

Student Handbook



Contents

	Page
1. Introduction	3
2. Students	3
3. Academic Policies	8

1. Introduction

We would like to take this opportunity to welcome you to InterNapa College (INC). We are delighted that you chose INC as the institution to further your studies. We are certain that you have made the right choice as here you will find a caring community with faculty and administration dedicated to making your time rewarding and enjoyable.

Our aim is to enable you to develop both intellectual and practical skills, to encourage creative and critical thought as well as to enhance opportunities and understanding between people of different cultures.

This Student Handbook is designed to provide you with a clear, accurate guide to INC, and to point you in the direction of other sources for more detailed information. In addition, it provides full information about the College's regulations, policies and procedures.

You should use this Handbook as a reference source throughout your time here at INC. It is not intended to be read at the start of your academic career and then forgotten; but you should make sure you are familiar with its contents, and look to it to provide the answers to many of the questions during your time as a student at INC.

Please note that every effort is made to ensure that the information is accurate and up to date, but the College cannot accept liability for any errors or omissions. However, if you have any questions about information contained in the Student Handbook you should contact the Student Affairs Department. We hope that you will have a pleasant stay, one which will contribute to a large extent in broadening your horizons and equip you with the basics for a future career in your chosen path.

2. Students

2.1 Identifying with Mission & Objectives

At INC students support and contribute to the achievement of the institution's mission and objectives by participating in college committees and using these as a guiding principal for their personal, social and educational development.

The College in its continuing efforts for the smooth running of committees has assigned Thursday afternoon as a period when no classes are offered so that all faculty and students are available to attend.

Students are encouraged to take advantage of the College's learning environment and to participate in college governance. Student programs and services are consistent with the educational philosophy of this institution and students are equipped with the essential qualities to become recognized leaders in their chosen field.

2.2 Attendance Policy

Attendance is mandatory and students are obligated to attend their classes on a weekly basis and on time.

2.3 Rights & Obligations

Students are committed to follow the rules set by the College and the laws of the Republic of Cyprus. The Disciplinary Committee examines serious offences committed by students.

2.4 Student Rights

- Students are entitled to be fully informed concerning the mission, functions, structure and aims of the College.
- Students are entitled to attend courses they are registered for and take written examinations as long as they have fulfilled their financial obligations towards the College.
- They are entitled to participate in committees in which they have been selected as members.
- They are entitled to arrange meetings with faculty to discuss problems they may face at college.
- They are entitled to receive certificates from college.
- They are entitled to have a Students' Union, to elect and to be elected freely, and to elect their representatives for the Board and Committees of the College.
- They are entitled to develop social, cultural and artistic activities through their Students' Union and Clubs. They can also take part in wider social and other activities by firstly notifying the College in writing.
- Every student may use the machinery and the equipment of the College after receiving permission. S/he may and should use the books and the equipment in the library during the hours that the library is open. Students may use the library during other hours, but after making specific arrangements.
- Every student can make copies by buying a prepaid photocopy card.

2.5 Students' Obligations

- Students must follow the rules set by the College and the laws of the Republic of Cyprus. S/he must respect the institution and the personal freedom of others.
- Students must show integrity and avoid showing inappropriate behaviour, such as deception in any aspect (cheating, plagiarism, forgery, cooperation for falsifying an issue).
- Attendance is mandatory and for any excessive absences students must present supporting documents. Students may request from their instructors, a justification of their absences for a short period, provided that there is an important reason which is duly certified.
- Students are not released from their academic or other obligations even if their absences from class are justified or not.
- Students may have up to 20% unjustifiable absences for each course separately. The instructor of a specific course has the right to Administratively Withdraw (AW) a student with more than 20% absences.
- Exams, tests and set assignments are obligatory for all students.
- Students who are absent from a predetermined written or oral exam due to an illness or another serious reason must justify their absence by presenting a doctor's permit or other supporting document to their instructor without delay.
- Students, when asked, are obliged to attend lectures, workshops or seminars organized by the College.
- Students should read the notices placed on special notice boards in order to be informed about any obligations that they might have.

- Students must behave politely and discreetly towards their instructors, college personnel and fellow students.
- Students must be at the College ten minutes before lessons begin. Students who are late for class three times will receive an absence.
- Students are obliged to inform their Instructor or Program Coordinator in case they will not be attending a class.
- Constant absences made by international students will be reported to the Immigration Department (according to the instructions or regulations of the Immigration Department, or the relative legislation of the Republic of Cyprus at that time). The College will also inform the Tertiary Education Department of the Ministry of Education.
- Students must respect and follow the laws of the Republic of Cyprus. The College will report any violations to the appropriate authorities.
- Students must respect the property of the College and are responsible for any damage they may cause.
- Students have to be consistent to their obligations and act responsibly in every work they are engaged to do.
- Students must pay their fees according to the dates set by the College.
- Students who delay paying their fees may not be allowed to take the predetermined examinations or may even be excluded from further studies at the College.
- Students are obliged to have medical insurance which is provided by the College through an insurance company by paying the relative premiums.
- Smoking is strictly prohibited in all areas of the College.
- A student breaks the rules of the College when s/he does not follow the above regulations and moreover:
 - His/her behavior causes problems in the classroom
 - His/her behavior causes problems for the administration of the College
 - S/he destroys property of the College
 - S/he refuses to leave from a specific room of the College, when requested by a member of faculty/administration
 - When his/her behavior is at the expense of the functioning or image of the College, as well as at the expense of the personnel's activities
 - When s/he refuses to comply with the rules of conduct and ethics
- According to the nature and level of violation of the disciplinary rules, the following punishments may be imposed by the Disciplinary Committee to students:
 - Compensation towards the College
 - Suspension from college for a few hours or days
 - Dismissal from college forever
- Fees and other amounts paid by the student until his/her day of suspension/dismissal are not refundable. Students who have been suspended or expelled from college may ask for their case to be reconsidered by the disciplinary committee after a period of three years.

2.6 Refunding of Fees

Refunding of fees to students who withdraw from college:

Before the commencement of courses	100% of annual fees
During the 1 st week of the semester	75% of annual fees
During the 2 nd week of the semester	50% of annual fees
During the 3 rd week of the semester	25% of annual fees
After the 3 rd week of the semester	None

For international students an additional 25% of their annual fees are detained to cover entry visa expenses etc.

The above refunds for international students are applicable only when:

The student ensures registration in another institution, by presenting all the necessary documents. In case of interruption of their studies and departure from Cyprus during the above periods.

2.7 Student Services

Airport Pick Up

Airport pick up is available to all new students who arrive in Cyprus. A college representative will be at the airport to guide and assist students.

Orientation

Student Orientation is a program designed to help new students become familiar with the campus and to prepare them for academic success. It includes placement testing, academic advising, course registration, presentation of campus resources, briefing on immigration rules, library tour, discussions with academic and student leaders, and opportunities to meet other students, faculty and administrative personnel. Orientation is offered with every new student intake. Each new student receives a Student Orientation Handbook and a Student Handbook.

Accommodation

To facilitate students (when desired), the College arranges in advance for their accommodation; rent is payable by students. Apartments are located in Ayia Napa ten minutes' drive by bus.

Health Care / Insurance

State run hospitals as well as private hospitals and clinics are to be found near the College offering care for those requiring it. Health insurance is compulsory for all non-European students.

Student Union

All enrolled students of the College undertaking a program of study are entitled to be members of the Student Union. The Student Union acts as a channel of communication between the College and its members promoting their welfare. It is autonomous, and its actions are based on the official Student Union Constitution.

Student Life / Clubs

There are a wide range of active clubs such as:

- Cinema
- Hotel and Tourism Society
- Culinary
- Photography
- Sports
- Community Service
- Job Hunt Club

Athletics / Recreational Facilities

The College has its own facilities where students can play football, basketball, volleyball and tennis. The College in collaboration with the Student Union organizes events for student entertainment.

Publications

INC Voice is the College newsletter for all news and happenings. College policies and regulations concerning student, academic and other matters are published in other catalogues/handbooks and made widely available.

Career Counseling / Job Fair

INC provides students continuous support in their career planning and development. The department of Student Affairs organises the Annual Job Fair, workshops, and seminars to enhance students' job search skills and arrange internships to gain valuable real work experiences.

Community Service

The College cultivates community awareness through participation in extra-curriculum activities concerning local, cultural, social and business welfare such as trips to special homes and by organizing an open day for medical checkups for the elderly.

Public Holidays

1 st January	New Year's Day
6 th January	Epiphany Green Monday
25 th March	National Day
1 st April	National Day Good Friday Easter Monday Easter Tuesday
1 st May	Labour Day Whit Monday
15 th August	Assumption Day
1 st October	National Day
28 th October	National Day
24 th December	Christmas Eve
25 th December	Christmas Day
26 th December	Boxing Day
31 st December	New Year's Eve

3. Academic Policies

3.1 Admission

At INC applications for admission are considered on the basis of academic merit which strongly supports a non-discrimination policy, regardless of students' gender, race, colour, national/ethnic origin, religion or disability.

All candidates should possess a six year Secondary or High School leaving certificate or equivalent qualification.

Admission to the College, possible at the beginning of any semester, is granted depending on students' qualifications and future educational path selected. The College admission policy relies on students' past record including high school grades.

Applications for admission are considered on the basis of academic merit which strongly supports a non-discrimination policy, regardless of students' gender, race, colour, national/ethnic origin, religion or disability. All candidates should possess a six-year secondary or high school leaving certificate or equivalent qualification. Admission to the College, is granted depending on students' qualifications and future educational path selected.

Competence in English is required for all programs taught in English. As a result, the following criteria for English language proficiency apply:

No.	EXAMINATION	PASSING MARK Required-Accepted
1	UNIVERSITY OF CAMBRIDGE	B2 FIRST (FCE)
2	IELTS – ACADEMIC VERSION	MARK 5
3	TOEFL IBT- ACADEMIC VERSION	MARK 71
4	IB ENGLISH B STANDARD LEVEL (SL)	MARK 5
5	IB ENGLISH B HIGH LEVEL (HL)	MARK 4
6	IB ENGLISH A: LITERATURE SL & HL	MARK 4
7	CAMBRIDGE IGCSE OR GCSE (English as 2 nd Language)	MARK D
8	CAMBRIDGE IGCSE OR GCSE (English as 1 st Language)	MARK E
9	CAMBRIDGE GCE (A LEVELS)	MARK D
10	CAMBRIDGE GCE (AS LEVEL ENGLISH LANGUAGE)	MARK C
11	ANGLIA EXAMINATIONS	INTERMEDIATE
12	PASSWORD SKILLS PLUS TEST	MARK 5.5
13	MICHIGAN LANGUAGE ASSESSMENT	ECCE (52)
14	SAT** EVIDENCE BASED READING AND WRITING (EBRW)	MARK 530
15	PEARSON PTE ACADEMIC VERSION	MARK 58

In case that a candidate is not proficient in English, he may be required to take the English Language Foundation Program (1 Year). The language program is accredited by DIPAE.

3.1.1 Admission Requirements

Postgraduate Admission

Regular Admission: A bachelor's degree from an accredited college/university.

Special Admission: A bachelor's degree with a CPA less than 2.0 from an accredited college or university.

Transfer Admission: based on a transfer evaluation by the prospective program coordinator and the guidelines of the Ministry of Education & Culture.

Undergraduate Admission

Regular Admission: recognised high school leaving certificate with a minimum grade 12/20.

Special Admission: recognised high school leaving certificate with a grade below 12/20 (registered with load limits).

Transfer Admission: based on a transfer evaluation by the prospective program coordinator and the guidelines of the Ministry of Education & Culture.

3.2 Admission Procedure

Candidates who receive a firm offer from the College should confirm their acceptance by sending the required documents.

3.2.1 Conditional Offers

A conditional offer is when a candidate may be asked to obtain further academic qualifications in order to be accepted onto a course. As soon as a candidate satisfies these conditions he/she should proceed to send the required documents.

3.2.2 Enrolment

When a student enrolls, he/she completes and signs an acceptance form constituting a contract between the student and INC. By signing the acceptance form, the student agrees to abide by the rules and regulations of INC.

3.2.3 Re-Admissions

If a student chooses to leave their course of study, for either academic or personal reasons, and later wishes to re-join the College, then, he/she must re-apply by completing a new application form for consideration. International students wishing to re-apply must also follow the procedures for an entry visa as if they were applying for the first time.

3.3 Transfer Credit

Transfer credit is credit earned at accredited colleges or universities, or other approved institutions which is transferable to INC. All courses are evaluated individually. Applicants accepted to the College from abroad or students already registered at the College with such qualifications may request transfer evaluation and be accepted on advanced standing. Students from other Cypriot higher education institutions transferring to INC College may request transfer evaluation prior to the commencement of the semester. Such transfer requests must then be approved by the Ministry of Education and Culture and the Migration Department.

Restrictions:

- Maximum credits transferred 15 for certificate, 30 for diploma, 45 for higher diploma and 60 for degree
- No English courses can be transferred
- Only courses with grade C+ and over will be accepted
- INC students transferring credits from one major to another can do so without these restrictions but their transfers must then be approved by the Ministry of Education and Culture and the Migration Department.

In order to receive a transfer credit evaluation report the following must be provided:

- A transfer evaluation form together with a non-refundable fee (applies only in cases of transferring credit from external institutions).
- Information and documentation about the accreditation status of the foreign institution together with official diplomas/certificates in the original language.
- Official transcripts in the original language (name of course, grades, and hours of instruction).
- Official course descriptions (subject matter, method of assessment and prerequisite courses).
- Documents not in the English/Greek language must be accompanied by certified English translations.
- Academic catalogues of institutions illustrating main policies with course codes, regulations, course descriptions and program curriculum.
- No credit is awarded for courses assessed only by oral examination.
- No refund will be made if a request is denied.

INC accepts the transfer of credits from International Testing Organizations and examination bodies as listed below (this list is not exhaustive and other similar examinations may be accepted for transfer):

General Certificate of Education (GCE) – Advanced (“A”) Level
College Level Examination Program (CLEP)
Proficiency Examination Program (PEP)
LCCI, ACCA, CAT, CIB, CIM, CAM

3.4 Academic Awards

INC provides the following academic degrees at the Master's, Bachelor's, Higher Diploma, Diploma, and Certificate levels:

3.4.1 Master

The Master's degree is awarded after completion of **90 ECTS** as per the program requirements. Students are required to complete all their program requirements.

3.4.2 Bachelor

The Bachelor's degree is awarded after completion of **120 - 130 credits** (240 ECTS) as per the program requirements. For some programs, practical training is required. Students are required to complete all their program requirements.

3.4.3 Higher Diploma

The Higher Diploma is awarded after completion of **90 - 105 credits** (180 ECTS) as per the program requirements. For some programs, practical training is required. Students are required to complete all their program requirements.

3.4.4 Diploma

The Diploma is awarded after completion of **60 - 75 credits** (120 ECTS) as per the program requirements. For some programs, practical training is required. Students are required to complete all their program requirements.

3.4.5 Certificate

The Certificate is awarded after completion of **30 - 46 credits** (60 ECTS) as per the program requirements. For some programs, practical training is required. Students are required to complete all their program requirements.

Official transcripts are issued additionally with names of courses taken, grades, credits, grade point averages and cumulative grade point averages.

3.5 Graduation

For a student to graduate the following must be achieved:

Certificate	Successfully complete all program requirements
Diploma	Successfully complete all program requirements and achieve a minimum cumulative point average of 1.8
Higher Diploma	Successfully complete all program requirements and achieve a minimum cumulative point average of 1.8
Bachelor	Successfully complete all program requirements and achieve a minimum cumulative point average of 2.0
Master	Successfully complete all program requirements

3.6 Honours List

Academic honours are awarded to students at graduation as follows:

Summa Cum Laude	3.85 – 4.00 CPA
Magna Cum Laude	3.65 – 3.84 CPA
Cum Laude	3.50 – 3.64 CPA

3.7 Semester System

Students may join the College at the beginning of the Fall, Spring or Summer semesters.

Semester	Duration	Begins
Fall	13 Weeks	2 nd Monday of October
Spring	13 Weeks	3 rd Monday of February
Summer	13 Weeks	2 nd Monday of June

3.8 Work Load

Normally full-time students must carry a minimum of 15 credits and a maximum load of 18 credits. Students may take up to 21 credits if the CPA is 3,30 and above or if it is the last semester before graduation and with the agreement of the academic advisor. Personal Support Worker Program students may take up to 21 credits in the first semester & 25 credits in the second semester due to the more practical nature of the program.

3.9 Student Classification

Freshman	0 – 30 credits
Sophomore	31 – 64 credits
Junior	65 – 97 credits
Senior	98 – 129 credits

3.10 Academic Advising

Academic advising is an important part in a student's registration and academic performance. Each student receives planning and academic advice from the Academic Advisor. The Academic Advisor assists students in registration and offers consultation to them with regard to the student's schedule and degree requirements.

3.11 Scholarships

Scholarships are awarded by INC on the basis of academic merit, financial necessity and personal achievement to selected home and international students either at the beginning or during their studies.

3.11.1 Entrance Scholarships

INC awards entrance scholarships, both full and partial, to students who have obtained an “A” average in their high school leaving certificate. A partial entrance scholarship covers the tuition fees for one semester whereas a full entrance scholarship covers the tuition fees for one academic year or two semesters.

3.11.2 Continuing Scholarships

All home/international students are automatically eligible for scholarships on the basis of their previous performance at INC. Continuing scholarships are available after completion of the second semester (not including foundation courses) on the basis of the CPA earned for the two semesters (successfully completed a minimum of 30 credits). After the first year, scholarships are given on the basis of the CPA (successfully completed a minimum 15 credits each semester). A CPA of 4.0 qualifies for €650 scholarship, and a CPA of 3.50-3.99 qualifies for €450 scholarship for the next semester and thereafter as long as the CPA is maintained at this level.

3.12 Registration

Registration is a standard procedure every semester between academic advisor and student. There is a designated registration period, during which all students must be properly registered for their courses. Late registration is permitted under exceptional conditions, but students registering late cannot be assured of space in the courses they are interested. Some courses may be cancelled as a result of low enrolment even prior to the end of late registration.

When each student registers, a personal timetable is issued with information on the times of classes and the rooms in which they are to be held. Timetable changes are likely to occur during the first two weeks of classes and are publicised on the notice boards.

Students may not be able to register if they have been suspended from the College or if their names are on the Registration Stop List. Students will be stop listed if they owe money to the College, or books to the library or for any other reason. Stop listed students will have to obtain a Stop List Clearance to be allowed to register.

3.13 Independent Study

Courses taken under independent study are recorded on the student’s transcript with a letter grade and are calculated in the GPA. If a course is not offered students may be allowed to complete such a course on an independent study basis. Independent study must cover the normal syllabus of the course and must include at least eight one-hour sessions with the lecturer.

3.14 Add & Drop

A student, in consultation with the academic advisor, may drop or add certain courses during the first two weeks of the semester. Both the status and the tuition fees may change as a result of the drop and add changes.

3.15 Attendance

No student may pursue his or her education through correspondence or by merely passing examinations.

Students are expected to attend and participate actively in all classes and workshop sessions. Absence of a student, whether excused or not, from any course or workshop session does not excuse the student from his/her responsibility for the work done or for any announcements made during his/her absence.

Attendance is mandatory. Nevertheless, students can have up to 20% of unjustifiable absences for each course separately. Classes begin on time and students are expected to be in class on time. Students who arrive late disrupt whatever activity is being performed, three occasions of disrupting class count as one absence.

3.16 Withdrawal from Courses

A student may withdraw from courses up to two weeks before the final examination week. A “W” is inscribed on his/her semester grade report and transcript.

3.17 Administrative Withdrawal

The instructor of a specific course has the right to Administratively Withdraw a student with more than 20% absences from courses up to two weeks before the final examination week or if the academic performance is judged to be not satisfactory. The letters “AW” will be inscribed on the student’s grade report and transcript.

Withdrawal (W) is not permissible for the foundation program.

3.18 Course Assessment

Continuous course assessment will be at least 50% of total course assessment. The final exam takes place at the end of each semester and is cumulative of all material covered during the semester. The passing mark for each course is 60%. Assessment will consist of a combination of the following:

30 – 50 %	Final Exam
20 – 40 %	Mid –Term / Tests / Quizzes
10 – 30 %	Assignments / Projects
0 – 10 %	Class Attendance & Participation

The grade for final projects exclusively results from the assessment of the examiners in charge. In the case of independent study courses these may vary according to faculty and course needs.

Entry and approval of grades:

Examination papers are prepared by the instructors teaching the specific courses and checked by the program coordinator.

Grade reports of the course (continuous assessment and final examination grade) are submitted to the program coordinator by the instructor. The grade reports are signed both by the instructor and the program coordinator. The final examination papers are saved in the permanent records of the College for five years.

The grade reports are submitted to the Academic Committee for approval. Once they are approved they are entered into the College registration system and announced to students. The final grades that the Academic Committee approves/ratifies are written in the student's transcript of academic record.

3.19 Grading System

Grade	Scale out of 4	Scale out of 100
A	4.00	90 - 100
B+	3.50	85 - 89
B	3.00	80 - 84
C+	2.50	75 - 79
C	2.00	70 - 74
D+	1.50	65 - 69
D	1.00	60 - 64
F	0.00	Below 60

The following are not counted in the GPA and the credit hours are not included in the earned hours:

W	Withdrawal	No credit; student has withdrawn
AW	Administrative Withdrawal	No credit; administratively withdrawn
I	Incomplete	Course not completed
AU	Audit	A course that a regular student attends but for which they do not wish to receive a grade or one which a student is not normally qualified to take

The following are not counted in the GPA, but the credit hours are included in the earned-hours:

P	Pass	Passing a non-credit course, practicum or internship
NP	Not Pass	Not passing a non-credit course, practicum or internship
TR	Transfer Credits	Courses transferred from other colleges or universities
E	Credit by Examination	Courses for which credit was awarded on the basis of examination

3.20 Grade Point Average & Cumulative Point Average

A student's Grade Point Average (GPA) for each semester is determined by the following procedure:

The number of grade points (based on the grade earned in each course) in any one semester, is multiplied by the number of credits that the course carries. The product of such multiplication, for all courses taken in a semester, is added to get the total number of quality points.

The total number of quality points is then divided by the total number of credits the student has attempted in the semester to obtain the GPA. The calculation of the Cumulative Point Average (CPA) follows the same procedure for all semesters except that it is based on all the courses for which the student has registered since the day he/she has enrolled at the College.

EXAMPLE

Course	Grade	Grade Points	(Times)	Credit Hrs Attempted	(Equals)	Quality Points	
TMAT 102	A	4.00	x	3	=	12.00	
TACC 102	B	3.00	x	3	=	9.00	
TENG 220	C+	2.50	x	3	=	7.50	
TTOU 104	D+	1.50	x	3	=	4.50	
THIS 100	F	0.00	x	3	=	0.00	
				Total:		15	33.00
Divide 33 (Quality Point Column) by 15 (Credit Hours Attempted Column) and the GPA is 2.20.							

3.21 Probation

Students after one regular semester (excluding foundation) will be placed on probation if their GPA is below the minimum requirements to graduate. In all cases international students must take the minimum required 15 credits. A student who remains on probation for two consecutive semesters will be ineligible to reregister without the permission of the Academic Director.

3.22 Incomplete Grade (I)

This grade is used only when the student, for some reason beyond his/her control, is unable to finish the work of the course, and there is reasonable expectation that he/she will successfully complete the course requirements. If the grade is not resolved within one month of the completion of the final exams, the Office of the Registrar will record zero marks for the missing course requirement.

3.23 Retake (R)

The grade of R (Retake), is shown next to a student's grade on his/her transcript, and is for a student who fails a course or gets a grade less than C or equivalent and retakes the course. Only the highest grade obtained will be counted for the cumulative point average.

3.24 Make Up Examinations

For all announced examinations/tests missed, the faculty teaching the course may or may not give a make-up exam/test. If one is given, the student must pay a make-up fee. Failure to take an examination/test without permission or official withdrawal will receive zero in that exam/test. If an exam/test is missed and a valid excuse is not accepted by the faculty member zero marks will be recorded in that exam/test.

3.25 Grade Petition

Students wishing to dispute their semester grades have up to two weeks after the results are posted. Students must complete a Grade Petition Form available at the Registrar's Office.

3.26 Change of Grade

Once the grade is recorded in the Office of the Registrar, an instructor may change it only because of previous error. The instructor should submit a change of grade form to the Academic Director for approval. The change of grade form must reach the Office of the Registrar within eight weeks of the following semester.

3.27 Change of Major

A change of major may be approved if the student meets the admission requirements and academic standards of the selected major. Students must present a petition in this regard to the Registrar's Office before the commencement of the Fall or Spring semesters. All change of majors must then be approved by the Ministry of Education and Culture.

3.28 Student Records

All records pertaining to student records are maintained at the Office of the Registrar. Students upon written request have the right to inspect their records.

3.29 Academic Honesty

INC requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating will not be condoned by the College. Students involved in such activities are subject to serious disciplinary action. This may include being failed by the instructor, academic suspension or dismissal from college.

Plagiarism is defined as the use, whether by paraphrase or direct quotation of the published or unpublished work of another without full and clear acknowledgment.

Cheating includes the giving or receiving of unauthorized assistance on quizzes, examinations or written assignments from any source not approved by the instructor.

Examples of cheating include but are not limited to:

- Submitting someone else's work as your own with or without the permission of the individual
- Allowing someone to copy your work
- Having someone else write a paper for you
- Using someone else's work without proper citation
- Submitting collaborative and/or group work as your own
- Stealing an exam from an instructor or her/his office
- Taking a course and/or exam for another student
- Using unauthorized materials during a test or exam

It is a student's responsibility to seek clarification from an instructor if the student has questions about what constitutes cheating. The instructor has full authority to assign an "F" grade for that assignment or course after discussing the matter with the student or taking the case to the disciplinary committee.

3.30 Dismissal

Dismissal or Suspension are penalties invoked by the Disciplinary Committee in cases of serious infractions of rules and regulations, and when circumstances indicate that a student's association with the College should be terminated/suspended in the interest of maintaining the standards of behaviour and conduct normally expected in a college community.

3.31 Usage of college-provided digital resources - Moodle and Ms Teams

The INC enhances accessibility, effectiveness, and engagement through the use of digital tools like Moodle and Microsoft Teams. These tools, in particular, support the growth of future-ready digital skills, promote collaborative learning, and provide instructors and students with a range of flexible options. Therefore, before the semester starts, it is imperative that a faculty member instructing a class make sure every student has their login credentials for Ms Teams and Moodle (username and password). Students can email the online accounts manager at admin@internapa.ac.cy if they are having trouble accessing their accounts.

It is specifically recommended that students log into Moodle as much as possible from the start of the semester to complete tasks like accessing course materials, getting notifications and updates, taking part in interactive learning activities, keeping track of grades and progress, and interacting with peers and instructors etc. Microsoft Teams is considered an essential tool for INC's students as well, offering a comprehensive platform for communication, collaboration, and education. In particular, to engage in both synchronous and asynchronous learning in order to stay organised and effectively complete their academic responsibilities.