



ACADEMIC FRAMEWORK

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1. SCOPE

The Academic Framework sets out the requirements and attributes with which the Design and Delivery of all the College Awards must comply.

Unless clearly indicated otherwise, the Academic Framework applies to all Courses of study which lead to an Award, or to the award of credit, by Freshart College.

An element of the Academic Framework may only be set aside with the specific approval of Academic Strategy Committee. The request for variance should be made with an academic rationale at the detailed planning stage of course development. In the case of any unapproved variation from the Academic Framework, it will be the provision of the Academic Framework that will apply, with the proviso that any student rights conferred under the misapplied Academic Framework will be honoured for all affected students.

The College may publish operational procedural documents supporting the implementation of the Academic Framework. If there is any conflict of interpretation between the Academic Framework and the procedural documents, the Academic Framework will have precedence.

Entry requirements should be set in line with our General Minimum Entrance Requirements and in consultation with the Admissions. Where there is a need for a specific attribute to be demonstrated prior to entry for the award to be recognized, usually for the purpose of professional recognition, that requirement must be set out in a Special Regulation for the Award.

The European Qualifications Framework (EQF) is the European agreed set of expectations that all higher education awards must meet in order to promote a shared and common understanding of the expectations associated with typical qualification across the Higher Education Sector in European Union.

All Awards of the College, whether credit-bearing or not credit-bearing must be assigned to a Level in the EQF and will have course learning outcomes that are set in alignment with the level descriptors.

2. AIMS

The aims of the College's Academic Framework for the Design and Delivery of College Awards are:

- 2.1. to establish the principles and structures that underpin the design of College Courses.
- 2.2. to provide a consistent approach to the design and delivery of Courses.
- 2.3. to minimise structural complexity and, where structural complexity is required, to ensure that it does not impinge on the student experience.
- 2.4. to maximise student opportunity and choice, while ensuring that students can identify with the Course of their choice.
- 2.5. to create and sustain structures that facilitate excellent learning and teaching and support learning communities.
- 2.6. to enable shared units to be managed effectively.
- 2.7. to enable niche subjects to flourish within in broader structures.

3. ACADEMIC DEGREES

The College offers programmes of study using face-to-face mode of delivery, leading to academic awards at the 1st Cycle Diploma of Higher Education and Bachelor's Degree.

A Diploma of Higher Education should normally consist of at least 120 ECTS and a Bachelor's Degree should normally consist of at least 240 ECTS.

4. NON-CREDIT AWARDS

In addition to the aforementioned awards, the College gives amongst others, the following awards:

4.1. Certificate of Attendance

This certificate is awarded to any individual who has attended courses or has participated in any short programme organised and run by the College. The Certificate of Attendance implies no evaluation of the person's performance.

4.2. Certificate of Completion

This certificate is awarded to any student who has attended courses or has participated in any short programme organised and run by the College. The individual subjects and any grades are listed on the certificate.

5. ECTS

ECTS is a learner-centred system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. It aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning as well as student mobility. ECTS is widely used in formal Higher Education and can be applied to other lifelong learning activities.

5.1. ECTS Credits

ECTS credits are based on expected learning outcomes and the workload students need to achieve them.

Learning outcomes describe what a learner is expected to know, understand or be able to do after successful completion of a process of learning. They relate to level descriptors in national, sectoral and European qualifications frameworks.

Workload indicates the time an average student needs to complete all learning activities (such as lectures, seminars, projects, practical work, exams, self-study, etc.) required to achieve the expected learning outcomes.

60 ECTS credits are attached to the learning outcomes and the associated workload of a full-time year of formal learning (academic year).

One ECTS corresponds to 25 to 30 hours of work. 30 ECTS per semester thus correspond to 750-900 hours of work.

5.2. Use of ECTS Credits

Credits are allocated to entire qualifications or study programmes as well as to their educational components (such as course units, dissertation work, work placements, laboratory work, etc.). The

number of credits ascribed to each component is based on its weight in terms of the workload students need to achieve the learning outcomes in a formal context.

Credits are awarded to individual students (full time or part time) after completion of the learning activities required by a formal programme of study or by a single unit and the successful assessment of the expected learning outcomes. If students have already obtained the expected learning outcomes in other learning contexts (formal, non- formal or informal), the associated credits can be awarded after successful assessment, validation or recognition of these learning outcomes.

Credits awarded in one programme may be transferred into another programme. Such a programme can be offered by the same or another institution. This transfer can only take place the credits acquired elsewhere are recognised. Partner institutions should agree in advance on the recognition of periods of study abroad. Credit transfer and accumulation are facilitated by the use of the ECTS Key Documents (Course Catalogue, Student Application Form, Learning Agreement and Transcript of Records) as well as the Diploma Supplement.

5.3. Transfer Credits

Transfer credits are credits earned at other accredited programmes/Higher Education Institutions which are transferable to the College. All transferred courses/credits are evaluated individually, based on the College standards and the student's grades.

Transfer credits may correspond to specific College courses or may apply as credits in specific categories. In all cases, they appear on the student's transcript with the suffix "TR" but no grades are counted in the student's CPA.

Regardless of the credits transferred, students have to complete a one half of the number of the Bachelor's Degree ECTS (120 ECTS for a 240 -ECTS Bachelor Degree).

5.4. Evaluation Process for Credits Transferred from other Accredited Programmes/Higher Education Institutions

Credits earned at other accredited programmes/Higher Education Institutions (conventional, Distance Learning and Open Universities) are transferable to the College. A transcript is required. Course descriptions, syllabi and textbooks used may be required to determine the subject covered. Courses are normally evaluated individually. In some cases, validation may be required in the form of oral or written examination, transfer credits may be provisional, and students may be placed on probation. The Registrar carries out this evaluation in consultation with Department Heads.

A currently enrolled student may petition to enrol in a course or courses at another accredited Higher Education Institution and have the credits transferred to the College. The petition must be submitted prior to enrolment.

The College may sign articulation agreements for the mutual transfer of credits with other accredited Higher Education Institutions.

5.5. Credit by Exchange (Erasmus+)

The College awards credits to students who study abroad or do a practicum under the ERASMUS+ programme. The study period is an integral part of the student's programme of study and full academic recognition is given as decided in the Learning Agreement.

5.6. Credit for Prior Learning

Pending approval by the Cyprus Agency for Quality Assurance and Accreditation for Higher Education, it could be possible to earn credit from life or work experience, business or industrial training programmes and other achievements. A portfolio must be submitted documenting the learning done outside of formal college courses. Credits could be given for the learning or achievements that have come from experience, not the experience itself. Students must demonstrate a balance between theory and practice.

6. STUDENT CLASSIFICATION

Students are classified in one of the following categories for the Bachelor degree:

- First year 0-59 ECTS
- Second year 60-119 ECTS
- Third year 120-179 ECTS
- Fourth year 180 ECTS and above

7. STUDENT STATUS

Students are classified further according to the number of semester hours/ECTS in which they are enrolled per semester.

A student is considered full-time if enrolled for 30 ECTS during a semester or 15 ECTS during the summer session. Enrolment for fewer ECTS is considered part-time. For migration purposes the full-time status can be defined on the number of teaching hours and not on the number of ECTS and depends also on the level (Cycle) of the programme of study.

8. SEMESTER LOAD

The normal semester load for a full-time student is 30 ECTS. A Student may be allowed to register for more than 30 ECTS in exceptional cases (e.g. repeating a course, requiring a few extra ECTS during the last semester in order to graduate).

9. ACADEMIC RECORD

9.1. Grading System

Academic progress is evaluated on the 4.0 scale from A to F as follows:

The College will use the following symbols for grading and status.

Letter Grade	Number Grade	Quality Points	
A	95 -100	4.0	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures.
A-	90 - 94	3.7	
B+	85 - 89	3.5	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding.
B	80 - 84	3.0	
B-	75 - 79	2.7	
C+	70 - 74	2.5	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding.
C	65 - 69	2.0	
C-	60 - 64	1.7	
D+	55 - 59	1.5	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure.
D	50 - 54	1.0	
F	01 - 49	0.0	Poor attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions. Largely (but not completely) irrelevant material presented.
P (Pass)		0.0	The grade of "P" (Pass) (awarded for practical courses that are not examined by a written final exam and for practicum work) is not used in computing a student's grade point average (GPA or CPA), but the credits earned are included in the earned hours.
DE (Deferred)		0.0	A grade may be deferred (DE) when the faculty member concerned has certain doubts regarding the student's work or if the work to be completed will be submitted after a period of one month.
I (Incomplete)		0.0	Incomplete work (grade "I") must be made up in one month after the end of the semester or else the faculty member will record zero marks in that particular exam or area of work.

- When students retake the final exam of a course for which they received an "F", the grade achieved during the Second Examination will bear an "SE" next to the course title.
- A "W" is given for a course from which the student withdrew (WS) or was administratively withdrawn (WA).

9.2. Grade Point Average (GPA) and Cumulative Grade Point Average (CPA)

To calculate the GPA, the number of credits for each course attempted in the semester is multiplied by the quality points of the corresponding grade. The Grand total number of quality points is divided by the total number of credits attempted to obtain the GPA for the semester.

Example of student enrolled in 30 ECTS:

COURSE CODE	GRADE	ECTS*	QP	TOTAL
BA/FA101	B	6	x3	18
BA/FA102	A	6	x4	24
BA/FA103	A-	6	x3.7	22.2
BA/FA104	C+	6	x2.5	15
BA/FA105	F	6	x0	0
TOTAL		30		79.20
				GPA = 79.20 ÷ 30 = 2.64 (Fair)

*European Credit Transfer System

The Cumulative Point Average CPA is calculated in a similar way to the GPA, by dividing the grand total number of quality points earned through the whole period of study by the total number of credits attempted throughout the same period.

The complete record of a student's progress is issued at the Registrar's Office in the form of a transcript.

GPA or CPA Grades correspond to the following descriptions:

- 3.70 - 4.00 = Excellent
- 3.50 - 3.69 = Very Good
- 3.00 - 3.49 = Good
- 2.50 - 2.99 = Fair
- 2.00 - 2.49 = Average
- 1.00 - 1.99 = Pass
- 0.01 - 0.99 = Unsatisfactory
- 0.00 = Fail

9.3. Student Record

The entire record of a student's academic progress showing all courses taken, all grades received, all transfer work accepted and in general all credits awarded is available at the Registrar's Office.

10. PASS or FAIL COURSES

Students may select to have some of the General Education courses taken on a Pass

(P) or Fail (F) basis. In this case, the only grades shown are "P" or "F". The grade of "P" is not computed in the student's GPA or CPA but the grade of "F" is.

No major or required courses can be taken on a Pass or Fail basis. Students may indicate their choice of Pass or Fail before the end of the current semester by completing a student petition form and getting the required approval. Once made, the decision for Pass or Fail is irrevocable.

11. INTELLECTUAL INTEGRITY

Intellectual integrity is one of the ideals for which the College stands. Students are expected to adhere to high standards of intellectual integrity and honesty.

Cheating and plagiarism are contrary to the ideals of the College. Cheating is defined as dishonesty of any kind in connection with assignments and examinations. It applies to both giving and receiving unauthorized help. Plagiarism is defined as presenting the work of someone else as one's own. Cheating and plagiarism will be treated as a disciplinary offence in addition to failure in that particular assignment or examination. For further details refer to Assessment Malpractice and Plagiarism Policy.

12. REGISTRATION PROCEDURE

12.1. Academic Advising

Academic advising plays an important part in a student's registration and academic performance at the College.

Each student receives planning and academic advice from the Academic Advisor, Head of Department and the Programme Director/Coordinator. The Academic Advisor assists students in registration and counsels them with regards to the student's schedule and degree requirements. The Head of Department, Programme Coordinator is the senior member in each programme and can counsel students in their area of specialisation.

12.2. Registration

Registration is a standard procedure every semester.

All students must be properly registered for their courses at the designated registration period. Late registration is permitted under exceptional conditions but students registering late cannot be assured of space in the courses they are interested in taking. It is also possible that some courses may be cancelled as a result of low enrolment even prior to the end of late registration.

When a student registers, a personal timetable is issued with information on the times of classes and the rooms in which they are to be held. Students are not permitted to register for courses, which are taught at the same time. Timetable changes are likely to occur during the first two weeks of classes. Such changes are published on the College website.

Students may not be able to register if they have been expelled, dismissed or suspended from the College or if their names are on the stop list. Students will be on this list if they owe money to the College or books to the library or for any other reason. Such students will have to obtain a clearance to be allowed to register.

Students should attend classes for the courses and sections they are registered for. Attending a course on a different section is not permitted and does not give the student any right to register. The College reserves the right to demand payment by legal means from any student who has been attending classes without being registered.

In no case will a student be registered or have grades recorded for a course she/he has been attending without having duly registered in the proper way and at the proper time.

13. ATTENDANCE AND WITHDRAWAL POLICIES

13.1. Attendance Policy

The College believes that faculty members make a significant contribution to the development of students and, as a result, a student who is not consistent in class attendance is missing a major part of the educational experience.

Students are therefore expected to maintain regular class attendance. Being late to class may be recorded as absence. Absence is also recorded for practical sessions as well as for other required work such as trips.

In general, absences without a valid or timely excuse will result in either failure or administrative withdrawal and a grade of "F" or "W" respectively will be given.

Unusual absences, e.g. for medical reasons, may be excused if the student informs the College before or during the period of absence, and submits relevant documentation.

13.2. Withdrawal from a Course

A student may elect on his/her own to withdraw from a course by properly completing a Student Withdrawal Form, available from the Department of Academic Affairs, which must be submitted by the last day of classes the latest.

A student may also be administratively withdrawn from a course because of excessive absences. In case of individual merit or extenuating circumstances, students who have been administratively withdrawn because of excessive absences may appeal for permission to be reinstated.

13.3. Withdrawal from the College

Withdrawal from the College requires a written notification (filling in a "withdrawal form" through the college portal by the student, in consultation with the Academic Advisor and clearance from the Finance Department. Students cannot withdraw from the College by merely not showing up to class. If the withdrawal from the College is for a justifiable reason, a partial refund may be possible.

14. EXAMINATIONS POLICY

The primary purpose of examinations is to check the student's progress. All major examinations are announced in advance. All final examination work is retained by the College for three years.

Final grades are posted on the College portal. Grades can be changed only in case of justifiable error.

14.1. Grade Petitions

Students wishing to dispute their semester grades have up to one month after the announcement of grades to demand a re-evaluation or second marking of their work by completing a Grade Petition Form.

14.2. Improving a Course Grade

A student may improve his/her grade in a course by repeating the course.

14.3. Examinations Regulations

During paper examinations, students are NOT allowed to:

- talk to other students or allow others to talk to them.
- look at the papers of other students or allow other students to look at their paper.
- bring with them anything other than pens, pencils and eraser (or a calculator if it is required).
- enter the room after half-an-hour or leave the room before half an hour elapses.
- leave the room for any reason and return without permission.
- remove from the room any questions, answer sheets or papers unless permission is given.
- exchange calculators, dictionaries, watches etc. with other students.
- copy or keep multiple-choice questions and answer sheets
- smoke, drink, eat or make noise
- use mobile/smartphones, smartwatches, tablets or other smart devices.

For term papers and other individual or group work, students should avoid plagiarism by using footnotes and quotations to give credit to all sources of information. They should also keep all working notes as proof of their work.

14.4. Second Examination

Students that have failed courses over the Fall or Spring semester of the most recent academic year are eligible to apply for a 2nd Examination. With this option, students have to take a comprehensive final examination.

Nearly all courses can be re-examined through the 2nd Examination, and exceptions will be decided by Departments.

15. STUDENT RECORDS

According to College policy non-registered inactive students' files are kept for two years, after which, only the College transcripts/degrees are available.

15.1. Confidentiality of Student Records

Students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution, unless the student waives this right. The College complies with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regards to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation or GDPR).

It also insures that records cannot be released in other than emergency situations, without the written consent of the student, except in the following situations:

- To appropriate college officials and faculty, under the supervision of the Registrar Officer;
- To potential employers or colleges and universities, which the student intends to transfer, upon condition that the student is notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- Student Records: To authorised representatives of the legitimate government agencies in Cyprus;
- To a student's financial sponsor;