

## Admission Information

At Frederick University candidates are considered for admission on the basis of their academic qualifications, regardless of sex, race, national origin, color or religion.

### Postgraduate Admission

#### PhD Degree

PhD programs are subject to registration and evaluation and applicants will be able to apply only following a call in a particular scientific area by a Department of the University. They must possess a recognized university degree.

Applicants should submit:

- A curriculum vitae and a short statement (maximum two pages) of the applicant's research goals and interests.
- Attested copies of university degree(s),
- Attested transcripts (grade reports),
- Names and addresses of two academicians. Applicants must request that letters of recommendation be sent directly to the Postgraduate Studies Coordinator of the relevant Department. The Department may ask for additional confidential information.

A Doctoral Degree consists of the taught stage, the research stage and the dissertation stage. The taught stage requires the successful completion of at least 60 ECTS at postgraduate level, in accordance with the provisions of the relevant program of studies of the Department. Holders of a Master degree (or an equivalent qualification) may be partially or fully exempted from this requirement.

#### MSc Degrees

Candidates for a graduate program must submit a recognized bachelor degree or qualification deemed to be equivalent to degree level as well as the official transcripts (grade reports) of their first-degree studies. In addition, there could be special requirements for various graduate programs.

#### Undergraduate Admission

Candidates for a bachelor degree program should submit a school leaving certificate from a recognized six-form secondary school (high school) with an average grade of 75% (Greek Cypriot secondary schools) or a grade "C" or its equivalent (other secondary schools), or equivalent qualification. Candidates who submit a six-form secondary school leaving certificate but do not meet the above grade requirements may be admitted on a probationary status, if they show potential for educational advancement. The probationary status will be removed, subject to a satisfactory academic performance. Candidates admitted on probationary status may also be asked to enrol in foundation courses in order to improve their skills and/or to take reduced load.

#### Freshman Admission

Refers to candidates who are applying directly from the secondary school and have no previous additional or higher education experience.

#### Transfer Admission

Candidates who have graduated from a recognized six-form secondary school, and have completed university level work in an accredited program at an institution other than Frederick University, are eligible to apply for transfer admission. Such candidates should, along with their application form, submit the following documents:

- A six-form secondary school (high school) leaving certificate or equivalent qualification.
  - Official transcripts (grade reports) and syllabi (course descriptions) for all University coursework taken to date.
- Transcripts are evaluated by the relevant department to determine the number of credits to be transferred in accordance with the Frederick University curriculum requirements and the candidate's academic performance.

#### Readmission

Students seeking readmission should complete an application form for consideration and should also observe the entry visa procedure requirements.

#### Additional Preparatory Classes

Each faculty requires satisfactory knowledge in subjects which are essential for the enrolment of each student to the programs of studies that it offers (e.g. Computers, Mathematics, English). In addition, each faculty may organize examinations with reference to these subjects, which all the new students take, prior to their enrolment to the programs of their choice. Depending on the results of the exams, the new students :

- a) are registered for the classes of the first semester,
- b) are registered for the classes of the first semester and are at the same time obliged to take the additional preparatory classes in which they have demonstrated weaknesses,
- c) are registered for classes which are not influenced by possible weaknesses in subjects which are essential for the programs of studies offered and are at the same time, obliged to take additional preparatory classes for subjects in which they have demonstrated weaknesses,
- d) are only registered in preparatory classes without being enrolled to the program of studies they have chosen.

#### English Language Requirements

A good knowledge of the English language is required for all programs of Frederick University taught in English.

#### English Placement Test

Students whose native language is not English will have to take the Frederick University English Placement Test (FUEPT). Exempted from taking the test, are students who demonstrate proficiency in English (GCSE, GCE "O" Level or IGSCSE with grade "C" or above; IELTS with score of 6.5 or above, or computer based TOEFL with a minimum score of 213).

Students who are not competent in the English language are required to take special English classes to improve their skills and, when neces-

sary, they will take reduced load for that semester. Students who may need a more vigorous preparation will take an intensive course in English before enrolling in a regular program. Intensive courses commence at the beginning of the fall and the spring semesters.

#### Mathematics Placement Test

Students of programs of study that require strong background in mathematics may be required to take a mathematics placement test (FUMPT), and depending on the results, may have to take special mathematics classes with or without reduced load.

#### European Credit Transfer and Accumulation System

The Programs of Studies at Frederick University are based on the European Credit Transfer and Accumulation System (ECTS). At least 240 ECTS must be completed for the award of the BSc, BEd and BA degrees. Each student can enroll for 60 ECTS hours per academic year. A part-time student is one who enrolls for up to 19 ECTS hours in a semester. International students must study on a full-time basis as per the regulations of the Cyprus government. Personal interviews are not normally required as part of the admission process; however, Frederick University reserves the right to request an interview before making a final decision on accepting an applicant.

#### When to Apply

Frederick University academic year consists of the fall and spring semesters. The calendar is arranged so that students may start classes either in October or February. Candidates may submit an application for admission in any of the semesters. Due to the fact that formalities for the issue of an entry visa take at least 6 weeks, candidates are urged to file an application at least 8 weeks prior to the expected date of enrolment. Students are expected to be on campus prior to the beginning of the intended semester/session. In response to arising need, courses could be provided within the summer period.

#### Admission Process (What to submit)

Under the immigration regulations, and depending on their nationality, applicants should follow the relevant procedure and submit the required documents as described below:

#### A. Nationals of EU countries

Candidates who are nationals of EU countries can enter Cyprus as visitors. On arrival at Frederick University they must submit to the Admission Office the following:

1. A fully completed application form.
2. An application fee of Euro 25 (non-refundable).
3. Attested (certified true) copies of their academic qualifications.
4. Evidence of proficiency in English, (if available).
5. A photocopy of their passport. The passport should be valid for at least one year from the date of their arrival to Cyprus.
6. A recent certificate of good conduct issued by the police of the candidate's country of origin or residence, if necessary translated in Greek or English.. The good conduct certificate should be original and issued less

than 6 months prior to the beginning of the semester for which the student is applying. The names and titles of the persons issuing and certifying the document should be clearly stated therein.

Furthermore, they must pay the registration fee, the semester tuition fees, and register for subjects. Next they must apply to the Migration Department for a temporary residence permit. The application to the Migration Department must be supported by evidence that they have paid their tuition fees for the semester, have enough funds for their initial living expenses and have obtained local health insurance coverage.

#### B. Applicants from non EU countries

International Students from non EU countries need to have a valid student visa in order to be allowed to enter Cyprus. The issue of an entry visa takes about 6 weeks from the date of the submission of the application. It is therefore recommended that candidates submit their application 8 weeks before the beginning of the semester. Cyprus Migration Department requirements in respect of the issue of a student visa, which from time to time may be modified, are available to candidates in a separate document.

**Applicants are requested to contact the Office of Admissions at [info@frederick.ac.cy](mailto:info@frederick.ac.cy) or [adm.kg@frederick.ac.cy](mailto:adm.kg@frederick.ac.cy) to receive information and guidance regarding the proper documentation and formalities to be followed.**

#### Enrolment

Candidates who receive a firm or conditional offer of admission on a program are requested to sign and forward to Frederick University the acceptance letter. A candidate having signed the acceptance letter is deemed to have agreed to abide by the rules and regulations of the University. If the offer is conditional upon obtaining further educational qualifications, candidates should forward the relevant documents to the University as soon as the anticipated qualifications are obtained. The amount paid as international student guarantee will be returned to the student after the completion of his/her studies and/or on final withdrawal and permanent departure from Cyprus.

#### Right of employment of students from non EU countries

Full time students from non EU countries are entitled to seek employment of 20 hours per week during the study period, provided that the employment hours will not coincide with their study hours at the University, or 38 hours per week during their holidays. The right to employment starts after the completion of six months study and residence in Cyprus. More information could be obtained from the studies and student welfare office.

## Financial Information

### Tuition Fees Academic Year 2010 – 2011

	Euro
Undergraduate Programs	140 per credit
Master Degree Programs	140 per credit

### Other Fees

	Euro
Application Fee	30 payable once
Registration Fee	25 per registration
Late Registration Fee	25
Technology Fee	10 per semester
Transcript Fee	5 per additional copy
Incomplete Make-up	25
Graduation Application Fee	50
Exam Waiver Fee	25
Transfer Credit Evaluation	30
Student Activity Fee	20 per semester

Since a normal load for undergraduate students consists of 60 ECTS per year (30 ECTS per semester), annual tuition will amount to Euro 8400.

### Method of Payment

Tuition and other fees are calculated and charged at the beginning of each semester. Home students may be permitted to pay their tuition and other fees in three instalments per semester (6 instalments yearly), provided that the tuition deposit of 850 Euro is paid on or before registration of each semester. Students who wish to pay instalmentally must sign a contract of payment. International students are required to be full-time and to pay the tuition and other fees each semester in advance, in accordance with the requirements of the immigration regulations. Students with outstanding financial obligations to the University will not receive grades, transcripts or other documents until they settle their accounts. A late payment charge of 2% per year will be imposed for overdue accounts.

### Withdrawal Refund

Students cannot drop or withdraw from a course(s) by merely stopping to attend. A student wishing to withdraw from any course(s) has to fill in a withdrawal form and submit it both to the Studies Office and the Accounts Office. The date of withdrawal will be considered to be the date on which the withdrawal form is received.

Apart from the tuition, all other fees are not refundable.

### Refund Schedule (Provided payment has been made in full)

Prior to the first day\* of the semester Full Refund  
 During the first week of the semester 75%  
 During the second week of the semester 50%  
 During the third week of the semester 30%  
 During the fourth week of the semester 15%  
 After the fourth week of the semester No refund

\*For dates of academic year, fall and spring semesters, please see the academic calendar

Note1. For international students, in case the visa is approved and the student decides not to join, an amount of 500 Euro will be retained as not refundable.

Note2. The above schedule does not apply to the summer session.

Note3. No refund of tuition will be made for whatever reason for students who have been expelled, dismissed, suspended for disciplinary reasons, or denied visa on the basis of fake documents.

### Scholarships and Financial Assistance

#### Scholarships

Frederick University awards scholarships based on academic merit or other criteria to selected home and international students at the beginning or during their studies. The scholarship scheme covers:

#### Entrance Scholarships

These are scholarships awarded to students who have obtained an "A" average on their high school leaving certificate. Eligible for entrance scholarships are students who enter Frederick University as freshmen (transfer students are excluded). Entrance scholarships apply only to the first semester.

#### Continuing Student Scholarships

Undergraduate home and international students are automatically considered for scholarships on the basis of their previous semesters' performance at the University.

#### Scholarships to Athletes

These are scholarships awarded to students distinguished in athletic performance and who participate in the sport teams of the University.

#### Financial Assistance

##### Family Plan

The Tuition Fees Relief Scheme applies to families with several members studying at the University.

##### Families with 4 children or more

Students from families with four children or more are automatically eligible for a reduction in fees.

Further information on the various Scholarship and Financial Assistance Schemes can be obtained from the Admissions Office

