



AMERICAN COLLEGE

International
and European
Union
**Student
Guide**

Introducing American College

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

Cyprus... a paradise island!

The beautiful island of Cyprus is situated at the north-eastern corner of the Mediterranean Sea. Cyprus landscape, blessed with natural beauty, is one of infinite variety. Cool, virgin mountains and tranquil, traditional villages are in striking contrast to golden, sunny beaches and modern cosmopolitan cities. Cyprus has a Mediterranean climate: hot, dry summers from June to September with an average temperature of 35° C and mild, wet winters from November to March with an average temperature of 12° C.

The population of Cyprus is 864.200. The native language is Greek, but English is widely understood and extensively spoken. Political stability is firmly established in Cyprus. Cyprus accession as a full member to the European Union as of 1st May 2004 has been an important milestone in its recent economic development. As of 1st January 2008, the currency of Cyprus is the Euro (€). Despite its high standard of living, Cyprus remains a fairly inexpensive country with a cost of living that is lower than that in most European countries. Cyprus is characterized by the warmth and hospitality of its people.

The cosmopolitan city of Nicosia

With a population of 335.900, Nicosia is located in the center of the island and it is the capital of Cyprus and the country's largest city. Nicosia is the seat of government and the principal diplomatic, administrative and commercial center of the island. Nicosia is a city full of contrast and interest. From a centuries-old walled city center that sees monuments in close proximity, to downtown bargain shopping and brand new suburban malls, Nicosia has something for everyone. Nicosia offers a wide variety of musical and other cultural events, organized either by the municipality or other organizations. For those who are interested in sports activities there are municipal swimming pools, tennis and basketball courts, and running tracks.

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



Accreditation and International Recognition

The American College offers accredited programs of study. This means that these programs of study met a number of criteria and standards and the qualification (degree/diploma/certificate) obtained by their graduates is fully recognized worldwide for employment purposes and for continuing education to a higher level. The accreditation status confirms the high quality and standards of our programs of study!

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



Campus and Facilities

Campus

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

Library and online learning resources

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

Computer facilities

Equipped with state of the art hardware and up to date software, the College computer facilities, among a few of its kind in Cyprus, aim to satisfy the needs of the teaching, research and administration functions of the College. The computer facilities include several well-equipped computer laboratories, a computer network laboratory and a computer help desk which is available to assist students, faculty and administration staff. All American College students and personnel enjoy a ubiquitous access to the Internet through the campus-wide Wi-Fi networks.



Kitchen and restaurant laboratories

The College has fully equipped professional kitchen and restaurant laboratories that are used for practical cookery and food and drinks serving sessions. Classes held in these facilities give students the opportunity to train in real life situations.

Gymnastic center (Fitness One)

Fitness One is the College gymnastic center. It is equipped with a number of professional electronic and manual universal fitness machines and separate changing rooms and shower facilities for male and female users of the center.

Cafeteria

A large and comfortable cafeteria is available and open during College hours. The cafeteria serves snacks and soft drinks to students and staff and is used by students for recreational activities during their free time. This includes playing various games such as pool, table football, chess, backgammon and other games. The cafeteria, which is equipped with central audio facilities, is also used by the students for many of their parties and other social events.

Student Welfare

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





Accommodation

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

Scholarships and Financial Assistance

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

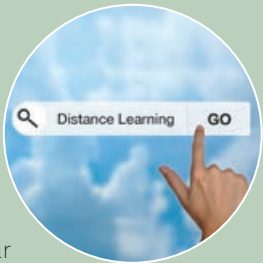
On campus work programs

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

Right of employment of International students

International students are entitled to seek paid employment of 20 hours per week during teaching periods, provided that the employment hours will not coincide with their study hours at the American College, or 38 hours per week during their holiday periods (Christmas, Easter or Summer). In addition, during summer holiday period (June to October), Hotel Management and Culinary Arts students have the opportunity to undertake paid employment in Hotels and Restaurants. Finally, on completion of our Master in Business Administration program, international students are allowed to remain in Cyprus for a period of up to 12 months in order to seek employment.

Distance Education



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

Students are provided with access to our distance-learning platform to which they login with their browser. Through this platform they access all the necessary information, learning resources, submit assignments and interact with their professor and other students enrolled in their courses. The time they would have spent on campus in a traditional program of study is replaced with activities such as online lectures, additional reading, watching videos and participating in discussion boards. In terms of assessment, students are required to complete homework and take a comprehensive written examination in their residence country.

Programs of Study

American College offers the following programs of study in English language:

	Bachelor Degree	3-Years Higher Diploma	2-Years Diploma	1-Year Certificate
Undergraduate programs				
Business Administration	•		•	
Marketing			•	
Management Information Systems			•	
Computer Science	•		•	
Hotel Management	•		•	
Travel and Tourism Management	•		•	
Culinary Arts (Cookery)	•	•	•	
Office Management (Secretarial Studies)			•	•
Postgraduate programs	Master Degree			
Business Administration	•			
Distance education programs				
Business Administration	•			

English language programs

In addition, American College offers intensive English language programs to young or mature individuals who wish or need to improve their standard of English language in the shortest possible time. The English language programs cover English language skills such as Reading, Speaking, Listening, Writing, Grammar and Comprehension at different levels.

Financial Information

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

Admission Information

At American College candidates are considered for admission on the basis of their academic qualifications, regardless of race, color, religion, gender, handicap or national origin. American College students come from many parts of the world.

Admission criteria

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

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

English language proficiency

English language proficiency is not a requirement for admission but applicants for programs where English is the language of instruction must provide evidence of English language proficiency such as one of the following:

- An average score of at least 5.0 in the IELTS examination.
- A score of at least 40 in the TOEFL Internet Based Test (TOEFL iBT).
- A score of at least 38 in the Pearson Test of English Academic (PTE Academic).
- A Secondary (High) School Leaving Certificate or equivalent qualifications where English was the language of instruction.
- A degree or a higher education qualification of at least 2 year's duration where English was the language of instruction.

If a student fails to provide acceptable proof of his/her English language proficiency he/she will be required to take the College English Language Placement Test (EPT) during College registration. Depending on the mark obtained in the EPT students will either join the regular courses of their chosen program of study or take English language preparatory courses.



Academic year and admission intakes

The academic year of the American College consists of two semesters, the Fall Semester (approximately starting in the beginning of October and finishing in the end of January) and the Spring Semester (approximately starting in the beginning of February and finishing in the beginning of June). A shorter but more intensive Summer Session is also offered in the middle of June and finishing in the end of July. Finally, a Summer English language preparatory program is also offered in the middle of June and finishing in the end of August. New students can join the College in the Fall semester, Spring semester or Summer session to study regular courses or English language preparatory programs.

Admission procedure for European Union students

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

Admission and visa procedures for International students

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

Admission procedure for distance education students

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

Transfer of credits

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



Contact us

Application forms and any other admission information may be obtained from the College website or the Office of Admissions (see contact details below). In addition, you may contact the Office of Admissions to arrange a campus visit.

Office of Admissions

American College

Mailing address: P.O. Box 22425, 1521 Nicosia, Cyprus

Physical address: 3 Omirou Avenue, 1097 Nicosia, Cyprus

Tel: +357 22368000

Fax: +357 22368001

Email: admissions@ac.ac.cy

Website: www.ac.ac.cy

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AMERICAN COLLEGE

Knowledge, Recognition, Employment.



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