteria concern:

- a. the marital status of the student.
- b. the number of the student's children who are regarded as protected members.
- c. the family income under income tax law.
- d. the disability of the student, spouse or children or other members of the student's family for whom he/she is a family guardian.
- e. the single parent family.
- f. the family guardian (single student who is a family protector)
- g. the children of a large family.
- h. any siblings that are students.

The academic criteria relate to:

- a. the school certificate grade, for first-year students.
- b. the performance in the courses they have chosen for the academic year they attend.
- c. the diploma degree, for undergraduate students.

In particular, the College offers a discount on the tuition fees in the following cases:

- a. To students who are members of a family with many children (3 children and above):
 - Discount of 10% for all years of study, provided they are consistent concerning their obligations (timely payment of tuition fees, regular attendance and good records), upon presenting the identity of a member of a family with many members.
 - Large family with 2 children studying at the College: 10% discount is granted to the first child and 15% discount for the second child.

b. Siblings:

When two siblings are attending College programs, up to 5% of the tuition fees for each student are deducted.

c. Registered students

The College wishes to support students (in the 2nd, 3rd or 4th year) who display excellence both in conduct and in their performance (general score 90/100 and above); therefore, it grants a scholarship or partial scholarship to a number of students with the above criteria. The amount of the scholarship awarded is deducted from the tuition fees of the following academic year.

Tuition fees discounts, based on student performance, are not paid in cash, but are deducted from the tuition fees of the next semester.