

A guide to

**education**

in Cyprus



MINISTRY OF EDUCATION AND CULTURE  
CYPRUS PEDAGOGICAL INSTITUTE



## CONTRIBUTORS

### **Members of the committee for the publication of the Guide to Education in Cyprus:**

Andreas Shinis, Inspector General of Secondary Education

Gabriel Karallis, Head of the Documentation Department of the Pedagogical Institute (coordinator)

Marios Kyriakides, Inspector of Primary Education

Panayiota Shiakalli, Inspectress of Secondary Technical and Vocational Education

Michalis Nicolaou, Senior Officer of Education

Erni Sismani, Educational Psychologist A'

Maria Aristidou, Officer of Counselling and Vocational Education Service

### **General Supervision**

Gabriel Karallis, Head of the Documentation Department of the Pedagogical Institute

### **Coordination**

Christos Parpounas - Coordinator of the Curriculum Development Unit

### **Linguistic editing**

Elena Paraskeva, English Teacher

### **Design and electronic page-setting**

Theodoros Kakoullis, Officer of the Curriculum Development Unit

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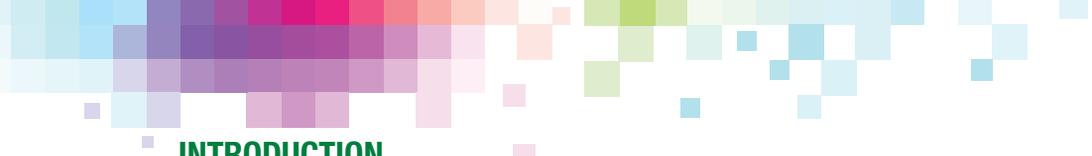
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## INTRODUCTION

This welcoming Guide for foreign language speaking students is an integral part of the implementation framework of the educational policy of Cyprus for the smooth integration of students with different cultures and languages into the educational system and the broader society of Cyprus.

The Ministry of Education and Culture, through a series of measures, aims at the creation of a democratically organised school system which will highlight the otherness and the multicultural nature of our society as an element for composition, celebration and creative production as well as an opportunity for mutual understanding and mutual respect. To this effect, it adopts the main purpose of inter-cultural education which is for all students to enrich their knowledge of life and other people's experiences and values, to explore global values and to reject stereotypes and prejudices.

Moreover, it is hoped that these principles will create the conditions for a peaceful co-existence and prosperity not only in Cyprus but also in multicultural Europe and in the whole world in general.

A more specific purpose of this publication is the provision of information to foreign-speaking children and their families about their right to education which the Republic of Cyprus guarantees to everyone. Furthermore, in this publication, special information is provided about the students' rights and obligations in the schools of Cyprus, the educational system and the prospects and choices for school attendance at all three levels of education: Preprimary-Primary, Secondary and Upper-Higher.

It is my firm belief that this welcoming Guide will indeed contribute the smooth integration of all those children into the school units as well as the integration of both themselves and their families into Cyprus society.

This conviction is based on the fact that, apart from the required information the Guide provides, it represents practical proof that the Ministry of Education and Culture adopts the principle of the provision





for all students, with no exception, of equal opportunities for access, participation and success in primary school as a precondition for equal participation in the social process.

Due to the reasons mentioned above, I would like to express my gratitude for the publication of the Guide translated into the mother tongue of our Primary and Secondary students and their families.

**Andreas Demetriou**

Minister of Education and Culture



# FUNDAMENTAL RIGHTS OF STUDENTS



# FUNDAMENTAL RIGHTS OF STUDENTS

## Right for education in schools of Cyprus

The right for education which is ensured by Article 20 of the Constitution of Cyprus, **«is not limited to the citizens of the Republic, but it also covers foreigners...** failure to produce an Aliens card from the Immigration Department which indicates the expiry date of the permission for parents' stay in the Republic or the duration of the permission or the arrangement of stay of parents in the Republic, cannot legally be connected with the matter of whether registration of alien students in public primary schools will be allowed or not... «.

Based on the above and also according to the provision of the Compulsory Education Law of 1993, **parents are obliged to register their children at a school within their educational region, independently of whether they reside in our island illegally or not.** Simultaneously, in accordance with the Opinion of the Attorney General, **«students, Turkish Cypriots and foreigners, are subject to the laws and regulations of schools of the Republic of Cyprus».**

Consequently, irrespective of whether it relates to Greek Cypriots, Turkish Cypriots or children of foreigners, the laws and regulations of schools should be observed.

Consequently, the right for education is guaranteed by the Constitution of the Republic of Cyprus and therefore **all students can register in public schools, depending on their place of stay.**



## Freedom of thought, conscience and religion

The school respects the right for **freedom of thought, conscience and religion**. Parents or legal guardians have the right to guide their children with regard to the above, in a manner that would correspond to the development of their capabilities.

The freedom of expression of religion or beliefs of students is subject only to the restrictions that are specified by the law and which are necessary as far as public safety, public order, public health and public morals or the freedoms and fundamental rights of others are concerned.

## Other rights

The school, in collaboration with the relevant authorities, undertakes the responsibility to progressively create conditions for students that ensure the following:

- Environment and quality educational services which promote the development of free, healthy and complete personalities.
- Hygiene and safety of places and installations adapted to the needs of all students, including students with special needs.
- Provision of services and programs which promote health as well as psychological assistance and support.
- Provision of preventive and therapeutic programs for dealing with school failure, functional illiteracy and learning difficulties.
- Promotion of mutual respect.
- Encouragement of regular study and reduction of school absences.
- Application of school discipline in a manner compatible with the dignity of a student as a human being and in accordance with the provisions contained in the Convention of the Rights of a Child (Ratifying) Laws of 1999 and 2000.

Students have the right but also the obligation to participate in all school events (including excursions and common Mass attendances), unless an announcement or a decision of the Principal specifies otherwise.





Students have the right to vote and to be candidates for School Councils.

### **Submission of complaints**

Based on the Regulations of Operation of Schools, each student has the right, either individually or with other students, to submit demands or complaints to the educational authorities. Written demands or complaints that relate to a teacher should always be submitted via the Principal who, after informing the teacher and hearing his own opinion, will submit it to the relevant authority together with his observations.



**OBJECTIVES OF  
CROSS-CULTURAL  
TRAINING AND  
EDUCATION -  
SPECIAL PROVISIONS  
FOR FOREIGN  
STUDENTS**



# OBJECTIVES OF INTER-CULTURAL TRAINING AND EDUCATION - SPECIAL PROVISIONS FOR FOREIGN STUDENTS

The aim of the Ministry of Education and Culture, regarding Inter-cultural Training and Education is the smooth integration of all Turkish Cypriots and alien students into the Cypriot Educational System, without any kind of segregation in demographic groups.

Inter-cultural Training and Education seeks the following:

- Provision of advanced and differentiated programs for learning the Greek language for the children of repatriates and foreigners, in order to enhance more effective communication and smoother integration into the local society.
- Protection of freedom and rights of all groups of Cypriot society against any racist discriminations and tendencies of social exclusion.
- Qualitative upgrading of education provided to foreign children.



## Intensive Greek Language learning courses

### Primary Education

Within the framework of Strategic Planning for Education, the Board of Primary Education implements the following actions:

- Development of inter-cultural activities and programs within the frame of school activities.
- Students' directional activities regarding the new school and social environment.
- Organisation of informative meetings with families.
- Provision of interpreters to parents in order to develop better communication and improved relations with the school.
- Organising of special classes for learning the Greek language for students from 'third countries' (morning hours).
- Organising of special classes for learning the Greek language for students from 'third countries' (afternoon hours at the Training Centres).
- Organising of classes for learning the Greek language as a second language for working immigrants, women, etc.

Within these frames foreign students who study at Primary Education are provided with **additional time for learning the Greek language** in the morning. At the same time, special classes for learning the Greek language for students from "third countries" and for applicants of political asylum are available in the afternoon at the Training Centres.

### Secondary General and Secondary Technical Education

Based on the decision taken for the abolishment of the listening tradition, a model of incorporating foreign students within regular classes has been adopted, depending on their academic/knowledge level and with equal rights and obligations with the other students.

During the school season 2008-2009, a **pilot program** of intensive learning of the language for foreign students is launched at 16 (sixteen) schools nationwide (Gymnasiums – Lyceums – Technical School)



■ which comprise of a large number of foreign students, so that it can be adequately evaluated with the prospect of its subsequent extension and wide application.

In order to facilitate the launching of the intensive learning course of the Greek language, the Analytical Teaching Program for foreign students with little or no knowledge of the Greek language is modified to provide them with the required linguistic knowledge at **two different levels**, beginners and non-beginners. These students **are released from certain courses**, the attendance of which is considered particularly problematic or not so essential, like Ancient Greek, Religious Studies and History. **Teaching hours of the intensive learning course of Greek** counterbalance with the number of allocated teaching hours of the lessons from where students are released, in other words Ancient Greek, Religious Studies and History. The teaching periods of these courses by grade are shown below:



## A. Gymnasiums and Lyceums – Courses and teaching periods

Class	Course	Teaching Periods
Gymnasium Grade 1	Ancient Greek	3
	Religious Studies	2
	History	3
	<b>Total hours</b>	<b>8</b>
Gymnasium Grade 2	Ancient Greek	3,5
	Religious Studies	2
	History	2
	<b>Total hours</b>	<b>7,5</b>
Gymnasium Grade 3	Ancient Greek	3,5
	Religious Studies	2
	History	2
	<b>Total hours</b>	<b>7,5</b>
Class	Course	Teaching Periods
Lyceum Form A	Ancient Greek	3
	Religious Studies	2
	History	3
	<b>Total hours</b>	<b>8</b>
Lyceum Form B	Ancient Greek	1
	Religious Studies	1,5
	History	1,5
	<b>Total hours</b>	<b>4</b>
Lyceum Form C	Ancient Greek	-
	Religious Studies	2
	History	2
	<b>Total hours</b>	<b>4</b>

Since there are no lessons of Ancient Greek at Technical Schools, while History is taught only once a week, foreign students are also released from the course of Modern Greek, so that in total intensive courses are taught for at least 6 teaching periods per week.

## B. Technical Schools – Courses and teaching periods

Class	Course	Teaching Periods
A', B', C'	Religious Studies	1
	History & Civics	1
A', B'	Modern Greek	4
C'	Modern Greek	5
<b>A', B'</b>	<b>Total hours</b>	<b>6</b>
<b>C'</b>	<b>Total hours</b>	<b>7</b>

### C. Evening classes

Foreign students who attend evening classes, have an opportunity to attend the intensive Greek language courses at SEI (State Educational Institutes), in the afternoon, before the beginning of their evening classes. The most suitable time for the intensive courses is considered the period between 3:00p.m and 5:00p.m for four afternoons, according to the working hours of SEI (Monday, Tuesday, Thursday and Friday).

During the current school season, the Larnaca Evening Gymnasium operates on a pilot basis, the same program of intensive learning of Greek that is launched at the 16 schools of morning study.

### Division into levels

For the division of students in two levels - beginners and non-beginners – students take Greek learning tests in the beginning of September in order to ascertain their level of knowledge of Greek. For the beginners the duration of intensive courses is two (2) school years, while for non- beginners one (1) year. The need for a second year of intensive learning is ascertained by the results in the end of the first school year.

### Composition of groups

The groups for intensive Greek language learning are composed in such a way that students from the same class coexist as much as possible, to achieve homogeneity and improved flexibility in the arrangement of the course timetable. If this is not practically applicable, Grade 1 and 2 of Gymnasium and Forms B and C of Lyceum are combined and have an equal number of teaching periods with the number of teaching hours of

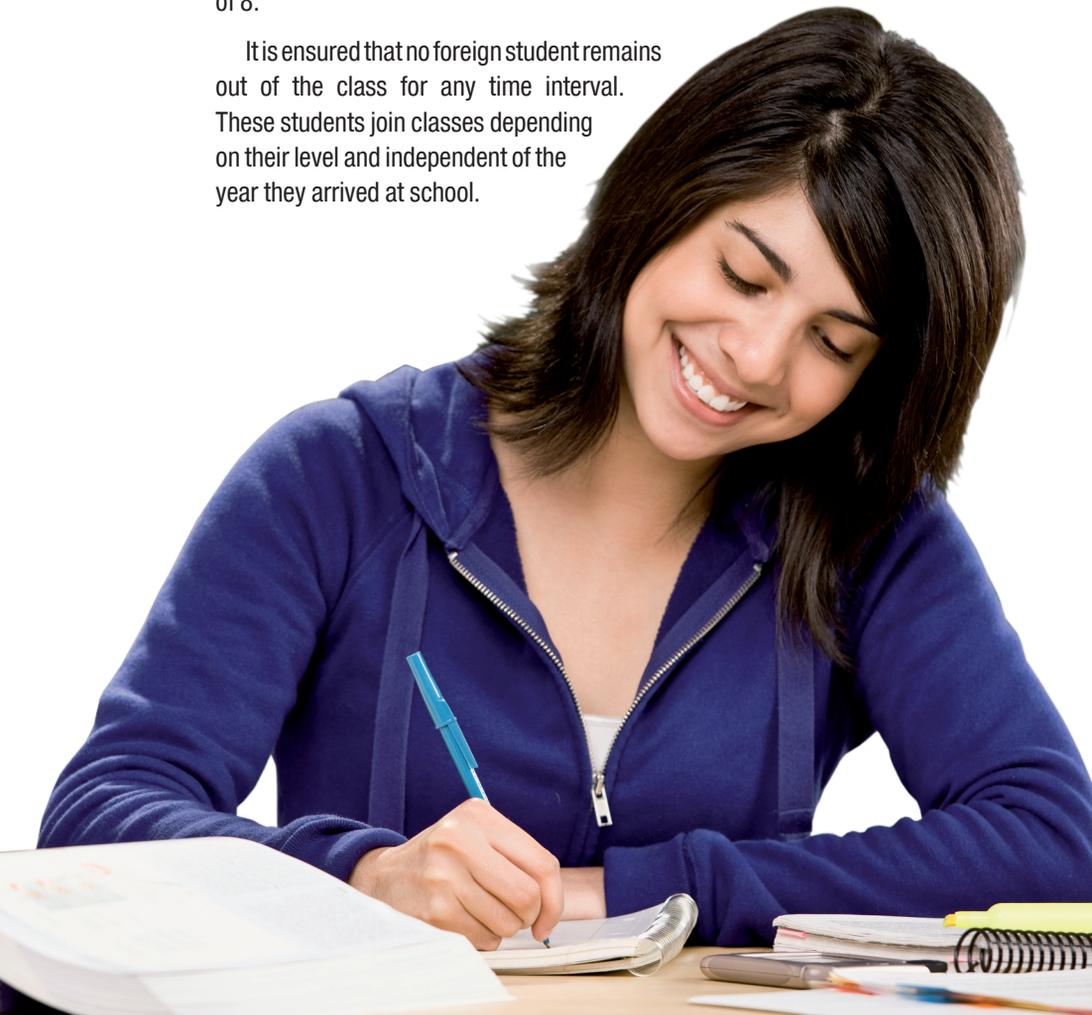




the lessons from which students are released in order to attend Greek. Students of Grade 1 of Gymnasium and Form A of Lyceum constitute autonomous groups of intensive learning of Greek

In cases where it is deemed necessary to combine students from all classes, students from Grade 1 of Gymnasium and Form A of Lyceum attend the intensive courses at an equal number of teaching periods with the students of Grades 2 and 3 of Gymnasium and Forms B and C of Lyceum respectively. Thus, students of Grade 1 of Gymnasium attend 7.5 periods per week together with students of Grade 1 and/or 2 of Gymnasium, instead of 8. Students of Form A of Lyceum attend 4 periods together with students of Form B and/or C of Lyceum, instead of 8.

It is ensured that no foreign student remains out of the class for any time interval. These students join classes depending on their level and independent of the year they arrived at school.



## Level of knowledge and age of foreign students

Due to obvious reasons - immigration, adaptation to the new social environment, difference in level and analytical programs, different courses between classes, late arrival and loss of learning time – foreign students face serious problems of integration and adaptation to the new school environment, it is considered as a wise tactic to place them, on their own consent, in at least one class below the one that their age and level of knowledge allow. In this way it is expected that a lot of their knowledge gaps will be covered with relative comfort and they will be given an opportunity to be taught the Greek language, so that the following school year they will integrate smoothly and will keep pace harmoniously with other children of their class.

In cases when serious linguistic gaps are observed or foreign students are very old (over 20 years old) they are encouraged to study at Evening Gymnasia, where conditions are more favourable for them and where they will also be given an opportunity for intensive Greek language learning in the afternoon at the SEI.

Particular attention is needed, when a newcomer foreign student intends to study in the C Form of Lyceum, selecting optional stream subjects for which the course selection system requires the prior selection of these subjects in the B Form of Lyceum. Because of the restrictions of the course selection system, students who fall within this category are placed in the B Form or are encouraged to study at the Evening Gymnasia.

By relating the age of foreign students with their Lyceum form placement, depending on the level of knowledge of newcomers, students of the age between 16 to 18 years old are admitted in the A Form of Lyceum, 17 to 19 years old are admitted in the B Form while in the C Form of Lyceum students up to the age of 21 years old are admitted, but only in exceptional cases, after the approval of the Superintendent Authority.

The model of intensive Greek Language learning on a **morning basis** is implemented by the following schools:



<b>NICOSIA DISTRICT</b>		
<b>Schools</b>	<b>Number of students (with a need of learning Greek)</b>	<b>Groups</b>
Pancyprian Gymnasium	30	4
Kykkos A ´ Lyceum	23	3
Pallouriotissa Gymnasium	16	2
Kokkinotrimithia Gymnasium	13	2
<b>Total</b>		<b>11</b>
<b>LIMASSOL DISTRICT</b>		
<b>Schools</b>	<b>Number of students (with a need of learning Greek)</b>	<b>Groups</b>
Lanitio Lyceum A ´	10	2
Theklio Gymnasium	20	3
Linopetra Gymnasium	17	2
<b>Total</b>		<b>7</b>



<b>LARNACA DISTRICT</b>		
<b>Schools</b>	<b>Number of students (with a need of learning Greek)</b>	<b>Groups</b>
Arch. Makarios 3rd Lyceum	14	2
Dianellio Gymnasium	34	4
Livadia Gymnasium	9	2
<b>Total</b>		<b>8</b>
<b>FAMAGUSTA DISTRICT</b>		
<b>Schools</b>	<b>Number of students (with a need of learning Greek)</b>	<b>Groups</b>
Paralimni Gymnasium	32	4
<b>Total</b>		<b>4</b>
<b>PAPHOS DISTRICT</b>		
<b>Schools</b>	<b>Number of students (with a need of learning Greek)</b>	<b>Groups</b>
Ethnarchi Makariou Lyceum A	40	5
Agios Theodoros Gymnasium Paphos	52	6
Emba Gymnasium	35	4
Nikolaidio Gymnasium	40	5
Paphos Technical School	25	3
<b>Σύνολο</b>		<b>23</b>



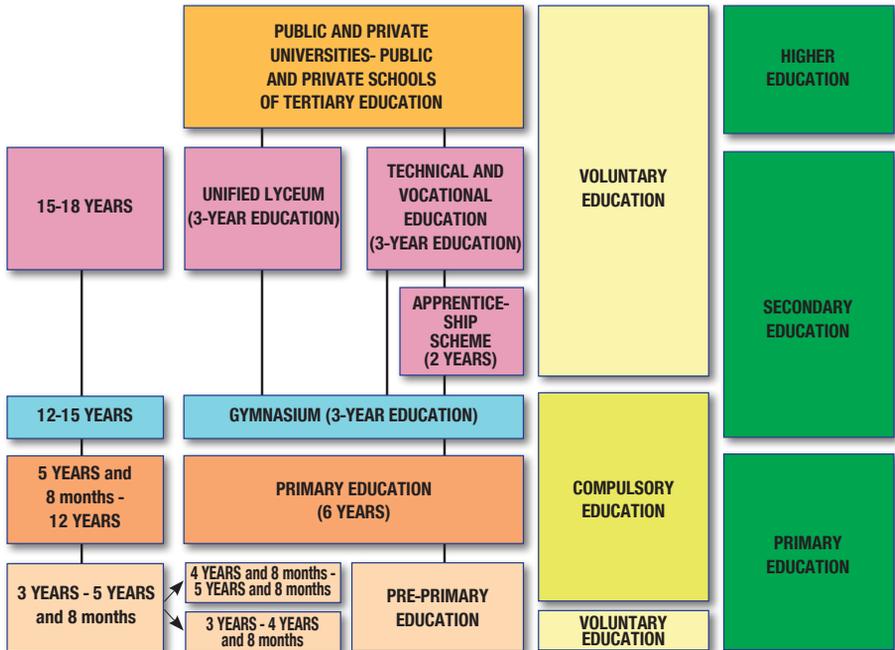


# THE EDUCATIONAL SYSTEM OF CYPRUS



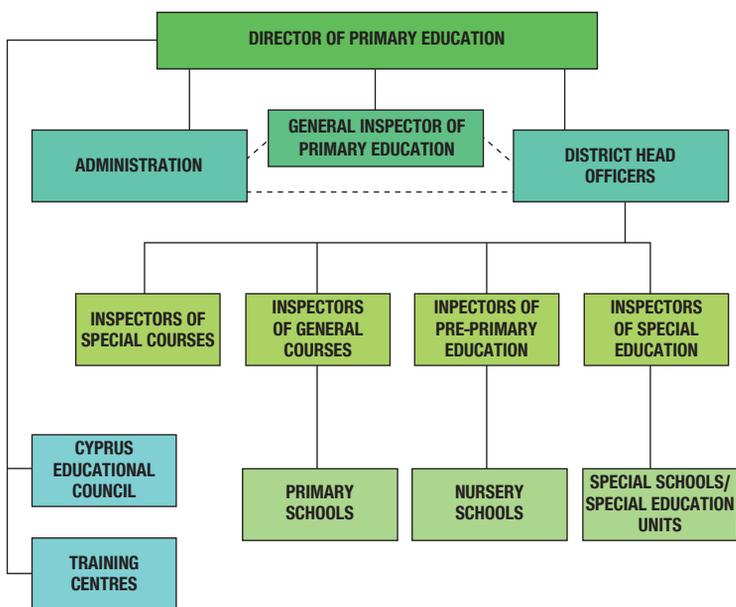


# THE EDUCATIONAL SYSTEM OF CYPRUS



# PRE-PRIMARY AND PRIMARY EDUCATION

Primary Education constitutes the first level of education and its fundamental aim is to organise, ensure and offer to all children - independent of age, sex, country of origin, family situation, social background and intellectual capabilities – such opportunities, so that they develop in a balanced way in the knowledge, sentimental and psychokinetic spheres.



## Nursery schools

The M.O.E.C (Ministry of Education and Culture) of Cyprus is responsible for the education of children of the age of **three years and over**, who study in public, community and private nursery schools. Pre-Primary Education is responsible for complementing the task of a family, for the support, with every means, of the most complete possible development of a child, for satisfaction of the basic needs of his personality and his exposure to supporting and constructive experiences, with the aim of realising his skills and capabilities and of developing a positive self-image.

The educational program of a nursery school aims towards a way of life that would retain, as much as possible, as many elements of the natural way of a family life, with emphasis on a free and creative activity of a child, through individual approaches that focus on children, in an environment that reinforces cooperative learning, experimentation and team work. An emphasis is given on the attribution of personal interest towards each child separately, depending on his peculiarities, skills and needs, on love, support, trust, acceptance, safety and respect of individual diversity, peculiarity and variation.

### Types of nursery schools

Public, community and private nursery schools exist in Cyprus. With the introduction from September 2004 onwards, of free of charge compulsory pre-primary education one year before admission of a child in a Primary school, all operating expenses of public nursery schools are undertaken by the Ministry of Education and Culture.

Community nursery schools operate in most cases jointly with



public nursery schools sharing common address and common Parents' Association and serving, mainly, children of the age of 3 - 4 8/12 years old. Parents of children who study there pay tuition fees. There are community nursery schools which operate on a morning as well as on an afternoon basis or on an extended education basis up to 2:45 p.m.

### **Age of registration of a child in a nursery school**

All children, independent of their country of origin or nationality, who reside permanently or temporarily in Cyprus, have the right for registration in a public nursery school. Children can register in a public nursery school, if by September 1 of the year they will study they have reached the age of **4 8/12 years old**.

If available places exist in public nursery schools, these are offered to children who have reached the age of three years by September 1 each new school year (children who were born on September 1 and reached the age of 3, are eligible to submit an application).



## **Time of registration or submission of an application to Public and Community Nursery schools**

Registration of children of the age of 4 8/12 of - 5 8/12 years in a public nursery school, as well as applications for registration in a public or community nursery school by children of the age of 3 - 4 8/12 years, usually takes place the second week of January, according to a circular of the Ministry of Education and Culture.

Each child, who was born in Cyprus and appears for registration for the first time, should submit a birth certificate issued in accordance with the Law. Each child who was born abroad should submit a certificate or other document (e.g. passport) that has been issued by a competent authority and verifies his date of birth and satisfies the Ministry of Education and Culture. Photocopies of the above documents are accepted, only if they have been certified by a competent officer (translation of these documents, where necessary, in Greek or English, is recommended). Birth certificates are checked by the relevant inspector and are kept by the school Principal. They are returned to children at their graduation from the nursery school.

## **Criteria and child selection process for education in public and community nursery school**

If there are available places in the public nursery schools, then the Selection Committee chooses between children of the age of 3 - 4 8/12 years, in accordance with criteria that has been approved by the Council of Ministers. The same process is followed for the selection of children who will join Community nursery schools where sufficient number of places does not exist. The selection criteria, as it has been approved by the Council of Ministers (No. 59.824/14.4.2004) and which is applied in order of priority, is the following:

- Children who were studying at the nursery school during the previous school year.
- Children under the protection/monitoring of the Prosperity Office or orphans.
- Children with a brother or sister of the age of 4 8/12 - 5 8/12 years old who is studying at the nursery school.
- Children of political refugees.



- Children of families with many children.
- Other cases (gipsy, foreign speakers, etc).
- Chronological order.

### **Tuition fees**

Since September 2004, Pre-primary Education, one year before Primary school has been compulsory and free of charge. Children of 3 - 4 8/12 years old who study at public nursery schools pay tuition fees, the level of which is determined by the Minister of Education and Culture in collaboration with the Ministry of Finance. In case of children studying at community nursery schools, parents pay tuition fees the level of which is determined by the Parents' Association according to the financial obligations and peculiarities of the school. The determination of tuition fees does not aim, however, in any case at profit making. The tuition fees of Turkish Cypriot students who study at private schools of pre-primary education in the unoccupied areas of the Republic of Cyprus are fully subsidized (tuition fees and registration expenses) by the State.

### **Timetable and school holidays in nursery schools**

The timetable in public nursery schools is 7:45 a.m. – 1:05 p.m. Community nursery schools extend, depending on the case, their timetable up to 2:45 p.m. for the convenience of working parents. School holidays in public nursery schools are similar to those of primary schools. Whilst adherence to school holidays in community and private nursery schools is not compulsory, adherence to public holidays by those schools is indeed compulsory.

## **Primary Schools**

Primary education is compulsory for all children who reach the age of 5 years and 8 months on September 1 of the year that their study will begin.

The corner stone of the aims of Primary Education was and continues to be the balanced development of children's personality, with the creation of favourable conditions for the conquest of knowledge, the development of equitable attitudes and the cultivation of skills,



rendering them capable of undertaking future responsibilities and action in the continuously changing world.

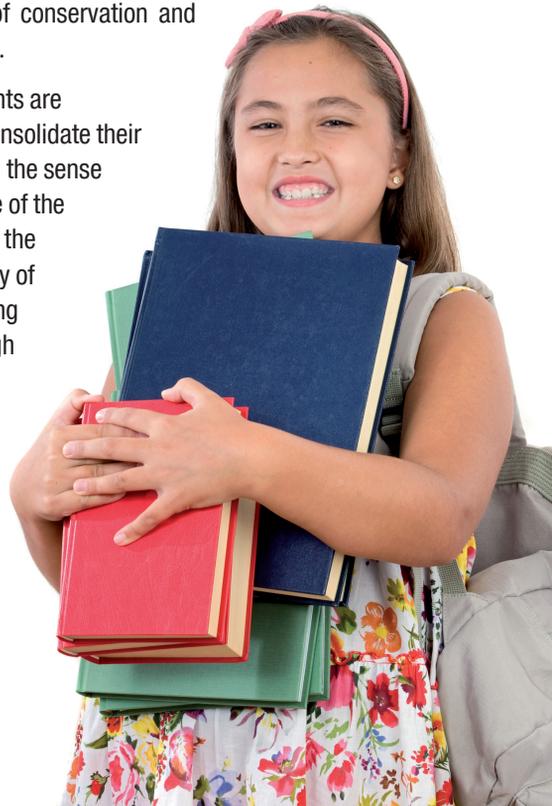
The main objective of Primary Education is to organise, ensure and offer to all the children, independent of age, sex, intellectual capabilities, family and social background, such teaching opportunities, so that they:

Develop in a balanced way at the knowledge, emotional and psychokinetic level, taking advantage to the greatest degree possible, the means offered by modern technology.

Deal successfully with the various problems that they may possibly face as well as any difficulties of adapting to their school and broader environment.

Gain positive attitudes towards education develop social apprehension, competitiveness, devotion to human values, respect of cultural heritage and human rights, appreciation of beauty and appetite for creativity and love for life and nature, so that they become sensitive over issues of conservation and improvement of the environment.

As far as Greek Cypriot students are concerned, to socialize and to consolidate their national and cultural identity and the sense of «belonging», both for the State of the Republic of Cyprus as well as for the linguistic and national community of Greeks of Cyprus, who are fighting for national compurgation through legal democratic processes. Simultaneously, however, to acquire inter-cultural conscience, cultivating attitudes of acceptance and respect of diversity of members of other national groups.





## **Types of primary schools**

Both public and private primary schools operate in Cyprus. Depending on the number of schoolteachers that staffs each public school they are distinguished in single, double, triple and multi teaching post schools. In case the number of students in a school is smaller than 15 arrangements are put in place, to merge two or more primary schools and create a bigger regional primary school. In case of merger of schools, the State subsidizes the transportation of students from other communities to the regional schools.

### **All-day school**

The concept of all day school operates in certain schools on a voluntary basis, from October to May, with four additional afternoon periods for the children of the 4th, 5th and 6th class, four times a week until 4.00 p.m.

The morning curriculum and timetable remain the same and operate in accordance with the existing operating regulations of primary schools. The weekly afternoon program includes four teaching periods for carrying out assigned homework, four teaching periods for reinforcing learning and eight teaching periods of selected courses of interest (English, Computers, Music, Gymnastics, Art, Design and Information Technology). The number of children, in each class, varies between 8-32 children, depending on the subject and the peculiarities of the school unit.

Parents undertake the expenses of feeding of children and all the necessary arrangements for the supply/preparation of meals. The type of food and the feeding program follow strict food ration which is agreed by the Ministry of Education and Culture and the parents. The Ministry subsidizes the feeding of poor students.

### **Registration in primary schools**

Registration of students in Primary schools takes place in January within dates determined each year with a relevant decision by the



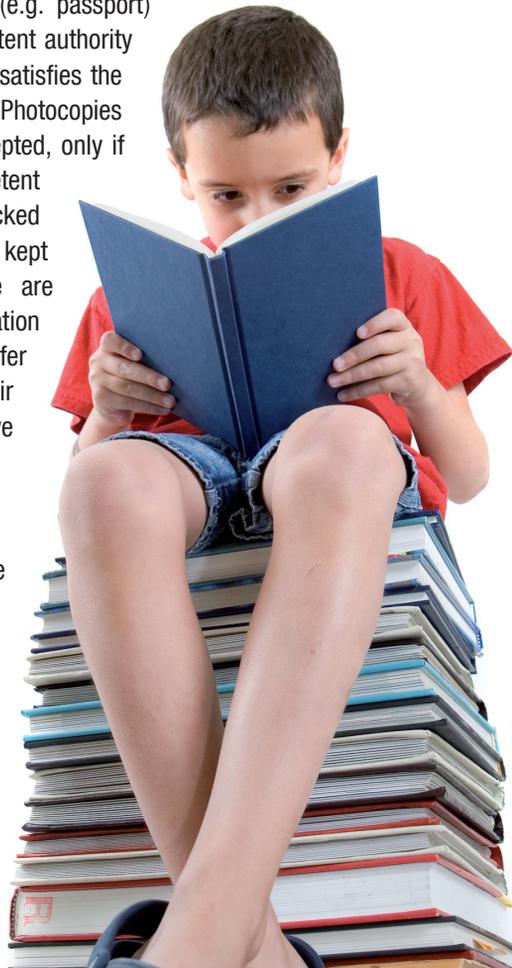
Minister of Education and Culture. The confirmation of registration takes place within dates determined each year by the Director of Primary Education (normally during the middle of June). It is possible to exclude, from the above provision, with the decision of the relevant First Officer of Education, children for whom, for justified reasons, it was impossible to register at the above time.

According to the current decision of the Council of Ministers, children register in the primary school, if by September 1 of the year they will study, they have reached the age of 5 years and eight months.

Every child who was born in Cyprus and appears for registration for the first time should submit a birth certificate issued according to the Law. Each child who was born abroad should submit a certificate or other document (e.g. passport) that has been issued by a competent authority and verifies his date of birth and satisfies the Ministry of Education and Culture. Photocopies of the above documents are accepted, only if they have been certified by a competent officer. Birth certificates are checked by the relevant inspector and are kept by the school Principal. These are returned to children on their graduation from their school or in case of transfer to another school or in case of their residence abroad, if they have already been checked.

### **Transfer of students**

Transfer of a child from one primary school to another in case of relocation of parents is effected with completion of a special education form that is issued by the Board of the previous school. In any other case, prior written authorization of the Director of Primary Education is required.



Transfer to a Primary school from a non-public school of a different type or from a school that is not situated in the Republic is effected with the submission of birth and education certificates. The student joins the class that his age allows. If his marks in Greek and Mathematics are lower than those of the class in which he will be placed, then he joins the immediately preceding class, provided that his age allows him to complete his education in the primary school in accordance with the Law.

### **Promotion**

A child moves up a class according to his age each year or during the school year, if special reasons exist but only with the approval of the relevant inspector and in no case whatsoever in a higher class than the one his age allows.

### **Repetition of a year in special cases**

A child can be compelled to repeat the year if special reasons exist. This can occur only once during a child's studying at Primary school following the approval of the relevant inspector and after his parents or guardians are informed.

### **Suspension and extension of studies**

In case of children who may need suspension of their studies, the guardians of children are informed by the school Principal that they should send, an accurately completed, special form to the Director of Primary Education, the latest by





May 30 of each school year, whereby they apply for suspension and mention the reasons. The procedure that will be followed for the evaluation of the child will be decided by the Department, depending on the circumstances of each case. Applications sent after this date, will only be considered in exceptional cases. The same procedure that has been described above for suspension of studies will also be followed in cases concerning extension of studies. Parents can obtain the required form from the school Principal.

### **Absences of students from school**

Each absence of a child from school should be supported with a written certificate by his parent or guardian that would satisfy the Principal. For absences over five days due to health reasons, it's necessary to submit a medical certificate by the doctor who carried out the treatment, unless the Principal is satisfied in another way.

### **Timetable and curriculum**

School timetable is from 7:45 a.m. until 1:05 p.m. The daily timetable of a primary school consists of seven teaching periods of 40 minutes each and three breaks, of a total duration of 40 minutes. The timetable of all primary schools and of all classes is the same.

The following lessons are taught: Greek Language, Mathematics, Religious Studies, History, Geography, Science, English Language, Art, Music, Physical Education, Domestic Economics, Design and Technology.

Additional assistance in learning of the Greek language is offered by the school for children whose native language is not Greek and whose level of knowledge of the Greek language does not allow them to attend courses comfortably.

The school also offers psychological support to children that are in need of such help.

### **Homework / school bag**

Children are assigned a limited amount of homework which helps them to become more creative and to develop various skills.



As far as school bag is concerned, it is recommended that it contains only books that children will use at the lessons of the timetable of the particular day, in order to avoid excessive weight. Books that are not needed should remain either at school or at home. Parents are prompted to check systematically the bag of their children, to ensure that it has only the essential books of each day.

### **School celebrations**

The following traditional celebrations are organized at school:

- Blessing for the beginning of courses (week of commencement of courses)
- Independence Day
- National Anniversary of October 28 and Flag celebration
- Memorial Day in honor of the heroes of the resistance (December 7)
- Christmas celebration (last week of the first term)
- Archbishop Makarios' name day (January 19)
- Tree Day (January)
- Education Day
- National Anniversary of March 25
- National Anniversary of April 1
- Europe Day on May 9
- Last day of term (last 10 days before the end of courses)

The school can organize attendance of artistic exhibitions or theatrical plays, away from school during the school timetable hours once every trimester. Other events (e.g. educational or even recreational visits/excursions) that promote the aims of school or are consistent with them, can be organized at non-school or school hours at the discretion of the Teachers' Association. The expenses for these events are covered by students.

### **Educational programs**

Objectives of emphasis are set and a series of educational programs takes place at primary schools aiming to improve the quality of the public education service. The following can be mentioned as such examples:

- Museum Education Program



- Health Education Program – «Mentor»
- Program of European Network of Schools for the Promotion of Health
- Educational program «Oikade»
- Educational program of Traffic Education - Road Safety
- Educational program «Cyprus-Aegean, Fable-History-Art»



- Educational program at the Public Art Gallery
- Environmental programs
- Information technology in primary schools

### **School uniform**

Children of primary schools go to school wearing a school uniform. The teaching staff of school in collaboration with the Parents' Association decide on the kind of uniform that students of each school can wear.

### **School canteen**

There is a canteen in each school where children can buy various types of food and drinks during breaks. The canteen operates under the strict control of the Ministry of Education and Culture, so that hygiene standards are maintained. The list of permitted items which can be supplied by the canteens to students is set up by the Ministry.

### **Safety of children**

The Principal and the staff of each school care for the safety of children during their whole presence at school. Parents' Association undertakes the responsibility for the annual insurance of children with an insurance company which it selects under strict criteria. Each child on his registration pays the determined amount to the Parents' Association, to cover the insurance premium.

## **Special Education and Training**

The Education and Training of Children with Special Needs Law 13(1)/1999 was enacted in 1999. According to this Law, a child with special needs means a child who exhibits serious or special learning, functional or adaptive difficulty, due to bodily (sensory nerves included), mental or psychological deficiencies and who requires the provision of special education and training.

Special education and training means provision of the necessary assistance to a child with special needs aiming at his complete development in all fields, particularly the psychological, social and



learning and at the provision of pre-professional and professional training in schools, where this is possible, including all levels of education (pre-primary, primary, secondary, tertiary and post-graduate). Special education and training includes among others, teaching of everyday skills of self-care, personal hygiene, transportation, linguistic development and communication, emotional improvement and generally provision of all means, equipment and human resources, aiming towards a child's school and social integration and independent life.

In accordance with the basic provisions of the Laws and Regulations, the State proceeds with timely recognition of children with special needs from the age of three years old, complete evaluation of their needs by a multi-skilled evaluation team and provision of all essential means, facilities, exemptions and special help in educational or supporting personnel for their unhindered education in normal schools. In cases where it is considered necessary, children with special needs can study in special schools. In Cyprus there are only nine special schools, since the educational policy of the Ministry of Education and Culture with regard to children with special needs, is their integration in schools of general education.



## Training Centres

The aims and objectives of Training Centres coincide with the developmental policy of the state and the wider objectives of the Ministry of Education and Culture for offering opportunities for lifelong education to all citizens. Their general aim is a full-scale development of each individual's personality and a social, economic and cultural progress of citizens, community and society in general.

Training Centres began their operation in 1960, with the declaration of the Republic of Cyprus, mainly in the countryside. In 1974 they extended their operation in the cities and today they cover each corner of the unoccupied territory of Cyprus, offering training opportunities to thousands of individuals of 15 years old and over.

Training Centres in their effort to satisfy the right for free participation



of people with special needs, organise each year special groups which are attended by illiterate, invalids, convicts, deaf, mentally handicapped patients, children of parents from enclaves, pensioners, etc. Training opportunities for learning the Greek language are offered to Pont Greeks, to children of repatriated Cypriots and to Turkish Cypriots as well as learning courses of the Turkish language to Greek Cypriots.

### **Tuition fees**

Tuition fees are determined as follows:

- Cities: €51.
- Countryside: €41.
- Communities with less than 500 residents: €20.
- Computers (Cities/Countryside/ Communities with less than 500 residents): €59.
- The Greek language for Turkish Cypriots: Free of charge.
- The Turkish language for Greek Cypriots: Free of charge.
- People over the age of 65: Free of charge.

### **Commencement and termination of courses**

Courses of Training Centres begin around the end of October or beginning of November and finish at the end of May of each school year, provided that twenty-four (24) ninety-minute (90') teaching courses have been completed.

## **Educational and summer camps**

The aim of the program of Educational and Summer Camps is to give an opportunity to children of primary schools, from Cyprus and other countries, to discover and love the natural environment, acquire equitable attitudes of behavior, develop relations and friendships with children of their age, get to know the Greek language and Cypriot history and discover Cyprus and its culture.

Educational Camps are organised in two periods, in October and in May-June each year. Children of primary schools of Cyprus and of





the Cypriot community in London can participate in them. Students of the Fourth, Fifth and Sixth class can take part in the educational camps together with their teachers.

Furthermore, within the context of educational exchanges with the Ministry of National Education and Religion of Greece, excursions to Greece are organised for students of Primary Schools of Cyprus.



## General useful information concerning the operation of Primary, Nursery and Special Schools

### Commencement and termination of a school year

A school year begins the first Monday of September. Courses begin the following Thursday. Courses finish on the Wednesday that precedes the penultimate Friday of June. Courses are on a five-day basis (Monday-Friday).

### School holidays

School holidays are:

Greek Primary schools and public nursery schools:

- October 1
- October 28
- December 23 – January 6
- January 30
- March 25
- April 1
- May 1
- Good Monday – Friday after Easter Week
- June 11
- Ascension
- Holy Spirit
- Green Monday
- Archbishop's name day
- Feast of the Saint of community / parish
- Summer holidays: From the Saturday after the penultimate Friday of June up to the Sunday before the first Monday of September.



## **Children's guardians**

The natural guardian of a child is his father or mother. No other person can be a guardian, as long as the parents of a child reside in the region where the school is situated. In case of absence of the natural guardian, he appoints in writing his representative. In case of dispute over the natural guardian, it is the court that carries out its decision.

## **Visits of parents and others to school**

Parents and guardians can visit school at the determined period. Other visits can be arranged after permission is obtained from the school Principal. Visit to school is not allowed to any person who does not have a direct relation with the operation or the promotion of work of the school, without the authorization of the Director of Primary Education. No entry is allowed for publicity purposes, sale of products or offering of services that have no concern to school operation.

## **School closure in case of emergency**

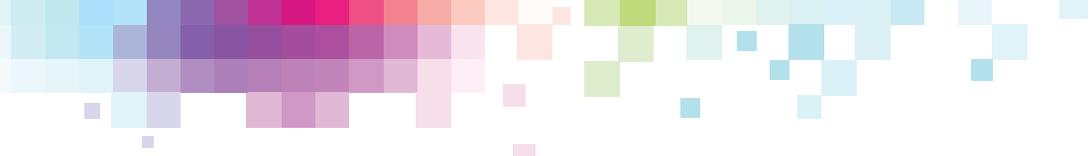
The Principal can give instructions to students to leave the school before the regular hour, after the approval of the Director of Primary Education and after his own decision, in serious emergency situations. In this case all necessary measures for the safety of children are taken.

## **Parents' Association**

Parents' Associations operate in schools of Pre-primary, Primary and Special Education, members of which are parents of all students who study each year in a particular school. All members have the right to elect and to be elected. In the beginning of each school year the General Meeting of the Parents' Association elects its Administrative Council. Parents' Association closely collaborates with all involved institutions for a smooth and efficient operation of the school.

## **Communication with the Ministry of Education and Culture**

All citizens are prompted, when they contact the Ministry of Education and Culture to follow the normal procedure and hierarchy order, unless sufficient reasons to do otherwise exist.



Citizens can contact the District Offices of Education to obtain various kinds of information that is directly related to all the subjects that have already been described above:

- District Office of Education of Nicosia, Ministry of Education and Culture, 1434 Nicosia. Telephone: 22800901/662, Fax: 22305126.
- District Office of Education of Limassol, 131 Vasileos Konstantinou Street, 3080 Limassol. Telephone: 25870278/282 Fax: 25305601.
- District Office of Education of Larnaca and Famagusta, 65 Eleftherias Avenue, 7102 Aradippou, Larnaca. Telephone: 24821358, Fax: 24821380.
- District Office of Education of Paphos, Neofytou Nicolaidi Street, 8100 Paphos, Telephone: 26804513, Fax: 26306139.

In case citizens need to contact the Director of Primary Education, they can use the following address:

- Director of Primary Education, Ministry of Education and Culture, 1434 Nicosia, Telephone: 22800661, Fax: 22428277.

Interested parties can find the addresses, telephones and fax numbers of all schools (public and private) Pre-primary, Primary and Special Education at the web page of the Ministry of Education and Culture at [www.moec.gov.cy](http://www.moec.gov.cy). The particular web page includes further information on all the subjects that have been described in the present booklet.



# SECONDARY GENERAL EDUCATION

Secondary General Education offers a six-year program of education for students aged between 12 and 18. At Gymnasium (Lower Secondary school) the main orientation is the general humanistic education. Education at Gymnasium is compulsory for the first three years up to the age of 15. At Lyceum the educational system is more flexible and offers various specialisations depending on an inclination, skills and interests of a student. Particularly, following the adoption of the concept of Unified Lyceum on a nationwide scale, from the school year 2000 –2001 onwards, flexibility and prospects opening up for students increased considerably.

## Gymnasium

### **Compulsory education - free of charge education**

Education in the Gymnasium is compulsory, until the student completes the gymnasium educational cycle or he reaches the age of 15, whichever of the two occurs first.

Secondary Education at public schools is provided by the State free of charge. The teaching books which are published by the Ministry of Education and Culture or are dispatched from Greece (publications OGEB - Organization of Greek Educational Books) are given to students and teachers free of charge. The Council of Ministers has the power to decide for the provision of free transportation for students who live far from the school location or the payment of a special benefit to them.

### **Aim**

The basic aim of Gymnasium is to promote the development of students in relation to capabilities of their age and corresponding demands of life. Gymnasium constitutes a self-existent school unit of general educational direction. It complements the general education which primary school provides and prepares students to accept the increased general humanistic education which it provides, preparing them at the same time to attend, afterwards, the Unified Lyceum or the Technical Education, which they can select after their graduation from Gymnasium.



## Curriculum

The subjects of the Gymnasium are common for all students. Extensive analytical programs exist for all subjects, providing guidelines of teaching and teaching practices for teachers, as well as other instructions for better coverage and assimilation of the syllabus. Teaching hours are 37 for all three grades of the Gymnasium.

Specifically the subjects of each grade of the Gymnasium are the following (table p. 16 of the book *The Educational System of Cyprus, 2003*):



## GYMNASIUM

		GRADE 1		GRADE 2		GRADE 3		TOTAL FOR 3 YEARS	
FIELD	SUBJECT	PERIODS	%	PERIODS	%	PERIODS	%	PERIODS	%
<b>COMMON CORE</b>		37	100.0	37	100.0	37	100.0	11	100.0
<b>MOTHER TONGUE</b>		8	21.6	8.5	23.0	8.5	23.0	25	22.5
	Modern Greek	5		5		5		15	13.5
	Ancient Greek	3		3.5		3.5		10	9.0
<b>MATHEMATICS</b>		4	10.8	3	8.1	4	10.8	11	9.9
	Mathematics	4		3		4		11	9.9
<b>NATURAL SCIENCES</b>		3	8.1	5	13.5	5	13.5	13	11.7
	Physic	0		2		2		4	3.6
	Chemistry	0		1		1		2	1.8
	Biology	0		0		2		2	1.8
	Anthropology	0		0		0		0	0.0
	Natural Studies	2		0		0		2	1.8
	Geography	1		2		0		3	2.7
<b>SOCIAL STUDIES</b>		5	13.5	4	10.8	5	13.5	14	12.6
	History	3		2		2		7	6.3
	Religious Studies	2		2		2		6	5.4
	Career Education	0		0		0.5		0.5	0.5
	Civics	0		0		0.5		0.5	0.5
	Economics	0		0		0		0	0.0
<b>FOREIGN LANGUAGES</b>		5	13.5	5	13.5	5.5	14.9	15.5	14.0
	English	3		3		3.5		9.5	8.6
	French	2		2		2		6	5.4
	Language 1								
	Language 2								
<b>COMPUTER SCIENCE</b>		5	13.5	4	10.8	4	10.8	13	11.7
	Computers	2		2		2		6	5.4
	Technology	1.5		1		1		3.5	3.2
	Domestic Econ.	1.5		1		1		3.5	3.2
<b>PHYSICAL EDUCATION</b>		3	8.1	3.5	9.5	3	8.1	9.5	8.6
	Gymnastics	3		3		3		9	8.1
	First Aid	0		0.5		0		0.5	0.5
<b>AESTHETIC EDUCATION</b>		4	10.8	4	10.8	2	5.4	10	9.0
	Music	2		2		1		5	4.5
	Art	2		2		1		5	4.5



## Foreign languages

One of the basic foundations on which the structure of the Cypriot Secondary Education is based, is the knowledge of foreign languages, in order for students of Cyprus to learn about other cultures and nations and to recognize and respect their contribution to the historical world creation. Therefore, students of the Gymnasium are taught two foreign languages (English and French).

### Assessment – Promotion

#### I. Oral Examination - trimester

Students of Gymnasium are assessed during the course of their studying by the following methods:

- Daily oral examination and evaluation of their attendance at the course.
- Brief written exercises.
- Revision tests, with or without notice, of one teaching period duration, at least one for each trimester, on a wider teaching unit.
- Homework.
- Creative projects and other evidence and certificates of their performance in various subjects (music, art, physical education, foreign languages, social contribution of a student and his participation in social and cultural events, etc.).

#### II. Examinations

All students take **final written exams** each year in June, which are based on certain syllabus announced to students and contain 1/2 up to 2/3 of the syllabus studied. The examination courses in the three grades of Gymnasium are **Modern Greek, History, Mathematics** and **Natural Studies** (Natural Science, Chemistry, Physics).



The scale used for evaluation of students in written exams is:

**Excellent:** 19 up to 20 and it corresponds to A.

**Very Well:** 16 up to 18 and it corresponds to B.

**Good:** 13 up to 15 and it corresponds to C.

**Satisfactory:** 10 up to 12 and it corresponds to D.

**Poor:** 1 up to 9 and corresponds to E.

A student having in the examination courses marks EEE or EED or EEC (irrespective of sequence) in all three trimesters **is considered weak**, if his mark in the final written exam is below 10. A student having in the examination courses marks DDD or DDE or CDE (irrespective of sequence) in all three trimesters is considered weak, if his mark in the final written exam is below 6.

A student having in the non-examination courses an E mark in all three trimesters or E in two trimesters and a D in the other one, is required to take a written exam in June. He is considered weak, if his mark for the written exam is below 10.

A student, who for no justified reason does not take the June exams, **is referred to a written examination in September** and the mark of this exam is regarded as his yearly mark.

A student, who is weak in one or more courses at the end of the school year, is referred to a written and oral exams in September. The written exam precedes the oral one. A student is considered to have failed in the September re-examination, if his average mark for the written and oral exams is below 10. A student has to repeat the year if in September exams he fails in Modern Greek and Mathematics or he fails in three or more courses or does not take the September re-examination for no justified reason.

A student can transfer up to two courses, which he failed in September, from the A to the B Class and from the B to the C Class, provided that he does not have to repeat the year. A student of the C Class graduates from Gymnasium, provided that he gets a mark of at least 8 in one or two of the September exam subjects and does not have



to repeat the year, according to the above. If a student fails in June a course that he has already transferred and fails it again in September, then he has to repeat the year.

A parent or a guardian of a student has the right, within 7 days from the date of announcement of the results of each examination period, to apply for a re-evaluation, via the school Principal to the Director of Secondary Education.

**Upon completion of education in Gymnasium (Grades 1, 2 and 3) a school leaving certificate is awarded to students.**

## Unified Lyceum

The high school cycle of the Public Secondary General Education offers a program of three-year duration for students aged between 15 and 18.

### Aim

Within the context of objectives of Unified Lyceum students are expected to:

- Form their personality in a harmonious and all-embracing way by developing free, critical thinking, initiative, collectiveness and imagination.
- Develop intellectual, moral, aesthetic and physical characteristics and skills, so that they can face society, science, technology, arts and more general constituents of culture with creativity and an innovative approach.
- Develop the essential abilities, knowledge, skills, attitudes and values that will allow them to continue their study within the frames of lifelong education and training and will facilitate their access to the productive process following additional specialisation or training.
- Finally transform into citizens who will be conscious of the problems faced today by the humanity and be capable to act effectively, in an individual and collective way, while dealing with these problems.



## Program of Studies - Courses

A student has the flexibility to form his own program in accordance with his interests and aptitudes. Towards this aim he is assisted by the teachers of the Advisory and Vocational Education, as well as by the Committee of Evaluation of Students' Choices.

**Form A** is a common form for all students. All subjects are common core ones, which means that they are compulsory. This form gives students a chance to acquire a general rich core of knowledge and a rich social and emotional background. This form is a form of observation, guidance and orientation for the student.



## Common Core Subjects at Unified Lyceum

SUBJECT	FORM A Periods
MODERN GREEK	4
ANCIENT GREEK	3
MATHEMATICS	4
NATURAL STUDIES	4
Physics	2
Chemistry	1
Biology	0
Natural science	1
HISTORY	3
RELIGIOUS STUDIES	2
CIVICS	0
ECONOMICS	2
COMPULSORY FOREIGN LANGUAGES	5
English	3
French	2
FOREIGN LANGUAGE 1	
FOREIGN LANGUAGE 2	
COMPUTER SCIENCE	2
TECHNOLOGY	2
PHYSICAL EDUCATION	2
MUSIC	1
ART	1
<b>Total number of periods</b>	<b>35</b>





Within the context of the common core subjects, students are also required to attend courses of foreign languages. Compulsory foreign languages for the A Form are English and French. For Forms B and C, students are required to select two foreign languages from a list of seven languages, according to their own preferences.

The choice of the two compulsory languages for Forms B and C is done at the discretion of the students and it can as well include English and/or French. The list of foreign languages, from which a student makes his selection, includes English, French, German, Italian, Spanish, Russian and Turkish. Understandably, the choice of compulsory foreign



languages made at the B form continues in the C form.

In forms B and C, a student attends common core subjects that are considered essential for all students. Simultaneously, however, he has an opportunity to select stream subjects that will help him in his preparation for his future career, as well as enrichment or special interest subjects that will satisfy or enrich his special interests or inclinations.

More specifically:

In the B form students are required to attend 19 periods of common core subjects and of compulsory foreign languages. In addition, they must also select three or four stream subjects of four periods per week and either two or zero courses of special interest or enrichment of two periods per week. This choice is made from a list of courses that is given to students and where any restrictions or preconditions that should be taken into consideration are specified.

In the C form students are required to attend 17 teaching periods of common core subjects and of compulsory foreign languages. They should also select four stream subjects of four periods per week and one subject of special interest or enrichment of two periods per week. This choice is made from a list of courses that is given to students and where any restrictions or preconditions that should be taken into consideration are specified.

It should be noted that in cases where a selected stream subject coincides with a common core subject (with the same name), then it is considered that a student attends only one course with a status of optional stream subject, which is taught an equal number of teaching hours as the total number of teaching hours of the subjects that contributed to its formation.



## Common Core Subjects at Unified Lyceum

SUBJECT	FORM B Periods	FORM C Periods
MODERN GREEK	4	5
ANCIENT GREEK	1	0
MATHEMATICS	3	2
NATURAL STUDIES	3	0
Physics	2	0
Chemistry	1	0
Biology	0	0
Natural science	0	0
HISTORY	1.5	2
RELIGIOUS STUDIES	1.5	2
CIVICS	0	1
ECONOMICS	0	0
COMPULSORY FOREIGN LANGUAGES	4	4
English	*	*
French	*	*
FOREIGN LANGUAGE 1	2	2
FOREIGN LANGUAGE 2	2	2
COMPUTER SCIENCE	0	0
TECHNOLOGY	0	0
PHYSICAL EDUCATION	1	1
MUSIC	0	0
ART	0	0
<b>Total number of periods</b>	<b>19</b>	<b>17</b>

\* A student chooses 2 foreign languages in the B form as a common core subject of 2 periods each, and continues them in the C form. These languages can be English and /or French. The foreign languages a student can select from are: English, French, German, Italian, Spanish and Russian.



## Optional Stream Subjects of 4 periods per week

SUBJECT	FORM B Periods	FORM C Periods	REQUIRED SUBJECTS
1. Ancient Greek	*	*	Equivalent of B
2. History	*	*	
3. Latin	*	*	Equivalent of B
4. Mathematics	*	*	Equivalent of B
5. Physics	*	*	Equivalent of B
6. Chemistry	*	*	Equivalent of B
7. Biology		*	
8. Environmental Science	*		
9. Information Technology–Computer Studies	*	*	Equivalent of B
10. Technology	*	*	Equivalent of B
11. Design (Technical, Architectural, Free)	*	*	Equivalent of B
12. Graphics		*	
13. English	*	*	Equivalent of B
14. French	*	*	Equivalent of B
15. German	*	*	Equivalent of B
16. Other Foreign Languages (Italian, Spanish, Russian)	*	*	Equivalent of B
17. Commercial Studies	*		
18. Political Economy		*	
19. Business Management		*	
20. Accounting	*	*	Equivalent of B
21. Office Practice		*	
22. Typing-Secretarial	*	*	Equivalent of B
23. Stenography	*	*	Equivalent of B
24. Mathematical Economics		*	
25. Sales Techniques		*	
26. Economy and Tourism	*		
27. Finance and Economics		*	
28. Physical Education	*	*	Equivalent of B
29. Music	*	*	Equivalent of B
30. Art	*	*	Equivalent of B
31. Family Education	*	*	Equivalent of B

\* An asterisk indicates the Form at which the subject is offered.

In cases where a student wishes to select in the C Form a subject which requires the equivalent subject in the B Form, he is allowed to select it, provided he succeeds in an entrance exam on this subject which takes place during the first ten days of September.



## Stream Subjects

### Options in Form B

3 or 4 stream subjects. 12-16 Periods

#### **B1. Stream Subjects of 4 periods each, which can be continued in the C Form**

Ancient Greek

Latin

History (not a prerequisite for the equivalent subject in Form C)

Mathematics

Physics

Chemistry

Information Technology - Computer Studies  
Technology

Design (Technical, Architectural, Free)

English

French

German

Other Foreign Languages  
(Italian, Spanish, Russian)

Accounting

Stenography

Typing - Secretarial

Physical Education

Music

Art

Family Education

#### **B2. Stream Subjects of 4 periods each, offered only in the B Form**

Environmental Studies

Commercial Studies

Economy and Tourism

## Stream Subjects

### Options in Form C

4 stream subjects. 16 Periods

#### **C1. Stream Subjects of 4 periods each, the selection of which requires the selection of the equivalent subject in Form B**

Ancient Greek

Latin

Mathematics

Physics

Chemistry

Information Technology - Computer Studies  
Technology

Design (Technical, Architectural, Free)

English

French

German

Other Foreign Languages  
(Italian, Spanish, Russian)

Accounting

Typing - Secretarial

Stenography

Physical Education

Music

Art

Family Education

#### **C2. Stream Subjects of 4 periods each, offered only in the C Form**

History (the History stream subject of the B Form is not a prerequisite)

Biology

Graphics

Political Economy

Business Administration and Management

Office Practice

Mathematical Economics

Sales Techniques

Finance and Economics



## Interest and/or Enrichment Courses of 2 Periods per Week

COURSE	CLASS B'	CLASS C'	
1. Ancient Greek Enrichment Course	*	*	Prerequisite respective Direction course in the same class
2. Mathematics Enrichment Course	*	*	Prerequisite respective Direction course in the same class
3. Physics Enrichment Course	*	*	Prerequisite respective Direction course in the same class
4. Chemistry Enrichment Course	*	*	Prerequisite respective Direction course in the same class
5. History Enrichment Course	*	*	Prerequisite respective Direction course in the same class
6. Accounting Enrichment Course	*	*	Prerequisite respective Direction course in the same class
7. Finance Enrichment Course	*	*	Prerequisite respective Direction course in the same class
8. Biology Enrichment Course	*	*	Prerequisite respective Direction course in the same class
	<b>Options in the classes stated</b>		
9. History Interest Course	Only in class B', with no option of "History" Direction course		
10. Drama I	B' or C' only		
11. Drama II	Class C' with the respective course prerequisite at B'		
12. Psychology	Only Class B'		
13. Music I	B' or C' only, with no option of "Subjects of Music" Direction course		
14. Music II	Class C' with the respective course prerequisite at B'		
15. Art I	B' or C' only, with no option of "Subjects of Art" Direction course		
16. Art II	Class C' with the respective course prerequisite at B'		
17. Environmental Studies I or 18. Man and Health I	B' or C' only, with no option of "Science of Environment" Direction course		
19. Environmental Studies II or 20. Man and Health II	Class C' with the respective course prerequisite at B'		
	<b>Options in the classes stated</b>		
21. Astronomy	Only Class B'		
22. History of Sciences	Only Class B'		
23. Informatics Applications I	B' or C' only, with no option of "Informatics" Direction course		
24. Informatics Applications II	Class C' with the respective course prerequisite at B'		
25. Logic	Only Class C'		



26. Philosophy	Only Class C'
27. Sports – Gymnastics I	B' or C' only, with no option of “Physical Education – Olympic Education” Direction course
28. Sports – Gymnastics II	Class C' with the respective course prerequisite at B'
29. Journalism	Only Class B'
30. Literature I	B' or C' only
31. Literature II	Class C' with the respective course prerequisite at B'
32. History of Art	Only Class B'
33. Photography	Only Class B'
34. Sociology	Only Class C'
35. Geography – Geology	Only Class B'
36. Domestic Science – Infant Science I	B' or C' only, with no option of “Family Education” course of Direction
37. Domestic Science – Infant Science II	Class C' with the respective course prerequisite at B'
38. Stock Trading Course I	B' or C' only
39. Stock Trading Course II	Class C' with the respective course prerequisite at B'

\* The asterisk indicates the class at which the Course is offered.

You cannot choose “Environmental Studies I” and “Man and Health I” at the same time in the same year.



## Enrichment/Interest Courses

Options in B' class 0 or 2 courses

Option periods 0 or 4

B1: Enrichment Courses, of 2 periods each, the choice of which requires the respective Direction course at the same class in advance

Ancient Greek Enrichment Course

Mathematics Enrichment Course

Physics Enrichment Course

Chemistry Enrichment Course

Accounting Enrichment Course

B2: Interest Courses, of 2 periods each, offered only in class B'

History Interest Course

Psychology

Astronomy

History of Sciences

Journalism

History of Art

Photography

Geography – Geology

B3: Interest Courses, of 2 periods each, that may continue in class C'

Drama I

Music I (without the option of "Subjects of Music" Direction course)

Art I (without the option of "Subjects of Art" Direction course)

Environmental Studies (without the option of "Science of Environment" Direction course) or Man and Health I (only one of these two)

Informatics Applications I (without the option of "Informatics" Direction course)

Sports – Gymnastics I (without the option of "Olympic Education" Direction course)

Literature I

Domestic Science – Infant Science I (without the option of "Family Education" Direction course)

Stock Trading Course I



## Enrichment/Interest Courses

Options in C' class      1 course      Option periods 2

C1: Enrichment Courses, of 2 periods each, the option of which requires the respective Direction course in the same class in advance

Ancient Greek Enrichment Course

Mathematics Enrichment Course

Physics Enrichment Course

Chemistry Enrichment Course

Accounting Enrichment Course

Biology Enrichment Course

History Enrichment Course

C2: Interest Courses, of 2 periods each, offered only in class C'

Logic

Philosophy

Sociology

Drama I

Music I (without the option of "Subjects of Music" Direction course)

Art I (without the option of "Subjects of Art" Direction course)

Environmental Studies (without the option of "Science of Environment" Direction course) or Man and Health I (only one of these two)

Informatics Applications I (without the option of "Informatics" Direction course)

Sports – Gymnastics I (without the option of "Physical Education - Olympic Education" Direction course)

Literature I

Domestic Science – Infant Science I (without the option of "Family Education" Direction course)

Stock Trading Course I

C3: Interest Courses, of 2 periods each, the option of which requires the respective Direction course in class B' in advance

Drama II

Music II

Art II

Environmental Studies II or Man and Health II (only one of these two)

Informatics Applications II

Sports – Gymnastics II

Literature II

Domestic Science – Infant Science II

Stock Trading Course II



## **The Program «Action – Creativity – Social Contribution» («A. C. S.») in Unified Lyceum**

The program «A.C.S.» is organized by the school and is approved by the Ministry of Education and Culture. The program is compulsory for all students and their participation is a precondition for moving up classes or for obtaining a school leaving certificate. The activities that were so far organized by schools are now regularized, enriched and upgraded through this program.

The **objectives** of the program are:

- Reinforcement of creative engagement of students.
- Encouragement for development of initiatives, skills and interests.
- Familiarity with and provision of services not only to the school community, but also to a local and wider community, even an international one.
- Assimilation of democratic conscience and tolerance.
- Strengthening of inquiring spirit, self-confidence and responsibility of students.
- Provision of additional communication opportunities between students as well as between teachers and students.

The program includes all activities that take place outside teaching hours but during the school hours. Activities that take place outside school hours are voluntary for both students and teachers.

The following activities are included in the program:

- Free-time activities (3-4 times per year) -28 periods
- Excursions/walks (4 times per year) -28 periods
- A two-period session of students with their class teacher -16 periods
- Time for creative activities - substitutions
- Athletic activities
- Other activities
- Activities outside school hours



## Assessment

Assessment of students constitutes an integral part of learning and aims at examining the extent of implementation of the learning objectives, as these are defined in the Analytical Program. The system of assessment in secondary education makes provision for diagnostic, formative and final evaluation of students. The final assessment is effected by means of the intermediate or final exams.

A student is assessed as for his:

- Entanglement in daily teaching and learning process in class and his general activity at school.
- Progress results, as shown by the written tests and the final exams every trimester.
- Studies and participation in the activities of the Program «A.C.S».

### a) Types and contents of tests

Tests can be:

- On the daily course, up to 45 minutes (without notice).
- Of one teaching hour duration, per day, on the daily subject (upon notice).
- Of one teaching hour duration, on a unit, common or not (upon notice).

Teachers can undertake the usual oral exam on any of the courses of the day the same day that students take a written test upon notice.

### b) Absence from and before a test

If a student is absent during a test, he can be examined orally or in writing on the first occasion, at the discretion of the teacher. His absence from a lesson or lessons preceding a test with notice will be considered unjustifiable, unless the reason for his absence is judged as satisfactory by the relevant Assistant Principal.

### c) Examination courses – Promotion at Unified Lyceum

The following are defined as compulsory examination courses, in the written intermediate or final graduation exams, at the end of the

school year:

**A Form:** Modern Greek, Mathematics, History, Natural Studies (Physics, Chemistry, Natural Science).

**B Form:** Modern Greek, Mathematics and two (2) of the optional stream subjects chosen by the student.

**C Form:** Modern Greek, Mathematics and two (2) of the optional stream subjects chosen by the student.

In case Mathematics is one of the optional stream subjects chosen by a student, then he is required to take an exam in the optional stream subject of Maths as well as in two more stream subjects. If a student has not selected Mathematics as an optional stream subject, then he is required to take the common core Mathematics exam.

Exams for the C form are set on a nationwide basis and are termed as Common School Leaving Examinations. In the C form the syllabus is examinable. Upon successful completion of the C form students are awarded a **school leaving certificate**.

At the end of the A form of Unified Lyceum, students have the opportunity to be examined, in order to obtain a **«certification of good knowledge» of Information Technology**.

The scale which is used for marking the written exams and determining a student's record in Unified Lyceum is:

Poor:	1 to 9
Satisfactory:	10 to 12
Good:	13 to 15
Very well:	16 to 18
Excellent:	19 to 20

The lower mark for moving up a class, that is to say the base, is «Satisfactory» 10. As for the **courses which are not examined in writing at the end of the year**, the yearly mark is the average mark for three trimesters. Students who are weak (their annual mark is below 10) in non-examination courses are required to take a written exam in





June on these courses as well. For **examination courses** the yearly mark is the average mark of all trimesters and of the written exam.

Students who **for no justified reason do not take a written exam** in June are referred to a written exam in September and the mark of this exam is their yearly mark.

In case of students who, at the discretion of the Teachers' Association, do not take a written exam **for a justified reason**, the school arranges a second examination period either in June or September.

**A student is promoted in June:**

- a) If he gets a mark of at least «Satisfactory» 10 in each course.
- b) When he is weak in a non-examination course, but his average mark in the examination courses and the course in which he is weak is at least «Satisfactory» 10.

**A student is not promoted in June:**

- a) When he fails in 3 or more examination courses or 2 examination and 2 or more courses which are not examined in writing at the end of the year or
- b) Because of poor class attendance.

In case of students who fail in an exam and are referred to a re-examination in September, as well as students who are referred to a complete or partial exam because of poor class attendance, the examination is both written and oral and is undertaken by a committee of two teachers assigned by the school Principal. A written exam precedes an oral one.

**A student moves up in September:**

- a) If he gets a mark of at least «Satisfactory» 10 for each course.
- b) If he fails in a course which is not examined in writing at the end of the year, but his average mark for the examination courses and the course he fails in is at least «Satisfactory» 10.

**A student does not move up in September:**

- a) If he does not achieve the required marks.

b) If he does not attend the September exams for no justified reason.

**A student graduates:**

a) If he gets a mark of at least «Satisfactory» 10 for each course.

b) If he fails in a course which is not examined in writing at the end of the year, but his average mark for the examination courses and of the course that he fails in is at least «Satisfactory» 10.

c) If he fails in an examination course with a mark not lower than 8, but the average mark for the examination courses (including the mark of the course that he fails in) is at least 12.

A student, who fails to graduate in June, is eligible to take the final exams in the examination periods of September, June or February, over the next three years following his failure.

An indicative certificate (for those who successfully complete forms A and B) or a School Leaving Certificate (for those who graduate) is awarded at the end of the school year to all successful students. The School Leaving Certificate is a qualification for employment in office work and also ensures admission to Cypriot and foreign institutions of tertiary education.

## Evening Classes

Evening classes come under Secondary Education and operate in the afternoon and evening, one in each free city of Cyprus and one in Frenaros. In evening classes the Preparatory and 3rd Class work together, while two combinations of courses in classes D', E, F', G' are offered, that correspond to combinations S1 and S3 of the Lyceum Course Selection System.

Those who have reached their 18th year of age or their 15th year of age and evidently work for their own livelihood or as housewives can register in evening classes.



## Special Education and Training

In schools of Secondary Education of Cyprus all necessary measures for education and training of children with special needs are taken. Evaluation of needs of each child who is judged as probable of having special needs is carried out by the District Committee of Special Education and Training of each province. This committee comprises of:

- A First Officer of Education of the Ministry of Education and Culture, as chairman.
- A representative of a corresponding rank of education of the Ministry of Education and Culture.
- A teacher of special education.
- An educational psychologist.
- A clinical psychologist.
- A social worker officer.
- A speech pathologist.

Provision of special education and training takes place in a **normal class** or in a **special unit** of the public school **or in a public school of Special Education and Training**. In case of children of primary and secondary education with special needs, who as a result of health problems cannot attend the regular program of courses at school for a long time, may be offered an alternative way of education.



# SECONDARY TECHNICAL AND VOCATIONAL EDUCATION

The following programs operate in Secondary Technical and Vocational Education (TVE):

- Technical and Vocational Education of the formal education system.
- Apprenticeship Scheme and
- Lifelong Education.

Secondary Technical and Vocational Education is offered in two streams, a Theoretical and a Practical. Students who successfully completed the 3rd grade of Gymnasium are eligible to study these programs. The duration of education for both streams is three years. Upon successful completion of the program, students of TVE are awarded a school leaving certificate, which is recognized as equivalent to a School Leaving Certificate of a public six-grade secondary school.

## Technical and Vocational Education of the formal education system

### Faculties and specialisations

The Faculties of Studies offered in the Theoretical and Practical Streams are:

- Mechanical Engineering
- Electrical Engineering
- Civil Engineering – Architecture
- Design
- Woodwork – Furniture manufacture
- Artistic Studies
- Clothing



- Hairdressing
- Agronomy
- Hotel and Catering services

### **Courses and timetable**

The courses of the Programs of Studies of TVE are distinguished in five categories:

- Common core subjects
- Related subjects
- Electives
- Technological / Workshop subjects of Faculty
- Technological / Workshop subjects of Specialization



The five categories of Courses together with the teaching hours are shown in the table below:

<b>PROGRAM OF COURSES AND TIMETABLE OF VARIOUS FACULTIES AND SPECIALISATIONS OF SECONDARY TECHNICAL AND VOCATIONAL EDUCATION</b>						
<b>COURSE CATEGORIES</b>	<b>THEORETICAL STREAM</b>			<b>PRACTICAL STREAM</b>		
	A 'FORM	B 'FORM	C 'FORM	A 'FORM	B 'FORM	C 'FORM
<b>COMMON CORE SUBJECTS</b>						
Religious Studies	1	1	1	1	1	1
Modern Greek	4	4	5	4	4	5
History and Civics	1	1	1	1	1	1
Introduction to Computers	2	-	-	2	-	-
Physical Education	1	1	1	1	1	1
<b>TOTAL HOURS</b>	<b>9</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>7</b>	<b>8</b>
<b>RELATED COURSES</b>						
Mathematics	4	4	4	2	2	2
Physics	3	4	4	2	2	2
Chemistry	1	2	-	1	2	-
English	3	2	2	3	2	2
<b>TOTAL HOURS</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>6</b>
<b>ELECTIVES</b>	-	4	4	-	4	4
<b>TECNOLOGICAL AND WORKSHOP SUBJECTS</b>	15	-	-	18	-	-
<b>TECNOLOGICAL AND WORKSHOP SUBJECTS OF SPECIALISATION</b>	-	12	13	-	16	10
<b>PRACTICAL TRAINING IN INDUSTRY</b>	-	-	-	-	-	7
<b>GENERAL TOTAL HOURS</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>

In the **A form** students have a common core program of Theoretical or Practical stream.

In the **B form** students follow the stream they have selected in the A form and also select specialisation of their Faculty, which they also continue in the C form.



## Prospects of graduates

The contents of the Program of Studies, beyond an all-embracing complete development and completion of an individual, also provides a graduate with the necessary knowledge background which:

- Help him/her intergrade smoothly and creatively into professional and social life.
- Enabling him to claim a place in Higher and Tertiary Institutions of Cyprus and of other countries.
- Allow him/her to be educated and trained for lifetime, so that he/she can adapt and readjust in a continuously changing world.

## Further Education

Graduates can:

- Claim, with prospects of success, within the context of the Pancyprian Examinations a place for advanced education in Tertiary Institutions of Cyprus or Greece.
- Be accepted in any Higher or Tertiary Educational Institution in Cyprus or abroad, on the condition that they will satisfy the admission terms and criteria of the particular educational institution.

The same regulations **for students' promotion and graduation** apply to Technical and Vocational Education, as they do to the Unified Lyceum

## Apprenticeship Scheme

Apprenticeship Scheme applies mainly to students, who after the 3rd grade of Gymnasium, do not intend to continue their education in schools of the system of formal education. Students eligible to register in the Apprenticeship Scheme are those who have studied in the 2nd grade of Gymnasium and have reached their 15th year of age or will reach it the latest by December 31 of the year of their registration. Students over the age of 18 cannot participate in the Apprenticeship Scheme, apart from very exceptional cases and following the decision of the relevant authority. Students' applications for registration are submitted to the Technical Schools and to the District Offices of Employment.





Education in the Apprenticeship Scheme **lasts for two years**. It provides interchangeable Practical and Theoretical Training. Practical Training is provided by employment of trainees in industry, three days a week, on a salaried work basis. Theoretical Training is provided in the Technical Schools, two days a week. The **special courses** offered by the Apprenticeship Scheme are: Construction worker, Car Engineers, Car Electricians, Rolling mill operators - Solderers, Aluminium Constructors, Plumbers - Welders, Electricians, Cabinetmakers - Carpenters, Cutting - Sewing.

## Programs of Lifelong Education and Training

The need for continuous updating of knowledge and a rapid development of technology make Lifelong Education essential. Lifelong Education is offered through **Evening Technical Schools and Afternoon and Evening Departments of Technical Schools**.

### Evening Technical Schools

The Evening Technical School operates in the Technical School A of Nicosia from the school year 1999 –2000 onwards.

The courses of the Evening Technical School are equivalent to those of morning Secondary Technical and Vocational Education. Education lasts from 1 to 4 years, depending on the education level of interested students, and is provided free of charge to the beneficiaries.

The Certificate of studies is **equivalent** to the School Leaving Certificate of a six-grade public school of Secondary Education.

### Afternoon and evening departments of Technical Schools

The aim of the afternoon and evening departments is to offer opportunities for continuous training of the workforce, so that it can meet the new demands of the employment market. Additionally, they provide preparatory courses to students from all forms of Technical Schools, who wish to take various exams.

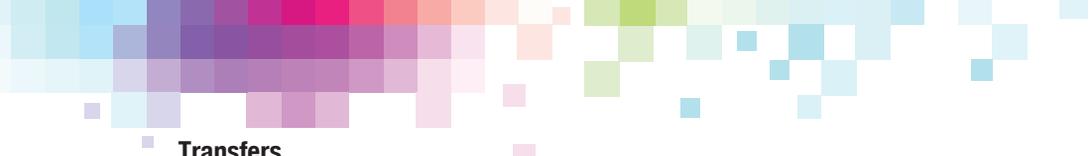




## **Useful general information concerning the operation of Schools of Secondary General and Secondary Technical and Vocational Education**

### **Registration**

Students are registered by their parents or guardians at the schools of their relevant educational regions during June and additionally in September for those who complete their exams then. Registration in Evening Gymnasias takes place from September 1 till September 20 and is allowed up to the end of the first trimester (December 10).



## Transfers

The transfer of students to a corresponding school of another city or community is permitted, provided one of the following conditions applies:

- a) When a school where the student is registered has closed down or its operation is delayed for more than 30 days due to an epidemic or other serious impediment.
- b) When a school does not offer the course combination or specialization that a student has chosen.
- c) When the family of a student or, in case it does not exist, the family of his guardian has changed their address.
- d) If due to serious health problems a student needs to be relocated to another city.
- e) When a new school is founded in the region of a student's permanent residence (In this case the transfer can be effected based on a name list which is issued by the Ministry of Education and Culture).
- f) When, at the discretion of the Ministry and following a recommendation of the Principal, reasons exist for the change of a student's school environment.

The transfer of a student to an equivalent school of the same city is allowed in cases a), b), c), d), e) and f) of the above paragraph. A student, who repeated the same class twice or who was permanently expelled from the school where he was studying, is transferred to another school and is not allowed to re-register again at the school from which he is transferred.

The following applies in case of transfers of students from **schools from abroad**:

- a) If a student has a report with marks or comments about his progress, he is registered in the immediately higher class, following a placement exam in Modern Greek and History.
- b) If he has a report, but he is weak in some subjects, he takes placement exams in the courses he is weak in, in addition to Modern Greek and History.



- c) If he has a report, but he fails to move up class, he is required to repeat the courses of the same class.
- d) If he only has a simple confirmation of education without details about his progress, he is placed in the higher class, following a placement exam in all courses, with the exception of Religious Studies, Physical Education, Music, Art, Housekeeping and Practical Knowledge.
- e) In case of failure of a student at the placement exam the Teachers' Association decides which class the student will join.

The transfer of students from evening gymnasia to morning schools is prohibited. The transfer from morning schools to evening schools is permitted in exceptional cases at the discretion of the Ministry of Education and Culture.

### **Beginning and end of a school year**

- School year begins on September 1 every year and ends on August 31 of the next year.
- School activities start on September 1 and end on June 30.
- Courses begin within the first ten-day period of September on a date determined by the Minister and finish during the first seven-day period of June for the Gymnasium grades and during the last ten-day period of May for the Lyceum forms, on dates determined by the Minister.

Every school year is split, for the purpose of division of the syllabus and of assessment of students, in three trimesters as follows:

- A´ term: Beginning of courses till December 10.
- B´ term: December 11 until March 10.
- C´ term: March 11 until the end of courses.

### **School holidays**

School holidays are:

- a) All holidays of the public sector: October 1 (Independence day of the Republic of Cyprus), October 28, Green Monday, March 25, April 1 and May 1 (Labour May Day).

b) Christmas holidays (from December 24 until January 6, both dates included).

c) Easter holidays (from Good Monday until the Sunday of Saint-Thomas, both dates included).

d) The following religious celebrations:

Name day of the present Archbishop, The Three Hierarch Day, Monday of the Holy Spirit, Feast of Apostle Varnavas (June 11).

Summer holidays begin on July 1 every year and finish on August 31.

### **School celebrations**

The following are the traditional school festivals:

a) Beginning of courses and its traditional blessing.

b) Memorial of Independence Day of the Republic of Cyprus (October 1) on September 30.

c) Memorial of 28th October on October 27.

d) Memorial Day of the Polytechnic on November 17.

e) Christmas celebration on December 23.

f) Education Day on January 30.

g) National Anniversary of 25th March on March 24.

h) National Anniversary of 1st April on March 31.

For the above school celebrations a maximum of two teaching hours is allocated except for 23rd December, when more than two teaching hours may be allocated. Under no circumstances the contents of school celebrations and events are allowed to serve the interests of political parties, associations or organizations.

A special permission by the Ministry of Education and Culture is required for any other celebration or event.

### **Students' duties**

- A student executes his school duties in accordance with the detailed





provisions of the school's internal regulations.

- A student undertakes voluntarily non-course work within the scope of school activities (choir, athletics, theatre, etc).
- Students participate, unless a special announcement of the Principal specifies otherwise, in every school activity including school excursions and school Mass attendances.
- A student wears an approved school uniform every day at school and avoids anything extravagant in his appearance. As regards the course of Physical Education and workshops, a student conforms to the school's instructions about special uniforms.
- Student's appearance must necessarily be consistent with his status. Therefore he needs to bear in mind and apply the following rules, that have been determined by the Ministry of Education and Culture: extravagances in appearance are not allowed, as it is regarded as offence and an offender is referred to the Principal. As extravagances are considered very long hair, rings, bracelets, earrings, decorative chains and other similar items as well as beard or goatee. Particularly, as regards female students, extravagances are considered long polished nails, dyed or fuzzy hair and a heavy make up.
- A student who is dismissed from courses (his parents or guardians are immediately informed about this by the Principal), remains at school throughout the school hours and is occupied in accordance with the instructions of the Principal or other authorized teacher.
- Absence of a student from school should be supported either with a medical certificate or a special confirmation by the guardian that can be accepted by the Principal. The confirmation or the certificate should be presented to the Principal, when a student returns to school and in no later than eight (8) days.
- A student, who was absent from school for any reason, is required to catch up with the courses he missed and to prepare the homework which was given to the class during the days of his absence.
- A student who is caught cheating at written exams is marked with a mark of one (1). Whenever possible the notes from where he copied, are attached to his paper. The supervising teacher must make a note





about this on his paper. Similar measures are also taken against students who are helping each other during the exam. These offences also imply, following a decision of the Teachers' Association, lowering of his conduct record or other disciplinary punishment.

- Students are not allowed to activate or use mobile phones or other technological devices in the class, during the course, as well as at events and gatherings that take place at school.
- Students are not allowed to smoke at school.

### **Normal Attendance – Absences**

The issue of absences is of outmost importance to the school and particularly to the students and their attendance. For that reason, the following should be taken into consideration:

They are sent to take an exam in September in examination subjects and in subjects decided by the teacher staff:

- a) Students with 42 to 50 unjustified absences.
- b) Students with 152 to 160 absences, out of which at least 110 are justified.
- c) In exceptional cases students whose number of absences is less than 275, out of which unjustified absences do not exceed 50-are sent to take an exam in September, with a recommendation of the Teachers' Association and following the approval of the Ministry of Education and Culture.
- d) Students whose absences from a particular course or courses, irrespective of whether they are justified or unjustified, are in aggregate greater than seven times the number of teaching hours that curriculum provides for each course per week, are referred to an exam in September on that course or courses.
- e) Students who during the 3rd trimester have between 14 and 17 unjustified absences, both numbers included, or aggregate absences between 51 and 54, out of which 37 are unjustified.

Without prejudice to the above, the following students **are not moving up class**:



- 
- a) Students with more than 51 unjustified absences.
  - b) Students with more than 161 absences, unless they fall under the cases mentioned in the previous paragraph.
  - c) Students who during the 3rd trimester have more than 17 unjustified absences or more than 54 justified or unjustified absences.

It is implied that a student who does not graduate due to poor attendance, is required to repeat the courses of his class year only for the next school year.

Absences are calculated as one per each teaching hour. A student who was absent even for only one teaching hour, is required, on his return to school and anyway in no case not later than 8 days, to submit a confirmation from his parent or guardian or a medical certificate by his doctor regarding the reason of his absence, unless he was given a written permission by the Principal to do otherwise.

Confirmations from a parent or a guardian are not sufficient for absences of over two consecutive days, while in aggregate cannot exceed 12 days throughout the whole year. Teachers' Association is not bound by the confirmations, when it has formed its own opinion over the untruthfulness of the pleaded reason of illness or it does not consider justified other reasons of absence.

Absences are not counted as regards students who take part in a special school mission, locally or abroad, following a decision of the Ministry of Education and Culture or are engaged in school activity delegated to them by the Principal.

Unjustified absences of students constitute disciplinary offence. In cases of irregular school attendance and significant number of absences by a student, his parent or guardian is informed in time.

### **Permission of leave**

The departure of a student from the school during school hours, without permission from the school authorities, for any reason, constitutes a serious offence which is strictly punished. If a serious reason for a student to leave the school exists, he is given a written permission by the Assistant Principal in consultation with his parents or guardians.

## Students' conduct

- Students' conduct is assessed at the end of each trimester by the Teachers' Association as: exceptional, decent, good, reprehensible, poor. No evaluation marks are given. In cases of downgrading of a student's conduct, the reasons for this are noted in the minutes of the meeting of the Teachers' Association.
- In cases of students who face proven psychological problems or serious health problems or serious family problems the School Board informs the relevant educational psychologist, who prepares a written report, which is submitted to the Teachers' Association before a decision is taken.
- The classification of conduct is written in the indicative and progress reports, but it does not appear in the school certificate.
- A student whose conduct was assessed as reprehensible or poor is eligible to continue to study at his school, unless the Teachers' Association has grounds to believe that the change of environment is necessary, after taking into consideration the opinion of the relevant educational psychologist.

## Pedagogical measures

According to the new Regulations of Operation of schools, pedagogical measures aim mainly at assisting a student to understand his mistakes, analyze them and improve his behaviour.

## Disciplinary Board

At every school of Secondary Education a Disciplinary Board is formed consisting of a Principal or an Assistant Principal as his representative, as chairman, two teachers or trainers, a class supervisor, the president of the Central Students' Council and a President of his Class Council. The two teachers or trainers are designated by the Teachers' Association at the beginning of the school year.

Cases regarding serious offences are referred to the Disciplinary Board and are examined within fifteen or within a maximum of thirty days, depending on their seriousness. If a student is referred to the Disciplinary Board, he is allowed to present the facts and express his arguments. His parents are informed and they also have the right to





express their views in front of the Disciplinary Board. The chairman of the Board, before the hearing of the case, can obtain the opinion of the teacher of Advisory and Vocational Education, the Educational Psychologist or another specialist, upon request of at least one member of the Board or upon request of the student's parents/guardians.

### **Assistance and support in personal matters**

In case a student faces any kind of problem and feels the need to talk to somebody, he can apply to the teacher in charge of his class, the Assistant Principal, the School Advisor or even the Principal.

Students are urged to seek assistance of the Office of Advisory Vocational Education Service for dealing with personal problems of any kind (family, emotional, financial, educational) since it has the authority and responsibility for handling such problems. The Office handles these subjects in strict confidence and advises and acts in the interests of a student.

### **Procedure for solving class problems**

In dealing with any matter or problem relating to the class:

- A student or students apply to their class Council. The Council takes care of the matter when it relates to the entire class and it informs the teacher in charge of the class.
- The Class Teacher discusses the subject with the Council or even with the whole class and deals with the matter in accordance with the relevant decisions and in close cooperation with the Council.
- The Assistant Principal can inform the School Principal either in case he considers it necessary or at the request of the parties involved.
- Sensitive, delicate or confidential matters should be discreetly investigated, with the involvement of the Office of Advisory and Vocational Education Service, always with respect to the personality and safeguarding of the dignity of the student or students who face problems of sensitive and confidential nature.

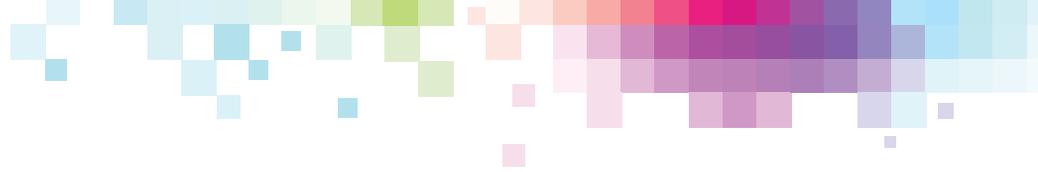
## Guardians of students

A student's natural guardian is his father and his mother. Nobody else can be a guardian, as long as student's parents reside in the city or town where the school is situated.

Guardians:

- Accompany students for registration and undertake with their signature all the responsibilities towards the school that arise from their status.
- During studying of children who are under their guardianship, they monitor them with the greatest possible interest, oversee and check their regular attendance at school and their diligence, behaviour and morals. Anything relevant that they notice, they should bring it to the attention of the Principal, in order to ensure co-operation between home and school aiming at the improvement of students.
- Watch over the observation of school regulations and orders by students.
- Are required to participate, following an invitation from the school, at the examination by the Teachers' Association of offences of the student they are guarding, in order to provide information that may be requested from them.
- Arrange for the timely settlement a student's financial and other obligations towards the school, in accordance with the regulations and the relevant decisions of the competent authority.
- Inform the Principal in writing about the reason of absence of the student who is under their guardianship.





# STATE INSTITUTES OF FURTHER EDUCATION

In Cyprus there are 40 State Institutes of Further Education, 22 of which are in rural areas and 18 - in cities. A wide course selection is offered to students and adults which includes the following: English, French, Italian, German, Russian, Greek for foreigners, Turkish, Accounting, Computer Studies, preparatory courses for the entrance exams to Greek Universities and the University of Cyprus, intensive courses for Gymnasium and Lyceum.

Additional courses are Turkish for Turkish Cypriot students and Greek for political refugees. State Institutes of Further Education continue to offer reinforcement courses for children of parents from enclaves.

## Examinations

Students attending State Institutes of Further Education sit Unified Exams in order to obtain a Certificate of Success. The Certificate of Success at the fourth and fifth level of English as well as the fourth level of French and German are acknowledged by EDY and EEY as proof of «good knowledge» of the English, French and German languages. The Certificate of Success at the sixth and seventh level of English, French and German is recognized by EDY and EEY, as proof of «very good knowledge» of the above languages.

Preparation of students for the following external exams of foreign languages, accounting and information technology is also provided.

- GCE O' and A' Level
- F.C.E. – Cambridge
- DELF for French
- L.C.C.I. for Accounting
- E.C.D.L. for Information Technology



## Registration

Registration at the State Institutes of Further Education takes place in **May** and continues during the **first ten days of September**. As a rule the number of students in every group is from 10 to 15, however in special occasions, operation of groups with a lower number of students may be allowed.

State Institutes of Further Education operate on Monday, Tuesday, Thursday and Friday from 3 p.m. to 6 p.m. Groups for adults operate in certain State Institutes of Further Education during evening hours from 6.30 p.m. to 8 p.m. In special cases lessons can be provided on Wednesday afternoon or on Saturday morning.

Every group has classes twice a week with duration of ninety minutes each.



# EDUCATIONAL PSYCHOLOGY SERVICE

## History

The Educational Psychology Service is an independent service of the Ministry of Education and Culture and comes directly under the General Director. It is multi-level and the services of educational psychologists are addressed to all levels of education, in other words Pre-primary, Primary, Secondary General and Secondary Technical and Vocational Education.

## Mission and objective

The Mission of the Educational Psychology Service is promotion of mental health of all students and facilitation of learning and of all-embracing development of each person who participates in our educational system. The objective of Educational Psychology Service is to introduce psychological principles to the education field. Thus, it aims to contribute significantly to the qualitative democratization of the institution of school, acceptance and respect of diversity and school success of all students.

## The role of educational psychologists

Educational psychologists work inside the school system and regard teachers as their main associates. Educational psychologists monitor children whose cases are referred to the Educational Psychology Service and cover a wide spectrum of problems. They evaluate and provide supportive and advisory services to children facing:

- learning difficulties;
- special needs;
- emotional difficulties and problems in behaviour.

Within the frame of the individual cases, educational psychologists provide guidance and advisory services to parents, students and teachers. At the same time they collaborate with other special and competent authorities regarding the cases they monitor.



## Areas of activities

The work of Educational psychologists covers two basic areas: the area of individual cases and the area of programs, research and studies. The individual cases area is the one to which educational psychologists traditionally dedicate a considerable amount of their time.

**Parents/ guardians, teachers and the District Committee of Special Education and Training** can address the Service for evaluation, diagnosis, advice, guidance and support aiming at the tackling of a wide spectrum of difficulties that students may face at school.

Each parent can address the Service and by completing a relevant application form request an appointment with an educational psychologist. Simultaneously each parent can ask the school to refer his child's case to the Service through the specific procedure known to schools. We consider important the referral of cases to the Service by the school, since school's involvement is essential in the majority of cases and since the educational psychologist provides his services through the educational system.

Cases concerning students with special needs are referred to the Service by the relevant District Committees of Special Education and Training. **The involvement of an educational psychologist strictly requires the prior approval from a parent or a guardian.**

## Area of programs, studies and research

Within the framework of the strategy of prevention, educational psychologists dedicate a considerable amount of their time to the development of precautionary programs and interventions in the school field, the object of which is:

- violence and youth offences at school;
- school failure and functional illiteracy;
- use of legal and illegal addictive substances;
- early detection and tackling of learning difficulties;
- access and incorporation of children with special needs and their active participation in every school activity;

- emotional and social education of children;
- qualitative democratization of education and elimination of all kinds of racist perception on the grounds of sex, origin or diversity of each individual inside the school system;
- elimination of unequal treatment and adoption of the principle of positive recognition through the institution of Zones of Educational Priority.

Simultaneously, educational psychologists develop versatile action on issues of further education, sensitization and training. They play an important role in training of teachers on subjects of educational psychology, sensitization of the wider public (incorporation of children with disabilities, learning difficulties and emotional disturbances), further education and briefing of organized parents. In general, they introduce psychological principles to the school and the community.

### **Structure of service**

There are three District offices of Educational Psychology Service in Nicosia, Limassol and Larnaca. At the same time, in an attempt to cover the needs of the educational system and the quality of public service, local offices operate as well in the districts of Paphos and Famagusta.

#### **Contact details**

##### **Address:**

Educational Psychology Service  
 Corner Kimonos and Thoukididou Streets,  
 Akropolis, 1434 Nicosia.

##### **Contact Telephone / Fax:**

##### **District Office of Nicosia**

Tel.: 22800806  
 Fax: 22800863





**District Office of Larnaca / Famagusta**

Tel.: 24821363

Fax: 24813274

**District Office of Limassol / Paphos**

Tel.: 25822850

Fax: 25305503



# ADVISORY AND VOCATIONAL EDUCATION SERVICE

Advisory and Vocational Education Service (A.V.E.S.) comes under the Administration of Secondary Education of the Ministry of Education and Culture. Its main purpose is a personal, social, educational and professional development of students and other individuals.

A.V.E.S. has advisory offices in all schools of Public Secondary General and Technical Education, as well as Central Offices in the Ministry of Education and Culture.

A.V.E.S., having as primary principle the peculiarity of each individual, his capabilities and free will, attempts to help students and other youngsters to:

- a) evolutionarily develop self-awareness and self-acceptance and form healthy attitudes towards life;
- b) develop a positive image of their self and acquire appropriate means of an effective approach to personal, family or even social problems of life;
- c) adapt to the school environment in order to achieve their educational and social progress and advancement;
- d) develop the necessary skills that will enable them to take rational decisions concerning educational / professional or personal matters;
- e) recognize their individual capabilities, interests, skills and inclinations, learn about the nature and demands of various professions, as well as about modern socio-economic and cultural evolutions and their impact on the local and international employment market, so that they make the right educational choices.



## The role of A.V.E.S. in schools

### Advisory and Vocational Education Service (A.V.E.S.) in Secondary Schools

Nowadays in every Secondary school, A.V.E.S. maintains an Office where the Advisory and Vocational Education teacher sees students, parents and individuals from involved Services for personal, educational and/or professional Advisory. According to the present operating standards of A.V.E.S., Advisory and Vocational Education teachers work in one or more schools.

An Advisor in Secondary school offers considerable help to students in dealing with their personal, family and educational problems. Additionally, he/she teaches the course of **Vocational and Social Education** during the first four-month period. The aim of Vocational Education is the attainment of the necessary skills that will help each individual make the right educational professional decision.

The aim of **Social Education** is to equip students with the appropriate means of dealing with difficulties and problems of life and enable them to develop defense mechanisms against the use of addictive substances and against any other danger of modern society.

### A.V.E.S. in Unified Lyceum / Technical Schools

The Advisors' mission in Lyceums / Technical Schools is the same as in Secondary schools. Specialised assistance is also offered in each Unified Lyceum and Technical School, via the Advisory intervention, concerning educational / professional choices of students, as well as information regarding admission to Higher and Tertiary Educational Institutions of Cyprus, Greece and abroad, the nature of various professions, the local, European and international employment markets, etc.

Moreover, the Advisor provides students of the A form of Unified Lyceum, as well as students of other forms for whom it is regarded necessary, with the «test» of Educational / Vocational Advisory «Career Gate Test k.17». This test is a modern, electronic test of Educational / Vocational Advisory in Greek, which explores a personality, inclinations, preferences and interests of a person and basing on





obtained information determines professions and studies that suit him. It is noted that the «test» is co-funded by the M.O.E.C. and the European Social Fund and constitutes one more tool in the hands of the Advisor Teacher for completion of his difficult task.

Additional information about the Advisory and Vocational Education Service can be found in the Chapter of Fundamental Rights –Advisory and Vocational Education Service and the website of A.V.E.S ([www.moec.gov.cy/ysea/index.html](http://www.moec.gov.cy/ysea/index.html)).

### **Communication with the Ministry of Education and Culture**

All citizens are prompted, when they contact the Ministry of Education and Culture to follow the normal procedure and hierarchy order, unless sufficient reasons exist to do otherwise. It is also recommended that all letters sent to the Director of Secondary Education be forwarded to him via the relevant Principals, Inspectors and First Officers of Education, who will set out their observations and / or comments in writing.

Citizens can contact the District Officers for the provision of information about matters or problems that concern them:

- District Officer of Nicosia, Ministry of Education and Culture, 1434 Nicosia
- Telephone: 22800633, Fax: 22428268.
- District Officer of Limassol: Telephone: 22800632 Fax: 22428268.
- District Officer of Larnaca and Famagusta: Telephone: 22800634, Fax: 22428268.
- District Officer of Paphos: Telephone: 22800635, Fax: 22428268.

In case citizens need to contact the Director of Secondary Education, they can use the following address:

- Director of Secondary Education, Ministry of Education and Culture, 1434 Nicosia, Telephone: 22800630-22800631, Fax: 22428268.

In case citizens need to contact the General Inspector of Secondary Education, they can use the following address:



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- General Inspector of Secondary Education, Ministry of Education and Culture, 1434 Nicosia, Telephone: 22800934-22800936, Fax: 22800862.

Interested parties can find addresses, telephones and fax numbers of all schools (both public and private) at the web-page of the Ministry of Education and Culture at [www.moec.gov.cy](http://www.moec.gov.cy).



# HIGHER EDUCATION IN CYPRUS

Government policy aims at the creation of appropriate conditions for the provision of tertiary education of academic and professional programs of studies to the largest possible number of people and also to the establishment of Cyprus as an international and regional centre of higher education and research.

Currently in Cyprus state and private institutions of higher education operate at university and non-university level.

## State Universities

### **The University of Cyprus ([www.ucy.ac.cy](http://www.ucy.ac.cy))**

The University was founded to satisfy the increasing educational needs of the Cypriot population and to fulfill social, financial and other objectives of the Republic. Scientific research is promoted and funded in all departments with an aim to contribute to an academic development and to meet local and international needs and demands.

The Law which regulates the establishment and functioning of the University of Cyprus was passed by the House of Representatives in 1989. The University of Cyprus admitted its first students in 1992. Nowadays it offers programs of studies in three cycles: «Degree» (first cycle), «Master» (second cycle) and «Doctorate» (third cycle).

### **The Open University of Cyprus ([www.ouc.ac.cy](http://www.ouc.ac.cy))**

The Open University of Cyprus was established by Law which was passed by the House of Representatives in 2002 and admitted its first students in September 2006 at two post-graduate programs of studies by distance learning: «Education Studies» and «Administration of Health Units». Nowadays it offers, additionally, the undergraduate program of studies «Studies of Hellenic Civilisation» and the post-graduate program of studies «Specialisation in Information Systems».

### **The Cyprus University of Technology ([www.cut.ac.cy](http://www.cut.ac.cy))**

The Cyprus University of Technology was established by Law which was passed by the House of Representatives in 2003 and admitted its first students in September 2007. The Cyprus University of Technology





is a conventional type of a university that offers programs of studies orientated mainly towards applied sciences.

## Private Universities

The House of Representatives enacted Law 109 (I)/2005 which regulates the establishment and operation of Private Universities in Cyprus. The Law came into force on July 29, 2005. The first private universities in Cyprus commenced their operation following a relevant decision by the Council of Ministers on September 12, 2007. These are the following:

1. Frederick University ([www.frederick.ac.cy](http://www.frederick.ac.cy))
2. European University Cyprus ([www.euc.ac.cy](http://www.euc.ac.cy))
3. The University of Nicosia ([www.unic.ac.cy](http://www.unic.ac.cy))



## State Tertiary Education Institutions

Tertiary education in Cyprus is also offered by a number of State Tertiary Education Institutions, none of which has a university status. Today the following non-University State Tertiary Education Institutions operate:

- **Forestry College of Cyprus** - Ministry of Agriculture, Natural Resources and Environment (Tel. +357-25 813606, [www.moa.gov.cy/fc](http://www.moa.gov.cy/fc)).
- **Higher Hotel Institute** – Ministry of Labour and Social Insurance (Tel. +357-22 404800, [hhic@cytanet.com.cy](mailto:hhic@cytanet.com.cy)).
- **Mediterranean Institute of Management (MIM)** - Ministry of Labour and Social Insurance (Tel. +357-22 806000, [www.kepa.gov.cy](http://www.kepa.gov.cy)).
- **Police Academy** - Ministry of Justice and Public Order (Tel. +357-22 808030, [www.police.gov.cy](http://www.police.gov.cy)).

## Private Tertiary Education Institutions

Currently there are 25 Private Tertiary Education Institutions (PTEI) in Cyprus, some of which maintain branches in other cities of Cyprus besides Nicosia. Private Tertiary Education Institutions (PTEI) do not enjoy a university status, but they offer both academic and vocational programs of studies at the undergraduate and post-graduate levels.

The competent authority for quality assurance and evaluation-accreditation of programs of studies offered by private institutions of tertiary education is the Council of Educational Evaluation-Accreditation (CEEA/S.E.K.A.P.) which is a member of ENQA (the European Association for Quality Assurance in Higher Education). Currently, a large number of programs offered by private institutions of tertiary education have been subject to educational evaluation and accreditation by S.E.K.A.P. These programs fall under the following categories:

- Academic and Vocational programs of studies leading to the award of: Certificate (1 year), Diploma (2 years) and Higher Diploma (3 years). Access to these programs requires a Leaving Certificate or



an equivalent qualification.

- First cycle programs, lasting for 4 academic years leading to the award of a degree and a Bachelor's degree. Access to these programs requires Apolyterion or an equivalent qualification.
- Second cycle programs, lasting for 2 academic years of continuous education and leading to the award of a Masters Degree. Admission to these programs requires Degree or Bachelor or an equivalent qualification.



## Recognition of academic qualifications ([www.kysats.ac.cy](http://www.kysats.ac.cy))

In accordance with the Lisbon Convention of 1997 all member states of the European Union have established National Councils whose responsibility is the recognition of titles (degrees) awarded by institutions of Higher and Tertiary Education. The Republic of Cyprus as a member state of the European Union and one of those who has adopted the Lisbon Convention has established the Cyprus Council of Recognition of Higher Education Qualifications (KYSATS).

According to the relevant legislation which regulates its operation, KYSATS examines educational qualifications which:

- a) are awarded by recognized institutions or

b) concern educationally evaluated-accredited programs of studies.

«Title of studies» in accordance with the relevant Law is any degree, diploma or certificate which is awarded by an educational institution of Higher or Tertiary Education which certifies that its holder has successfully completed a program of studies of higher or tertiary education.

## Procedures for admission to Higher and Tertiary Institutions of Cyprus

### State Higher and Tertiary Educational Institutions of Cyprus

Admission to the University of Cyprus, Cyprus University of Technology and the Cyprus Higher Hotel Institute is established as follows::

(a) Allocation of places takes place starting from the first candidate in order of success in the Pancyprian Examinations based on the results of each candidate. Candidates secure a place on the basis of their statement of preference by satisfying the best possible preference of the candidates that their order of success permits. The following individuals have the right to participate in the Pancyprian Examinations:

- Cypriot citizens or individuals whose parent is of a Cypriot origin and they are students of the final form or graduates, of the Lyceum cycle of public schools of secondary education or of the English School of Nicosia which operates in accordance with the English School (Administration and Control) Law and its respective amendments or of private schools which were established and operate in accordance with the private schools and tuition centres laws and their respective amendments.
- Cypriot citizen students of the last form or graduates of a school of upper secondary education, of Lyceum level, which operates legally in a foreign country, on the condition that they submit a certificate by the competent educational or diplomatic authority of that country which verifies that





the particular Leaving Certificate (apolyterion) which the candidate holds or is about to be awarded, gives him the right for admission to the respective Institutions of Higher and Tertiary Education of that country.

- European citizens or citizens of third countries who study

in the last form or are graduates of a school, as described above.

(b) Based on the criterion of GCE's or other recognized examinations (only regarding the University of Cyprus and the Cyprus University of Technology).

(c) In accordance with special criteria specified by the University of Cyprus and the Cyprus University of Technology.

Admission to the Open University of Cyprus is done in accordance with the system of units on specific criteria which determine the ranking of candidates.

### **Private Higher and Tertiary Educational Institutions**

Admission to private Higher and Tertiary Educational Institutions of Cyprus is based on the leaving certificate mark as the minimum criterion while a certificate of good knowledge of English language may be requested.

#### **Contact details:**

##### **Address of Higher and Tertiary Education:**

Websites: [www.highereducation.ac.cy](http://www.highereducation.ac.cy)  
[www.moec.gov.cy](http://www.moec.gov.cy)

E-mail: [daae@moec.gov.cy](mailto:daae@moec.gov.cy)

Telephone: 22 800616/617

Fax: 22 427560

##### **Examination Service:**

Website: [www.moec.gov.cy](http://www.moec.gov.cy)

E-mail: [yp\\_exetaseon@moec.gov.cy](mailto:yp_exetaseon@moec.gov.cy)

Telephone: 22 800626/763

Fax: 22 427562







**MINISTRY OF EDUCATION AND CULTURE**  
CYPRUS PEDAGOGICAL INSTITUTE