

Welcome to Frederick University

#TheJourneyToMySuccess

Dear Student,

Welcome to Frederick University.



We are pleased to welcome you to our academic community. This guide has been prepared to help you navigate the key steps and procedures required at the beginning of your studies and to introduce you to the services and resources available to you as a student.

Whether you are beginning a new course of study or continuing your academic development, we are committed to providing you with a supportive and engaging learning environment.

We encourage you to familiarise yourself with the contents of this guide and to make full use of the support offered by the University throughout your studies.

We wish you every success in the academic year ahead.

Before the Semester Begins – Essential Steps

To ensure your successful enrollment at Frederick University, please complete the following steps prior to the start of the academic semester:

- ☒ Submit all required documentation:
 - A copy of your high school leaving certificate (or equivalent qualification)
 - A valid passport or civil ID
 - A certified copy of your academic degree and/or official academic transcript (if applicable)
 - The Acceptance Form, provided to you by your Admissions Officer, must be signed and returned promptly.
- ☒ Provide a recent photograph:
 - Email a passport-style photograph to studies@frederick.ac.cy
 - Please include your registration number in the subject line of the email.
- ☒ Activate your university account:
 - You will receive an SMS with your personal username for accessing the University's online platforms.
 - Create your password by following the instructions provided at: frederick.ac.cy/gr/dl-welcome
- ☒ - Pay the tuition deposit: Settle the semester tuition deposit as outlined in your offer.
- ☒ - Please ensure you retain the proof of payment for your records.
- ☒ Attend Orientation Week:
 - Participation in Orientation Week is highly recommended. Sessions provide essential information, academic guidance, and practical support to help you prepare for the start of your postgraduate studies.
 - Refer to the schedule below for session times and dates.

Access to Online Services

With your personal login credentials (username and password), you will be able to access the following online platforms and services:

Student Email

Access your official university email account:
webmail.frederick.ac.cy



Learning Management System Platform (LMS)

Access course materials, recorded lectures, assignments, and announcements: lms.frederick.ac.cy

Student Portal (Extranet)

View academic records, register for courses, and manage your personal information:
extranet.frederick.ac.cy

Digital Library (via eduVPN)

Access a wide range of academic journals, e-books, and databases:
library.frederick.ac.cy

Key Documents to Review

We strongly encourage you to study the following resources, which contain essential information for the effective planning and management of your studies:

- ☒ Quick Guide for University IT Services:
https://www.frederick.ac.cy/fu_documents/DL_IT_support_for_students_flyer%20ENG.pdf
- ☒ Academic Calendar 2025–2026
Includes all key academic dates such as semester start and end dates, holidays, and examination periods:
frederick.ac.cy/en/academic-calendar

Important dates

September 29 – October 3
Orientation Week

Monday, October 6
Semester Begins

Monday, October 20
Add Course Deadline

Monday, October 27
Drop Course Deadline

Monday, November 10
Withdrawal Deadline

December 24 – January 6
Christmas Break

Friday, January 16
End of Classes

January 19 – 31
Final Exams

Academic Priorities

- Read the course outline for each course.
- Regularly study the course materials available on the LMS.
- Meet all deadlines set by your instructors.
- Frequently check your student email for important updates.



Course Registration and Semester Commencement

All first-year distance learning undergraduate and postgraduate students are automatically enrolled in their courses. No action is required on your part for the Fall Semester 2025.

For subsequent semesters, course registration will be conducted in consultation with your Programme Coordinator.

Upon course registration, please:

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Log in to the Extranet portal using your credentials to confirm your course selection: extranet.frederick.ac.cy
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Access the LMS platform to find your Fall Semester 2025 course content under the “My Courses” tab: lms.frederick.ac.cy/login/index.php
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Complete the Introductory Course DLICS100 on the LMS, which will help you to:

 - Understand the University regulations governing your studies
 - Familiarise yourself with the services and digital tools offered by the Distance Learning Unit
 - Complete the self-assessment questionnaire at least two weeks after the commencement of the semester

Orientation Week: Seminars & Workshops – September 2025

Information Session with the Distance Learning Unit

During this session, staff members of the Distance Learning Unit will explain how distance learning programmes operate at Frederick University. The presentation will cover key academic procedures, relevant regulations, and the structure of distance learning. You will also be introduced to the digital tools and platforms used in online learning, along with guidance on how to use them effectively.

Workshop: Using the University Library and Referencing Tools

This interactive workshop will guide you in locating credible and reliable academic sources and teach you how to cite them correctly. You will also be introduced to the plagiarism detection software Turnitin, including how and when to use it to support your academic integrity.

Meet Your Programme Coordinator and Administrative Officer

This session will give you the opportunity to meet the Programme Coordinator and the Administrative Officer responsible for supporting your programme of study. You will receive essential information about your curriculum, programme structure, and academic expectations, along with practical advice for successfully managing your studies.

Information Session on Student Services and Support

As a distance learning student, you are entitled to access all student services offered by the University. This session will provide an overview of the available support, including the Counseling Centre, Mobility Office, Career’s Office, and the Studies Office, highlighting how each service can support your academic and personal development.

Orientation Week Schedule 2025

Monday 29/09	Tuesday 30/09
Information Session on Student Services and Library 15:30 - 16:00: Counselling Centre 16:00 - 16:30: Mobility Office (Erasmus+) 16:30 - 17:00: Career’s Office 17:00 - 17:30: Studies Office 17:30 - 18:00: Library	Meet Your Programme Coordinator and Administrative Officer 15:00 - 15:30: MEd Educational Studies: Curriculum & Instruction 15:30 - 16:00: MEd Adult Education 16:00 - 16:30: MEd Special Education 16:00 - 16:30: MSc Applications of Psychology in the School Community 17:00 - 17:30: MSc Community Health Care 17:00 - 17:30: BA Business Administration 17:00 - 17:30: MEd Intercultural Studies and Greek as 2nd/Foreign Language 18:00 - 18:30: MSc International Trade and Shipping Management
Thursday 02/10	
Meet Your Programme Coordinator and Administrative Officer 17:00 - 17:30: MSc Sports, Exercise and Health Sciences 18:00 - 18:30: MSc Conservation and Restoration of Historical Structures 18:00 - 18:30: MBA Business Administration 18:00 - 18:30: MA Educational Administration and Leadership 18:30 - 19:00: MA/LLM in Maritime Law and Shipping Business 18:45 - 19:15: Master in Business Administration (MBA) (English) 19:00 - 19:30: MSc Health Management 19:00 - 19:30: MSc in Web and Smart Systems	
Friday 03/10	
Information Session with the Distance Learning Unit 15:30 - 16:30: Learn everything you need to know about studying via distance learning as a newly admitted student. This session will guide you through essential procedures, tools, and expectations for successful online learning.	

Please note: The links for each online session are included in the welcome message sent to your personal email address.





Useful Contact Information

Distance Learning Unit

Tel: +357 22 394440

Email: dlu@frederick.ac.cy

Athens Office

Tel: +30 210 3311288

Email: info.greece@frederick.ac.cy

Studies Office

Tel: +357 22 394394

Email: studies@frederick.ac.cy

Computer Services Department

Tel: +357 22 394444

Email: dl-support@frederick.ac.cy
