

2023-24

STUDY GUIDE



ΚΟΛΛΕΓΙΟ ΕΠΙΧΕΙΡΗΜΑΤΙΚΩΝ ΣΠΟΥΔΩΝ ΚΥΠΡΟΥ
COLLEGE OF BUSINESS STUDIES CYPRUS

www.cbscy.ac.cy

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Message of Academic Director



Sustaining one's competitiveness in today's dynamic and disruptive business environment is a great challenge. This new normal requires for business leaders who are adaptable, flexible, and able to thrive in an uncertain context. At the same time, it asks for individuals who can exercise creativity and innovativeness in the newly emerging organizational structures.

At CBS we have embraced this challenge, through the methods we employ in our teaching and sharing of knowledge and experience – by placing our students at the center of this process. Our purpose is clear – to provide the

knowledge and tools to our students, necessary for the accomplishment of their academic and professional goals.

CBS offers, through its programs, an array of academic and nonacademic experiences, to equip our students with the qualities of a modern leader. These include a set of two carefully designed programs: Master in Business Administration (MBA) and BSc in Business Administration.

Enrollment in our programs provides access to highly-qualified faculty and professional organizations, that enhance students' preparation for careers in all fields of business. Most importantly, it fosters an environment where students from highly diverse backgrounds interact, building strong networks with current and future industry leaders.

Our academic programs maintain rigorous quality standards that ensure students will be taught the most current knowledge and develop adequate skills required by employers. Moreover, the academic as well as the industry-based experience of our faculty has become an integral constituent in the content of all programs, supporting the transfer of new theories and outcomes in class.

Our objective is to establish CBS as students' first choice, using the long-term experience and professionalism of the Institute of Banking Studies (IBS). The IBS has a 16-year tradition of providing consistent, high-quality professional education for people working in all fields of business. As a result, CBS provides a proven path for a student's success.

At the same time, we are very well-aware of how important is for students to be given choice when it comes to satisfying their academic interests and needs. In this sense, CBS has managed to successfully sign articulation agreements with two widely known Universities: Liverpool John Moores (United Kingdom) and Crandall University (Canada), both of which have accredited our programs and accepted our proposals, without hesitation. This provides an exceptional opportunity to all our students who wish to continue their studies abroad.

Our students are one of our priorities and offering distinction in education is a commitment we make. Choosing the CBS will make you a part of our community for a lifetime.

Welcome to CBS!

Dr. Emily Tsikkou

Academic Director, College of Business Studies



Why Study at CBS College

CBS - College of Business Studies is a leading educational institution in the field of Business studies. All programs are carefully structured covering all fundamental, current, applied and theoretical areas of the program of study. They combine both theory and practice to prepare students for career opportunities and advancement in the business sector. They are appropriate for individuals seeking leading positions in the business sector. Additionally, students have the opportunity to study two years in Cyprus and then continue their studies for two more years at a UK University or a Canadian University.

All programs have been evaluated by the **American Bankers Association (ABA)**.

The Vision

CBS aspires to be a leading-edge College capable of delivering excellency in Business education and research in our country and internationally. By focusing on the provision of high-quality academic qualifications to its students and through research it aims to become a major contributor to our community by offering solutions to important problems of the society. Its ambition is to establish itself as the first choice for any student who chooses to have a career in the wider Business sector.

The Mission

To provide all the necessary knowledge, skills, tools and support to its students for their future success in their academic, professional and personal lives, to conduct and deliver high-quality scientific research, give back to the business sector and the society through the distribution of high-standard education and exceptional research work. It is our mission to produce strong, skilled and high quality graduates. **Strong graduates create Strong Societies.**

Main Goals

The design of the programs of study is aiming to the following key objectives:

- Provide high level of academic education, taking into account current trends, both in the higher education sector and in the subjects taught within the College.
- High scientific, technical and professional competence in the education of our students.
- High-quality research that will be able to transcend the traditional boundaries between basic and applied research in order to provide solutions to major societal and economic problems.
- Collaboration with the local business community to help bring innovation and continuous improvement.
- Provide students the ability to think critically, innovatively, creatively, and to make connections among diverse fields of study in analysing problems.
- Equip students with necessary skills for high productivity and performance.
- Expose students to both general and specialized curriculum content through compulsory and elective/specialized courses.
- Have the ability to interact and function effectively in group situations, create well-written documents, deliver effective oral presentations.
- Gain analytical and research techniques to identify complex problems.
- Gain a comprehensive knowledge of the subject they are studying.



Premises



The CBS College is housed in a four-storey building in Nicosia, 3 Kostaki Pantelidis Street, Strovolos, in a very prominent area of education services. Nearby there are three Public High Schools and Lyceums, a Private Gymnasium, a University and a College, and the Cyprus School of Priests. It is surrounded by many amenities such as hotels, restaurants, cafes, hospitals, banks, parks and many government agencies. Another important advantage is that right next to the College there is a modern student dormitory of 228 rooms/apartments which welcomed the first students in

September 2018. Young students coming from other countries or other cities in Cyprus will find their living environment very convenient.

In addition, respecting the needs of people with special abilities, we have ensured that the CBS building meets all the requirements for easy accessibility for all students. Specifically, there are sheltered parking places in front of the entrance of the building, special ramps for easy access, elevator and toilet for disabled people.

Classrooms

There are seven (7) classrooms fully air-conditioned and equipped with all modern media (multimedia projectors, etc.).

Offices of Administrative and Teaching Staff

The Offices of Administration and Teaching Staff are in the first, second and third floor of the College's building. Equally important is the multimedia room (reception, waiting, information and student support) which is equipped with modern information systems and is used to inform students about the labor market, course choices, for training seminars and European programs.

Library

The CBS College gives a great importance to the organization, operation, equipment, and content of the library because it is one of the most important tools for supporting students and the educational system. The College Library is located on the second floor of the building, with an area of approximately 65 square meters. It has a reading room with 20 seats, 7 computers, a photocopier and a scanner to be used by the students. The library has all the necessary books and journals for all the programs of study and two copies of them. Its collection includes books, magazines, reference material (dictionaries, encyclopedias, etc.). In addition, the library has a large number of information sources in various forms, printed, electronic and audiovisual material.

Electronic Library

Students have the opportunity to access numerous digital libraries, electronic journals and databases. Our College uses the electronic library 'ProQuest LibCentral' and 'Proquest Ebook Central's Library'. Through the multidisciplinary platform our students are able to access more than 21,000 academic e-books on topics such as marketing, leadership, economics and finance. Additionally, ProQuest LibCentral has a collection around Accounting, Tax & Banking fields in over 500 global academic research journals based on research in contemporary articles and scientific journals on accounting, taxation and financial issues. A lot of research has been made by the

librarian of our College in order to provide to students the easiest and most updated tools for research or for study purposes.

Computer Rooms

On the second floor of the building there is a shared study space equipped with 12 computers to support the teaching and research of the students. Also, there are 7 computers in the library's area, the use of which is limited to searching for books from the library catalogue and can also be used for searching articles and books from the electronic library. In the library there is wired and wireless access to the Internet, so students can also use their own portable computers.

Cafeteria

At CBS College we understand that equally important with classrooms and laboratories are resting places for students. The College's cafeteria is located on the first floor of the building; it has an area of 65 square meters and serves as a recreation area offering the best service to students, staff and visitors. It is a spacious space that can accommodate up to 40 people and is equipped with the necessary facilities offering cold dishes - snacks and beverages.

Accommodation

Student Dormitories

Near the College there are high-quality student rooms in a newly-built modern building. The building consists of spacious student rooms, fully furnished with bathroom, and wireless internet connection. There is easy access to the rooms and an internal connection to all common areas. If students declare their willingness to stay in the particular accommodation on time, the College will be able to ensure a room for their stay.

Other Options

If students are interested in finding other residential solutions near the College, the staff is willing to offer every possible help to students in finding the right place.



Collaborations



The College of Business Studies Cyprus (CBS) has signed articulation agreements with foreign Universities thereby serving the educational interests and needs of students wishing to study at Educational Institutions Abroad.

Liverpool John Moores University



The agreement with the Liverpool John Moores University in the UK foresees that after the first two (2) years of successful attendance in a four-year degree at CBS College, students will be able to continue their studies for

another two (2) years in Liverpool John Moores University obtaining one of the following degrees:

- BA Business with Finance
- BA Business with Marketing
- BA Business with International Business Management

Crandall University (CU) Canada



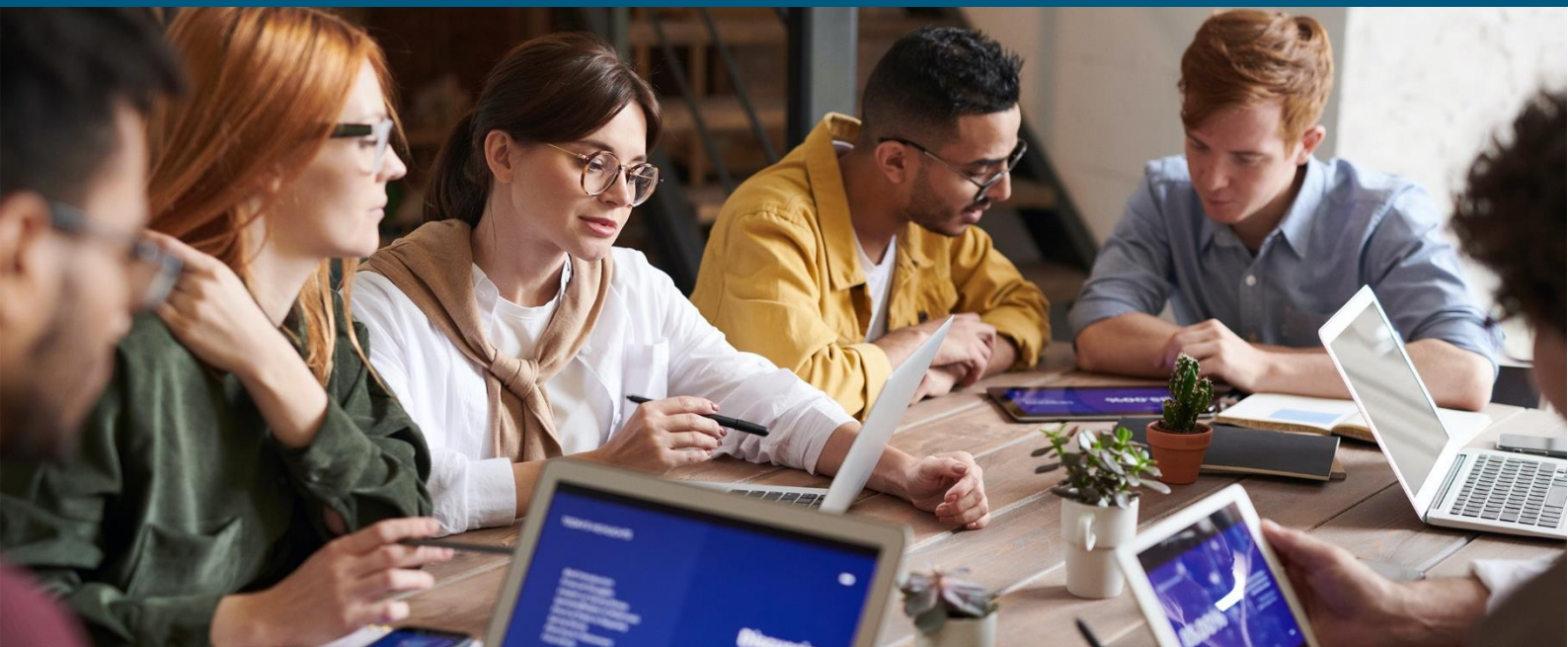
The agreement with the Crandall University (CU) in Canada would see students at CBS College complete the first two (2) years of a four-year Bachelor's degree in Cyprus and the last two (2) years at Crandall University (CU) in

Canada obtaining the International Bachelor of Commerce degree.

Students who complete the International Bachelor of Commerce degree at Crandall are then eligible to apply for the Post Graduation Work Permit offered by the Government of Canada.



Programs of Study



System of Operation

The College operates on the academic semester system and on the **European Credit Transfer and Accumulation System (ECTS)**. Most modules carry 6 European Credit Units (ECTS), although lectures, independent projects, laboratory workload and internships may be evaluated differently.

Programs of Study		ECTS
Bachelor Degree	BSc Business Administration (4 years) - English & Greek	240
Master Degree	Master in Business Administration (MBA) - English & Greek, Full-time (1 year), Part-time (1½ year)	90

The programs of study were evaluated and accredited by the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CY.Q.A.A.).

Admission Criteria

General Criteria

The College accepts prospective students irrespective of their nationality, religion or gender if they meet the admission criteria for each Program of Study.

The general admission criteria are based on the type and the quality of the previous education, on the actual participation to it, and on the candidate's suitability for the Program of Study he/she has applied for.

Admission to the Programs of Study is based on the candidate's secondary and/or tertiary education and his/her English language skills. To be admitted to the Program, all candidates must have completed six (6) years of secondary education in countries where secondary education is considered equivalent to that of the Republic of Cyprus with Apolyterion grade at least **15/20**. Documentation of the candidates' education will be required as part of the admission procedure.

Minimum Criteria for English language proficiency

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

- Certificate of IGCSE (with grade at least D) or
- IELTS (with grade at least 5) or
- TOEFL IBT (with grade at least 70) or
- Password Skills Test Plus (with grade at least 5,5) or
- Anglia Examinations (with grade at least Intermediate) or
- Michigan Language Assessment (with grade at least ECCE (52)) or
- Cambridge GCE AS Level English Language (with grade at least C) or
- University of Cambridge Exams (with grade at least PET-Preliminary English Test).

Progress Criteria and Qualifications for the Award of a Degree

Master Degree

The MBA program will be offered either **Full-time** or **Part-time**:

The **Full-time** program of studies normal duration is 1 year (12 months) and it will be delivered weekly within two (2) academic semesters plus the summer session. To qualify for the MBA degree, students will be required to complete a program of studies totalling 91 ECTS. Lectures will be conducted during weekdays. During the 1st semester, four (4) compulsory courses will be provided, totalling 28 ECTS. During the 2nd semester, one (1) compulsory course and three (3) elective courses will be provided, totalling 26.5 ECTS. During the summer session, one (1) elective course will be provided, totalling 6.5 ECTS. The MBA Dissertation is obligatory, corresponds to 30 ECTS, commences during the 1st semester and submitted at the end of the summer session.

The **Part-time** program of studies normal duration is 1½ year (18 months) and it will be delivered within three (3) academic semesters. To qualify for the MBA degree, students will be required to complete a program of studies totalling 91 ECTS. To attend the lectures students, have two options from which they must choose **one**: (a) **during weekdays** or (b) **every other Friday-Saturday (4-hour long lectures)**. During the 1st semester, three (3) compulsory courses will be provided, totalling 21 ECTS. During the 2nd semester, two (2) compulsory courses and one (1) elective course will be provided, totalling 20.5 ECTS. During the 3rd semester, three (3) elective courses will be provided, totalling 19.5 ECTS. The MBA Dissertation is obligatory, corresponds to 30 ECTS, commences during the 1st semester and submitted at the end of the 3rd semester.

Bachelor Degree

The normal duration of an undergraduate program is four (4) years (or 48 months); thus, in order to be awarded a diploma, students are required to complete at least one program of study carrying a total of 240 ECTS in 4 years. The program consists of compulsory courses and electives. Students have the opportunity to choose the modules they will attend. The academic advisor provides advice and information to help students make the right choice of modules. Undergraduate program is designed to be completed in eight (8) academic semesters. In each semester five (5) modules will be offered, weighing in total 30 ECTS.

Assessment

The performance of students in each module is assessed by the Module Tutor throughout the semester. At the end of each semester, for each module, the Tutor submits to the Course Office the grade of progress for each student. The grade of progress represents the diligence of the student, the regular attendance of classes, the participation in the educational process, the student's performance in oral or written exams during the semester, the timely submission of or failure to submit assignments included in the module and their assessment.

The main methods of evaluation depending on the module are tests, assignments, midterms and final exams. Tests and assignments help students evaluate their level of knowledge in the specific module. The final exams are based on the material of the entire academic semester and their result combined with the performance during the academic semester together with the attendance, will define the final grade for the semester.

Grading System

The final grade of the semester for each module is calculated by the average of the grade for the progress and of the grade at the final exams. The grade for the progress is not valid as the final grade of the semester, if the student does not attend the final exams of the semester.

For each Program of Study, the average grade for each student is calculated according to the following scale:

% Grade	Grade	Grade Meaning
90-100	A	Excellent
85-89	B+	Very Good
80-84	B	Good
75-79	C+	Above Average
70-74	C	Average
65-69	D+	Below Average
60-64	D	Poor
Below 60	F	Failure
	W	Withdrawal
	I	Incomplete
	TR	Transfer Credit
	AU	Audit

- W:** Indicates Withdrawal from a course within the College's specified withdrawal period. The student needs to fill out a form and submit it to the Departmental Office and Social Welfare Service. This will be recorded on the student's record. If the student does not officially withdraw, as indicated above, will be graded with zero.
- I:** Incomplete "I" is a temporary grade which may be given at the instructor's discretion to a student when most of the coursework is completed but circumstances beyond the control of a student prevent completion of all course requirements by the end of the class in the semester it is offered. The student is required to consult the course instructor as to how and when the remaining course requirements will be fulfilled. In the case where a student could not complete or submit all required assessable work within the agreed period, a grade F will be recorded as a final grade.
- TR:** Credits (ECTS) granted to a student for educational courses undertaken at another institution, but are not included in the calculation of the cumulative grade of the student.
- AU:** Indicates that a student has chosen to attend a course without receiving any credit. A student is allowed to enroll into a course for educational interest, as long as there is availability.
Note: Priority is given to students who will attend the course for credits.



Master in Business Administration MBA - Full-time/Part-time

Program's Description

The College of Business Studies' (CBS) Master in Business Administration (MBA) is a distinctive program that encompasses the study of finance, management, marketing and related disciplines. The curriculum is designed to provide students with or without previous academic preparation in business a solid foundation in business theories and principles while developing the skills managers need to analyze situations and lead organizations. The curriculum is based upon the foundation courses found in all MBA programs, demonstrating how each area is integrated into a successful business operation. The program provides a general management post graduate and post experience education for those aspiring to or already at senior management level in organizations and equip them to perform effectively in managerial positions. Accordingly, the aim is not to pursue an academic theoretical study, but rather to enable theory to inform practice.

The MBA Program is designed to provide an academic experience that transcends that of the traditional classroom in which the flow of information is primarily from faculty member to student. Recognizing the educational value of the students' extensive experience, faculty seeks to establish a vigorous dialogue in their MBA classes. The intention in MBA education is that each participant contributes to the education of the full class through sharing expertise and leading discussion when the participant's skills and background make this possible.

Program's Objectives

In general, the educational objectives of the Masters in Business Administration (MBA) incorporate the objectives of the College of Business Studies.

Graduates will:

- Demonstrate complex problem-solving skills, supported by appropriate analytical and quantitative techniques to improve organizational performance.
- Possess functional knowledge and be able to integrate this knowledge in support of decision making.
- Have experience with project leadership.
- Possess the knowledge necessary to use frameworks in ethical analysis and decision making, understanding their personal responsibilities as business leaders.
- Have a global and multicultural perspective.
- Demonstrate key attributes associated with professional conduct.

Specific objectives relevant to the elements mentioned above, Graduates will be able to:

- Use a variety of analytical techniques to identify a complex business problem, generate and compare alternatives and develop a solution.

- Select and implement the appropriate research skills and tools (information technology and/or quantitative analysis) to solve problems.
- Integrate their functional knowledge in applied settings (e.g. case analyses, group projects, research papers).
- Demonstrate knowledge relating to the concept of value creation and the role played by each functional area of the firm.
- Demonstrate a level of proficiency and self-confidence appropriate to be a team or project leader.
- Define key components of the business operating environment(s) and explain how these components impact organizational performance and decisions.
- Diagnose cross-cultural issues in a case setting and propose appropriate solutions.
- Demonstrate knowledge of how issues and decision criteria change depending on cultural perspectives and location.
- Demonstrate highly effective oral communication skills in professional settings, including: professional presentations and persuasive presentations.

Program's Learning Outcomes

At the end of the program students shall have:

- A comprehensive knowledge of the functional areas; as well as the ability to apply this knowledge to actual problems.
- The ability to think laterally, critically, innovatively, creatively, and to make connections among diverse fields of study in analyzing problems.
- A global perspective based on an understanding of both the domestic and global environments of the organizations.
- A good understanding of the ethical and environmental ramifications of corporate decisions.
- The ability to lead and to interact effectively in group situations.
- The ability to manage in culturally diverse environments.
- Acquired analytical and research skills to deal with business problems.
- Developed the ability to learn autonomously.

Program's Requirements

All students pursuing the Master in Business Administration (MBA) must complete the following requirements:

Program's Requirements	ECTS
Compulsory courses	35
General Education Courses/Free Electives	26
MBA Dissertation	30
Total	91

COURSE DISTRIBUTION - FULL-TIME

Year 1/ Semester 1		
Code	Course Title	ECTS
MBA601	Quantitative Analysis and Research Methods	7
MBA602	Business Economics	7
MBA603	Organization Behavior and Leadership	7
MBA604	Strategic Management	7
Year 1/ Semester 2		
Code	Course Title	ECTS
MBA605	Corporate Finance and Financial Management	7
	Elective Course	6.5
	Elective Course	6.5
	Elective Course	6.5
Summer Session		
Code	Course Title	ECTS
	Elective Course	6.5
Dissertation		
Code	Course Title	ECTS
MBA699	MBA Dissertation	30

COURSE DISTRIBUTION - PART-TIME

Year 1/ Semester 1		
Code	Course Title	ECTS
MBA601	Quantitative Analysis and Research Methods	7
MBA602	Business Economics	7
MBA603	Organization Behavior and Leadership	7
Year 1/ Semester 2		
Code	Course Title	ECTS
MBA604	Strategic Management	7
MBA605	Corporate Finance and Financial Management	7
	Elective Course	6.5
Year 2/ Semester 1		
Code	Course Title	ECTS
	Elective Course	6.5
	Elective Course	6.5
	Elective Course	6.5
Dissertation		
Code	Course Title	ECTS
MBA699	MBA Dissertation	30

Elective Courses

Students who wish to obtain an MBA they can do so by choosing from the list of the Elective courses the following four courses:

Elective Courses		36 ECTS
Code	Course Title	ECTS
MBA621	Analyzing Bank Performance	6.5
MBA622	Managing Funding, Liquidity and Capital	6.5
MBA623	Managing Interest Rate Risk	6.5
MBA624	Managing the Bank's Investment Portfolio	6.5
MBA631	Digital Marketing	6.5
MBA632	Management of Human Resources	6.5
MBA633	Marketing Management and Strategy	6.5
MBA634	Operations Management	6.5
MBA635	Entrepreneurship and Innovation	6.5
MBA636	Business Ethics and CSR	6.5



Bachelor of Science in Business Administration

Program's Description

The Bachelor of Science in Business Administration (BScBA) prepares students for career opportunities and advancement in business and other industries. The curriculum, which leads to a Bachelor of Science in Business Administration, emphasizes critical learning outcomes required by students to succeed in the business environment of the 21st century. Students will learn and apply these specific skills through the core courses, refine and practice them in their specific concentration, and use and demonstrate competency of the learning outcomes in additional coursework as they fine-tune skills for their professional careers. Successful completion of BScBA requirements ensures that graduates comprehend the relationships among marketing, quantitative theory, accountancy, economic principles and financial, human and organizational management. The BScBA offers students an opportunity to specialize in designated fields by pursuing concentrations or to choose an individualized set of general BScBA electives.

Program's Objectives

The educational objectives of the Bachelor of Science in Business Administration (BScBA) incorporate the objectives of the College of Business Studies.

Graduates will:

- Demonstrate complex problem-solving skills, supported by appropriate analytical and quantitative techniques to improve organizational performance.
- Possess functional knowledge and be able to integrate this knowledge in support of decision making.
- Have experience with project leadership.
- Possess the knowledge necessary to use frameworks in ethical analysis and decision making, understanding their personal responsibilities as business leaders.
- Have a global and multicultural perspective.
- Demonstrate key attributes associated with professional conduct.

Specific objectives relevant to the elements mentioned above, Graduates will be able to:

- Use a variety of analytical techniques to identify complex business problems, generate and compare alternatives and develop a solution.
- Select and implement the appropriate research skills and tools (information technology and / or quantitative analysis) to solve problems.
- Integrate their functional knowledge in applied settings (e.g. case analyses, group projects, research papers).
- Demonstrate knowledge relating to the concept of value creation and the role played by each functional area of the firm.

- Demonstrate a level of proficiency and self-confidence appropriate to be a team or project leader.
- Define key components of the business operating environment(s) and explain how these components impact on organizational performance and decisions.
- Diagnose cross-cultural issues in a case setting and propose appropriate solutions.
- Demonstrate knowledge of how issues and decision criteria change depending on cultural perspectives and location.
- Demonstrate highly effective oral communication skills in professional settings, including: professional presentations and persuasive presentations.

Program's Learning Outcomes

At the end of the program students shall have:

- A comprehensive knowledge of the functional areas as well as the ability to apply this knowledge to actual problems.
- The ability to think laterally, critically, innovatively, creatively, and to make connections among diverse fields of study in analyzing problems.
- A global perspective based on an understanding of both the domestic and global environments of the organizations.
- A good understanding of the ethical and environmental ramifications of corporate decisions
- The ability to lead and to interact effectively in group situations.
- The ability to manage in culturally diverse environments.
- Acquired analytical and research skills to deal with business problems.
- Developed the ability to learn autonomously.

BScBA Structure/Curriculum

The BScBA program is designed to give to students a strong foundation in business fundamentals. Each course builds the students' business and practical knowledge while providing the leadership skills and groundwork necessary to become effective leaders and managers. The BScBA prepares students to be effective leaders by emphasizing conceptual, analytical, technical, interpersonal and problem-solving skills. Each BScBA course is built on a forward-looking curriculum reflecting the various needs of today's organizations. Students can expect discussions on current issues, learn from previous case studies, forecast future trends, and participate in group discussions.

Degree Requirements

All students pursuing a Bachelor of Science in Business Administration (BScBA) degree must complete the following requirements:

Degree Requirements	ECTS
General Education Requirements	66
Business Core Requirements	108
Business Electives	54
Other Elective Courses	12
Total Requirements	240

COURSE DISTRIBUTION

Year 1/ Semester 1		
Code	Course Title	ECTS
ACC101	Introduction to Financial Accounting	6
CSC100	Computer Fundamentals and Applications	6
ECO101	Principles of Microeconomics	6
ENG100	English Instruction in Expository Writing	6
SOC101	Introduction to Sociology	6
Year 1/ Semester 2		
Code	Course Title	ECTS
ACC102	Introduction to Managerial Accounting	6
BUS101	Introduction to Business	6
ECO102	Principles of Macroeconomics	6
MAT101	Introduction to Business Mathematics	6
PHIL101	Introduction to Philosophy	6
Year 2/ Semester 1		
Code	Course Title	ECTS
ENG201	Business Writing	6
MAR101	Introduction to Marketing	6
MGT101	Principles of Management	6
PR101	Introduction to Public Relations	6
PSY101	Introduction to Psychology	6

Year 2/ Semester 2		
Code	Course Title	ECTS
BAN101	Principles of Banking	6
FIN101	Introduction to Financial Analysis	6
MAT201	Business Statistics	6
POL101	Introduction to Political Science	6
	Business Elective	6
Year 3/ Semester 1		
Code	Course Title	ECTS
BUS301	Quantitative Business Methods	6
BUS311	International Business	6
MGT301	Operations Management	6
	Business Elective	6
	Business Elective	6
Year 3/ Semester 2		
Code	Course Title	ECTS
ECO305	Managerial Economics	6
LAW301	Business Law I	6
MAT301	Business Statistics II	6
	Business Elective	6
	Business Elective	6
Year 4/ Semester 1		
Code	Course Title	ECTS
ECO405	Money and Banking	6
MGT403	Human Resource Management	6
	Business Elective	6
	Business Elective	6
	Business Elective	6
Year 4/ Semester 2		
Code	Course Title	ECTS
BUS400	Strategic Management (Project)	6
MGT302	Organizational Behavior	6
	Business Elective	6
	Business Elective	6
	Business Elective	6

Business Elective Courses

A student enrolled in the BScBA is required to take elective courses from the following list of business electives:

Business Elective Courses		54 ECTS
Code	Course Title	ECTS
ACC201	Financial Reporting	6
ACC202	Financial Analysis and Business Valuation	6
ACC210	Business Taxation	6
ACC301	Advanced Managerial Accounting	6
ACC302	Advanced Financial Accounting	6
BAN202	Commercial Lending	6
BAN203	Consumer Lending	6
BUS202	Electronic Business	6
BUS451	Business Ethics and Social Responsibility	6
BUS495	Research Project	12
FIN201	Managerial Finance	6
FIN305	Investments	6
FIN310	Multinational Business Finance	6
LAW401	Business Law II	6
MAR201	Consumer Behavior	6
MAR202	Advertising and Sales Promotion	6
MAR301	Marketing Research	6
MAR303	Marketing of Services	6
MGT205	Industrial Relations	6
MGT311	International Management	6
PR305	Public Relations Management	6
BUS200	The Entrepreneurship Workshop	6

Other Elective Courses		12 ECTS
Code	Course Title	ECTS
COM100	Public Speaking	6
HIST201	History of Modern Europe	6
SOC301	Contemporary Social Problems	6

Career Opportunities

Upon successful completion of the BScBA program, graduates will be qualified to work in a variety of industries. The opportunities for employment vary significantly. However, the BScBA program delivers the skills necessary for students to move forward in their careers - whether it is a promotion, a new job, or a total career change.



Professional Certificates

In addition to the academic curricula, CBS offers the **American Bankers Association (ABA) Professional Certificates**, which ***do not require accreditation from the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CY.Q.A.A.) and are not subject to review/approval by the Ministry of Education, Sport and Youth.***

Briefly,

- students who successfully complete the undergraduate degree program in Business Administration will also acquire the Professional Certificate in General Banking, provided that they select the required elective courses,
- students who successfully complete the Master of Business Administration (MBA) degree program will also obtain the Professional Certificate in Bank Financial Management, provided that they select the required elective courses.

For more information about the American Bankers Association (ABA) Professional Certificates, please visit the website at www.ibscopyprus.com.cy or contact CBS (see the last section titled "Contact Us").

Professional Certificates Courses

- | | |
|-----------------------------|--|
| • 101-Principles of Banking | • 537-Consumer Lending |
| • 102-Economics | • 655-Ethical Issues for Bankers |
| • 103-General Accounting | • 701-Analyzing Bank Performance |
| • 531-Money and Banking | • 702-Managing Funding, Liquidity and Capital |
| • 532-Law Principles | • 703-Managing Interest Rate Risk |
| • 533-Marketing | • 704-Managing the Bank's Investment Portfolio |
| • 536-Commercial Lending | |



Tuition fees and other fees

Application fee: **€60**

Fee for re-mark of an exam paper: **€50**

Visa fees (only for international students): **€190**

(Including the entry permit application, costs for processing the application and issuing the Alien Registration)

Guarantee (only for international students): **€400**

Annual insurance fees: **€175**

Annual tuition fees for diploma and bachelor degree awards.

Annual tuition fees

The annual fees listed below refer to the following programs of study:

- Bachelor of Science in Business Administration

For international students: **€6000**

Students from other EU Member States: **€4200**

For Cypriots students: **€3500**

Tuition fees - Master Degree MBA

Total Tuition fees for All Students for the MBA program is **€5100**.

Government grant/Other information

The programs of study were evaluated and accredited by the Cyprus Agency of Quality Assurance and Accreditation in Higher Education (CY.Q.A.A.). The Cypriot residents have the right to apply for a government grant.

If a student withdraws for any reason after the end of the 4th week, he/she must pay the whole amount of the tuition fees for the academic year.

European students can choose to pay either per academic year or per academic semester or in monthly installments. International students must prepay their first year of study at the College. After the first year they can choose to pay either per academic year or academic semester, or in monthly installments.

Students who have chosen installments as their payment method, they must pay their installment in the first 10 days of each month. The first installment of the tuition fees is paid together with their registration. The remaining installments are agreed upon and determined according to each student's preferences.

An extension for the payment of tuition fees is only granted with the approval of the Director of Administration and Finance. A student who delays the payment of the tuition fees for more than a month without having received a payment extension permit may be deregistered without the right to compensation of the tuition fees paid.

The annual tuition fees are the same regardless of the date of registration. A student who registers late for any reason is required to pay the tuition fees for the whole semester as all the other students.

Students' rights and obligations

- College students have the right to attend the modules to which they have been admitted. The College is required to offer education in the best possible way, with highly trained staff, library and labs, appropriately equipped for the education of students.
- Students are entitled to discuss with the academic staff any issue that concerns them and to be comfortable to express themselves and to participate in the examinations, provided that they do not violate the College's regulations, respect the College and the individual freedom of others.
- Students have the right to request certifications for specific matters, such as a detailed transcript and a certificate of study referring to the year of study, they are in.
- Students are required to be informed about the announcements posted in specific locations and on the College's website.
- Students are required to respect the College's property and are responsible for any damage they might cause.
- Smoking is strictly prohibited according to the law.
- If a student is caught to circulate or use prohibited substances, he is permanently expelled from the College without the right to any compensation.
- Students are required to submit the assignments required by each course on the specified date of submission. Assignments that are submitted after the suggested deadline will not be accepted or will be charged with a penalty.
- It is necessary to pay the tuition fees and other fees approved by the Ministry of Education and Culture within the deadlines set by the College. In cases where a student delays to pay his/her tuition fees and other fees it may be prohibited to sit the exam, or to be provided with a Certificate of Study or he/she could be excluded from other studies until they fulfil their obligations to the College.
- Students have the right to ask for their paper to be re-marked if they feel there is an error or if they feel that the grade, they have received in a course component(s) does not reflect their abilities.

- All students, after their enrolment at the College, automatically become members of the College's Students Union, where they have the right to participate in various committees with the purpose of discussing and deciding on various issues concerning the College. Also, students may participate in Student Clubs and other activities, and take part in various events during their free time.

Tuition fee Refunds

Tuition fee which is paid, cannot be refunded. It is at the discretion of the college to consider tuition refund requests in special occasions. In the case of foreign students who paid their tuition fees but did not come to Cyprus, the tuition fees are refunded.



Scholarships



Criteria for students' scholarships or Financial Aid

The scholarships granted by the College are offered as a total or a partial exemption from tuition fees for the academic year or the awarding of a bursary for students' academic performance.

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

The financial criteria relate to the applicant's financial condition, the applicant's marital status and also the taxable income of both spouses is taken into account.

The social criteria concern:

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

The academic criteria relate to:

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

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

(a) To students who are members of a family with many children (3 children and above):

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

(b) Siblings:

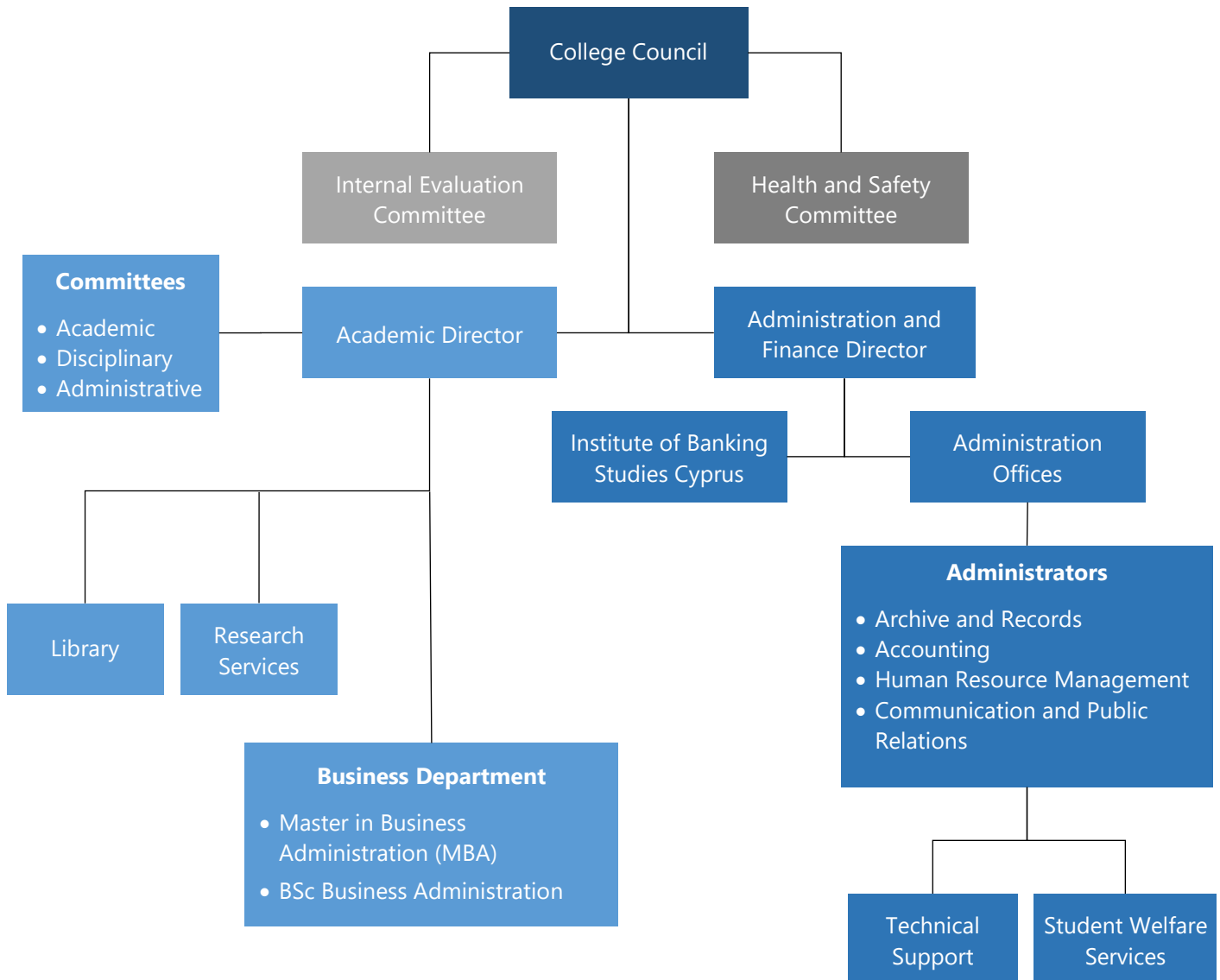
When two siblings are attending College programs, up to 5% of the tuition fees for each student are deducted.

(c) Registered students:

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

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

Organizational Structure of CBS College





Composition of the College Council

The College Council meets at least once every six months and when is decided by the owner. The Council's suggestions are important guide for the College's owner, the Academic Director and the Administrative Staff. The Council is chaired by the Academic Director and the meetings are called by the owner. The Council shall act by a majority. For a quorum and legal decision making, at least four members must be present. In the case of a tie, the representative of the owner has the casting vote.

The College Council consists of the following members:

- Owner representative
- Academic Director
- Accounting and Finance Coordinator
- Business Coordinator
- Two Faculty Representatives
- Member
- Students' representative



The Composition of College Committees

Academic Committee

The **Academic Committee** meets regularly, at least twice a year and whenever necessary. The Academic Committee is chaired by the Academic Director, followed by the Program Coordinators, three representatives from the Teaching Staff Association, the Secretariat Officer who is responsible for the registration, applications, certificates and a student representative. Minutes shall be kept during the meetings.

The Academic Committee consists of the following members:

ACADEMIC COMMITTEE	
Academic Director:	Emily Tsikkou
Coordinator of Business Program:	Andri Kyrizi
Secretariat Officer:	Anastasia Orgianeli
Faculty Representative:	Elena Panagiotou
Faculty Representative:	Marilia Kountouridou
Faculty Representative:	Maria Flouri
Students' Representative:	Marina Loizidou

Administrative Committee

The **Administrative Committee** meets regularly at least four times per year. Extraordinary meetings may be held whenever necessary.

The Administrative Committee consists of the following members:

ADMINISTRATIVE COMMITTEE	
Academic Director:	Emily Tsikkou
Director of Administration and Finance:	Andreas Kizourides
Head of Human Resources Department:	Theodoros Kleanthous
Faculty Representative:	Andri Kyrizi
Students' Representative:	Marina Loizidou

Disciplinary Committee

The **Disciplinary Committee** meets whenever it is considered necessary in cases of student misconduct. The Chairman of the Disciplinary Committee is the Academic Director. The

Disciplinary Committee consists of the following members:

DISCIPLINARY COMMITTEE	
Academic Director:	Emily Tsikkou
Communication and Public Relations Officer:	Anastasia Orgianeli
Faculty Representative:	Andri Kyrizi
Faculty Representative:	Elena Panagiotou
Students' Representative:	Marina Loizidou

Internal Quality Assurance Committee

The **Internal Quality Committee** is chaired by the Academic Director. The College Council appoints three (3) members from the teaching staff who have significant scientific work and extensive academic experience covering preferably and where possible experience in quality assurance procedures. Equally important is that there shall be at least two (2) members with expertise in quality assurance, one (1) representative from the administrative staff elected by the members of the administrative staff and one (1) representative of the students elected from undergraduate students. The operation of the Internal Quality Committee is four (4) years.

The Internal Quality Assurance Committee consists of the following members:

INTERNAL QUALITY ASSURANCE COMMITTEE	
Academic Director:	Emily Tsikkou
Representative of the Administration Staff:	Andreas Kizourides
Faculty Representative:	Andri Kyrizi
Faculty Representative:	Elena Panagiotou
Faculty Representative:	Marilia Kountouridou
Faculty Representative:	Maria Flouri
Students' Representative:	Marina Loizidou



Educational Staff

S/N	NAME AND SURNAME	QUALIFICATIONS/OTHER RESPONSIBILITIES
1	EMILI TSIKKOU	<ul style="list-style-type: none"> • PhD Business Administration • MSc Management Sciences • BBA (Management) • Diploma Bank Operations • Academic Director
2	ANTRI KIRIZI	<ul style="list-style-type: none"> • PhD Economics • MSc Economics • BSc Economics • MBA Program Coordinator
3	MARILIA KOUNTOURIDOU	<ul style="list-style-type: none"> • PhD Business Administration/Marketing • MA Advertising and Marketing • BEd. Bachelor in Primary Education • BSc Program Coordinator
4	ELENA PANAGIOTOU	<ul style="list-style-type: none"> • PhD Business Administration (Candidate) • MBA • BSc Economic
5	ANTRI AGATHOKLEOUS	<ul style="list-style-type: none"> • MA, Applied School Psychology • BA, Psychology
6	CHRISTIANA CHARALAMPIDOU	<ul style="list-style-type: none"> • PhD Economics • MSc International Employment Relations and Human Resource Management • BA Honours Economics
7	MARIA FLOURI	<ul style="list-style-type: none"> • MA Research Philosophy • BA Classical Studies and Philosophy
8	MERSILIA ANASTASIADOU	<ul style="list-style-type: none"> • PhD International, European and Area Studies • MSc Cultural Management, Communication and Media • MA Diplomacy and International Law • BA Classical Philology
9	CHRISTODOULOS CHRISTODOULOU	<ul style="list-style-type: none"> • PhD in Economics • MA in Economics • M. Phil. in Economics • BSc in Economics
10	GEORGIA KATSIFARAKI	<ul style="list-style-type: none"> • PhD Business Administration • MBA • MSc of Electronic Automation and Informatics • BSc Informatics and Telecommunications

S/N	NAME AND SURNAME	QUALIFICATIONS/OTHER RESPONSIBILITIES
11	ALEXIS KOUDOUNARIS	<ul style="list-style-type: none"> • MSc Educational Leadership • BSc Mathematics
12	EFTICHIA IOANNOU	<ul style="list-style-type: none"> • MA Educational Leadership and Management • BA Teaching English as a foreign Language with Communication
13	ANDREAS NAZIRIS	<ul style="list-style-type: none"> • PhD Electrical and Electronic engineering • MSc Energy • Master Engineering Electrical & Electronic Engineering • Diploma Electrical Engineering
14	PANAGIOTA THANASOULA	<ul style="list-style-type: none"> • PhD Business Administration (Candidate) • MSc Strategic Product Design • BSc Economics
15	GEORGIOS VOUCARAS	<ul style="list-style-type: none"> • PhD Economics • MSc Economics • BSc Economics



Academic Calendar

FALL SEMESTER 2023	
Friday, 01 September 2023	Last Day of Registration for New Students
Monday, 11 September 2023 - Friday, 29 September 2023	Registration Period for Existing Students
Friday, 29 September 2023	Orientation Day for New Students
Monday, 02 October 2023	Classes Begin
Friday, 13 October 2023	Last Day to Add/Drop Course(s)
Friday, 10 November 2023	Deadline for Course(s) Withdrawal
Friday, 22 December 2023	Last Day of Classes before Christmas
Monday, 08 January 2024	Classes Resume After Christmas
Friday, 12 January 2024	Classes End
Monday, 15 January 2024 - Friday, 26 January 2024	Final Examination Period
SPRING SEMESTER 2024	
Friday, 12 January 2024	Last Day of Registration for New Students
Monday, 29 January 2024 - Friday, 09 February 2024	Registration Period for Existing Students
Friday, 09 February 2024	Orientation Day for New Students
Monday, 12 February 2024	Classes Begin
Friday, 23 February 2024	Last Day to Add/Drop Course(s)
Monday, 18 March 2024	Green Monday (Public Holiday)
Friday, 22 March 2024	Deadline for course(s) Withdrawal
Monday, 25 March 2024	National Holiday
Monday, 01 April 2024	National Holiday
Friday, 26 April 2024	Last Day of Classes before Easter
Wednesday, 01 May 2024	Labour Day (Public Holiday)
Monday, 13 May 2024	Classes Resume after Easter
Friday, 24 May 2024	Classes End
Monday, 27 May 2024 - Friday, 07 June 2024	Final Examination Period
SUMMER SESSION 2024	
Monday, 17 June 2024 - Friday, 21 June 2024	Registration Period for Existing Students
Monday, 24 June 2024	Holy Spirit Day (Public Holiday)
Tuesday, 25 June 2024	Classes Begin
Friday, 05 July 2024	Last Day to Add/Drop Course(s)
Friday, 26 July 2024	Deadline for Course(s) Withdrawal
Friday, 09 August 2024	Last Day of Classes Before Summer Holidays
Monday, 19 August 2024	Classes Resume after Summer Holidays
Friday, 06 September 2024	Classes End
Monday, 09 September 2024 - Friday, 13 September 2024	Final Examination Period



Contact Us



For further information regarding our operation, programs of study, CBS College's regulations and the Application form, you can visit our website: www.cbscy.ac.cy or contact our staff at +35722459090 or send an email at info@cbscy.ac.cy

Address: Kostaki Pantelidi 3, 2057 Strovolos, Nicosia, Cyprus

P.O. Box: 25331, 1308 Nicosia

Tel.: +357 22459090

Fax: +357 22664910

Email: info@cbscy.ac.cy

Person legally responsible for the School: **Andreas Kizourides**

The Study Guide has been approved by the Ministry of Education, Sport and Youth with a letter from the Directorate of Higher Education dated **22/06/2023**