

prospectus

2009 - 2010

Acknowledged by the Ministry of Education and Culture, Cyprus (P.T.E.I.9)

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The approval was given on 26th May 2009

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welcome



Going to a college is a time when you learn and grow, gain new knowledge and life experience. It is the moment for all students to expose themselves to a diversity of ideas, people, and numerous activities; elements which are crucial to a well-rounded education. Our educational system is structured according to the needs of the modern business world. At M.K.C. CITY COLLEGE, LARNACA, we support your well-being, growth and success in a caring environment. We seek to intentionally promote student learning and development through varied, high-quality services, programmes, and opportunities that will allow you to balance the components of intellectual, physical, emotional, social, and spiritual growth.

M.K.C. CITY COLLEGE, LARNACA is a Private Tertiary Higher Education Institution acknowledged by the Ministry of Education and Culture of Cyprus, offering programmes such as Business Studies, Hotel Management, Computer Studies, Secretarial Studies and Tourism Studies. Our college is renowned for its strong academic programmes as well as for the on-campus environment it provides its students with. We are proud of our rich history and our ongoing commitment to educational excellence in our programmes. With a 30-year history of academic excellence and a rich array of time-honoured traditions (KIMON COLLEGE), the College is embracing the future as well as the past with a new name and a bold new direction. The new name follows the recent decision of the College to adopt new courses; this in tandem with the movement of the College into new premises in the Fall of 2007.

M.K.C. is an exceptional, selective college for studies and we have dedicated ourselves to meeting the needs of a multi-cultural group of highly talented students, emphasizing on an interdisciplinary approach to learning. We are a unique educational institution as we combine traditional academia with what is going on in the real world in order to prepare tomorrow's leaders.

Especially nowadays there is an explosion of knowledge worldwide; this however does not come with the corresponding understanding since the world lacks trust in its leaders and faith in its institutions. Being an institution of higher education, the College is committed to the discovery and transmission of the knowledge that will cultivate the education of the new generation of leaders, men and women, who will be capable of shaping the new century vision. This is based on the higher purpose of education as it has been taught by the ancient Greek philosophers. These features are at the heart of the education offered by our College.

My role is to assist and support you in achieving your academic, personal and career goals by forging a sense of community atmosphere that fosters learning and overall student development. We work with students to provide them with a variety of experiences during their stay at M.K.C. CITY COLLEGE, LARNACA.

Whatever your area of interest, we look forward to welcoming you to the M.K.C. CITY COLLEGE, LARNACA. Mr. Costas C. Charalambous is the person legally responsible for the College as defined by the Law of 3/5/1996 - N.67 (I)/96, Article 25 (z).

Chairman,
Costas Charalambous

mission statement



M.K.C. CITY COLLEGE, LARNACA is a private multipurpose institution of higher education dedicated to the advancement of learning through teaching, scholarships and service to society. Our mission is to empower our diverse student body to succeed in today's dynamic world by integrating general education, professional skills and career-focused education. To this end, the college employs its faculty, services, curricula and facilities to equip students with the conceptual and practical tools required to become contributing members of society.

To fulfill this mission the College must: promote academic excellence and sustain a superior faculty dedicated to excellence in undergraduate teaching; acquire, discover, preserve, synthesize and transmit knowledge; cultivate a high-quality, student-centered environment by maintaining a living and learning environment that will attract and challenge outstanding students; provide educational access and opportunity for success to all students in order to succeed in rigorous professional and undergraduate programmes; improve organisational effectiveness by building financial stability and by providing innovative programmes that can respond in a timely manner to societal issues and problems; provide appropriate encouragement and recognition of each member of the College community who contributes to the fulfillment of the College's goals.

Through combining theoretical and practical training, MKC's programmes are intended to foster the knowledge, skills and wisdom that are needed in today's demanding world. It is important to highlight that all our programmes are directly related to the modern, competitive and changing business world as well as to the rapidly developing industries that our students will enter after their graduation. Brand new programmes are continually being developed to reflect and satisfy the needs of the progressive field. Through all of its activities, M.K.C. CITY COLLEGE, LARNACA strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity and cooperation, providing an atmosphere of mutual respect - free from racism, prejudice and intolerance. Therefore, the College aims to assist individuals, institutions and communities in responding to a constantly changing world.

Moreover, M.K.C. CITY COLLEGE, LARNACA is dedicated to generating and preserving knowledge, understanding and creativity by conducting high-quality research as well as offering scholarship and professional activities that benefit students, scholars and communities. It is a priority for the College to share that knowledge and understanding in order to prepare future professionals for continuing education and lifelong learning as well as for their active roles in a multicultural and diverse world. The M.K.C. CITY COLLEGE, LARNACA extends, applies and exchanges knowledge with society by applying scholarly expertise to community problems, helping organisations and individuals respond to their altering environments and making the knowledge and resources created and preserved at the College accessible to all citizens.

Thus, it will create a high quality educational institution, attracting and retaining local and international highly motivated and demonstrably capable students, pursuing excellence in education. This will enable the College to successfully prepare students for an advanced career within the modern highly competitive business world or to act as a link for the students for more advanced studies through the College's affiliations.

student affairs



JOBS AND EMPLOYABILITY

Employers, nowadays, due to intense competition, are looking for more than just academic knowledge as they expect students to use their time at the college to gain employability and life skills. M.K.C. CITY COLLEGE, LARNACA is renowned for providing work-ready graduates with practical skills so that they make a difference through volunteering opportunities. Volunteering is an opportunity given to students in order to put what they have been learning on their course into practice. Ways of volunteering at the College:



- College magazine and newspaper;
- Learning Centre;
- Teacher Assistants;
- Student Societies

CAREERS ADVICE SERVICE

The Careers Advisory Service (CAS) is available to all students - during and after their studies - for advice and information concerning their study courses as well as their options after they graduate. These options may include advice on employment issues, further study or time out before making a career decision.

Choosing a career path is a process - not an event - and your studies at M.K.C. CITY COLLEGE, LARNACA contribute to that process; therefore, it should begin as soon as possible.

Resources include:

- Well-stocked Careers Information Center;
- Personal advice and guidance from careers advisors;
- Careers educational programmes;
- Talks, Seminars and Workshops on various topics

Related to choosing a career:

- Visits and talks from graduate employers.
- Annual Alumni Careers Fair and Careers Network.

college facilities



The M.K.C. CITY COLLEGE, LARNACA is situated at the town centre, overlooking the sea front, offering easy access to students from and to the College. The MKC City College is established on two separate buildings offering a clean, safe and comfortable environment to students.

LIBRARY The Learning Resource Centre is situated at the new building, in a quiet area, designed to provide students with a comfortable and well-equipped site, able to meet their academic requirements as well as the professional needs of the personnel. The library includes a vast amount of curricular and co-curricular materials such as books, journals, magazines, tapes and CDs. The book section covers a variety of areas such as literature, computer science, accounting, humanities and social sciences. An online library is also available and it can be accessed via the computers at M.K.C. CITY COLLEGE, LARNACA.

● *The students are automatically enrolled in this library and they are guided on how to use it.*

Library Opening Hours:

Monday to Friday, morning hours: 8:30am - 1:30pm, afternoon hours: 3:00pm - 5:00 pm

IT FACILITIES IT facilities offer computer laboratory on the third floor which is available to students, from Monday to Thursday, in order to provide them with full assistance on their course as well as with a complete access to the World Wide Web.

● *Students at M.K.C. CITY COLLEGE, LARNACA have their own e-mail accounts and file storage on the College network. Students may bring their own laptop to the College. The computer network is constantly being monitored and upgraded to offer modern computing facilities for up-to-date software applications, internal and external e-mail facilities as well as others covering as many aspects of the college as possible.*

TEACHING FACILITIES The College teaching staff employs a range of facilities designed to include the latest ICT facilities. Teaching rooms are equipped with projectors and other infrastructure.

LECTURE ROOMS All lecture rooms of the college are not only equipped with whiteboards and state-of-the-art technology such as projectors, but they are also centrally heated and air-conditioned establishing a comfortable environment in order to ensure the best methods of education.



STUDENT CAFETERIA The cafeteria is on the 2nd floor, available to all students for breakfast, a quick snack in between classes, lunch or just meeting, relaxing and socializing in an accommodating environment with a cup of coffee. It is equipped with coffee and vending machines. Students can also bring their own breakfast /lunch at the cafeteria if they wish. On the ground floor there is also a bakery with all kinds of ready-made pastry foods.

STUDENT LOUNGE A separate area has been designed for those students who wish to relax between lecture hours. This area is equipped with computers but also allows for students to bring their own laptops to carry out educational work.

STUDENT ADVISOR'S OFFICE Our student affairs officers are always available to meet with students, hear their concerns and advise accordingly. These individuals are the link between the College and the students offering impartial advice and suggestions.

ADMINISTRATION Administration offices are located in both college buildings, comprising administration, library as well as offices equipped with all necessary and up-to-date IT facilities such as printers, fax machines, scanners, personal computers etc.

FACULTY OFFICES Faculty offices are situated on the third floor fully furnished, centrally heated, air-conditioned and equipped with personal computers.

PARKING FACILITIES Parking space is available opposite the College premises in the large municipal parking lot.

ACCOMMODATION M.K.C. CITY COLLEGE, LARNACA has set up arrangements with local real estate agencies in order to provide high quality accommodation facilities at affordable prices. The College can also facilitate the students in order to find their own private accommodation.

SPORTS CENTER M.K.C. CITY COLLEGE, LARNACA is able to arrange for the provision of work out facilities for the students in cooperation with local sport gyms.



location

Larnaca is a city located on the east coast of Cyprus. It has a population of 72,000 people and it is the island's second commercial port and an important tourist resort. The island's oil refinery lies to the north of the town while the International Airport is situated to the south. Larnaca is the oldest living city of Cyprus and was originally known as Kition or Kittium. It is one of the major seaside resorts in Cyprus. There are numerous beaches in and around Larnaca which extend for approx 25 km (16 mi). The main Phinikoudes and McKenzie beaches both have been awarded Blue Flags for their crystal clear waters.

Cultural life is rich and many events are organised by the municipality of the town almost daily. Within the wider Larnaca district there are 9,500 hotel beds available, about 10% of the total island tourist capacity. Along the Larnaca Bay there are luxurious beach hotels as well as hotel or holiday apartments at a range of prices. Prices are generally lower than in other areas of the island and this is to the benefit of the students.

programmes of study



The Cyprus Ministry of Education and Culture registers in its records academic institutions offering higher education upon the fulfillment of a number of criteria. The academic institutions registered in the Ministry records are inspected and examined by Ministry officials through regular visits to these institutions and examination of the institutions' records. Academic institutions are generally governed by the articles of the relevant law of the Republic of Cyprus. M.K.C. CITY COLLEGE, LARNACA is duly acknowledged by the Cyprus Ministry of Education and Culture as an academic institution of higher education and it is authorized to offer the following programmes of study:

HOTEL MANAGEMENT

TWO YEARS | PLUS AN OPTIONAL FOUNDATION YEAR | DIPLOMA

BUSINESS STUDIES

TWO YEARS | PLUS AN OPTIONAL FOUNDATION YEAR | DIPLOMA

COMPUTER STUDIES

TWO YEARS | DIPLOMA

TOURISM STUDIES

ONE YEAR | CERTIFICATE

HOTEL STUDIES

ONE YEAR | CERTIFICATE

SECRETARIAL STUDIES

ONE YEAR | CERTIFICATE

All our courses are taught in English and operate under the same rules, regulations and requirements as outlined in pages 12-15. Every teaching session is 50 minutes in duration, except Summer Intensive English Language Courses and the Foundation programme (teaching period : 55 minutes in duration).

HOTEL MANAGEMENT

TWO YEARS | PLUS AN OPTIONAL FOUNDATION YEAR | DIPLOMA

Total credits 68

Hotel Management is a two-year course, plus an optional foundation year that covers all the aspects of hotel management. The course fulfils the needs of working in a hotel as a department manager or even as an assistant manager. It is designed in order to provide all the knowledge of how a hotel operates as well as the foundation of skills that a person needs to work in a hotel.

COURSE OBJECTIVES:

- To achieve excellent skills in hotel administration.
- To develop competence in the field of hotel personnel management as well as thorough knowledge and understanding of hotel management proceedings.
- To understand in depth the importance of some form of measurement such as a period of time or a level of quality, quantity or cost.
- To understand the diversity and complexity of services that the customer needs.
- To communicate with the customer properly.

COURSE DURATION:

Upon successful completion of the two-year course (or three-year depending on whether the optional foundation year is included) a Diploma is awarded.

PROFESSIONAL OPPORTUNITIES:

Hotel Assistant Manager, Receptionist, Housekeeper Manager, Front Office Manager.

| A/A | Course Code & Course Subject | Teaching Period Per Week | Duration of Teaching Period | Year | Semester |
|-------------------|--|--------------------------|-----------------------------|------|----------|
| A Semester | | | | | |
| 1 | AS1 100 - FRONT OFFICE PROCEDURES | 3 | 50' | 1 | 1 |
| 2 | AS1 101 - ENGLISH I | 3 | 50' | 1 | 1 |
| 3 | AS1 102A - GERMAN I or AS1 102B - FRENCH I | 2 | 50' | 1 | 1 |
| 4 | AS1 103 - COMPUTER FUNDAMENTALS & APPLICATIONS | 3 | 50' | 1 | 1 |
| 5 | AS1 104 - FOOD & BEVERAGE MANAGEMENT | 3 | 50' | 1 | 1 |
| 6 | AS1 105 - ACCOUNTING PRINCIPLES | 3 | 50' | 1 | 1 |
| B Semester | | | | | |
| 7 | AS1 106 - HOSPITALITY INDUSTRY MARKETING | 3 | 50' | 1 | 2 |
| 8 | AS1 107 - MICROECONOMICS | 3 | 50' | 1 | 2 |
| 9 | AS1 108 - MANAGEMENT PRINCIPLES | 3 | 50' | 1 | 2 |
| 10 | AS1 109 - INTRODUCTION TO HOSPITALITY INDUSTRY | 3 | 50' | 1 | 2 |
| 11 | AS1 200 - FRONT OFFICE MANAGEMENT | 3 | 50' | 1 | 2 |
| 12 | AS2 306 - FOOD AND BEVERAGE COST & CONTROL | 3 | 50' | 1 | 2 |
| C Semester | | | | | |
| 13 | AS2 300 - ORGANISATIONAL BEHAVIOUR | 3 | 50' | 2 | 3 |
| 14 | AS2 301 - LODGING INDUSTRY | 4 | 50' | 2 | 3 |
| 15 | AS2 302 - HOSPITALITY ACCOUNTING | 3 | 50' | 2 | 3 |
| 16 | ENG 101 - ADVANCED WRITING | 3 | 50' | 2 | 3 |
| 17 | AS2 304B - FRENCH II or AS2 304A - GERMAN II | 2 | 50' | 2 | 3 |
| 18 | AS2 309 - HOUSEKEEPING OPERATIONS | 3 | 50' | 2 | 3 |
| D Semester | | | | | |
| 19 | AS2 305 - HOTEL INDUSTRY ECONOMICS | 3 | 50' | 2 | 4 |
| 20 | AS2 307 - HOSPITALITY SALES & ADVERTISING | 3 | 50' | 2 | 4 |
| 21 | AS2 308 - PRODUCTION & OPERATION MANAGEMENT | 3 | 50' | 2 | 4 |
| 22 | AS2 310 - AIRLINE & TICKETING RESERVATION | 3 | 50' | 2 | 4 |
| 23 | AS2 409 - HOUSEKEEPING SUPERVISION | 3 | 50' | 2 | 4 |

Total credits 68

BUSINESS STUDIES

TWO YEARS | PLUS AN OPTIONAL FOUNDATION YEAR | DIPLOMA

Total credits 66

Aims at developing practical Business skills and provides a wider understanding of the environment in which businesses operate. The course is designed to provide a shorter, more realistic time frame for those desiring to improve their skills and knowledge in general business studies. There is a strong emphasis throughout the course on the practical applications of business related skills.

COURSE OBJECTIVES:

- Demonstrate an understanding of the nature and structure of organisations and the role of financial data in their decision-making process.
- This module aims at providing the student with a critical understanding of the business environment on a national and international scale.
- Emphasis is put on student-centered learning through the use of a variety of techniques such as case studies, group work and individual assignments.

COURSE DURATION:

Upon successful completion of the two year course a Diploma is awarded.

PROFESSIONAL OPPORTUNITIES:

Private Companies, Banks, Offshore Companies, Advertising Agencies.

| A/A | Course Code & Course Subject | Teaching Period Per Week | Duration of Teaching Period | Year | Semester |
|-------------------|--------------------------------------|--------------------------|-----------------------------|------|----------|
| A Semester | | | | | |
| 1 | ENG 100 - ENGLISH I | 3 | 50' | 1 | 1 |
| 2 | ACC 101 - FINANCIAL ACCOUNTING I | 3 | 50' | 1 | 1 |
| 3 | COM 101 - COMPUTING I | 3 | 50' | 1 | 1 |
| 4 | ECO 121 - ECONOMICS I | 3 | 50' | 1 | 1 |
| 5 | BAD 101 - BUSINESS ADMINISTRATION I | 3 | 50' | 1 | 1 |
| B Semester | | | | | |
| 6 | ENG 102 - ENGLISH II | 3 | 50' | 1 | 2 |
| 7 | ACC 121 - FINANCIAL ACCOUNTING II | 3 | 50' | 1 | 2 |
| 8 | COM 121 - COMPUTING II | 3 | 50' | 1 | 2 |
| 9 | ECO 201 - ECONOMICS II | 3 | 50' | 1 | 2 |
| 10 | BAD 111 - BUSINESS ADMINISTRATION II | 3 | 50' | 1 | 2 |
| C Semester | | | | | |
| 11 | BUS 211 - BUSINESS FINANCE I | 3 | 50' | 2 | 3 |
| 12 | FIM 101 - FINANCIAL MANAGEMENT I | 3 | 50' | 2 | 3 |
| 13 | MKT 121 - MARKETING I | 3 | 50' | 2 | 3 |
| 14 | LAW 211 - BUSINESS LAW I | 3 | 50' | 2 | 3 |
| 15 | ENG 211 - BUSINESS ENGLISH I | 3 | 50' | 2 | 3 |
| 16 | STS 101 - QUANTITATIVE METHODS I | 3 | 50' | 2 | 3 |
| D Semester | | | | | |
| 17 | BUS 221 - BUSINESS FINANCE II | 3 | 50' | 2 | 4 |
| 18 | FIM 111 - FINANCIAL MANAGEMENT II | 3 | 50' | 2 | 4 |
| 19 | LAW 221 - BUSINESS LAW II | 3 | 50' | 2 | 4 |
| 20 | MKT122 - MARKETING II | 3 | 50' | 2 | 4 |
| 21 | ENG 221 - BUSINESS ENGLISH II | 3 | 50' | 2 | 4 |
| 22 | STS 201 - QUANTITATIVE METHODS II | 3 | 50' | 2 | 4 |

Total credits 66

COMPUTER STUDIES

TWO YEARS | DIPLOMA

Computer Studies is a two-year course. The course aims at offering a thorough understanding of the theoretical and practical aspects of computer science and at providing the know-how for developing computer systems. During the course you will be able to use a variety of different software and understand the latest technology.

COURSE OBJECTIVES:

- To learn and understand the architecture of major computer systems.
- To experience in depth applications of software packages.
- To develop the capability of programming.
- To introduce and give an appreciation of particular basic computer systems.

COURSE DURATION:

Upon successful completion of the two-year course a Diploma is awarded.

PROFESSIONAL OPPORTUNITIES:

Programming, Information Systems Analysis, Database Designer.

First Year

| A/A | Course Subject | Teaching Period Per Week | Duration of Teaching Period | Year |
|-------------------|-----------------------------------|--------------------------|-----------------------------|------|
| 1 | COMPUTER PROGRAMMING | 3 | 50' | 1 |
| 2 | SPREADSHEET AND DATABASE SYSTEMS | 3 | 50' | 1 |
| 3 | COMPUTER HARDWARE FUNDAMENTALS | 2 | 50' | 1 |
| 4 | QUANTITATIVE METHODS | 2 | 50' | 1 |
| 5 | COMPUTER SYSTEMS | 2 | 50' | 1 |
| 6 | FINANCIAL & MANAGEMENT ACCOUNTING | 3 | 50' | 1 |
| 7 | ENGLISH | 4 | 50' | 1 |
| 8 | PROJECT | 2 | 50' | 1 |
| Total Periods: 21 | | | | |

Second Year

| A/A | Course Subject | Teaching Period Per Week | Duration of Teaching Period | Year |
|-------------------|-------------------------------------|--------------------------|-----------------------------|------|
| 1 | SYSTEM ANALYSIS | 3 | 50' | 2 |
| 2 | ADVANCED SOFTWARE DEVELOPMENT | 1 | 50' | 2 |
| 3 | NETWORKING & COMMUNICATION | 1 | 50' | 2 |
| 4 | FINANCIAL & MANAGEMENT ACCOUNTING | 3 | 50' | 2 |
| 5 | QUANTITATIVE METHODS | 2 | 50' | 2 |
| 6 | ENGLISH | 3 | 50' | 2 |
| 7 | BUSINESS ORGANISATION AND MARKETING | 3 | 50' | 2 |
| 8 | FINAL YEAR PROJECT | 2 | 50' | 2 |
| Total Periods: 18 | | | | |

TOURISM STUDIES

ONE YEAR | CERTIFICATE

Tourism Studies fulfills the needs of the Travel and Hospitality Industry and trains the students on the spot in order to gain valuable experience. The course is designed to provide general knowledge of the Hospitality Industry and to develop skills applicable to various fields in it.

COURSE OBJECTIVES:

- To meet the demands of the Travel and Hospitality Industry such as Travel Agencies and IATA.
- To demonstrate an understanding of airline work and transactions.
- To learn and understand three foreign languages.
- To develop the capability of communicating with customers properly.

COURSE DURATION:

Upon successful completion of the one-year course a Certificate is awarded.

PROFESSIONAL OPPORTUNITIES:

International Airport and Airlines, Travel Agencies, Tourist Representative.

| A / A | Course Subject | Teaching Period Per Week | Duration of Teaching Period | Year |
|-------------------|-------------------------------|--------------------------|-----------------------------|------|
| 1 | FARES & TICKETING | 3 | 50' | 1 |
| 2 | AIRLINE WORK | 2 | 50' | 1 |
| 3 | ENGLISH | 4 | 50' | 1 |
| 4 | GERMAN | 4 | 50' | 1 |
| 5 | FRENCH | 3 | 50' | 1 |
| 6 | COMPUTING | 2 | 50' | 1 |
| 7 | TYPEWRITING (GREEK & ENGLISH) | 3 | 50' | 1 |
| 8 | ECONOMICS | 2 | 50' | 1 |
| Total Periods: 23 | | | | |

HOTEL STUDIES

ONE YEAR | CERTIFICATE

Hotel Studies is a one-year course. The course specializes in front office management and housekeeping. Subjects are covered during the first and second semesters. Lectures, audiovisual material, visits, seminars and discussions are parts of the infrastructure of the course. Our programme is aimed at producing useful employees ready to face the challenges of a fast growing Hotel Industry.

COURSE OBJECTIVES:

- To demonstrate an understanding of the nature of Hotel Industry.
- To meet the demands of the Hotel Industry.
- The students should be able to identify the areas of the Hotel Industry.

COURSE DURATION:

Upon successful completion of the one-year course a Certificate is awarded.

PROFESSIONAL OPPORTUNITIES:

Receptionist, Hotels, Travel Agencies, Housekeeper.

| A/A | Course Subject | Teaching Period Per Week | Duration of Teaching Period | Year |
|-------------------|-------------------------------|--------------------------|-----------------------------|------|
| 1 | ECONOMICS | 2 | 50' | 1 |
| 2 | ENGLISH | 4 | 50' | 1 |
| 3 | FRENCH | 3 | 50' | 1 |
| 4 | GERMAN | 4 | 50' | 1 |
| 5 | COMPUTING | 2 | 50' | 1 |
| 6 | TYPEWRITING (GREEK & ENGLISH) | 2 | 50' | 1 |
| 7 | HOUSEKEEPING OR RECEPTION | 4 | 50' | 1 |
| Total Periods: 21 | | | | |

SECRETARIAL STUDIES

ONE YEAR | CERTIFICATE

Secretarial Studies enables students to study for one year and gives them the opportunity to learn the fundamentals of administrative duties in an office. It is a great opportunity for students who seek to work immediately upon completion of their studies. The specific course in relation to the high demand in the business world guarantees success. The course components are interrelated with European office demands in addition to what the employer needs.

COURSE OBJECTIVES:

- To learn the practical and fundamental features of computers based on external examinations to render students able to handle a computer.
- To achieve excellent skills in typewriting.
- To develop students' understanding of the behaviour of individuals and groups within business.
- To offer professional experience and practical success.

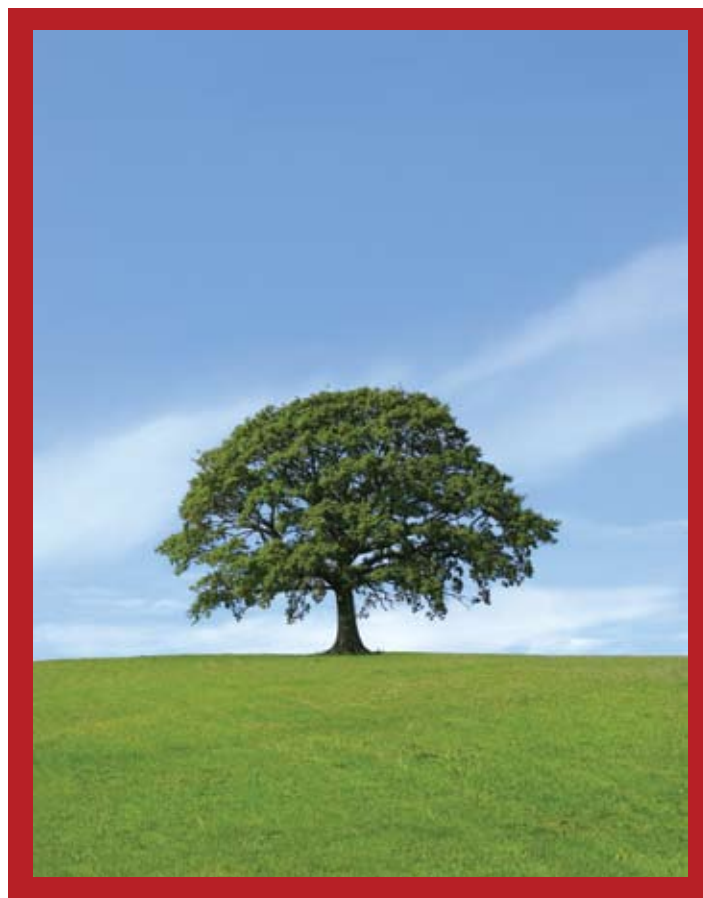
COURSE DURATION:

Upon successful completion of the one-year course a Certificate is awarded.

PROFESSIONAL OPPORTUNITIES:

Accounting Office, Law Office, Offshore Company, Private School.

| A / A | Course Subject | Teaching Period Per Week | Duration of Teaching Period | Year |
|-------------------|-------------------------------|--------------------------|-----------------------------|------|
| 1 | COMPUTING | 2 | 50' | 1 |
| 2 | ACCOUNTING | 4 | 50' | 1 |
| 3 | OFFICE PRACTICE | 2 | 50' | 1 |
| 4 | ENGLISH | 4 | 50' | 1 |
| 5 | TYPEWRITING (GREEK & ENGLISH) | 7 | 50' | 1 |
| 6 | ECONOMICS | 2 | 50' | 1 |
| 7 | OFFICE ACCOUNTING | 2 | 50' | 1 |
| Total Periods: 23 | | | | |



academic calendar

ACADEMIC CALENDAR 2009 – 2010

FALL SEMESTER

| | | |
|---------|---------------------------|---|
| Sep '09 | Tuesday 1st | Beginning of registration period for Fall Semester 2009/ Academic Year 2009-2010 |
| Oct '09 | Tuesday 1st | National Holiday |
| | Monday 5th | Last day of registration/ Official beginning of Classes for Fall Semester 2009 Academic Year 2009-2010 |
| | Friday 16th | Last day for late enrollment/ Last day to change programme of study. End of add/ drop period |
| | Wednesday 28th | National Holiday |
| Dec '09 | Friday 18th | Last day of Classes before Christmas Vacations |
| Jan '10 | Monday 4th | Commencement of Classes after Christmas Vacations/ Commencement of registration period for Spring Semester 2010 |
| | Wednesday 6th | National Holiday |
| | Friday 15th | Last day of Classes for Fall Semester 2010 |
| | Monday 18th - Friday 29th | Examination period for Fall Semester 2010 |
| Feb '10 | Monday 1st - Friday 5th | Beginning of registration period for spring Semester 2010. Re-examination period for Fall Semester 2009 |
| | Monday 8th | Announcement of Final Results for Fall Semester 2009 |

SPRING SEMESTER

| | | |
|---------|--------------------------|---|
| Feb '10 | Monday 8th | Last day of registration/ Official beginning of Classes for Spring Semester 2010 |
| | Monday 22nd | Last day for late enrollment/ Last day to change programme of study. End of add/ drop period |
| Mar '10 | Tuesday 2nd | Green/ Lent Monday - National Holiday |
| | Thursday 25th | National Holiday |
| Apr '10 | Thursday 1st | National Holiday |
| | Friday 9th | Last day of Classes before Easter Vacations |
| | Monday 26th | Commencement of Classes after Easter Vacations |
| May '10 | Friday 21st | Last day of Classes for Spring Semester 2010/ Academic Year 2009-2010 |
| | Monday 24th | Beginning of Examination period for Spring Semester 2010/ Academic Year 2009-2010 |
| Jun '10 | Monday 7th - Friday 11th | Make-up examination period |
| | Monday 14th | Announcement of final results for Spring Semester 2010/ Academic Year 2009-2010 / Official closing of Spring Semester 2010/ Academic Year 2009-2010 |
| | Saturday 26th | Graduation Ceremony |

SUMMER INTENSIVE ENGLISH LANGUAGE COURSE

| | | |
|---------|------------------------------|---|
| Jun '10 | Monday 7th | Beginning of registration period for Summer Intensive English Language Course |
| | Tuesday 15th | Official beginning of Summer Intensive English Language Course |
| Aug '10 | Friday 13th | Last day of Classes before Summer Vacations |
| | Monday 23rd | Beginning of Classes after Summer Vacations |
| Sep '10 | Friday 10th | Last day of Classes for Summer Intensive English Language Course |
| | Monday 13th - Wednesday 25th | Examination period |
| | Friday 17th | Announcement of final examination results for Summer Intensive English Language Course / Official closing of Summer Intensive English Language Course |

academic affairs



Admission to the College is based on the law, rules and regulations established by the Ministry of Education and Culture. Students' qualifications and educational objectives play an important role in the admission process. Background knowledge including the high school leaving certificate and proficiency in English are required for all types of courses offered by the college. To this end, students will be required to take an English Language Placement Test (ELPT) upon arrival at the college in Cyprus. Each student must be a secondary education High School graduate from a school of secondary education with six years of studies at least or possess another equivalent qualification.

ENTRY REQUIREMENTS

In order to be admitted to the M.K.C. CITY COLLEGE, LARNACA you must meet the following general minimum entry requirements:

- Recognized Secondary School Leaving Certificate (6 years of Schooling) issued by a Public School in the Republic of Cyprus.
- Recognized Secondary School Leaving Certificate (of at least 12 years of schooling) with a satisfactory grade by overseas students, depending upon the country of origin. The Academic committee determines what is considered a satisfactory grade.
- Evidence of English Language proficiency:
 - i. a score of 500 or higher on the TOEFL test; or
 - ii. a grade of "C" or higher in the GCE "O" level English Language examination; or
 - iii. a grade of "B" or higher in the Cambridge Certificate of English Language examination; or
 - iv. an average grade of 5.5 in the IELTS examination with no sub-score under 5.0;
- *Proficiency in the English language is not a requirement for students /applicants whose mother tongue is English or for those who have received Secondary Education in countries where English is the native /official language.*
- *Students, who do not possess any of the above English Language requirements, must attend the English Language Placement Test before they get admission to the programme of their choice.*
- *Specific entry requirements for each course are listed within individual course descriptions.*

English Language Placement Test (ELPT)

Upon registration, all students, apart from those meeting the entry requirements regarding the English Language, will be required to take the College English Language Placement Test at the time of enrollment. Students who fail the test will be required to take the Foundation Course before beginning their course of study. Students, in order to succeed in the ELPT, should receive a score higher than 50%. The Foundation Programme has a minimum duration of one academic semester and a maximum of two. In order to qualify for the course the student must pass the examination at the end of the semester(s).

ADMISSION PROCEDURES

Admission of a student for the following academic year or semester can take place at any time. That is, a candidate, Cypriot or foreign, can submit an application form in order to become accepted to the college and, if the candidate meets the college requirements as well as the requirements of the Law, the college can grant him an offer in a particular year, semester, unit or summer intensive course, depending on the case.

Application forms and information regarding admission policies may be obtained by contacting the Admissions Office. The relevant admissions tutor will be able to help you resolve the details. The College has established an international network with educational counselors and advisors outside Cyprus that can assist international students with admission procedures.

As soon as the candidate, local or international, meets the College requirements as well as the requirements of the law, the College grants him an offer for a particular semester or summer session.

SPECIAL ADMISSION: Transfer Students

International transfer students in order to be eligible for regular admission must be full-time students in some other tertiary institution when they apply to the college and they should have settled their financial obligations with that institution. Credits are transferred for all courses if they are acknowledged as equivalent to sections of a course, which then do not need to be repeated, provided that a minimum grade of C has been awarded.

RULES OF ASSESSMENT

Course grades consist of two parts: the grade which represents the continuous evaluation of the student in any form (course work) and the final evaluation grade which is represented by the grade of the exam taken at the end of the semester or academic year.

Students' assessment depends on two parts:

● **Course Work:** in that section all the following assessment methods are included: mid-term examinations, tests, assignments, projects and class participation. The award of the total percentage for the course work depends entirely on the lecturers. Lecturers should submit the award of the course work's percentage to the Academic Committee and gain its approval.

- i. *For the programmes of study offered on an academic year basis, the total coursework counts for 30% of the total final grade.*
- ii. *For the programmes of study offered on a semester basis, the total coursework counts for 40% of the total final grade.*

● **Final Written Examinations**

- i. *For the programmes of study offered on an academic year basis, final written examination counts for 70% of the total final grade.*
 - ii. *For the programmes of study offered on a semester basis, final written examination counts for 60% of the total final grade.*
- The passing minimum grade for the programmes of study offered on an academic year basis is 40%.
 - The passing minimum grade for the programmes of study offered on a semester basis is 50%.

REGISTRATION PROCEDURE

All students must submit the following to the Admissions Office:

1. The Application Form – properly completed.
2. Official or certified copy of the original plus a certified English translation (for languages other than English or Greek) of:
 - Secondary School Leaving Certificate and Grade Report or equivalent qualifications for new students, or
 - Official or certified copies of certificates, transcripts and course descriptions or syllabi, in English, alone with a non-refundable Credit Evaluation Fee for transfer students.
3. Four Passport-size Photos
4. A non-refundable Application Form.
5. Official or certified results of the TOEFL or the GCSE “O” Level English Language – if available.
6. Other equivalent qualifications or examination results – if available

International (Non-Cypriot) students must also submit:

7. A Bank Financial Guarantee (original) by the sponsor’s bank.
8. Copies of the First Six Pages of the Passport (passport must be valid for more than a year).
9. A satisfactory Criminal Records Bureau (CRB) Standard Disclosure document (original) from the police or governmental authorities of the country of residence.

Once the above documents are submitted, the College will issue and send a Certificate of Admission to the student. The student should then proceed to the second stage of the registration process, that is, to pay the tuition fees deposit. The deposit is subtracted from the semester tuition fees for local students. Overseas students must pay their tuition fees for a year as required by law. The deposit is refundable in full (100%) up to the time classes start for Cypriot students or if the visa is denied for international students.

International students are also asked to pay an International Student Deposit Fee (immigration deposit) which will be returned when the student leaves Cyprus upon completion of his/her studies.

Upon receipt of the Tuition and International Student Fee Deposits, the college will apply to the Cyprus Immigration Authorities (Form M58) for the purpose of obtaining an Student Entry Visa.

International students, in order to acquire the Student Entry Visa, should follow all the procedures according to the rules set by the Immigration Office.

GRADING SYSTEM

Grading System for the programmes of study offered on an academic year basis:

Following the end of each academic year, the final grades are given to students and are recorded on their permanent academic record. Grades are calculated upon percentages with letter equivalents as shown in the table.

| Grading Scale | Grade | |
|---------------|-------|-----------|
| 81%-100% | A | EXCELLENT |
| 71 % - 80 % | B | GOOD |
| 61 % - 70 % | C | MERIT |
| 40 % - 60 % | D | LOW |
| < 40 % | F | DEFICIENT |

Grading System for the programmes of study offered on a semester basis:

Following the end of each semester, the semester grades are given to students and are recorded on their permanent academic record. Grades are calculated upon percentages with letter equivalents as shown in the table - letter grades are further explained in grade points per credit.

| Letter Grade | Number Value |
|--------------|--------------|
| A | 95 - 100 |
| A- | 90 - 94 |
| B+ | 85 - 89 |
| B | 80 - 84 |
| B- | 75 - 79 |
| C+ | 70 - 74 |
| C | 65 - 69 |
| C- | 60 - 64 |
| D+ | 55 - 59 |
| D | 50 - 54 |
| F | 01 - 49 |

Grade Point Average (GPA)

Quality points (QP) are assigned to each grade as follows: F: 0; D: 1; D+: 1,5; C-: 1,7; C: 2; C+: 2,5; B-: 2,7; B: 3; B+: 3,5; A-: 3,7; A: 4. To calculate the GPA, the number of credits for each course acquired throughout the semester is multiplied by the quality points of the corresponding grade. The grand total number of Quality points is divided by the total number of credits acquired to obtain the GPA for the semester. Credits transferred from other institutions are not included in the GPA.

Cumulative Point Average (CPA)

Calculated in a similar manner to the GPA, i.e. by dividing the grand total number of quality points earned throughout the study period by the total number of credits acquired through the same period.

Failure (F): Issued to a student who has maintained required attendance but fails to achieve adequate academic progress. Upon successful completion of the course at a later date, the cumulative average is adjusted to reflect only the passing grade.

Incomplete (I): Issued to a student who was unable to complete specific course requirements (i.e. final exam, term project etc.). Outstanding work must be completed within two weeks or the grade becomes an "F".

Grade Pending (GP): Issued to a student who is unable to fulfill all course requirements. A grade pending is not calculated into the cumulative average.

Withdrawal (W): Issued to a student who withdraws from a course without the Registrar's Office approval or is withdrawn by a faculty member. This grade designation also applies to a student who withdraws from the college for reasons other than extenuating after the official mid-term date. This is a failing grade and is included in the cumulative average. Upon successful completion of the course at a later date, the cumulative average will reflect both the grade of "W" and the new grade.

| Academic Honours: | |
|-------------------|-------------|
| Summa Cum Laude | 3.81 - 4.00 |
| Magna Cum Laude | 3.61 - 3.80 |
| Cum Laude | 3.40 - 3.60 |
| Dean's List | 3.4 |

No-Credit (NC): Issued to a student who withdraws from the class or the college due to extenuating circumstances. A no-credit is not included in the cumulative average.

Audit (AU): Issued to a student to designate that he or she was allowed to attend a class for review purposes. A grade is not issued and the cumulative average is not affected.

Semester Assessment:

The grade of a course consists of two parts: the grades which represent the continuous evaluation of the student in any form (course work) and the final evaluation which is represented by the grades received from the final written examination at the end of the semester. For laboratorial courses there is continuous evaluation only, without a final written examination. The promoting grade of a course should be at least the 50% of the total grade and, of that, at least 10% should constitute the contribution of the written examination at the end of the semester.

Annual Assessment:

The grade of a course consists of two parts: the grades which represent the continuous evaluation of the student in any form (course work) and the final evaluation which is represented by the grades received from the final written examination at the end of the academic year. For laboratorial courses there is continuous evaluation only, without a final written examination. The promoting grade of a course should be at least the 40% of the total grade and, of that, at least 10% should constitute the contribution of the written examination at the end of the academic year.

Recording Grades and their approval by the Academic Committee

Each examination paper is prepared by the relevant professor and it is checked and signed jointly by him and the coordinator or the person in charge of the faculty. The two grades of a course (continuous evaluation and final written examination grades) are submitted to the person in charge of the faculty, signed jointly by the person teaching and the person in charge of the faculty. They are saved with index in files, in the permanent records of the college for five years, that is the usual time interval between two educational evaluations (accreditations). The grade lists are submitted to the Academic Committee for ratification.

If the grades of a course present statistical disharmony, that is, if more than two thirds of the students that were examined fail to pass this course, the Academic Committee asks the Ministry of Education and Culture to allow the college to differentiate the grades. The decision of the Ministry is final.

When these grades are approved by the Academic Committee, they are recorded in special columns, analytically and totally, that is, as two separate grades and added up to one final grade in the Marks Register. Thus, there is double recording, one in the grade lists and another one in the Marks Register.

The approved results are announced. Within seven days of the announcement of the results, each student has the right to submit an objection for reassessment of his grades to the Academic Committee. Once the objection has been authorized by the Ministry of Education and Culture, the Academic Committee, decides on the objection and records its decision in the relevant minute book. The new grade lists are recorded in the Marks Register as a separate recording. The same applies for the new grade lists that are saved in the college record for a five-year period.

The final grades, which are ratified / approved by the Academic Committee, are transferred to the academic record transcript. Students are allowed to participate in the final examination only if they have not exceeded the maximum absence percentage: 30%. Results are announced to students that have no pending financial obligations towards the college.

Examination procedures and rules

- Every course is completed with the final exams at the end of the academic semester or academic year. The examination time period is stated in the Academic calendar.
- Re-scheduling of final examinations can only take place with the consent of the Head of Academic Affairs. All final examination papers are kept secured in the Academic Department. Final examinations have a duration of 2 or 3 hours.
- Each examination paper is prepared by the relevant professor well in advance - prior to the commencement of the final examination period and is checked and approved by the relevant department.
- A sufficient number of invigilators monitors the examinations. They have the right to dismiss any student from the examination room due to unacceptable behaviour.
- Students may leave the examination room 45 minutes after the commencement of the exam.
- Students are not allowed to enter the examination room 30 minutes after the commencement of the exam.
- Students are not allowed to bring food or drinks in the examination room.
- After the announcement of the examination results, a student may apply in writing asking for a re-assessment of his final examination paper. Approval of reassessment is given only by the Head of Academic Affairs. An examination paper may only be reassessed by the relevant lecturer. If the student is not satisfied with the reassessment, a second lecturer will re-examine the paper. The decision of the second lecturer is final.

Make-up Examinations

A lecturer may grant make-up examinations to the student who misses an examination due to a serious medical problem (must have a written report from a hospital/clinic) or due to a personal emergency. The lecturer has the right to adopt a “no-make-up” policy however. Students who wish to take a make-up examination should complete a “Make-up Examination Form” and submit it along with the appropriate fee for approval to the Head of Academic Affairs.

Re-examination Periods:

Students who have failed a course have the right to apply for a re-examination provided that the mark being achieved is between 25% and 49%. They can apply within five days from the date the final examination results have been announced. In special, extenuating circumstances and with the academic committees’ consent, a student may apply to resit the next final examination - end of January or beginning of June. A re-examination fee must be paid.

● *Students are allowed a maximum of two re-examinations.*

Graduation Requirements

A student in order to be eligible for graduation must:

1. have completed all requirements for each programme of study.

These are as follows:

- i. Diploma: a Diploma requires a minimum of 66 credits.
 - ii. Certificate: a Certificate requires a minimum of 33 credits.
 - iii. Bachelor of Arts: A Bachelor Degree requires a minimum of 126 credits.
2. have settled all financial and other obligations towards the College.

● *Programmes of study running on a yearly basis must be completed according to the specific course requirements.*

Withdrawal from the College

If for any reason, a student wishes to withdraw from the College at any time during the academic year, he or she must fill in a form of withdrawal and the letter “W” is recorded on all studied courses. This is applicable to Cypriot or EU students only. A student from a non-EU country can only withdraw at the end of a semester to return to his home country or transfer to another college. The migration office as well as the Ministry of Education are notified and the student’s visa is cancelled. If the student leaves the college without following the appropriate procedure, a letter “F” is recorded on all subjects studied.

international students



Every year the M.K.C CITY COLLEGE, LARNACA has the opportunity to offer a place to students from all over the world. Living expenses including accommodation and meals are very reasonable in Cyprus. Larnaca has an excellent range of accommodation in private flats. The college arranges hostel rooms in halls of residence at very reasonable rates with a lot of extras included. Early application is advisable to secure a place.

Today Larnaca boasts some of the best hotels on the island, a big number of offshore companies, many foreign travel organisations and other international connections. Larnaca has a population of about 70,000 and is a thriving commercial city with a wide variety of shops, restaurants, pubs, discos, cafeterias as well as recreational and cultural amenities.

FAQ

What options are available when I complete my course?

Continue with your studies in Cyprus or abroad. Start your career!

When does the course start and finish?

The academic year is split into two semesters. Fall Semester commences in October and ends in January. Spring Semester commences in February and ends in May. Summer intensive courses commence in July and end in September.

What is the daily schedule?

Each period lasts 50 minutes, except the Summer Intensive English Language Course and the Foundation Programme which last 55 minutes. Classes take place from Monday to Friday. The weekly work load may vary between 15 to 21 periods per week depending on the programme of study the student follows.

What is a Tutorial?

Each student is assigned a tutor who helps with academic organisation, effective learning and with boosting confidence building skills. In addition, through tutorials, support and assistance on personal problems is provided to all students.

How do I apply for the course?

You can download and fill in an application form from our website or contact the College Admissions Officer. Once completed, the application form must be returned to the Admissions Officer. Questions regarding programmes of study and course requirements can be answered by the Academic Advisor.

scholarships



Each year, a number of scholarships are awarded on the basis of eligible students' performance by M.C.K CITY COLLEGE, LARNACA.

Three full scholarships are awarded to high school graduates-applicants based on their academic performance. The candidates should have a minimum average grade 18 (90%) on their high school leaving certificate. The scholarships will be awarded to the three students with the highest performance. The duration of the scholarships ends upon completion of the course. Students in order to maintain their scholarship should have an average grade higher than 18 or 90%.

Three full scholarships are awarded to high performing students based on their academic performance. The candidates should have a minimum average grade of 90% during their first two semesters or first academic year. The scholarships will be awarded to the three students with the highest performance. The duration of the scholarships ends upon completion of the course. Students in order to maintain their scholarship should have an average grade higher than 90% (on a semester basis) or 80% (on a yearly basis)

Students who are the children of Cypriot refugees, enclaves and missing persons are offered one full and two half scholarships on tuition fees. The full scholarship will be awarded to the student who has on his/her high school leaving certificate the highest average grade above the minimum requirement, 18 (90%). The other two half scholarships will be awarded to the students who have the highest average grade on their high school leaving certificate. The duration of the scholarships ends upon completion of the course. The student in order to maintain his full scholarship should have an average grade higher than 90%. As for half scholarships, students should have an average grade higher than 85%.

Every year three partial scholarships, 30% on course tuition fees, are awarded to students with athletic, artistic or scientific achievements. The scholarships will be awarded to the three students with the highest performance. The duration of the scholarships ends upon completion of the course. Students in order to maintain their scholarship should have an average grade higher than 85%.

In case that two or more students have the same academic performance and meet the main criteria for the scholarship award, then other criteria will be taken into consideration in order to award the scholarships. Such criteria will include the candidate's marital status, socio-economic status and physical disabilities.

financial requirements

WAYS OF PAYMENT:

Local students

Students must pay their tuition fees in advance, before the beginning of each semester. Under special circumstances the College and the student may agree to pay on an installment basis. The student, in that case, has to pay in advance one third of the tuition fee (upon registration).

International students

Students must pay their tuition fees in advance, prior to their arrival - before the beginning of each semester. For successive semesters and under special circumstances, the college and the student may agree to pay on an installment basis. The student, in that case, has to pay in advance two thirds of the tuition fee (upon registration).

REPAYMENT SCHEME:

| October and February term | Fees return | Fees due |
|----------------------------------|-------------|----------|
| Before the start of the lectures | 100% | 0% |
| During the first week | 80% | 20% |
| During the second week | 70% | 30% |
| During the third week | 50% | 50% |
| During the fourth week | 25% | 75% |
| After the fourth week | 0% | 100% |

| Summer courses | Fees return | Fees due |
|--|-------------|----------|
| Before the start of the lectures | 100% | 0% |
| During the first 3 days | 80% | 20% |
| During the first 6 days | 50% | 50% |
| During the seventh day of the lectures | 0% | 100% |

- The above policy does not apply to the International Student Migration Deposit, which is refundable in full, only if the Entry Visa is rejected, after completion of the study course or to students that have been expelled, dismissed or suspended for disciplinary reasons.
- International student tuition fees are not subject to the above repayment scheme and are only refundable if the entry visa is declined.

TUITION FEES:

The rates are as follows for the academic years 2008-2009 and 2009-2010.

| Course | First Year | Second Year |
|---|------------|-------------|
| Hotel Management (2 Years Plus an Optional Foundation Year Diploma) | € 3700 | € 3700 |
| Business Studies (2 Years Plus an Optional Foundation Year Diploma) | € 3700 | € 3700 |
| Computer Studies (2 Years Diploma) | € 3700 | € 3700 |
| Hotel Studies (1 Year Certificate) | € 2950 | |
| Tourism Studies (1 Year Certificate) | € 2950 | |
| Secretarial Studies (1 Year Certificate) | € 2950 | |
| Foundation Course (1 year) | € 3700 | |
| Summer Intensive English Language Course (10 weeks) | € 1145 | |

OTHER FEES:

| | |
|---|-------|
| Application Fee (non-refundable) | € 90 |
| Transcript Fee | € 20 |
| Computer Laboratory fee per academic year | € 35 |
| International Student Deposit fee (refundable) | € 450 |
| Insurance fee (International Students) | € 170 |
| Late registration fee | € 25 |
| Add/Drop of a course fee | € 8 |
| Change of programme fee | € 10 |
| Transcript fee per copy | € 10 |
| Student ID replacement fee | € 10 |
| Make-up examination fee | € 40 |
| Re-examination fee per subject | € 40 |
| Graduation application fee | € 40 |
| Application for evaluation of credit transfer fee | € 30 |

Tuition and other fees were approved by the Ministry of Education and Culture on 21st February 2008.

faculty members

MANAGEMENT / ADMINISTRATION FACULTY

| NAME | QUALIFICATIONS | POSITION |
|-------------------------|---|---|
| Costas Charalambous | BSc in Business Administration | Executive Director |
| Makedona Elena | BSc in Business Administration M.B.A | Director of the Business School |
| Susan Taylor | BSc in Psychology | Director of Administration & Finance |
| Yiannis Pipis | BA(Hon.) in Business Administration, MBA in Human Resources & International Business | Head of International Admissions Office |
| Soulla Karaolis | Business Studies | International Office Administrator |
| Paula Sewell | | Student Affairs Administrator |
| Irina Lokhtina Antoniou | MA in Psychology, MA in Management in Organisations (Tourism), PhD in Psychology | Head of Academic Affairs, Programme Coordinator: Business |
| Savvas Tantis | Diploma in Culinary Arts, BA in Events Management with Tourism | Programme Coordinator: Hospitality |
| Eva-Marie Helitzus | BA in German & French Literature, Masters in French and Compared Literature, PhD in English Literature. | Programme Coordinator: English, Academic Administrator |
| Michalis Ktori | BA in Librarianship, Masters in Information Science & New Web Technologies | Head of Library and Archive |

ACADEMIC FACULTY

| NAME | QUALIFICATIONS | POSITION |
|-------------------------|---|--|
| Evi Agathokleous | BA in English Language & Literature, MA in English Literature | English Lecturer |
| Savvas Tantis | Diploma in Culinary Arts, BA in Events Management with Tourism | Hospitality Lecturer |
| Phivos Ioannides | BSc in Engineering, MBA (Emphasis on Finance and Marketing) | Business Lecturer |
| Antonis Alexopoulos | LLB | Law Lecturer |
| Irina Lokhtina Antoniou | MA in Psychology, MA in Management in Organisations, PhD (candidate) in Psychology | Hospitality & Business Lecturer |
| Wendy Holloway | Master of Arts in Manpower Studies Post Graduate Diploma in Personnel Management BSc (Hons) in Institutional Management | Hospitality & Business Lecturer |
| Kyriacos Charilaou | BSc in Business Administration (Finance), MBA in Concentration Operations & Finance | Accounting Lecturer |
| Timotheou Timotheos | BSc in Engineering, MSc in Electrical Engineering | Computer Lecturer |
| Pantelitsa Fotiou | BSc in Computer Science | Computer Lecturer |
| Eva-Marie Herlitzius | BA in French and German Literature, MA in French Literature, PhD in English Literature | English, French & German Language Lecturer |
| Olga Pericleous | Higher Diploma in Culinary Arts, BSc in Culinary Arts, MA in Teaching Food Service Education | Hospitality Lecturer |
| Marios Makedonas | BSc in Business Administration, MBA | Business and Finance Lecturer |

councils & committees

College Council :

Mr. Costas Charalambous
Executive Director

Mrs. Susan Taylor
Operations & Administration Manager

Mrs. Irina Lokhtina
Head of Academic Affairs
Programme Coordinator: Business

Mr. Timotheos Timotheou
Computer Studies Lecturer

Mrs. Paula Sewell
Student Affairs Officer

Administrative Committee:

The Administrative Committee advises the College's functions.

Mr. Costas Charalambous
Executive Director

Mrs. Susan Taylor
Operations & Administration Manager

Mrs. Paula Sewell
Student Affairs Officer

Mr. Avneesh Kumar
President of the Student Union

The Students' Union is represented by its President elected annually every November.

Disciplinary Committee:

The Disciplinary Committee deals with breaches of College Regulations.

Mrs. Susan Taylor
Operations Manager

Mrs. Irina Lokhtina
Head of Academic Affairs,
Programme Coordinator: Business

Mrs. Paula Sewell
Student Affairs Officer

Mr. Avneesh Kumar
President of the Student Union

Mrs. Eva Marie Herlitzius
English Language Lecturer

Mr. Savvas Tantis
Hospitality Lecturer

Academic Committee:

The Academic Committee defines and executes the Regulations of the College.

Mrs. Elena Makedona
Director of the Business School

Mrs. Susan Taylor
Operations & Administration Manager

Mrs. Irina Lokhtina
Head of Academic Affairs,
Programme Coordinator: Business

Mr. Timotheos Timotheou
Computer Studies Lecturer

Mrs. Eva Marie Herlitzius
English Language Lecturer

Mr. Avneesh Kumar
President of the Student Union

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www.citycollege.ac.cy

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scholarships etc:

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