

PREAMBLE

"This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why."

http://ec.europa.eu/education/policies/rec_qual/recognition/ds_en.pdf

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family name(s)

XXXXXXXXXX

1.2 Given name(s)

XXXXXXXXXXXX

1.3 Date of birth (dd/mm/yyyy)

10/12/XXXX

1.4 Student identification number or code (if available)

CY I.C. XXXXXX (INDEX NO.XXXX)

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of qualification and (if applicable) title conferred

Bachelor of Arts (Honours)

2.2 Main field(s) of study for the qualification

Business Administration with specialization in Accounting and Finance

2.3 Name and status of awarding institution (in original language)

P.A. College is a private tertiary education institution, established in 1983, officially registered with the Ministry of Education and Culture. Its Business Administration and Business Computing programmes have been accredited by SEKAP in 2000 and 2008 respectively.

2.4 Name and status of institution (if different from 2.3) administering studies (in original language)

Same as given in 2.3

2.5 Language(s) of instruction/examination

English

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of qualification

First Cycle Bachelors Degree (Bachelor of Arts)

3.2 Official length of programme

Four academic years (240 ECTS) in full time mode; in part-time, the 240 ECTS may be accumulated over a period of minimum five academic years.

3.3 Access requirements(s)

Leaving/Completion Certificate (Apolyterion) of the Upper Secondary General Education (Lyceum) cycle – 3 years, or the Leaving/Completion Certificate (Apolyterion) of the Upper Secondary and Vocational Education (Technical School) – 3 years, or other equivalent for entry onto the First Cycle Degree (Bachelor or Ptychio) programme; further details: www.pacollege.ac.cy

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study

Full-Time

4.2 Programme requirements

A student must satisfy the programme requirements as specified by the College Internal Regulations and reflected in the College Prospectus (www.pacollege.ac.cy). The overall aim of the Business Administration Degree is to provide a sound education in the disciplines, functions and skills essential to the effective preparation of students for a successful career in business. Among the skills that are emphasized are intellectual abilities, problem-solving skills, people skills and communication skills. Students can recognize both the diversity of businesses operating within Cyprus and internationally as well as the diversity of specialist career paths within such businesses. The programme comprises a series of core studies and optional studies. The core studies are designed to provide an understanding of the major elements of any business and develop an appreciation of the main theoretical and conceptual frameworks. The option modules provide students with the opportunity to study certain specialist subjects in greater depth.

4.3 Programme details (e.g. modules or units studied), and the individual grades/marks/ECTS obtained

Please see next page

4.4 Grading scheme and, if available, grade distribution guidance Access requirements(s)

The grading system applicable is given in this section. The pass mark is 50%. At the end of each semester the student's average is calculated and is communicated to the student. The cumulative average takes into account the performance of the student up to the last semester completed. For honours degree candidates, the classification of the degree is determined on the basis of the student's performance during the last two years of the programme. If a student does not complete or fails the dissertation project, he/she is awarded an ordinary degree (without honours classification).

The grading scheme and grade distribution applied is as follows:

A = 80 – 100% - Excellent
B = 70 – 79% - Very Good
C = 60 – 69% - Good
D = 50 – 59% - Satisfactory
F = Less than 50% - Fail
P = Pass
DEF = Deferred
TR = Transferred
WITH = Withdrew
INC = Incomplete

For Honours degree the following scale applies

80 – 100% - First Class Honours
70 – 79% - Second Class, Upper Division
60 – 69% - Second Class, Lower Division
50 – 59% - Third Class

4.5 Overall classification of the qualification (in original language)

First Class Honours Degree

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study

Students successfully completing First Cycle Degree Programmes are entitled to proceed onto Second Cycle Degree Programmes.

5.2 Professional status

The completion of the modules specified by a number of professional bodies that are based in the UK but operate internationally enables the College's students to apply in order to receive exemption credits (on the basis of their First Cycle degree studies) towards the professional qualifications of these bodies. The students have the opportunity to proceed with taking the external examinations specified by their preferred professional body and claim their full professional qualification.

6. ADDITIONAL INFORMATION

6.1 Additional information

The student completed a dissertation project which, given the student's academic performance, enabled the student to receive a First Class Honours Degree.

6.2 Further information sources

P.A. College - <http://www.pacollege.ac.cy>
Ministry of Education - <http://www.moec.gov.cy>

4.3 PROGRAMME DETAILS (e.g. modules or units studied), and the individual grades/marks/ECTS obtained.

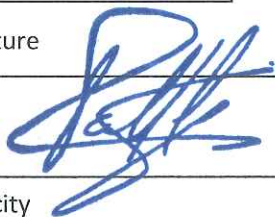
CODE	SUBJECT	SEMESTER	ECTS	GRADE
ACC 101	FINANCIAL ACCOUNTING	FS 2008	6	A
CSC 101	COMPUTING FOR BUSINESS	FS 2008	6	A
ENG 101	ENGLISH LANGUAGE I	FS 2008	6	B
MAT 101	MATHEMATICS/CALCULUS	FS 2008	6	A
MGT 101	INTRODUCTION TO MANAGEMENT	FS 2008	6	A
ACC 201	COST AND MANAGEMENT ACCOUNTING	SS 2009	6	B
ECN 101	INTRODUCTION/PRINCIPLES OF MICROECONOMICS	SS 2009	6	B
ENG 102	ENGLISH LANGUAGE II	SS 2009	6	C
MAT 201	STATISTICS I	SS 2009	6	A
MGT 201	ORGANISATIONAL BEHAVIOUR	SS 2009	6	B
CMS 104	COMMUNICATION AND INTERPERSONAL SKILLS	FS 2009	6	A
ECN 102	INTRODUCTION/PRINCIPLES OF MACROECONOMICS	FS 2009	6	A
FIN 201	FINANCE	FS 2009	6	A
MAT 202	STATISTICS II	FS 2009	6	A
MKT 207	MARKETING PRINCIPLES AND CONCEPTS	FS 2009	6	A
ENG 103	INTRODUCTION TO RESEARCH METHODS	SS 2010	6	A
LAW 208	COMMERCIAL LAW	SS 2010	6	A
MAT 203	QUANTITATIVE METHODS FOR MANAGEMENT	SS 2010	6	A
MGT 211	BUSINESS ENVIRONMENT AND POLICY	SS 2010	6	A
MGT 215	INFORMATION SYSTEMS MANAGEMENT	SS 2010	6	A
ACC 311	MANAGEMENT ACCOUNTING I	FS 2010	6	A
ACC 312	PRINCIPLES OF TAXATION	FS 2010	6	B
ACC 315	AUDITING I	FS 2010	6	A
MGT 303	STRATEGIC MANAGEMENT I	FS 2010	6	A
MGT 315	HUMAN RESOURCE MANAGEMENT I	FS 2010	6	A
ACC 321	MANAGEMENT ACCOUNTING II	SS 2011	6	B
ACC 322	TAXATION THEORY AND PRACTICE	SS 2011	6	B
ACC 325	AUDITING II	SS 2011	6	A
FIN 301	FINANCIAL MANAGEMENT	SS 2011	6	B
MGT 313	STRATEGIC MANAGEMENT II	SS 2011	6	A
ACC 403	FINANCIAL REPORTING PRACTICE	FS 2011	6	B
ACC 404	AUDIT AND ASSURANCE SERVICES	FS 2011	6	A
ACC 411	ADVANCED MANAGEMENT ACCOUNTING	FS 2011	6	A
FIN 403	CORPORATE FINANCE	FS 2011	6	A
DIS 400	DISSERTATION – PART A	FS 2011	6	PASS
ACC 412	TAX PLANNING APPLICATIONS	SS 2012	6	A
CSC 422	ACCOUNTING INFORMATION SYSTEMS	SS 2012	6	A
DIS 401	DISSERTATION – PART B	SS 2012	6	A
FIN 404	INTERNATIONAL FINANCIAL MANAGEMENT	SS 2012	6	A
MGT 415	HUMAN RESOURCE MANAGEMENT II	SS 2012	6	A
		Summary of totals:		
		TOTAL ECTS	240	
		CUMULATIVE GRADE AVERAGE		84,09%
		CLASSIFICATION AWARD AVERAGE		85,63%

7. CERTIFICATION OF THE SUPPLEMENT

7.1 Date

29/06/2012

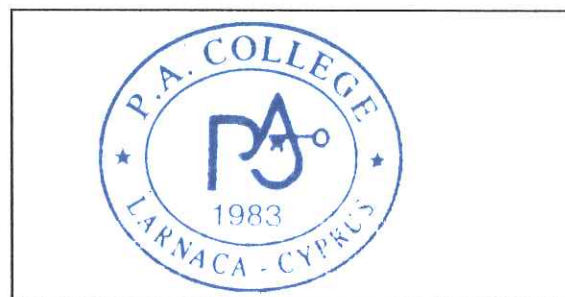
7.2 Signature



7.3 Capacity

DIRECTOR

7.4 Official stamp or seal



8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

Higher Education System of Cyprus

Cyprus is a member country in the Bologna Process and its higher education system is aligned with the objectives set by this Process. Higher Education in Cyprus is provided by different types of state and private institutions at university and non university level.

The Education system in Cyprus consists of the following stages:

Pre-Primary education: Pre-Primary Education is compulsory for all children between 4 8/12 – 5 8/12 years old. Children are also accepted over the age of 3. This level of education aims to satisfy the children's needs for the development of a wholesome personality in an experiential environment which enables them to recognize their capabilities and enhance their self-image.

Primary Education: Primary education is compulsory for all children over the age of 5 8/12 and has a duration of 6 years. The aim of Primary Education is to create and secure the necessary learning opportunities for children regardless of age, sex, family and social background and mental abilities.

Secondary Education: Secondary General Education offers two three-year cycles of education – Gymnasio (lower secondary education) and Lykeio (upper secondary education) – to pupils between the ages of 12 and 18. The curriculum includes core lessons, interdisciplinary subjects and a variety of extracurricular activities. Instead of the Lykeio, pupils may choose to attend Secondary Technical and Vocational Education which provides them with knowledge and skills which will prepare them to enter the workforce or pursue further studies in their area of interest.

Higher Education: At present, public and private universities operate in Cyprus.

Public Universities

1. The University of Cyprus
2. The Open University of Cyprus
3. The Cyprus University of Technology

Private Universities

1. European University- Cyprus
2. Frederick University- Cyprus
3. Neapolis University- Cyprus
4. University of Nicosia- Cyprus

State Higher Education Institutions: Higher education in Cyprus is also provided by a number of State Higher Education Institutions, and an even greater number of Private Institutions of Higher Education, none of which has university status. The State Institutions of Higher Education, offer vocational programmes of study with a duration ranging from one to three academic years. These programmes do not provide access to second cycle programmes. The apolyterion or equivalent qualification, is a prerequisite for access to the programmes offered by State Higher Education Institutions and candidates for entrance to a particular programme are ranked according to their performance in the Pancyprian Examinations.

Private Institutions of Higher Education: Currently, 25 Private Institutions of Higher Education are registered with the Ministry of Education and Culture some of which have branches in other cities in Cyprus, besides Nicosia. Private Institutions of Higher Education do not have university status but they offer both academic and vocational programmes of study at the undergraduate and postgraduate levels.

Quality Assurance and Accreditation The competent body for quality assurance and accreditation of the programmes offered by Private Institutions of Higher Education is the Council for Educational Evaluation-Accreditation (Symvoulío Ekpedeftikis Axiologisis Pistopiisis, SEKAP), which is a member of ENQA. At present, a number of programmes offered by the Private Institutions, have been evaluated and accredited by SEKAP. These programmes fall into the following categories:

- Academic and Vocational programmes of study lead to the following qualifications: Certificate (1 year), Diploma (2 years) and Higher Diploma (3 years). For access to these programmes the apolyterion or equivalent qualification is a prerequisite.
- First cycle programmes (4 years), lead to the award of a Bachelor Degree. For access to these programmes the apolyterion or equivalent qualification is a prerequisite.
- Second cycle programmes (1 to 2 years) lead to the award of a Masters Degree. The prerequisite for access to these programmes is the Ptychio, or Bachelor, or equivalent qualification.

Recognition of Higher Education Qualifications The competent national body for the recognition of higher education qualifications is the Cyprus Council for the Recognition of Degrees (Kypriako Symvoulío Anagnorisis Titlon Spoudon, KYSATS). KYSATS recognizes equivalence, or equivalence-correspondence for first cycle titles, or just equivalence for postgraduate titles (second or third cycle). KYSATS may also recognize joint degrees.

Quality Assurance Agency The establishment of a Quality Assurance Agency has been approved by the Council of Ministers of the Republic of Cyprus. The aim of this Agency is to promote quality assurance in both the public and the private institutions of higher education, through various measures which include external accreditation and development of internal quality culture. These efforts are in line with the Berlin Communique, the ENQA Standards and Guidelines on QA, as accepted by the Bergen Communique and the Agreement on Quality Assurance in the EU.

Further information regarding higher education in Cyprus may be accessed at www.highereducation.ac.cy.

Structure of the Education System of Cyprus

